



Minnesota Department of **Human Services**

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Notice of Award

Adult Mental Health Grants  
Department of Human Services  
Chemical and Mental Health Services Administration  
Adult Mental Health Division

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Issue Date: January 31, 2013

Program:                   Adult Mental Health Grants  
                                  Community Support Program (CSP)  
                                  Project for Assistance in Transition from Homelessness (PATH)  
                                  Adult Mental Health Initiatives (AMHI)  
                                  Intensive Community Rehabilitative Services (ICRS)  
                                  SSI/SSDI Outreach, Access, and Recovery (SOAR)

Notifications:           Aitkin County Board Chair  
                                  Director of Social Services

Award Period:           1/1/13 – 12/31/13

Dear Grantee:

The Adult Mental Health Division hereby awards a grant in the amount of **\$55,418**, (see Section V: Grant Award Table) to **Aitkin County** in support of the above referenced programs. This award is pursuant to the authority of Minnesota Statute sections 245.461 to 245.486 and is subject to the requirements of this statute and regulation and other referenced, incorporated, or attached terms and conditions (See Terms and Conditions, Section I).

Acceptance of this award including the “Terms and Conditions” is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

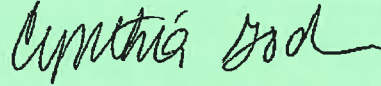
Please note that Adult Mental Health Grant awards are subject to the continued availability of state and federal funding. Additional conditions and requirements are being provided to you in the Adult Mental Health Grant award instructions in Section III.

This initial communication is being distributed by email and will be followed up with a letter sent to the County Board Chair by mail.

If you have any questions about this award, please contact:  
David J. Schultz, Community Relations Supervisor, Adult Mental Health Division  
651-431-2244 or [dave.j.schultz@state.mn.us](mailto:dave.j.schultz@state.mn.us)

Ray Truelson, Accounting Officer, Financial Management Division  
651-431-3780 or [ray.truelson@state.mn.us](mailto:ray.truelson@state.mn.us)

Sincerely yours,

A handwritten signature in black ink that reads "Cynthia Godin". The signature is written in a cursive style with a long, sweeping tail on the "n" of "Godin".

Cynthia Godin, Director  
Adult Mental Health Division

See additional information below

- C: County Social Services Fiscal Contact  
DHS, Financial Management Division  
DHS, Adult Mental Health Division

## **Section I: Terms and Conditions**

### **County Responsibilities in Accepting Adult Mental Health Grant Funding**

Counties/AMHIs that make significant changes to services funded through Adult Mental Health Grants approved in their CY 2012 or CY2013 grant plan must submit a written request with a revised MH-1 form and receive written approval for the changes at least 30 days before they are proposed to take effect.

A "significant change" means that the county proposes to make modifications to their local mental health services where:

- a. Services are being added or discontinued; or
- b. The total annual expenditures in any grant category (e.g. Adult Mental Health Initiative (AMHI), AMHI Regional, or AMHI Integrated Funds, Crisis, Program for Assistance in Transition from Homelessness (PATH), SSI/SSDI Outreach, Access and Recovery (SOAR), Housing with Supports, or Intensive Community Recovery Services(ICRS) is expected to vary by more than ten percent.

In accepting Adult Mental Health Grants, it is understood and agreed by the county board that any funds granted pursuant to this application are to be expended for the purposes approved by the Commissioner of Human Services and in accordance with applicable laws and rules. Further, it is understood that the budgets, expenditures and programs will be subject to periodic review by the Commissioner. The county board and provider agencies under contract to the county board will comply with programmatic and fiscal reporting requirements of the Commissioner. If the commissioner determines that a county is not meeting the requirements of Minnesota Statutes, section 245.461 to Minnesota Statutes, section 245.486, or that funds are not being used according to the approved mental health plan, all or part of the funds may be terminated, delayed, or returned upon 30 day notice to the county board in accordance with Minnesota Statute, section 245.483.

It is understood that any county contracts entered into under this agreement must be written to comply with Minnesota Statutes, section 245.466, subdivision 3, and Minnesota Statutes, sections, 256.0112. It is further understood that in assigning and compensating employees, compliance of written personnel policies with Titles VI and VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act, and the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A will be assured.

The county board further agrees to assure compliance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13. If the county receives over \$100,000 of federal funds, compliance with Federal Lobbying Restrictions must be followed. The Single Audit Act also applies if the county receives over \$500,000 of federal funding (inclusive of funding from all federal agencies). Documentation of compliance will be monitored by the county board and will be available for audit inspection. We would also encourage you to review your Client Notification of the Right to Appeal to assure that it is consistent with current law.

