

EXHIBIT LISTING AND INSTRUCTIONS

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INSTRUCTIONS FOR EXHIBITS A – I

Exhibit A – County Summary Sheet: Complete Exhibit A to indicate all documents submitted as part of the annual update or update package. Additionally, the County should indicate the dates of the 30-day local review period, public hearing and submission of the Revenue and Expenditure Report.

Exhibit B – County Certification: Exhibit B 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 of California Code of Regulations, title 9, section 3300 and non-supplant requirements of California Code of Regulations, title 9, section 3410. It indicates that the information included in the documents submitted is true and correct.

Exhibit C – 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 2010/11 annual update/update. This shall include the methods for obtaining input and identification of stakeholder entities involved in the 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 2010/11 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.

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 C1 – Implementation Progress Report on FY 08/09 Activities: Welfare and Institutions Code section 5848(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 C1 to provide an update on the overall implementation progress of MHSA programs/projects for the CSS, WET, and PEI components during FY 2008/09 accordingly.

- For PEI, please report data that is available. Do not reorganize County data to fit the forms, rather include a short explanation of the data that is being provided. With late implementation, a County may state that data is not available.

Exhibit D – Previously Approved Program Description: Counties should complete this Exhibit for each previously approved CSS, WET, PEI, or INN program. The same previously approved program name or title should be used.

Exhibit D1 – Elimination of Program/Project: Counties should use Exhibit D1 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, C, D1 and Exhibit E1-E5 accordingly for the applicable component.

Exhibit E – MHSA Summary Funding Request: This Exhibit presents a summary of the County's MHSA programs/projects funding request. 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) needed to fund the

proposed programs/projects. This exhibit documents the irrevocable transfers from CSS to the other allowable components: Workforce Education and Training, Capital Facilities Technological Needs and Local Prudent Reserve. Pursuant to Welfare and Institutions Code section 5847 (h), a county mental health program shall include an allocation of funds from a reserve established pursuant to WIC Section 5892 (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 servicing in the previous fiscal year. Counties that choose to access funds in their Local Prudent Reserve in FY 2010/11 will need to identify the amount being requested from their Local Prudent Reserve for CSS and PEI on Exhibit E. This Exhibit also documents a county's request to access Local Prudent Reserve fund for CSS programs or PEI projects.

Exhibits E1 – E5 – Component Specific Budget Summary: Complete the applicable Exhibits E1-E5 specific to each component. List each program/project (i.e., previously approved section and new programs that are proposed).

The budget summary for each component should equal the amount of MHSAs funds needed to implement the requested programs/projects (including any non-recurring costs) less any unexpended available funds. Unexpended funds are based on the FY 2008/09 MHSAs Revenue and Expenditure Report.

- Exhibit E1 – CSS Budget Summary
- Exhibit E2 – WET Budget Summary
- Exhibit E3 – CFTN Budget Summary
- Exhibit E4 – PEI Budget Summary
 - Exhibit E4 has been revised to report Estimated MHSAs Funds by Prevention and Early Intervention (Prevention subdivisions of “Universal” and “Selected/Indicated” have been eliminated). Also, a formula has been included to indicate the percentage of funds directed towards individuals under age 25. The instructions below provide additional information for Shasta, Nevada and San Joaquin Counties regarding requesting PEI Statewide Project funds.
 - PEI Statewide Projects
 - All Counties will need to follow PEI Statewide Projects Guidelines soon to be released.
 - **For Shasta, San Joaquin, and Nevada Counties Only:** To request funds for previously approved PEI Programs funded with PEI Statewide Project Funds complete a separate Exhibit E4-highlight the top of the form that these are PEI programs funded with Statewide Project Funds.
 - Exhibit E5 INN Budget Summary

Counties that have not yet submitted a Three-Year Program and Expenditure Plan for the Innovation component but intend to do so separately from this annual update, have the option of using Exhibit E5 in the annual update, or Exhibit E in the Proposed Guidelines for the INN component (DMH Information Notice No.: 09-02).

Exhibit F – New Program/Project Budget Detail/Narrative: Counties may request approval of a new program/project provided the County has an approved component for CSS, WET, CFTN, PEI, or INN through the FY 2010/11 annual update or update by submitting Exhibit F for each applicable component. These programs/projects should also be listed on Exhibit E. A County may not implement any new program/project until written approval has been issued.

Exhibit F1 – F5 New Program/Project Description: Complete the applicable Exhibits F1-F5 specific to each component.

- Exhibit F1 – CSS and WET New Program Description
- Exhibit F2 – Capital Facilities New and Existing Project Description
- Exhibit F3 – Technological Needs New and Existing Project Description
- Exhibit F4 – PEI New Program Description
 - Question 4 – “Activities” has been revised to change “Universal Prevention” and “Selective Prevention” to “Prevention.”
- Exhibit F5 – INN New Program Description

For Technological Needs projects, the Chief Information Officer and the HIPAA Privacy/Security Officer signature is 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 request, 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).

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

Exhibit I – Training, Technical Assistance and Capacity Building Funds Request Form (Prevention and Early Intervention Statewide Project): Counties should complete this Exhibit for requesting additional funds for Training, Technical Assistance and Capacity Building Funds. For counties with previously approved requests, no description is necessary (skip section A of Exhibit I). Please refer to DMH Information Notice No.: 08-37 for background information.
<http://www.dmh.ca.gov/DMHDocs/docs/notices08/08-37.pdf>