



TOBY DOUGLAS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

July 11, 2013

SAMHSA (MHBG) Letter No.: 13-02

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

SUBJECT: STATE FISCAL YEAR (SFY) 2013-14 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)

EXPIRES: September 30, 2014

This letter transmits the SFY 2013-14 Planning Estimate Worksheet (Enclosure 1) and the Substance Abuse and Mental Health Services Administration (SAMHSA), Community Mental Health Services Block Grant (MHBG) Renewal Application Instructions for SFY 2013-14 (Enclosure 2). **Please note the following changes for SFY 2013-14 in the Renewal Application Instructions. These changes are:**

- **Children's System of Care (CSOC) program,**
- **Affordable Care Act (ACA) requirements.**

The Department of Health Care Services (DHCS) 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 DHCS 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.

APPLICATION DEADLINE

Each County's renewal application must be submitted electronically, in Word or Excel format, to MHBG@dhcs.ca.gov no later than close of business on August 9, 2013. All documents requiring original signatures, including the Planning Estimate, Funding Agreements, and

Certifications, must be postmarked no later than August 9, 2013. The MHBG application instructions and eight enclosures necessary for completion of the MHBG County Application must be downloaded from: <http://www.dhcs.ca.gov/services/MH/Pages/MHBG.aspx>.

SUBMISSION INSTRUCTIONS

The application must be submitted by close of business August 1, 2013, narrative in Word and budgets in Excel format. Late submissions may delay funding. The electronic application must contain the following:

1. Enclosure 1 - Planning Estimate Worksheet
2. Enclosure 4 - Agreements
3. Enclosure 5 - Certifications
4. Enclosure 6 - Completed MHBG Program Data Sheet, one per program and must indicate any transformational services provided;
5. Enclosure 7 - Federal Grant Detailed Program Budget, DHCS 1779, one per program; and
6. Program Narrative is required for each program funded with the base allocation, dual diagnosis set-aside, Children System of Care (CSOC) set-aside in Humboldt, Los Angeles, Merced, Monterey, Placer, San Luis Obispo and Stanislaus counties and the Integrated Services Agency (ISA) programs funded in Los Angeles and Stanislaus counties. Multiple programs and/or subcontractor expenses including dual diagnosis set-aside and ISA programs must be detailed on separate forms: Federal Grant Detailed Program Budget DHCS 1779 and summarized on a single county DHCS 1779 form (see examples, Enclosure 7a).

In addition to the electronic submission, the county must mail the following documents containing original signatures.

1. Enclosure 1 – Planning Estimate Worksheet
2. Enclosure 4 – Agreements
3. Enclosure 5 - Certifications

Mail the package via overnight mail to:

California Department of Health Care Services
Mental Health Services Division
Grants Management Unit
1500 Capitol Avenue, 72.4.15, MS 2704
Sacramento, CA 95814

Upon approval of your application, DHCS will send a letter to the county with each of the approved program budgets.

SPECIAL REQUIREMENTS

MHBG funds cannot be used for the following:

1. to provide inpatient services,
2. to make cash payments to intended recipients of health services,
3. to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment,
4. to satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds; or
5. to provide financial assistance to any entity other than a public or nonprofit entity.

REPORTING AND FISCAL REQUIREMENTS

The Grant Financial Status Report Quarterly (DHCS 1784 QTR), and Grant Cash Transaction Report Quarterly (DHCS 1785 QTR), are due to the DHCS 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@dhcs.ca.gov; however, year end cost reports must be mailed, as originals with signatures are required.

Fiscal requirements are outlined in the Accounting Guidelines (Enclosure 3).

Counties must fully expend their SFY 2013-14 MHBG allocations by September 30, 2014. Counties must adhere to the fourth quarter report submittal date of July 20, 2014, but will be able to make revisions to their fourth quarter report up to October 20, 2014. Any SFY 2013-14 expenditure reports submitted after October 20, 2014 will not be reimbursed.

Should you have any questions please contact your MHBG analyst at MHBG@dhcs.ca.gov.

Sincerely,



Gary Renslo, Chief
Fiscal Management and Outcomes Reporting Branch
Mental Health Services Division

Enclosures