

Frequently Asked Questions & Application Guide

**Community Mental Health Services Block Grant (MHBG)
and Substance Abuse Prevention and Treatment Block Grant (SABG)**

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Department of Health Care Services (DHCS) Federal Grants Section (FGS)

MHBG@dhcs.ca.gov & SABG@dhcs.ca.gov

Website: <https://www.dhcs.ca.gov/>

Current document version

FGS may occasionally update online documentation between releases of the related applications. Consequently, if this document was not received or downloaded recently, it may not contain the most up-to-date information. Please refer to <https://www.dhcs.ca.gov/services/MH/Pages/Operations-Branch.aspx> for the most current version.

Questions and feedback

If you have issues, comments, or questions about specific information or procedures, please include the title and, if available, the revision, the page numbers, and any other details that will help us locate the subject that you are addressing.

Your suggestions will assist in continuing to improve the accuracy, organization, and overall quality of this guide. Please send your feedback for this document to the appropriate inbox: SABG@dhcs.ca.gov or MHBG@dhcs.ca.gov.

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About this Guide

This document provides answers to general questions regarding how the MHBG and SABG County Applications should be completed and submitted to DHCS. For detailed information regarding features and capabilities introduced with this version, please refer to the documents listed in the "Related Documentation" section.

For the most current version of this document, please visit:

<https://www.dhcs.ca.gov/services/MH/Pages/Operations-Branch.aspx>

Who Should Use It

This document is intended for County Directors and their supporting staff members who are responsible for completing and submitting the annual DHCS MHBG and SABG County Applications. This guide will benefit both experienced and new employees in guiding the county through the application process.

Updates and Changes from Previous Year

This section provides an overview of the changes and revisions from the prior State Fiscal Year (SFY). These changes can range from policy updates to formatting and form revisions. To see these changes, please refer to Appendix A: Corrections, Changes, and Additions for SFY 2021-2022.

1 FAQ: Submittal

1.1 Due dates for SFY 2021-2022

Question	What are the due dates for the Applications in SFY 2021-2022?
Answer	The SABG Application is due May 17, 2021. The MHBG Application will be due on June 18, 2021.

1.2 Extension requests

Question	May our county receive an extension on submitting the application?
Answer	At this time, FGS is not approving any extensions on submittal due dates.

1.3 Hard copy requirements

Question	Is a mailed-in hard copy still required with wet signatures?
Answer	No, A hard copy is no longer required. All signed documents should be submitted digitally to the appropriate inbox, either SABG@dhcs.ca.gov or MHBG@dhcs.ca.gov .

1.4 Submitting supporting documentation

Question	Can supporting documentation be submitted?
Answer	Please do not submit any additional forms or documentation other than the required DHCS SFY 2021-2022 County Application Enclosures.

2 FAQ: Formatting

2.1 Correct digital format for documents

Question	What is the correct format to submit documents digitally?
Answer	Please review the instructions for each of the documents and application. Signed enclosures should be submitted via .pdf file format, all budget sheets (County Workbooks) should be submitted in the Excel file format and all narratives should be submitted in Word .doc file format.

2.2 Unlocking cells in Excel

Question	Can counties request locked cells be opened for the Excel workbooks?
Answer	Excel application forms are locked intentionally to protect the integrity of the formulas and formatting of the document. No password will be provided by FGS to open up any cells on the County Workbooks.

2.3 Active DUNS numbers

Question	Do we need an active and current DUNS number for approval?
Answer	Yes, each county is required to provide their current DUNS number on Enclosure 1. This number must be active at the time of submission. Please see Appendix B: Related Documents for a link to the website.

2.4 Signing enclosures electronically

Question	Will DHCS allow our County Director to sign the forms via electronic signature?
Answer	Yes, all forms should be signed electronically (or signed and scanned) and submitted digitally. There is no longer any requirement to submit (mail in) hard copies with wet signatures. DocuSign is the official program used by the state; however, all formats are acceptable.

2.5 Signing for the Director

Question	In the absence of the Director, are other staff members able to sign the applications on behalf of the county?
Answer	The county can assign any personnel with the authority to sign on behalf of the Director, if the Director is unable to sign the documents. Please write the initials P.P. before your signature and then sign. Please ensure not to change the format of the original document.

3 FAQ: Enclosures

3.1 Salary Cap for SFY 2021-2022

Question	For Enclosure 7 (MHBG) and Program Sheet (SABG), is there a salary cap for individual positions?
Answer	Yes, per the federal guidelines for SFY 2021-2022 an individual can make no more than \$199,300 working on a federal grant per year. This must be reported in Enclosure 7 for MHBG and Program Sheet for SABG.

3.2 Enclosures that need to be signed

Question	Which enclosures require a signature?
Answer	<p>For SFY 2021-2022 application, the following enclosures require a signature:</p> <ul style="list-style-type: none"> • MHBG Enclosure 1, Enclosure 4 and Enclosure 5. • SABG Enclosure 1 (required), Enclosure 5 (optional).

