

# Appendix C. Budget Template

## Instructions

Counties shall report their planned expenditures for all behavioral health funding sources, not limited to only BHSA, along the Behavioral Health Care Continuum in Tab One. For Annual Updates, counties should review and make updates only to the next fiscal year. For Intermittent Updates, counties should review and make updates to the current fiscal year.

**Column C:** counties shall indicate whether they provide each category of services using the check box.

**Columns D through I:** counties shall include their estimated total expenditures for the Integrated Plan period across all behavioral health funding sources and programs by each Behavioral Health Care Continuum category. Counties should consider children/youth as 21 and under for Columns G - I.

**Columns J and K:** counties shall input their estimated total count of all individuals served through the county behavioral health system across all funding sources/programs.

These counts may be duplicated. Counties should consider eligible children/youth as 21 and under for Column K.

**Row 39:** the total projected expenditures in columns D through I and total projected individuals served annually in columns J and K will be auto-populated from rows 21 through 37.

**Note:** For a list of all funding streams that should be included in the projected expenditures calculation for each BH Care Continuum Category, please see the Behavioral Health Services Act (BHSA) County Policy Manual Chapter 3, Section A.

**Reminder:** 1) Counties must comply, and must ensure their providers comply, with all applicable conditions for each source of funding, as defined in applicable laws, regulations, and guidance, including the BHSA County Policy Manual. 2) Counties must promote access to care through efficient use of state and county resources as outlined in Chapter 6, Section C of the BHSA County Policy Manual, including requiring BHSA-funded providers to bill appropriately for services covered by the county's Medi-Cal Behavioral Health Delivery System and make a good faith effort to seek reimbursement from Medi-Cal managed care plans and commercial health insurance.

These policies apply only to non-Housing services that are eligible for both BHSA funding and another funding source, such as Medi-Cal payment, commercial payment, etc.

**Table One: Behavioral Health Care Continuum Projected Expenditures**

	Services Are Provided in County	Total Projected Expenditures On Adults and Older Adults			Total Projected Expenditures on Children/Youth (under 21)			Projected Individuals to be Served Annually (May be duplicated)	
		Year One	Year Two	Year Three	Year One	Year Two	Year Three	Eligible Adults and Older Adults	Eligible Children/Youth
<b>Substance Use Disorder (SUD) Services</b>									
Primary Prevention Services	<input checked="" type="checkbox"/>	\$ 16,400.00	\$ 16,800.00	\$ 17,400.00	\$ 169,000.00	\$ 173,000.00	\$ 180,000.00	93.00	843.00
Early Intervention Services	<input checked="" type="checkbox"/>	\$ 150,000.00	\$ 154,500.00	\$ 159,100.00	\$ 20,000.00	\$ 20,600.00	\$ 21,218.00	307	41.00
Outpatient Services	<input checked="" type="checkbox"/>	\$ 300,000.00	\$ 310,000.00	\$ 320,000.00	\$ 70,000.00	\$ 72,100.00	\$ 74,263.00	152	35.00
Intensive Outpatient Services	<input checked="" type="checkbox"/>	\$ 170,000.00	\$ 175,000.00	\$ 180,000.00	\$ 415,000.00	\$ 427,450.00	\$ 440,273.00	86	8.00
Crisis and Field-Based Services	<input checked="" type="checkbox"/>	\$ 330,000.00	\$ 340,000.00	\$ 350,000.00	\$ 35,000.00	\$ 36,050.00	\$ 37,131.00	115	12.00
Residential Treatment Services	<input checked="" type="checkbox"/>	\$ 125,000.00	\$ 130,000.00	\$ 132,000.00	\$ 25,000.00	\$ 25,750.00	\$ 26,522.00	#	#
Inpatient Services	<input checked="" type="checkbox"/>	\$ 25,000.00	\$ 25,750.00	\$ 25,750.00	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	2	1.00
<b>Mental Health (MH) Services</b>									
Primary Prevention Services	<input type="checkbox"/>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0
Early Intervention Services	<input checked="" type="checkbox"/>	\$ 1,000,000.00	\$ 1,030,000.00	\$ 1,060,900.00	\$ 1,100,000.00	\$ 1,133,000.00	\$ 1,166,990.00	1687	509
Outpatient and Intensive Outpatient Services	<input checked="" type="checkbox"/>	\$ 8,500,000.00	\$ 8,755,000.00	\$ 9,017,650.00	\$ 1,200,000.00	\$ 1,236,000.00	\$ 1,273,080.00	1142	139
Crisis Services	<input checked="" type="checkbox"/>	\$ 1,350,000.00	\$ 1,390,500.00	\$ 1,432,215.00	\$ 100,000.00	\$ 103,000.00	\$ 106,090.00	462	33
Residential Treatment Services	<input checked="" type="checkbox"/>	\$ 485,000.00	\$ 499,550.00	\$ 514,536.50	\$ 140,000.00	\$ 144,200.00	\$ 148,526.00	7	2
Hospital and Acute Services	<input checked="" type="checkbox"/>	\$ 675,000.00	\$ 695,250.00	\$ 716,107.50	\$ 125,000.00	\$ 128,750.00	\$ 132,612.50	54	32
Subacute and Long-Term Care Services	<input checked="" type="checkbox"/>	\$ 120,000.00	\$ 123,600.00	\$ 127,308.00	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	25	1
<b>Housing Services (MH + SUD)</b>									
Housing Services	<input checked="" type="checkbox"/>	\$ 1,400,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 115,000.00	\$ 80,000.00	\$ 80,000.00	110	10
<b>Total Projected Expenditures and Individuals Served</b>									
Total Projected Expenditures and Individuals Served (auto-populated)		\$ 14,646,400.00	\$ 14,645,950.00	\$ 15,052,967.00	\$ 3,529,000.00	\$ 3,595,350.00	\$ 3,702,619.00	4242	1666

**Instructions**

Counties shall report their planned expenditures for all behavioral health services and activities, not limited to only BHSA funded services and activities, other than those that are part of the Behavioral Health Care Continuum in Tab Two.

