




## Minnesota Department of **Human Services**

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Date: February 6, 2015

To: The County Board Chair of Aitkin County  
c/o Aitkin County Health & Human Service Agency

From: Jennifer DeCubellis, Assistant Commissioner   
Community Supports Administration

Re: **CY 2015 ADULT MENTAL HEALTH GRANTS - CSP**

This document serves to inform counties that the Community Support Services Program grant plans which were submitted in the fall of 2013 will remain in effect for CY15, and is an agreement between the County (“grantee”) and the Department of Human Services (“grantor”) for the dollar amount in the attached CY15 Adult Mental Health Grants award table.

AMH Grants are inclusive of the six categories of the Adult Mental Health Initiative (AMHI), Regional Crisis, Housing with Supports, Project for Assistance in Transition from Homelessness (PATH), Community Support Services Program (CSP), and Intensive Community Rehabilitation Services (ICRS) grants. The information in this letter applies to all six grant categories.

Any funds granted pursuant to your Grant Plan are to be expended for the purposes approved by the Commissioner of Human Services and in accordance with applicable laws and rules. Documentation of compliance with all applicable laws and rules should be monitored and be made available for audit inspection. All AMH Grants are conditional and subject to the continued availability of state or federal funding. Counties or AMHIs not meeting the requirements of M.S. 245.461 to 245.486, or not using funds according to their approved AMH Grant Plan, may have all or part of their funds terminated, delayed, or returned upon 30 day notice to the county board in accordance with M.S. 245.483.

In accepting Adult Mental Health Grants, the following is understood and agreed to:

- All expenditures reported to DHS will be made after the fiscal agent’s 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.
  - All expenditures are for services, or items necessary for the delivery of those services.
  - “Capital” purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000 and is 1) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; or 2) additions, improvements, modifications, replacements, rearrangements, reinstallations,

renovations or alterations of the items listed above that materially increase their value or useful life (not ordinary repairs and maintenance).

- Exceptions to the prohibition of capital purchases will be considered on a case-by-case basis.
- The budgets, expenditures and programs are subject to periodic review by the Commissioner.
- Expenditures shall be reported on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Fiscal Report (DHS-2895). Please see the latest version of *DHS Summarizes Mental Health Grant Fiscal Reporting Requirements* bulletin and *Changes to DHS BRASS Manual for Calendar Year 2015* bulletin for instruction.
- All revenue received by an AMHI or county board, its contracted, or subcontracted providers will be managed according to M.R. chapter 9535.1740, subp.3.
- The AMHI or county governance body must have written policy and procedures governing their accounting and operational procedures.
- The AMHI or county will comply with the Minnesota Government Data Practices Act, M.S. chapter 13, Federal Lobbying Restrictions, and the Single Audit Act.
- The AMHI or county will comply with M.S. chapter 13D, the Minnesota Open Meeting Law.
- All AMHI or county contracts entered into under this agreement must be written to comply with M.S. 245.466, subd. 3, and 256.0112. The county board and contracted providers will comply with programmatic and fiscal reporting requirements of the Commissioner.
- The AMHI or county and their contracted providers will have written personnel policies that comply 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, M.S., chapter 363A.
- The AMHI or county shall include persons with mental illness and tribal organizations of the county/region in the development, implementation, and evaluation of all AMH Grant Plans.
- AMHI projects shall be planned and administered according to M.S. 245.4661.
- Crisis services shall be planned and administered according to M.S. 256B.0624.
- CSP services shall be planned and administered according to M.S. 245.4712, subd. 1.
- The AMHI or county must ensure their contracted providers are billing eligible insurance before accessing AMH funding.
- The AMHI or county must ensure their contracted providers are completing all required data reporting.

## **PATH**

Federal PATH, along with the State match, renewal funding is applied for through the annual Federal and State PATH application. The current PATH grantees will need to reapply for CY 2016 funding in the spring of 2015 upon release of the Federal and State PATH applications.

## **Housing with Supports**

The Housing with Support grants will expire in December 2015. Dependent upon funding availability a competitive application for Housing with Support grants will be available in the spring of 2015.

**ICRS**

AMH grant funding for ICRS is currently through June 30, 2015. All expenses must be incurred by June 30, 2015.

The signature of the County Board Chair indicates agreement to the above terms and conditions and constitutes an agreement between the grantee and grantor. **Please print one (1) original, sign and mail to Carol LaBine, Deputy Director, Adult Mental Health Division, Minnesota Department of Human Services, PO Box 64981, St. Paul, MN 55164-0981.**

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County Board Chair Signature

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(dated)

County Board Chair Name and Address

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- C: DHS, Financial Management Division (via email)
- The Director of Social Services of Aitkin County (via email)
- Gary Travis, Adult Mental Health Division Program Consultant (via email)

Enc. CY15 Adult Mental Health Grants award table

Initial CY'15 Awards

**Aitkin**  
CY'15 Adult Mental Health Grants

	2015 Base	Cola	Other Base Adjust	One-time Adjustments	Total CY Funding Base+COLA+Adjustments	Comments
<b>Community Support Program</b>						
74.ADLTMHR78CSP25.STATE (Note 1)						
<b>Total CSP</b>	\$55,418	\$0	\$0	\$0	\$55,418	
<b>PATH (Homeless)</b>	\$0	\$0	\$0	\$0	\$0	
74.MHHOMELESS**30 (Note 1)						
<b>AMHI</b>						
Adult MH Initiative - General	\$0	\$0	\$0	\$0	\$0	
Crisis Services Grant	\$0	\$0	\$0	\$0	\$0	
Housing Support Grants	\$0	\$0	\$0	\$0	\$0	
ICRS	\$0	\$0	\$0	\$0	\$0	
SOAR	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total AMHI</b>	\$0	\$0	\$0	\$0	\$0	
<b>Transition To Community</b>	\$0	\$0	\$0	\$0	\$0	
74.TRNSCOMMINT32 (Note 1)						
<b>Total of all Grants</b>	\$55,418	\$0	\$0	\$0	\$55,418	
<p>Changes indicated in <b>bold</b></p> <p>General Notes:</p> <p>Note 1: An invoice field code has been provided for each grant category. This code will appear on payments made to your county.</p> <p>Fin. Mgt. contact person: Craig Beske - 651-431-3780; Fax: 651-431-7480; e-mail: Craig.Beske@state.mn.us</p>						

FEB 17 2015