

**Listing of Community Program Planning (CPP)
Allowable Activities and Expenditures**

- I. **Staffing** means staff responsible for: (1) the overall CPP, (2) coordination and management of CPP and (3) ensuring that stakeholders have the opportunity to participate in the CPP process. (See Cal. Code Regs., tit. 9, § 3300, subd. (b)(1)–(3).)

Examples include:

- Salaries, wages (including bilingual pay supplements) and benefits of county mental health department staff and/or community mental health contract provider staff based on the portion of time dedicated to planning activities.
- Staff and/or consultant time to assist in facilitating the stakeholder process, outreach, and writing the Plan or update.
- Travel and transportation costs for staff participating in planning activities.
- Costs associated with recruiting and hiring planning staff.
- Costs associated with equipping new staff with all necessary technology (cellular telephones, computer hardware and software, etc.) to coordinate planning activities.

- II. **Stakeholder Participation: Consumers, Family Members & Other Stakeholders** includes costs of consumers, family members and other stakeholders to participate in the planning process. (See Welf. & Inst. Code § 5892, subd. (c).) Stakeholders include consumers and families who have been traditionally unserved or underserved because of factors related to race, ethnicity, limited language access, culturally inappropriate care, geographic location or other factors. Outreach should be targeted to clients with serious mental illness and/or serious emotional disturbance, and their family members, to ensure the opportunity to participate. Other stakeholders include providers of services, law enforcement agencies, education, social services agencies and other important interests. (See Cal. Code Regs., tit. 9, §§ 3300, subd. (b)(3)(A) and 3300, subd. (b)(4)–(5).)

Examples include:

- Travel and transportation costs (includes meals, lodging, mileage, etc.)
- Child or dependent care for consumers and family members

- III. **Training** means training provided to county mental health department staff with planning responsibilities and to stakeholders, clients and clients' family members who are participating in the planning process. (See Cal. Code Regs., tit. 9, § 3300, subd. (c)(3)(A)–(B).)

Examples include:

- Training costs to prepare stakeholders in participating in the planning process.

- IV. **Private Provider Contracts** expenditures allow for planning and implementation activities necessary to prepare for contracting with private providers, as referenced in Welfare and Institutions Code section 5892, subdivision (c). For example, staff and materials needed to complete a competitive bid process to award contracts.

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V. **Other Allowable Planning Expenditures**

Examples include:

- Costs of facility meeting rooms that have been identified as effective gathering places for meetings to encourage stakeholder participation.
- Webcasts.
- Reasonable incidental costs of food and refreshments.
- Interpreters and translation services to support the planning processes.
- Plan review activities including costs associated with posting of the Plan and the thirty-day comment period.