



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-1500

June 13, 2012

SAMHSA (MHBG) LETTER NO.: 12-01

TO: COUNTY MENTAL HEALTH DIRECTORS
COUNTY MENTAL HEALTH PROGRAM CHIEFS
COUNTY MENTAL HEALTH ADMINISTRATORS
COUNTY MENTAL HEALTH FISCAL OFFICERS

SUBJECT: STATE FISCAL YEAR (SFY) 2012-13 PLANNING
ESTIMATE AND RENEWAL APPLICATION
INSTRUCTIONS

REFERENCE: CATALOG OF FEDERAL DOMESTIC ASSISTANCE
(CFDA) 93.958 – BLOCK GRANTS FOR COMMUNITY
MENTAL HEALTH SERVICES (Community Mental Health
Services Block Grant)

This letter transmits the SFY 2012-13 Planning Estimate Worksheet (Enclosure I) and the Community Mental Health Services Block Grant (MHBG) Renewal Application Instructions for SFY 2012-13 (Enclosure II).

The Department of Mental Health (DMH) allocates MHBG to counties to establish or expand community-based systems of care for providing mental health services to adults with serious mental illness (SMI) and children with serious emotional disturbance (SED). In order for DMH to allocate the MHBG funds for these purposes, all counties receiving funds must abide by specific conditions of Title XIX, Part B of the Public Health Services Act, as well as those conditions established by other federal and state laws, regulations, policies, and guidelines. Counties are required to submit an application prepared in accordance with the enclosures and attachments accompanying this letter. **Please refer to the bolded areas as there have been changes for SFY 2012-13. There has been an increase to the SFY 2012-13 MHBG Award which is reflected in your County's Planning Estimate Worksheet. The MHBG funds are pending approval of the SFY 2012-13 Budget Act.**

Fiscal requirements are outlined in the Accounting Guidelines (Enclosure III). **The Salary Rate Cap was reduced to \$179,700 per full time equivalent, not including benefits.**

Reimbursements are based on actual expenditures documented on quarterly expenditure reports, which are due to the Department of Mental Health 20 days after the end of the quarter: October 20th, January 20th, April 20th, and July 20th.

The quarterly reports may be submitted by e-mail to: MHBG@dmh.ca.gov; however, the year-end cost report must be mailed, as originals with signatures are required.

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Counties must fully expend their SFY 2012-13 MHBG allocations by September 30, 2013. Counties must adhere to the fourth quarter report submittal date of July 20, 2013, but will be able to make revisions to their fourth quarter report up to October 20, 2013. Any SFY 2012-13 expenditure reports submitted after October 20, 2013 will not be reimbursed.

Please note: Counties who were peer reviewed in SFY 2011-12 must address the peer review findings and corrective action taken, if any, in this application.

All documents and instructions necessary for completion of the MHBG County Application may be downloaded at:

http://www.dmh.ca.gov/services_and_programs/adults/SAMHSA.asp

County application packages must be submitted electronically, in Word or Excel format, to MHBG@dmh.ca.gov no later than close of business on August 1, 2012. All documents requiring original signatures, including the Planning Estimate, Funding Agreements, and Certifications, must be postmarked no later than August 1, 2012 and mailed to:

Department of Mental Health
Office of Community Services
Federal/State Grants Management
1600 9th Street, Room 100
Sacramento, CA 95814

A final approval letter with enclosed budgets will be issued once the application is reviewed and approved.

Should you have any questions or would like information on program and policy issues, contact Kimberly Wimberly at (916) 653-7968 or by e-mail at MHBG@dmh.ca.gov or for fiscal issues, contact Debbie Sutton at (916) 651-2773 or by e-mail at MHBG@dmh.ca.gov.

Sincerely,



DAVID P. JONES
Acting Deputy Director
Office of Community Services

Enclosures

cc: Division of Administration