



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



EDMUND G. BROWN JR.  
GOVERNOR

October 9, 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) 2012-13 BLOCK GRANTS FOR  
COMMUNITY MENTAL HEALTH SERVICES (KNOWN AS THE  
COMMUNITY MENTAL HEALTH SERVICES BLOCK GRANT  
(MHBG)) FINAL ALLOCATION AND COST REPORT

This letter transmits the Final Allocation Worksheet and Cost Report forms for settlement of the SFY 2012-13 Substance Abuse and Mental Health Services Administration (SAMHSA); Community Mental Health Services Block Grant (MHBG) funds. The Catalog of Federal Domestic Assistance Number 93.958 is applicable when referring to or auditing this grant.

### **Final Allocation**

The Final Allocation is the Department of Health Care Services approved level of MHBG funding for the county.

Counties must incur expenditures before receiving payments from their MHBG allocation. Payments are based on actual expenditures documented on quarterly expenditure reports, which are due to the Department of Health Care Services 20 days after the end of each quarter: October 20, January 20, April 20, and July 20. Counties must expend all SFY 2012-13 MHBG funds by September 30, 2013, but will have until October 20, 2013, to report SFY 2012-13 MHBG expenditures.

Counties that do not submit their final fourth quarter expenditure report for SFY 2012-13 by October 20, 2013, will not be reimbursed.

### **Final Budget**

The Federal Grant Detailed Provider Budget Form, DHCS 1779, is used as a program control document and is not intended for fiscal audit control. Counties have received an approved budget for each of the programs funded by the MHBG. The last approved budget revision before submittal of the final fourth quarter expenditure report on October 20, 2013, will serve as the Final Budget.

## Cost Report

The Year End Cost Report and Final Allocation Worksheet are due **December 31, 2013**. The following forms to complete the Year-End (YE) Cost Report are enclosed:

- DHCS 1767, Federal Grant Expenditure Report
- DHCS 1767-S, Federal Grant Expenditure Report Summary
- DHCS 1784YE, Grant Financial Status Report
- DHCS 1785YE, Grant Cash Transaction Report

Submit one DHCS 1767 for each program and one DHCS 1767S as a summary if you have more than one program funded by the MHBG. The DHCS 1784YE and DHCS 1785YE are to reflect total expenditures. Please mail the signed Year-End Cost Report and Final Allocation Worksheet to:

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

Please contact your Grants Management Analyst about any questions you may have or if you would like more information. To locate the Grants Management Analyst for your county, download the County Analyst Assignment List at the following link: <http://www.dhcs.ca.gov/services/MH/Pages/MHBG.aspx> or email the MHBG inbox at [MHBG@dhcs.ca.gov](mailto:MHBG@dhcs.ca.gov).

Sincerely,



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

Enclosures