3.3 Changes to the enclosures for SFY 2021-2022

Question	Have there been any changes to the enclosures for the new application for SFY 2021-2022?
Answer	Yes, there have been many changes, corrections, and updates made to both DHCS SABG and MHBG SFY 2021-2022 County Applications. Please refer to Appendix A: Updates, Changes, and Corrections for a comprehensive list for SFY 2021-2022.

4 FAQ: Indirect Cost Rate (ICR)

4.1 ICR certification letter submittal

Question	How long is a submitted ICR Certification valid?
Answer	The submitted ICR certification from SFY 2020-2021 is valid for 3 years and applies to all three DHCS federal grants: MHBG, SABG and PATH. Please reference Appendix B: Related Documents for more information on the ICR policy.

4.2 Indirect costs paid for with other funds

Question	Do indirect costs need to be reported if those costs are being paid for with additional funds other than MHBG and SABG allocations?
Answer	Yes, If your county has incurred any indirect cost, regardless of the funding source, they must be reported. To do so, please report it as a zero dollar line item in Enclosure 7 for MHBG and/or Program Sheet for SABG for each SFY County's Application.

4.3 Claiming indirect and direct costs for admin support

Question	Can the County claim both the County Support Administrative Direct Cost and Indirect Cost (MHBG & SABG)?
Answer	Yes, the county can claim both the County Support Administrative Direct Costs and the Indirect Costs. However, ICR is used to calculate the indirect costs and must be consistent with the county's submitted ICR Certification form.

4.4 ICR fluctuation per quarter

Question	Can the ICR fluctuate for each quarter (MHBG & SABG)?
Answer	No, ICRs are expected to be uniformly applied, so there should be no variation in their invoiced costs. Counties must claim at or below (and never above) their ICR Certification Form.

4.5 Submitting more than one ICR Certification

Question	If a county obtains DHCS FGS Federal Grant funding for multiple distinct awards (MHB, SABG, PATH), can the county submit different ICR certifications for those awards?
Answer	Yes, however those Counties must operate administratively distinct programs and consistently apply the ICR to the specific award. Upon ICR Certification submittal, the County may not vary usage of their ICR. If DHCS FGS does not receive an ICR Certification for a specific grant award, then the submitted ICR rate on file will apply to all federal grants.

4.6 Submitting ICR for subcontractors

Question	Should counties submit ICR Certifications for Subcontractors?
Answer	No, Counties should not submit any ICR Certification to DHCS for their subcontractors.

5 FAQ: Narratives

5.1 Single Budget Narrative for multiple programs

Question	Can a single Budget Narrative be utilized to cover multiple programs?
Answer	While allowable, this is not recommended due to the 10-page limit on the budget narratives.

5.2 Proper Narrative titles

Question	Can Narratives have different titles than the supporting budget sheet (Enclosure 7 for MHBG, Program Sheet for SABG)?
Answer	In order to keep the application clear and organized, budget narratives must have the same title as the Budget Sheet program title they are supporting (located in the County Workbooks). The title should be within the document. as well as the title of the submitted Word .doc.

5.3 Page limit for Narratives

Question	Is there a page limitation for submitted Narratives?
Answer	Yes, per the instructions, Narratives should be no longer than 10 pages, submitted in Word .doc format.

5.4 Narrative for HIV Early Intervention Services (EIS) (SABG only)

Question	Is a separate Narrative required if the county opts into the HIV EIS program?
Answer	Yes, the county will need to write a separate Narrative for this program. Please follow the instructions outlined in Enclosure 1.

6 FAQ: Next Steps

6.1 Documentation upon approval

Question	What will we receive from the DHCS once our application has been approved?
Answer	DHCS will send each county a signed approval letter, as well as a copy of the approved County Workbook, which includes the approved budget sheets for each respective program for both MHBG and SABG.

6.2 Submitting a Budget Change Request (BCR)

Question	Can we submit a BCR once we have an approved application?
Answer	DHCS only accepts BCRs for MHBG and SABG County Applications between January 1 st and March 31 st .

6.3 Required Documents for submitting a BCR

Question	What do we need to submit for a BCR?
Answer	<p>BCR will only be accepted during the 3rd quarter of the SFY in question. The following 3 items are required:</p> <ol style="list-style-type: none"> 1. Revised County Application Budget Table (County Workbook) for the SFY in question. 2. Revised County Application Budget Narrative for the SFY in question. 3. A completed BCR worksheet.

6.4 Shifting expenditures between line items

Question	Are counties allowed to shift expenditures from one line item to another? If so would we need to submit a BCR?
Answer	A BCR is required for both MHBG and SABG County Applications if any budgetary changes occur. Please note, BCRs must be submitted no later than March 31 st of each SFY for both MHBG and SABG County Applications.

6.5 Timeline for final approvals

Question	What is the estimated time to receive an approved Application?
Answer	FGS intends to have all timely submitted MHBG and SABG applications approved by July 1 st of each SFY.

6.6 Receiving a copy of the County contract (SABG)

Question	When will the County receive a copy of our SABG contract?
Answer	Starting in SFY 2020-2021, DHCS implemented a new process for the SABG contract. Counties will no longer receive a copy of a three-year contract. The county will only receive an approval letter along with a copy of the approved county workbook. The county will receive this each year after the completion of the application process.

