

Mental Health Block Grant (MHBG)

Process from approved proposal to executed agreement
January 31, 2022



MHBG Agreement Formation Overview

This presentation documents the process steps required to execute a grant or contract agreement for an approved Community Mental Health Block Grant (MHBG) Program.

The goal of this process is to maximize the engagement of DMH PMs while providing them with support and guidance from the DMH Quality Team, Business Office, and Operations, to ensure a smooth process to execute and maintain these agreements.

This award year was a bit different...

- FY21 had several funding streams to support this program:
 - Standard award (10/1/20 – 9/30/22)
 - COVID Supplemental (3/15/21 – 3/14/23)
 - ARPA Supplemental (9/1/21 – 9/30/25)
 - *COVID Mitigation – different purpose*
- FY22 expected to be level funded
 - Standard award (10/1/21 – 9/30/23)

MHBG Agreements – Critical Path Activities (Grant)

Of note: This assumes application has been submitted and approved. We will look at adjusting the application process at a later date.

#	Step	Responsible Party
1.	DMH Project Managers (PM) notified of proposal approval	DMH Quality Team
2.	Submit the AHS Grant-Contract Determination Form to Jackie Yandow as the Agreement Administrator (AA). Determine Period of Performance.	DMH PMs
3.	Proposal determined to need a subrecipient agreement (grant). Guidance available through AOA Bulletin 5 . <i>For Contracts, Go to Next Slide</i>	AA
4.	Draft the Statement of Work (SOW), Performance Measures, and Payment Provisions – Grant Template Work with subrecipients.	DMH PMs, subrecipients
5.	Send draft including Attachments A and B to DMH Quality for review.	DMH PMs
6.	Review grant package and send to AA for further review and compilation.	Quality Team
7.	The AA guides the agreement package through internal reviews, following up with DMH PMs as needed to address review questions.	AA and DMH PMs
8.	Complete the Grant Agreement Detail (GAD) form and Internal Review (IR) checklist with the anticipated grant's financial information.	AA
9.	Submit package with full agreement, GAD, and IR to Business Office for review, corrections, and approval.	AA & Business Office
10.	Final review of complete package before routing for signature.	AA, Quality Team
11.	Route for signature, and execute Grant Agreement (4-6 weeks)	AA

MHBG Agreements – Critical Path Activities (Contract)

Of note: This assumes application has been submitted and approved. We will look at adjusting the application process at a later date.

#	Step	Responsible Party(ies)
1.	DMH Project Managers (PM) notified of proposal approval	DMH Quality Team
2.	Submit the AHS Grant-Contract Determination Form to Jackie Yandow as the Agreement Administrator (AA). Determine Period of Performance.	DMH PMs
3.	Proposal determined to need a contract. Based on parameters, determine path (RFP, simple bid, sole source). Most will require an RFP. Guidance available through AOA Bulletin 3.5	AA
4.	Draft RFP including Scope of Work (SOW) and Performance Measures.	DMH PMs
5.	Review RFP to ensure compliance and get RFP posted appropriately. Share link with PM to send to specific vendors, if needed.	DMH Quality, AA
6.	Undergo standard RFP process for vendor selection. Take content and vendor submission to complete contract template . Send draft to DMH Quality for review.	DMH PMs
7.	Review contract with specific focus on performance measures and deliverables.	DMH Quality Team
8.	The AA guides the agreement package through internal reviews, following up with DMH PMs as needed to address review questions. Complete AA14.	AA and DMH PMs
9.	Submit package with full agreement, AA14, and IR to Business Office for review, corrections, and approval.	AA & Business Office
10.	Final review of complete package before routing for signature.	AA, Quality Team
11.	Route for signature, and execute Contract Agreement (6-8 weeks)	AA

Initiate Agreement

- Complete Grant/Contract Determination Form
- Review form with Jackie
- Begin work on grant Scope of Work or RFP to find contractor

Jackie will verify the following:

- ✓ Risk Assessment
- ✓ Debarment List
- ✓ SAM.gov/DUNS
- ✓ W-9
- ✓ Certificate of Insurance (COI)
- ✓ Single Audit Status

Further Drafting and Review

For grants:

- Grant SOW and Payment Provisions to be reviewed by Quality.

For contracts:

- Issue RFP and go through vendor selection
- Develop contract SOW using RFP and vendor responses.
- Contract SOW and payment provisions should then be reviewed by Quality.

- Once Attachments A & B accepted, review and finalize with Jackie.

Agreement Execution

- Jackie will compile into complete agreement. This include filling out the IR and AA14 or GAD.
- The complete agreement will then get final review by the Business Office
- Before routed for execution, Quality and Operations will double check details.
- Route for appropriate signatures from State and partner entities.
- Agreements will be sent to the PM once fully executed.

Accountability – Invoicing & Deliverables

- The purpose of adding in additional review steps in the agreement execution process is to ensure that all aspects comply with various rules, and that the proper content is captured in the agreements to allow for effective reporting of outcome data.
- Invoices received from grantees or vendors must be verified against the agreement to ensure performance measures are tracked and deliverables are met. This is a **requirement** prior to processing invoices for payment.
- The intent is to develop a process that makes this review streamlined and documented to that we have a solid record of compliance, but also so that the data reported can be utilized and reported in an effective way to the MHBG Planning Council, State leadership, and other interested parties.
- More details to follow...For now, thinking about this will help with the development of metrics and deliverables that will allow for effective reporting. We will work together to develop a protocol that helps us achieve accountability while minimizing undue burden.

MHBG Agreement Drafting – Key References

The following sources of guidance and authority may be helpful when drafting Statements of Work and performance measures for MHBG Agreements:

- DMH: [Tips and Tricks for Writing MHBG Agreements](#)
- VT Agency of Administration (AOA):
 - [Bulletin 3.5 \(Procurement and Contracting Procedures\)](#)
 - [Bulletin 5 \(Policy for Grant Issuing and Monitoring\)](#)

Forms: [Determination Form Template](#) | [RFP Template](#) | [Contract Template](#) | [Grant Template](#)

For guidance on permissible uses of MHBG Funds, see the [MHBG statute](#). Some variation of permissible uses exist for supplemental funding, so it is best to ask if you are hoping to fund work that does not meet this criteria – it may be allowable in FY21!