**Rows 18 through 21:** counties shall include their estimated total expenditures for the Integrated Plan period across all behavioral health funding sources and programs for each category listed. These costs are those that do not easily fit under the categories in Tab One, "BH CoC Expenditures."

**Row 23:** total projected expenditures will be auto-populated from rows 18 through 21.

For a list of all funding streams that should be included in the projected expenditures calculation for Table Two: Other County Expenditures please see the Behavioral Health Services Act County Policy Manual Chapter 3 Section A.

**Reminder:** 1) Counties must comply, and must ensure their providers comply, with all applicable conditions for each source of funding, as defined in applicable laws, regulations, and guidance, including the BHSA County Policy Manual. 2) Counties must promote access to care through efficient use of state and county resources as outlined in Chapter 6, Section C of the BHSA County Policy Manual, including requiring BHSA-funded providers to bill appropriately for services covered by the county's Medi-Cal Behavioral Health Delivery System and make a good faith effort to seek reimbursement from Medi-Cal managed care plans and commercial health insurance. These policies apply only to non-Housing services that are eligible for both BHSA funding and another funding source, such as Medi-Cal payment, commercial payment, etc.

<b>Table Two: Other County Expenditures</b>			
<b>Other Expenditures</b>	<b>Total Projected Expenditures</b>		
	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>
Capital Infrastructure Activities	\$ 2,705,065.00	\$ -	\$ -
Workforce Investment Activities	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Quality & Accountability, Data Analytics, and Plan Management & Administrative Activities (including indirect administrative activities)	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
Other County Behavioral Health Agency Services/Activities (e.g., Public Guardian, CARE Act, LPS Conservatorships, DSH for Housing, Court Diversion Programs)	\$ 950,000.00	\$ 970,000.00	\$ 998,000.00
<b>Total Projected Expenditures</b>			
Total Projected Expenditures (auto-populated)	\$ 3,970,065.00	\$ 1,285,000.00	\$ 1,313,000.00

**Instructions**

Counties shall report their planned revenue across the county behavioral health delivery system to support all behavioral health services and programs by funding source in Tab Three.

**Rows 18 through 33:** counties shall report projected expenditures for each funding source/program.

**Row 21:** for State General Fund, include funds received for the non-federal share of Medi-Cal payments.

**Row 26:** for Commercial Insurance (including Medicare), reporting reflects planned reimbursement obtained by county-operated providers, not county-contracted providers.

**Row 35:** total expenditures will be auto-populated from rows 18 through 33.

**Row 36:** will be auto-validated by DHCS against rows 35, 37, and 38. Validation: total projected expenditure variance should total out to \$0.

**Rows 37 and 38:** will be auto-validated by DHCS against total projected expenditures in Tabs One and Two.

**Reminder:** 1) Counties must comply, and must ensure their providers comply, with all applicable conditions for each source of funding, as defined in applicable laws, regulations, and guidance, including the BHSA County Policy Manual.

2) Counties must promote access to care through efficient use of state and county resources as outlined in Chapter 6, Section C of the BHSA County Policy Manual, including requiring BHSA-funded providers to bill appropriately for services covered by the county's Medi-Cal Behavioral Health Delivery System and make a good faith effort to seek reimbursement from Medi-Cal managed care plans and commercial health insurance. These policies apply only to non-Housing services that are eligible for both BHSA funding and another funding source, such as Medi-Cal payment, commercial payment, etc.

**Table Three: Projected Annual Expenditures by County BH Funding Source**

	<b>Total Annual Projected Expenditures (Year One)</b>	<b>Total Annual Projected Expenditures (Year Two)</b>	<b>Total Annual Projected Expenditures (Year Three)</b>
BHSA	\$ 6,300,873.00	\$ 4,490,446.00	\$ 4,485,155.00
1991 Realignment (Bronzan-McCorquodale Act)	\$ 1,600,000.00	\$ 1,648,000.00	\$ 1,697,440.00
2011 Realignment (Public Safety Realignment)	\$ 2,500,000.00	\$ 2,575,000.00	\$ 2,652,250.00
State General Fund	\$ 300,000.00	\$ 309,000.00	\$ 318,270.00
FFP (SMHS, DMC/DMC-ODS, NSMHS)	\$ 6,000,000.00	\$ 6,180,000.00	\$ 6,365,400.00
Projects for Assistance in Transition from Homelessness (PATH)	\$ -	\$ -	\$ -
Community Mental Health Block Grant (MHBG)	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Substance Use Block Grant (SUBG)	\$ 491,762.00	\$ 491,762.00	\$ 491,762.00
Commercial Insurance	\$ -	\$ -	\$ -
County General Fund	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Opioid Settlement Funds	\$ 1,102,000.00	\$ 102,000.00	\$ 102,000.00
<b>Other Funding Sources</b>	<b>Total Annual Projected Expenditures (Year One)</b>	<b>Total Annual Projected Expenditures (Year Two)</b>	<b>Total Annual Projected Expenditures (Year Three)</b>
Other federal grants			
Other state funding (including DSH funding)	\$ 2,900,000.00	\$ 2,900,000.00	\$ 2,900,000.00
Other county mental health or SUD funding	\$ -	\$ -	\$ -
Other foundation funding	\$ -	\$ -	\$ -
<b>Summary</b>	<b>Total Annual Projection (Year One)</b>	<b>Total Annual Projection (Year Two)</b>	<b>Total Annual Projection (Year Three)</b>
<b>Total projected expenditures (all BH funding streams/ programs) (auto-populated)</b>	\$ 21,402,135.00	\$ 18,903,708.00	\$ 19,219,777.00
<b>Total Projected Expenditure Variance</b>	\$ (743,330.00)	\$ (622,592.00)	\$ (848,809.00)
<b>Auto-validation: Table 1: Behavioral Health Care Continuum Projected Expenditures</b>	\$ 18,175,400.00	\$ 18,241,300.00	\$ 18,755,586.00
<b>Auto-validation: Table 2: Other County Expenditures</b>	\$ 3,970,065.00	\$ 1,285,000.00	\$ 1,313,000.00