Appendix A: Updates, Changes and Corrections for SFY 2021-2022

#	Section	New for SFY 2021-2022
1	All	Several minor formatting and spacing corrections have been made to all enclosures for both SFY 2021-2022 County Applications.
2	(MHBG) County Workbook, E7	A new worksheet, titled "Summary" has been added to the Excel County Workbook. This worksheet totals all the Enclosure 7 worksheets and shows totals for each of the eight line items and overall total allocation amount.
3	(MHBG) Subcontractors	The requirement to provide a subcontractor budget for each subcontractor that is listed in the county workbook has been removed. Each County is still required to provide the contact information for each of their subcontractors.
4	(MHBG & SABG) ICR	A new cost category has been added to Enclosure 7 (MHBG) and Program sheet (SABG). You will now be able to select "Indirect Cost Rate" as a drop-down option. The total ICR dollar amount of all programs will automatically populate in the summary sheet for both programs.
5	(SABG) Enclosure 2 HIV Policy	Enclosure 2 has been updated with the new HIV services policy information. Please see Appendix B for more details.
6	(MHBG & SABG) Cost Sharing	Enclosure 2 has been updated with the new guidance on Cost-Sharing Assistance policies and information. Please see Appendix B for more details.
7	New MHBG Policy Manual	The MHBG Policy Manual is new for SFY 2021-2022. Please see Appendix B for a download link for this new manual.
8	Updated SABG Policy Manual	The State Policy Manual for SABG has been updated. Please see Appendix B for a link to the new manual.

<p>9</p>	<p>SABG 5% HIV Set-Aside Enc.1 (Optional)</p>	<p>Counties may use up to 5% of their Discretionary SABG funds for HIV EIS activities up to the predetermined allowance amount listed on the counties Enclosure 1. Please see Behavioral Information Notice 21-007 for more details. The link may be found in Appendix B: Related Documents.</p>
<p>10</p>	<p>MHBG Crisis Set-Aside</p>	<p>For SFY 2021-22 the Substance Abuse and Mental Health Services Administration is requiring states to set-aside 5 percent of their MHBG allocation for crisis services to operate evidence-based crisis care programs addressing the needs of individuals with serious mental illness and children with serious mental and emotional disturbances. DHCS will utilize this funding in SFY 2021-22 to launch a Crisis Care Mobile Units program via a statewide funding opportunity.</p> <p>While DHCS received partial funding to account for this new set-aside, DHCS did not receive the full amount, and as a result, has adjusted the SFY 2021-22 MHBG base allocation for all counties.</p>
<p>11</p>	<p>SABG Updated Reporting Email Address</p>	<p><i>Substance Abuse Prevention and Treatment Block Grant (SABG) County Monitoring Reports</i> should no longer be submitted to SUDCountyReports@dhcs.ca.gov and should now be submitted to SABGCompliance@dhcs.ca.gov.</p> <p><i>Driving Under the Influence (DUI) County Monitoring reports</i> should no longer be submitted to SUDCountyReports@dhcs.ca.gov and should now be submitted to DHCSDUICounty@dhcs.ca.gov.</p> <p><i>Drug and Alcohol Treatment Access Reports (DATAR)</i> should no longer be submitted to DHCSOWPS@dhcs.ca.gov and should now be submitted to DHCSPerinatal@dhcs.ca.gov.</p>
<p>12</p>	<p>MHBG Increased FEP</p>	<p>Beginning SFY 2021-22, DHCS is increasing the FEP set-aside from 10 percent to 11 percent to ensure that California meets the minimum set-aside requirements set forth by SAMHSA. This increase to FEP will result in slightly revised funding allocations for all counties receiving MHBG funds.</p>

Appendix B: Related Documentation

#	Document Title	Version #	Location
1	Indirect Cost Rate Policy Information Notice	20-020	https://www.dhcs.ca.gov/services/MH/Documents/BH-IN-20-020-Indirect-Cost-Rate-Policy.pdf
2	Federal DUNS number link	NA	https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf
3	MHBG Policy Manual	1.0	Scheduled for publication in May 2021 on https://www.dhcs.ca.gov/services/MH/Pages/Operations-Branch.aspx .
4	SABG HIV EIS Policy Information Notice	21-007	https://www.dhcs.ca.gov/Documents/CSD_YV/BHIN/BHIN-21-002-Use-of-SABG-MHBG-Funds-for-Cost-Sharing-Assistance-for-PHI.pdf
6	SABG Updated Policy Manual	2.0 03.30.21	https://www.dhcs.ca.gov/Documents/CSD_YV/SABG/SABG-Policy-Manual-V2-3-25-21.pdf

Appendix C: Acronyms, Abbreviations and Definitions

Term	Meaning
MHBG	Community Mental Health Service Block Grant
SABG	Substance Abuse Prevention and Treatment Block Grant
ICR	Indirect Cost Rate
DUNS	Data Universal Numbering System
FGS	Federal Grants Section
HIV EIS	HIV Early Intervention Services
DHCS	Department of Healthcare Services
FGS	Federal Grants Section
SFY	State Fiscal Year
BCR	Budget Change Request