In accepting Adult Mental Health Grants, the county board assures the following:

1. That all expenditures reported to DHS will be made after a review of the documentation

- supporting the expense to determine that the expense is allowable, including but not limited to both the type of expense and timing of the expense within the proper grant period;
2. That all expenditures are for services or for items necessary for the delivery of those services, but that any non-service expenditures are not of the type which are considered, in accordance with governmental auditing standards generally accepted in the United States of America, to be "capital" purchases;
  3. That all revenue, insurance or otherwise, received by a county board or its contracted or subcontracted providers in excess of the amount of revenue estimated in the budget, be managed according to Minnesota Rules 9535.1740, part 3;
  4. That the Initiative governance body develops written policy and procedures governing their accounting and operational procedures, or in the absence of this, formally adopt the policy and procedures of the designated fiscal host;
  5. That all services will be provided in accordance with needs identified in the individual community support plan where required by state rule or statute;
  6. That the cost per unit of service will be comparable to the cost of similar services in the same or similar local trade area;
  7. That the board will assure that no one is denied services for which they would otherwise be eligible;
  8. That Adult Mental Health Initiative projects shall be administered in a manner which is consistent with the objectives described in Minnesota Statutes, section 245.466, subdivision 2 and the planning process described in Minnesota Statutes, section 245.4661, subdivision 5.
  9. The services funded under these grants will be provided by individuals who meet the professional qualifications contained in Minnesota Statutes, sections 245.461 to Minnesota Statutes, sections 245.486.

The Adult Mental Health Initiatives are referred to the Minnesota Statutes, chapter 13D regarding compliance with the Minnesota Open Meeting Law. Initiatives need to ensure that the public is made aware of meetings and are afforded an opportunity to present their views regarding the local mental health system and the expenditure of public funds which support the mental health system. The Adult Mental Health Initiatives are encouraged to consider recommendations from local advisory councils in the region.

The Adult Mental Health Division recommends the inclusion of the tribal authorities in the development, implementation, and evaluation of all Adult Mental Health Initiative plans.

### **Section II: County Fiscal Reporting**

Your county is required to report expenditures on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Fiscal Report (DHS-2895). If your county has an approved integrated fund, expenditures are to be reported on the DHS-2895. Updated instructions for the reporting of expenditures are distributed annually in the *DHS Summarizes Mental Health Grant Fiscal Reporting Requirements* bulletin. Please consult the most recent version of the bulletin if you have questions.

### **Section III: Adult Mental Health Grant Award Instructions**

#### **Intensive Community Rehabilitative Services (ICRS)**

The Adult Mental Health Division continues the pilot project to fund ICRS programs across the state for CY2013. ICRS teams are financed through multiple funding sources including Adult Rehabilitative Mental Health Services (ARMHS), Targeted Case Management (TCM) and state grants. It is assumed that all programs will use all local match and maximize their third party billing in order to achieve the revenue projections.

**Project for Assistance in Transition from Homelessness (PATH)**

Created under the McKinney Act of 1990, PATH is a federal formula grant program to the 50 States, District of Columbia, Puerto Rico, and four U.S. Territories. PATH funds are used to support service delivery to individuals who are homeless or at risk of becoming homeless and who experience serious mental illness and/or co-occurring substance use disorder. The state PATH program dollars administered through the Adult Mental Health Division provides a state match to the federal grant funds and then awards the combined funds to the local applicants. Direct PATH services are provided by a county or non-profit contracted vendor.

PATH project grantees will provide outreach, engagement, and mainstreaming services to individuals who are homeless or at risk of becoming homeless and who experience serious mental illnesses and/or co-occurring substance use disorders. Eligible PATH services are identified in the PATH Local Provider Intended Use Plan submitted to DHS.

PATH grantees and/or the provider agency must make every effort to incorporate persons who are homeless and have serious mental illnesses and any family members at the direct service and organizational level in the planning, implementation, and evaluation of PATH-funded services. PATH grantees and/or the provider agency are required to provide services that are culturally inclusive and reflective of the local PATH target population.

PATH Grantees must complete a yearly Local Provider Intended Use Plan for inclusion in the Federal PATH application. Providers are required to collect and report annual PATH data on the Homeless Management and Information System (HMIS). County grantees and/or the contracted provider are also required to participate in all scheduled PATH trainings.