**Instructions**

Counties shall report their base BHSA funding allocations, approved Housing Intervention Component Exemptions, and planned transfers on this sheet. **All counties must complete this sheet.**

**Rows 39-41:** input your county's base BHSA funding allocation by component and year.

**Rows 45-54:** this section will be auto-populated from the sections below it.

**Rows 45, 50, and 53:** the total adjusted allocation percentages for each component, inclusive of both exemptions and transfers.

**Rows 46, 51, and 54:** is the projected amount of funding, in dollars, based on the adjusted total allocation percentages.

**Row 47:** reflects the unspent MHSA funding that will be transferred to each of the Behavioral Health Services Act (BHSA) component allocations.

**Row 48:** reflects the excess prudent reserve funding that will be transferred to each of the BHSA components.

**Rows 59, 82, and 105:** the base funding amount for Housing Interventions will auto-populate from Column C, rows 39-41.

**Rows 60, 83, and 106:** if your county has an approved housing exemption, enter the percent of funds you are moving out of Housing Interventions into the other components. Enter this percentage as a positive value. It will automatically display as a negative value in the cell.

**Rows 61, 84, and 107:** if your county has an approved housing exemption, enter the percent of funds you are moving out of the other components and into Housing interventions. Enter this percentage as a positive value.

**Rows 64, 87, 110:** the base funding amount for Full Service Partnerships will auto-populate from Column D, rows 39-41.

**Rows 69, 92, 115:** the base funding amount for Behavioral Health Services and Supports will auto-populate from Column E, rows 39-41.

**Rows 65, 70, 88, 93, 111, and 116:** enter the percentage transferred out of Full Service Partnerships (FSP) and Behavioral Health Services and Supports (BHSS) into Housing Interventions, respectively.

**Rows 66, 71, 89, 94, 112, and 117:** enter the percentage transferred from Housing Interventions into Full Service Partnerships (FSP) and Behavioral Health Services and Supports (BHSS), respectively.

**Rows 75, 98, 121:** the updated base percentage will be auto-populated for Housing Interventions, FSP, and BHSS, respectively. Ensure the validation states "Row Equals 100%."

**Rows 76, 99, 122:** enter the amount you are transferring out of each component as a positive number. It will automatically display as a negative value. Ensure the validation states, "Row Does Not Exceed 14%."

**Rows 77, 100, 123:** enter the amount you are transferring into each component as a positive number. Ensure the validation states, "Transfers Out and In Equal."

**Note:** If your county plans to use Housing Intervention funds (up to 7 percent) to provide outreach and engagement, the amount of funds the county can transfer out of the Housing Intervention component (Row 76) must be decreased by the corresponding amount. Counties will document the amount dedicated to outreach and engagement in Tab 5. Housing Interventions.

**Rows 78, 101, 124:** the updated base percentage will be auto-populated for Housing Interventions, FSP, and BHSS, respectively. Ensure the validation states, "Row Equals 100%."

**Rows 127-132:** enter the amount of MHSA funds by component allocation transferring to each BHSA component. Encumbered unspent MHSA funds tied to WET, CFTN, or INN should be included; unencumbered INN funds should also be included. Please see Policy Manual Chapter 6, Section 7 for additional information.

**Row 133:** the total dollar amount of MHSA Transfers to BHSA is auto-populated.

**Row 136:** enter the dollar amount of prior year prudent reserve ending balance

**Row 137:** enter the prudent reserve maximum for your county.

**Row 138:** the dollar amount of excess prudent reserve funding to be transferred out of the prudent reserve will auto-populate. **Negative values indicate no transfer is necessary.**

**Rows 139-141:** enter the amount of excess prudent reserve funds allocated to each component.

**Row 142:** the total transferred excess prudent reserve is auto-populated.

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Table Four: BHSA Transfers				
County Base BHSA Funding Allocations				
	Housing Intervention	Full-Service Partnership	Behavioral Health Services and Support	Total
Year 1 Component Allocation (dollars)	\$ 1,378,743.00	\$ 1,608,533.00	\$ 1,608,533.00	\$ 4,595,809.00
Year 2 Component Allocation (dollars)	\$ 1,350,929.00	\$ 1,576,084.00	\$ 1,567,048.00	\$ 4,494,061.00
Year 3 Component Allocation (dollars)	\$ 1,342,083.00	\$ 1,565,764.00	\$ 1,565,764.00	\$ 4,473,611.00
Summary (auto-populated)				
	Housing Intervention	Full-Service Partnership	Behavioral Health Services and Support	Totals
Year One				
Adjusted Total Allocation Percentages (Exemptions and Transfers)	23%	28%	49%	100%
Projected Component Allocation (Based on Adjusted Allocation Percentages)	\$ 1,057,036.30	\$ 1,286,826.40	\$ 2,251,946.20	\$ 4,595,808.90
Unspent Mental Health Services Act (MHSA) to BHSA	\$ -	\$ -	\$ 1,705,065.00	\$ 1,705,065.00
Excess Prudent Reserve (PR) to BHSA	\$ -	\$ -	\$ -	\$ -
Year Two				

