

EXHIBIT LISTING AND INSTRUCTIONS

<u>EXHIBIT</u>	<u>TITLE</u>
A	County Certification
B	Community Program Planning and Local Review Process
C	Overall Implementation Progress Report on FY 09/10 Activities
D	Elimination of Program/Project
D1	Previously Approved Program – CSS
D2	Previously Approved Program – WET
D3	Previously Approved Program – PEI
D4	Previously Approved Program – INN
E	MHSA Summary Funding Request
E1	Funding Request – CSS
E2	Funding Request – WET
E3	Funding Request – PEI
E4	Funding Request – INN
E5	Funding Request – CFTN
F1	New/Revised Program Description – CSS
F2	New/Revised Program Description – WET
F3	New/Revised Program Description – PEI
F4	New/Revised Program Description – INN
F5	New and Existing Project Description – CF
F6	New and Existing Project Description – TN
G	Local Prudent Reserve Funding Request
H	Supplemental MHSA Housing Program Assignment Agreement
I	Training, Technical Assistance and Capacity Building Funds Request Form

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Exhibit A – County Certification: Exhibit A is a signed statement by the County Mental Health Director that the County will comply with the requirements of the MHSA, including the Community Program Planning process pursuant to California Code of Regulations, Title 9, section 3300, and non-supplant requirements of California Code of Regulations, Title 9, section 3410. This certification indicates that the information included in the documents submitted is true and correct.

Exhibit B – Community Program Planning and Local Review Process: Counties should include a brief description of the Community Program Planning and Local Review Processes for development and review of the FY 2011/12 annual update/update. This shall include the methods for obtaining input (e.g., utilization of media, translating materials, etc.) and identification of stakeholder entities involved in the planning process. Counties should ensure underserved and unserved populations were involved in the Community Program Planning process.

A summary of substantive input received during the stakeholder review and public hearing, and responses to those comments should be included in this section of the FY 2011/12 annual update/update. The County should indicate if no substantive comments were received. Counties should maintain copies or a log of all comments that were submitted during this process, including those submitted anonymously.

The dates of the 30-day public comment period and the public hearing (required for annual updates only) must be included.

Counties may elect to attach the Mental Health Board meeting minutes in which the annual update was discussed if it provides additional information that augments the responses to these questions.

Exhibit C – Overall Implementation Progress Report on FY 09/10 Activities: Welfare and Institutions Code section 5848, subdivision (c), specifies that DMH shall establish requirements for the content of the annual plan and updates including reports on the achievement of performance outcomes for services. Counties should complete Exhibit C to provide an update on the overall implementation progress of MHSA programs/projects for the CSS, WET, PEI, and INN components during FY 2009/10. NOTE: Implementation includes any activity conducted for the program post plan approval.

Exhibit D – Elimination of Program/Project: Counties should use Exhibit D when proposing to eliminate a previously approved program/project. Counties proposing to eliminate a program/project through an update should notify DMH by submitting an Exhibit A, B, D, and E1-E5, as applicable.

Exhibit D1 – D4 Previously Approved Program Description: Counties should complete these Exhibits for each previously approved CSS, WET, PEI, or INN program. For each program, the same previously approved name or title should be used.

For each previously approved program, Counties must complete Section I: Program Specific Progress Report for FY 09/10 and Section II: Program Description for FY 11/12. This Exhibit must be completed and submitted for each previously approved program, even if no funding is being requested.

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If Counties are submitting an update, only Section II: Program Description for FY 11/12 is required to be completed.

- Exhibit D1 Previously Approved Program – CSS
- Exhibit D2 Previously Approved Program – WET
- Exhibit D3 Previously Approved Program – PEI
- Exhibit D4 Previously Approved Program – INN

Exhibit E – MHSA Summary Funding Request: This Exhibit presents a summary of the County's MHSA programs/projects funding requests. The summary depicts the aggregate totals of the individual component programs/projects listed on Exhibits E1-E5. This exhibit allows Counties to identify the sources of funding (i.e., unexpended and unapproved funds) needed to fund the proposed programs/projects. Unexpended funds are based on the FY 2009/10 Annual MHSA Revenue and Expenditure Report. Exhibit E also documents the irrevocable transfers from CSS to the other allowable components: WET, CFTN, and Local Prudent Reserve.

Pursuant to Welfare and Institutions Code section 5847, subdivision (h), a county mental health program shall include an allocation of funds from a reserve established pursuant to WIC Section 5892, subdivision (b), in years in which the allocation of funds for services are not adequate to continue to serve the same number of individuals as the County had been serving in the previous fiscal year. Counties that choose to access funds in their Local Prudent Reserve in FY 2011/12 will need to identify on Exhibit E the amount being requested from their Local Prudent Reserve to be used for CSS and/or PEI programs.

Exhibits E1 – E5 Component Specific Funding Request: Complete the applicable Exhibits E1-E5 specific to each component. List each program/project in the previously approved or new section, as applicable.

The funding requested for each program should include the amount of MHSA funds needed to implement the requested programs/projects (including any non-recurring costs). Additionally, counties should use this form to request Indirect Administrative funds and Operating Reserve funds for each component.

- Exhibit E1 CSS Funding Request
- Exhibit E2 WET Funding Request
- Exhibit E3 PEI Funding Request
- Exhibit E4 INN Funding Request
- Exhibit E5 CFTN Funding Request

Exhibit F1 – F6 New/Revised Program/Project Description: Complete the applicable Exhibits F1-F6 specific to each component.

- Exhibit F1 New/Revised Program Description – CSS
- Exhibit F2 New/Revised Program Description – WET
- Exhibit F3 New/Revised Program Description – PEI
- Exhibit F4 New/Revised Program Description – INN
- Exhibit F5 New and Existing Project Description – CF
- Exhibit F6 New and Existing Project Description – TN

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For Technological Needs projects, the Chief Information Officer and the HIPAA Privacy/Security Officer signatures are required.

Exhibit G – Local Prudent Reserve Funding Request: Consistent with DMH Information Notice No.: 09-16, the Local Prudent Reserve level shall be 50% of the most recent annual CSS and PEI funding levels requested, excluding non-recurring expenditures. Counties should also itemize non-recurring expenditures. (Examples of non-recurring expenditures include the cost of vehicles if purchased with MHSA funds, share of cost for computer system upgrades or the cost of equipping new employees with the necessary technology to perform MHSA duties).

Counties wanting to transfer additional funds into their Local Prudent Reserve may do so by completing Exhibit G.

Exhibit H – Supplemental MHSA Housing Program Assignment Agreement: Counties wanting to assign additional funds to the MHSA Housing Program from their unapproved CSS component allocation may do so by completing Exhibit H.

Exhibit I – Training, Technical Assistance and Capacity Building Funds Request Form: Counties wanting to request PEI Statewide Program Training, Technical Assistance and Capacity Building Funds may do so by completing Exhibit I.