County grantees that contract with a local non-profit (501 (c)(3)) provider shall submit a copy of the contract to the DHS-AMHD no later than 30 days after it is signed.

**SSI/SSDI Outreach, Access, and Recovery (SOAR)**

SOAR grantees will be funded through 2013 from the DHS Transition to Economic Stability, Community Living Supports Act, according to Minnesota Statutes, section 256.01, subdivision 2(f) as the agent of and cooperate with the federal government in matters of mutual concern relative to and in conformity with the provisions of Minnesota Law 1939, chapter 431, including the administration of any federal funds granted to the state to aid in the performance of any functions of the commissioner as specified in Minnesota Law 1939, chapter 431, and including the promulgation of rules making uniformly available medical care benefits to all recipients of public assistance, at such times as the federal government increases its participation in assistance expenditures for medical care to recipients of public assistance, the cost thereof to be borne in the same proportion as are grants of aid to said recipients.

SOAR grants are awarded to expand PATH projects' current capacity to provide Social Security disability benefit advocacy services. Grantees are to provide services following the federal SOAR (SSI/SSDI Outreach, Access, and Recovery) model and must meet all SOAR

requirements.

Grantees will be expected to implement their individual SOAR/PATH plans as submitted through the SOAR application process. Outcomes related to the SOAR goals will be collected using the SOAR data tracking program as determined by the Minnesota Department of Human Services. Collected outcomes may include (but are not limited to): the number of SSI/SSDI applications submitted, initial application approval rate, length of time of application, client name and Social Security numbers, and access to housing and other services. All counties receiving SOAR Grants are required to report expenditures using the DHS-9825 form and the SOAR quarterly expenditure report. The primary contact for Minnesota SOAR programs is Julia Ayers, Housing and Supports Policy Analyst, Minnesota Department of Human Services, (651) 431-3848.

**CY2014 Awards and Grant Application**

As part of the CY2014-15 Grant Application Plan, the AMHI will need to provide data on individuals served and services provided. More information from the Adult Mental Health Division will be provided in the next quarter.

**Section IV: Mental Health Reporting:**

The Mental Health Information System (MHIS) that is the secure web-based outcome reporting system is to be used for reporting client outcome information. Information about the providers who are required to report and the required information are listed on the Adult Mental Health Division Technical Assistance page <http://www.dhs.state.mn.us/MHTA>

**Section V: Grant Award Table (separate document)**

Initial CY'13 Awards -

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**CY'13 Adult Mental Health Grants**

|                                   | 2013 Base | Cola | Other Base Adjust | One-time Adjustments | Base+COLA+Adjustments | Total CY Funding | Comments |
|-----------------------------------|-----------|------|-------------------|----------------------|-----------------------|------------------|----------|
| <b>Community Support Program</b>  |           |      |                   |                      |                       |                  |          |
| 74.ADLT.MHR78CSP25.STATE (Note 1) | \$55,418  | \$0  | \$0               | \$0                  | \$55,418              |                  |          |
| <b>Total CSP</b>                  |           |      |                   |                      |                       | \$55,418         |          |
| <b>Path (Homeless)</b>            |           |      |                   |                      |                       |                  |          |
| 74.MHHOMELESS**30.93150 (Note 1)  | \$0       | \$0  | \$0               | \$0                  | \$0                   |                  |          |
| <b>AMHI</b>                       |           |      |                   |                      |                       |                  |          |
| Adult MH Initiative - General     | \$0       | \$0  | \$0               | \$0                  | \$0                   | \$0              |          |
| Crisis Services Grant             | \$0       | \$0  | \$0               | \$0                  | \$0                   | \$0              |          |
| Housing Support Grants            | \$0       | \$0  | \$0               | \$0                  | \$0                   | \$0              |          |
| ICRS                              | \$0       | \$0  | \$0               | \$0                  | \$0                   | \$0              |          |
| SOAR                              | \$0       | \$0  | \$0               | \$0                  | \$0                   | \$0              |          |
| Other                             | \$0       | \$0  | \$0               | \$0                  | \$0                   | \$0              |          |
| <b>Total AMHI</b>                 |           |      |                   |                      |                       | \$0              |          |
| <b>Total of all Grants</b>        | \$55,418  | \$0  | \$0               | \$0                  | \$55,418              | \$55,418         |          |

Changes indicated in bold

General Notes:

Note 1: An invoice field code has been provided for each grant category. This code will appear on payments made to your county.

Fin. Mgt. contact person: Ray Tuelson - 651-431-3780; Fax: 651-431-7480; e-mail: Ray.Tuelson@state.mn.us