Adjusted Total Allocation Percentages (Exemptions and Transfers)	23%	28%	49%	100%
Projected Component Allocation (Based on Adjusted Allocation Percentages)	\$ 1,035,712.23	\$ 1,260,867.20	\$ 2,193,867.20	\$ 4,490,446.63
<b>Year Three</b>				
Adjusted Total Allocation Percentages (Exemptions and Transfers)	23%	28%	49%	100%
Projected Component Allocation (Based on Adjusted Allocation Percentages)	\$ 1,028,930.30	\$ 1,252,611.20	\$ 2,192,069.60	\$ 4,473,611.10
<b>Funding Transfer Request Allocations</b>				
<b>Year 1</b>				
<b>Behavioral Health Services Fund (BHSF) Housing Intervention Component Exemption (Ability to change component's overall percentage)</b>				
<b>Base Component</b>	<b>Housing Intervention Percentage</b>	<b>Housing Intervention Funds</b>		
Base Percentage and Funding	30%	\$ 1,378,743.00		
Percentage Reduced		\$ -		
Percentage Added	0%	\$ -		
New Housing Interventions Base Percentage (auto-populated)	30%	\$ 1,378,743.00		
<b>Transferred To/From</b>	<b>Full Service Partnership Percentage</b>	<b>Full Service Partnership Funds</b>		
Base Percentage and Funding	35%	\$ 1,608,533.00		
Percentage Reduced		\$ -		
Percentage Added	0%	\$ -		
New FSP Base Percentage (auto-populated)	35%	\$ 1,608,533.00		
<b>Transferred To/From</b>	<b>Behavioral Health Services and Support Percentage</b>	<b>Behavioral Health Services and Support Funding</b>		
Base Percentage and Funding	35%	\$ 1,608,533.00		
Percentage Reduced	0%	\$ -		
Percentage Added		\$ -		
New BHSS Base Percentage (auto-populated)	35%	\$ 1,608,533.00		
<b>Transfers</b>				
	<b>Housing Intervention (1)</b>	<b>Full-Service Partnership</b>	<b>Behavioral Health Services and Support</b>	<b>Validation</b>
Base Percentage after Housing Intervention Component Exemption (auto-populated)	30%	35%	35%	Row Equals 100%
Amount Transferring Out	-7%	-7%	0%	Row Does Not Exceed 14%
Amount Transferring In	0%	0%	14%	Transfers Out and In Equal
New Base Percentage after Funding Transfer Request (auto-populated)	23%	28%	49%	Row Equals 100%
<b>Year 2</b>				
<b>Behavioral Health Services Fund (BHSF) Housing Intervention Component Exemption (Ability to change component's overall percentage)</b>				
<b>Base Component</b>	<b>Housing Intervention Percentage</b>	<b>Housing Intervention Funds</b>		
Base Percentage and Funding	30%	\$ 1,350,929.00		
Percentage Reduced	0%	\$ -		
Percentage Added	0%	\$ -		

New Housing Interventions Base Percentage (auto-populated)	30%	\$	1,350,929.00
<b>Transferred To/From</b>	<b>Full Service Partnership Percentage</b>	<b>Full Service Partnership Funds</b>	
Base Percentage and Funding	35%	\$	1,576,084.00
Percentage Reduced	0%	\$	-
Percentage Added	0%	\$	-
New FSP Base Percentage (auto-populated)	35%	\$	1,576,084.00
<b>Transferred To/From</b>	<b>Behavioral Health Services and Support Percentage</b>	<b>Behavioral Health Services and Support Funding</b>	
Base Percentage and Funding	35%	\$	1,567,048.00
Percentage Reduced	0%	\$	-
Percentage Added	0%	\$	-
New BHSS Base Percentage (auto-populated)	35%	\$	1,567,048.00

**Transfers**

	Housing Intervention (1)	Full-Service Partnership	Behavioral Health Services and Support	Validation
Base Percentage after Housing Intervention Component Exemption (auto-populated)	30%	35%	35%	Row Equals 100%
Amount Transferring Out	-7%	-7%	0%	Row Does Not Exceed 14%
Amount Transferring In	0%	0%	-14%	Transfers Out and In Equal
New Base Percentage after Funding Transfer Request (auto-populated)	23%	28%	49%	Row Equals 100%

**Year 3**

**Behavioral Health Services Fund (BHSF) Housing Intervention Component Exemption  
(Ability to change component's overall percentage)**

Base Component	Housing Intervention Percentage	Housing Intervention Funds	
Base Percentage and Funding	30%	\$	1,342,083.00
Percentage Reduced	0%	\$	-
Percentage Added	0%	\$	-
New Housing Interventions Base Percentage (auto-populated)	30%	\$	1,342,083.00
<b>Transferred To/From</b>	<b>Full Service Partnership Percentage</b>	<b>Full Service Partnership Funds</b>	
Base Percentage and Funding	35%	\$	1,565,764.00
Percentage Reduced	0%	\$	-
Percentage Added	0%	\$	-
New FSP Base Percentage (auto-populated)	35%	\$	1,565,764.00
<b>Transferred To/From</b>	<b>Behavioral Health Services and Support Percentage</b>	<b>Behavioral Health Services and Support Funding</b>	
Base Percentage and Funding	35%	\$	1,565,764.00
Percentage Reduced	0%	\$	-
Percentage Added	0%	\$	-
New BHSS Base Percentage (auto-populated)	35%	\$	1,565,764.00

**Transfers**

	Housing Intervention (1)	Full-Service Partnership	Behavioral Health Services and Support	Validation
Base Percentage after Housing Intervention Component Exemption (auto-populated)	30%	35%	35%	Row Equals 100%
Amount Transferring Out	-7%	-7%	0%	Row Does Not Exceed 14%

Amount Transferring In	0%	0%	-14%	Transfers Out and In Equal
New Base Percentage after Funding Transfer Request (auto-populated)	23%	28%	49%	Row Equals 100%

**MHSA Transfers to BHSA**

MHSA Component	Available Unspent BHSA Funds	Transferred to Housing Intervention	Transferred to Full-Service Partnership	Transferred to Behavioral Health Services and Support
CSS	\$ 1,342,584.00	\$ -	\$ -	
PEI	\$ 3,504.00	\$ -	\$ -	
Encumbered INN		\$ -	\$ -	\$ -
Unencumbered INN	\$ 358,977.00	\$ -	\$ -	
WET	\$ -			\$ -
CFTN	\$ -			\$ 1,705,065.00
Total (auto-populated)	\$ 1,705,065.00	\$ -	\$ -	\$ 1,705,065.00

**Excess Prudent Reserve to BHSA Components**

Transfer from Prudent Reserve to BHSA Component Allocation	Amount
Estimated Local Prudent Reserve Balance At End of Previous Fiscal Year	\$ 879,081.00
Local Prudent Reserve Maximum (2)	\$ 1,071,801.77
Excess Prudent Reserve Funding that must be transferred	\$ (192,720.77)
Housing Intervention (3)	\$ -
FSP	\$ -
BHSS (4)	\$ -
Total Transferred Excess Prudent Reserve (auto-populated)	\$ -

**References**

- BHSA County Policy Manual section 6.B.5 states counties may use up to seven percent of Housing Interventions component funds on outreach and engagement. The amount of funds transferred out of the Housing Interventions component into another funding component must be decreased by a corresponding amount. Counties are not required to use Housing Intervention component funding for outreach and engagement, or other funding transfer requests. It remains at the discretion of the counties to transfer up to a total of 14 percent of its BHSA funds in a
- W&I Code § 5892, subdivision (b)(3)-(4) states a county's prudent reserve must not exceed 20% of average of the total funds distributed to the county Behavioral Health Services Fund over past five years (25% for counties with a population of less than 200,000).
- W&I Code § 5892, subdivision (b)(6)(B) states prudent reserve funding cannot be spent on capital development.
- W&I Code § 5892, subdivision (b)(6)(A) states counties must spend prudent reserve funds on Housing Intervention, FSP, and/or BHSS programs or services only.

**Instructions**

Counties shall report their projected expenditures for their BHSA Housing Interventions allocation component. Counties shall report projected expenditures for all other non-BHSA funding sources in Tab Five.

**Rows 40-43:** input the estimated total Housing Intervention component allocation received for each year. Row 40 will auto-populate from Tab Four in the BHSA Transfers tab.

Input unspent MHSA dollars carried over to this component into row 42. Row 43 will auto-populate the sum of rows 40-42 to account for total funding.

**Row 41:** input the total dollar amount projected to be added to Housing Intervention component funds from the prudent reserve, if applicable. If you reported on Tab 4, row 139 that you will be transferring excess PR funds to Housing Interventions please report them here.

**Rows 49-66:** input the projected expenditures for each Housing Intervention component service category or program for each year.

**Row 48:** the aim of Housing Interventions is to help individuals achieve permanent housing stability. To the maximum extent possible, counties should seek to place individuals in permanent housing settings. Housing Interventions may only be used for placement in interim settings for a limited time, 6 months for BHSA eligible individuals who have exhausted the Transitional Rent benefit and 12 months for BHSA eligible individuals not eligible to receive Transitional Rent through their Medi-Cal MCP.

**Row 53:** pursuant to W&I Code section 5830, subdivision (c)(2), BHSA Housing Interventions may not be used for housing services covered by Medi-Cal Managed Care Plans (MCP). Please indicate the projected expenditures for BHSA funding ONLY in columns C, D, and E. Please indicate the projected expenditures for all other funding sources excluding BHSA in columns F, G, and H.

**Row 65:** input expenditures for BHSA-funded innovation pilots or projects.

**Row 66:** input expenditures for any encumbered MHSA INN Projects with services that do NOT align with the sub-allocations above.

**Row 67:** the sub-total will be auto-populated, excluding the percentage of rental and operating subsidies administered through Flex Pools.

**Row 69:** input the total dollar amount projected to be transferred out of Housing Intervention component funds into the prudent reserve.

**Row 71:** enter the total amount of direct and indirect costs required to implement this component. (See Policy Manual Chapter 6. BHT Fiscal Policies, Section B.8.2 Direct Costs and Indirect Costs).

**Row 72:** the overall total of Housing Intervention expenditures will be auto-populated from rows 67, 69, and 71.

**Row 74:** input the total dollar amount for Housing Intervention component programs and services that will be dedicated to the chronically homeless population.

This amount should equal 50% of Housing Interventions component allocation.

**Row 75:** input the total dollar amount for Housing Intervention component programs and services that will be dedicated to serving individuals with only a substance use disorder, if provided by the county. DHCS recognizes there may be duplication with funds captured in row 74.

**Row 77:** the proportion of funds dedicated to capital development will be auto-populated.

**Row 78:** the proportion of funds dedicated to the chronically homeless population will be auto-populated.

**Row 79:** the proportion of funds dedicated to Outreach and Engagement will be auto-populated.

**Rows 81-82:** input the estimated unduplicated count of individuals that will be served across all Housing Intervention component services.

**Row 84:** auto-populates projected estimated amount of MHSA Encumbered INN funds that will be available in the BHSA HI component for each year.

**Reminder:** 1) Counties must comply, and must ensure their providers comply, with all applicable conditions for each source of funding, as defined in applicable laws, regulations, and guidance, including the BHSA County Policy Manual.

2) Counties must promote access to care through efficient use of state and county resources as outlined in Chapter 6, Section C of the BHSA County Policy Manual, including requiring BHSA-funded providers to bill appropriately for services covered by the county's Medi-Cal Behavioral Health Delivery System and make a good faith effort to seek reimbursement from Medi-Cal managed care plans and commercial health insurance. These policies apply only to non-Housing services that are eligible for both BHSA funding and another funding source, such as Medi-Cal payment, commercial payment, etc.

Table Five: BHSA Components			
Total Housing Interventions Funding (1)			
	Year 1	Year 2	Year 3
Total Estimated Housing Intervention Funding Received (BHSA Funds)	\$ 1,057,036.00	\$ 1,035,712.00	\$ 1,028,930.00
Transfers into Housing Intervention component from Local Prudent Reserve	\$ -	\$ -	\$ -
Total Estimated Housing Intervention Funding Allocated (MHSA - Unspent Carryover Funds)	\$ -	\$ -	\$ -
<b>Total Estimated Housing Intervention Funding (BHSA + MHSA Funds)</b>	<b>\$ 1,057,036.00</b>	<b>\$ 1,035,712.00</b>	<b>\$ 1,028,930.00</b>

**Housing Interventions Category**

Type of Service	Projected Expenditures - Unspent MHSA and BHSA Funding Only			Projected Expenditures - All Other Funding Sources		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
<b>Housing Interventions Component Programs/Services</b>						
Non-Time Limited Permanent Settings (e.g., supportive housing, apartments, single and multi-family homes, shared housing) (2)						
Rental Subsidies	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -
Operating Subsidies	\$ 170,000.00	\$ 170,000.00	\$ 170,000.00	\$ -	\$ -	\$ -
Bundled Rental and Operating Subsidies		\$ -	\$ -	\$ -	\$ -	\$ -
% of Rental and Operating Subsidies Administered through Flex Pools	0%	0%	0%	0%	0%	0%
Time Limited Interim Settings (e.g., hotel and motel stays, non-congregate interim housing models, recuperative care) (2)						
Rental Subsidies	\$ 86,839.00	\$ 65,515.00	\$ 70,000.00	\$ -	\$ -	\$ -
Operating Subsidies		\$ -	\$ -	\$ -	\$ -	\$ -
Bundled Rental and Operating Subsidies	\$ 676,000.00	\$ 676,000.00	\$ 676,000.00	\$ -	\$ -	\$ -
% of Rental and Operating Subsidies Administered through Flex Pools	0%	0%	0%	0%	0%	0%
<b>Other Housing Interventions</b>						
Other Housing Supports: Landlord Outreach and Mitigation Funds (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Housing Supports: Participant Assistant Funds (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Housing Supports: Housing Transition Navigation Services and Housing Tenancy Sustaining Services (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Housing Supports: Outreach and Engagement (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Development Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Flex Pool Expenditures (start-up expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BHSA Innovative Housing Intervention Pilots and Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MHSA INN Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal (auto-populated)</b>	\$ 1,032,839.00	\$ 1,011,515.00	\$ 1,016,000.00	\$ -	\$ -	\$ -
<b>Housing Interventions Transfer Information</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>			
Transfers out of Housing Intervention component into Local Prudent Reserve (6)	\$ -	\$ -	\$ -			
<b>Housing Interventions Component Administrative Information</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>			
Housing Interventions Component Admin Expenses	\$ 24,197.00	\$ 24,197.00	\$ 24,197.00			
<b>Total Housing Interventions Expenditures (auto-populated)</b>	\$ 1,057,036.00	\$ 1,035,712.00	\$ 1,040,197.00			

<b>Housing Interventions Populations to be Served</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Total Housing Interventions Component Funds Dedicated to Chronically Homeless Population (5)	\$ 745,831.00	\$ 745,831.00	\$ 745,831.00
Total Housing Interventions Component Funds Dedicated to Serving Individuals with a SUD only (5)	\$ -	\$ -	\$ -
<b>Housing Interventions Component Funds Validation (auto-populated based on inputs above)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Housing Intervention Component Funds Dedicated to Capital Development/Total Housing Interventions Funding (7) (auto-populated)	0.0%	0.0%	0.0%
Housing Interventions Component Funds Dedicated to Chronically Homeless Population/Total Housing Intervention Component Funding (8) (auto-populated)	70.6%	72.0%	72.5%
Housing Interventions Component Funds Used for Outreach and Engagement (2) (auto-populated)	0.0%	0.0%	0.0%
<b>Projected Individuals to be Served (Unduplicated)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Eligible Children/TAY (25 years and younger)	#	#	#
Eligible Adults/Older Adults	#	#	#
<b>Projected MHSA-Origin Encumbered INN Funds Available (exempt from suballocation requirements)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
MHSA "Encumbered" INN	\$ -	\$ -	\$ -
<b>References</b>			
1. W&I Code § 5892, subdivision (a)(1)(A)(i) states 30% of BHSA funds distributed to counties shall be used for Housing Interventions.			
2. See Policy Manual Section 7.C.9 Allowable Expenditures and Related Requirements for further information regarding allowable Housing Interventions expenditures.			
3. Single room occupancy and recovery housing can be interim or permanent. If interim, Housing Interventions is limited to 6 months for those who have exhausted Transitional Rent or 12 months for those not eligible for Transitional Rent. Appendix B of the Policy Manual includes a crosswalk of coverage by select programs.			

4. Congregate settings that have only a small number of individuals per room and sufficient common space (not larger dormitory sleeping halls) and does not include behavioral health residential treatment settings.

5. Counties must provide Housing Intervention services to eligible children, youth, and adults (defined in W&I Code section 5892) who are chronically homeless, experiencing homelessness, or at risk of homelessness. The provision of BHSA-funded Housing Interventions specifically for individuals with a substance use disorder is optional for counties, per W&I Code section 5891, subdivision (a)(2).

6. W&I Code § 5892, subdivision (b)(2).

7. W&I Code § 5892, subdivision (a)(1)(A)(iii) states no more than 25% of Housing Interventions funds may be used for capital development.

8. W&I Code § 5892, subdivision (a)(1)(A)(ii) states 50% of Housing Interventions funds shall be used for housing interventions for persons who are chronically homeless, with a focus on those in encampments.



BHSA Innovative FSP Pilots and Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MHSA INN Projects	\$ 51,330.00	\$ 25,881.00	\$ 35,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal (auto-populated)</b>	\$ 1,257,368.00	\$ 1,231,409.00	\$ 1,175,243.00	\$ 497,847.00	\$ 491,737.00	\$ 488,516.00	\$ -	\$ -	\$ -
<b>FSP Transfer Information</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>						
Transfers out of FSP component into Local Prudent Reserve	\$ -	\$ -	\$ -						
<b>FSP Administrative Information</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>						
FSP Component Admin Expenses	\$ 29,458.00	\$ 29,458.00	\$ 29,458.00						
<b>Total Full Service Partnership Expenditures (auto-populated)</b>	\$ 1,286,826.00	\$ 1,260,867.00	\$ 1,204,701.00						
<b>Projected Individuals to be Served (Unduplicated)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>						
Eligible Children/TAY (25 years and younger)	#	#	#						
Eligible Adults/Older Adults	#	#	#						
<b>Projected MHSA-Origin Encumbered INN Funds Available (exempt from suballocation requirements)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>						
MHSA "Encumbered" INN	\$ -	\$ (51,330.00)	\$ (77,211.00)						

**References**

1. W&I Code § 5892, subdivision (a)(2)(A) states 35% of BHS funds distributed to counties shall be used for Full Service Partnership Programs.
2. May be bundled or un-bundled depending on county BH-CONNECT opt-in.

**Instructions**

Counties shall report their projected expenditures of their Behavioral Health Services and Supports funding for their BHSA allocation component, federal financial participation, and all other non-BHSA funding sources in Tab Seven.

**Row 27-30:** input the total estimated BHSS component allocation received for each year. Row 27 will auto-populate from Tab Four in the BHSA Transfers tab.

**Row 28:** input the total dollar amount projected to the BHSS funding component from the prudent reserve (if applicable). If you reported on Tab 4, row 141 that you will be transferring excess PR funds to BHSS please report them here.

Input unspent MHSA dollars carried over to this component into row 29. Row 30 will auto-populate the sum of rows 27-29.

**Rows 35-48:** input the projected expenditures for each BHSS service category or program for each year. Rows 37, 41, and 44 auto-populate from their sub rows.

**Row 47:** input expenditures for BHSA-funded innovation pilots or projects.

**Row 48:** input expenditures for any encumbered MHSA INN Projects with services that do NOT align with the sub-allocations above.

**Row 49:** the subtotal for projected expenditures will be auto-populated from rows 35 - 37, 40, 41, 44, 47, and 48.

**Row 51:** input the total dollar amount projected to be transferred out of the BHSS funding component into the prudent reserve.

**Row 53:** enter the total amount of direct and indirect costs required to implement this component. (See Policy Manual Chapter 6. BHT Fiscal Policies, Section B.8.2 Direct Costs and Indirect Costs).

**Row 54:** the total for projected BHSS expenditures will be auto-populated from rows 49, 51, and 53.

**Row 56:** input the total dollar amount of Youth-Focused (25 years and younger) Early Intervention Expenditures.

**Row 58:** the proportion of EI funds will auto-populate from rows 30 and 37. Note: MHSA WET, INN, and CF/TN funds in Rows 67-69 will be deducted from the revenue (excluded from the denominator).

**Row 59:** the proportion of Youth-Focused (25 years and younger) EI funds will auto-populate from rows 37 and 56.

**Rows 61-62:** input the estimated unduplicated count of individuals that will be served across all BHSA-funded programs.

**Rows 64-65:** input the estimated amount of BHSS funds that will be transferred to WET and CF/TN for each year.

**Rows 67-69:** auto-populates projected estimated amount of MHSA WET, CF/TN, and Encumbered INN funds that will be available in the BHSA BHSS component for each year.

**Reminder:** 1) Counties must comply, and must ensure their providers comply, with all applicable conditions for each source of funding, as defined in applicable laws, regulations, and guidance, including the BHSA County Policy Manual. 2) Counties must promote access to care through efficient use of state and county resources as outlined in Chapter 6, Section C of the BHSA County Policy Manual, including requiring BHSA-funded providers to bill appropriately for services covered by the county's Medi-Cal Behavioral Health Delivery System and make a good faith effort to seek reimbursement from Medi-Cal managed care plans and commercial health insurance.

These policies apply only to non-Housing services that are eligible for both BHSA funding and another funding source, such as Medi-Cal payment, commercial payment, etc.

**Table Seven: BHSA Components**

Total Behavioral Health Services and Supports (BHSS) Funding									
	Year 1	Year 2	Year 3						
Total Estimated Behavioral Health Services and Support Funding Received (BHSA Funds)	\$ 2,251,946.00	\$ 2,193,867.00	\$ 2,192,069.00						
Transfers into Behavioral Health Services and Support component from Local Prudent Reserve	\$ -	\$ -	\$ -						
Total Estimated Behavioral Health Services and Support Funding Allocated (MHSA - Unspent Carryover Funds)	\$ -	\$ -	\$ -						
<b>Total Estimated Behavioral Health Services and Support Funding (BHSA + MHSA Funds)</b>	<b>\$ 2,251,946.00</b>	<b>\$ 2,193,867.00</b>	<b>\$ 2,192,069.00</b>						
Behavioral Health Services and Supports Category (1)									
Type of Service	Projected Expenditures - Unspent MHSA and BHSA Funding Only			Projected Expenditures - Federal Financial Participation			Projected Expenditures - All Other Funding Sources		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
<b>BHSS Programs/Services</b>									
Children's System of Care-Non FSP (25 years and younger)	\$ 150,000.00	\$ 125,000.00	\$ 125,000.00	\$ 45,000.00	\$ 37,500.00	\$ 37,500.00	\$ -	\$ -	\$ -
Adult and Older Adult System of Care, Excluding Populations Identified in 5892(a)(1) and 5892(a)(2)-Non FSP	\$ 226,429.00	\$ 218,799.00	\$ 255,700.00	\$ 67,928.00	\$ 65,639.00	\$ 76,710.00	\$ -	\$ -	\$ -
Early Intervention Expenditures	\$ 1,682,636.00	\$ 1,682,636.00	\$ 1,682,636.00	\$ 504,791.00	\$ 504,791.00	\$ 504,791.00	\$ -	\$ -	\$ -
Coordinated Specialty Care for First Episode Psychosis	\$ 143,500.00	\$ 143,500.00	\$ 143,500.00	\$ 43,050.00	\$ 43,050.00	\$ 43,050.00	\$ -	\$ -	\$ -
All Other EI Expenditures	\$ 1,539,136.00	\$ 1,539,136.00	\$ 1,539,136.00	\$ 461,741.00	\$ 461,741.00	\$ 461,741.00	\$ -	\$ -	\$ -
Outreach and Engagement	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workforce Education and Training (WET)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dedicated BHSA WET funds	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dedicated MHSA WET funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Facilities and Technological Needs (CF/TN)	\$ 1,720,065.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Dedicated BHSA CF/TN funds	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dedicated MHSA CF/TN funds	\$ 1,705,065.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BHSA Innovative BHSS Pilots and Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MHSA INN Projects	\$ 51,330.00	\$ 25,881.00	\$ 35,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal (auto-populated)</b>	<b>\$ 3,905,460.00</b>	<b>\$ 2,142,316.00</b>	<b>\$ 2,188,706.00</b>	<b>\$ 617,719.00</b>	<b>\$ 607,930.00</b>	<b>\$ 619,001.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>BHSS Prudent Reserve Transfer Information</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Transfers out of BHSS component into Local Prudent Reserve	\$ -	\$ -	\$ -
<b>BHSS Administrative Information</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
BHSS Component Admin Expenses	\$ 51,551.00	\$ 51,551.00	\$ 51,551.00
Total Behavioral Health Services and Supports Expenditures (auto-populated)	\$ 3,957,011.00	\$ 2,193,867.00	\$ 2,240,257.00
<b>Youth-Focused Early Intervention Expenditures</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Total Youth-Focused (25 years and younger) Early Intervention Expenditures	\$ 982,000.00	\$ 982,000.00	\$ 982,000.00
<b>Behavioral Health Services and Supports Validation (auto-populated based on inputs above)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
BHSS Funds Early Intervention Expenditures/Total BHSS Funding (2)	307.7%	74.9%	74.1%
Youth-Focused (25 years and younger) Early Intervention Expenditures/Total Allocated Early Intervention Funds (3)	58.4%	58.4%	58.4%
<b>Projected Individuals to be Served (Unduplicated)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Eligible Children/TAY (25 years and younger)	#	#	#
Eligible Adults/Older Adults	#	#	#
<b>Projected BHSS Funds transferred to WET or CF/TN</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
BHSS transfer to WET	\$ -	\$ -	\$ -
BHSS transfer to CF/TN	\$ -	\$ -	\$ -
<b>Projected MHSA-Origin WET, CF/TN and Encumbered INN Funds Available (exempt from suballocation requirements)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Estimated MHSA WET Funds	\$ -	\$ -	\$ -
Estimated MHSA CF/TN Funds	\$ 1,705,065.00	\$ -	\$ -
MHSA "Encumbered" INN	\$ -	\$ (51,330.00)	\$ (77,211.00)

**References**

1. W&I Code § 5892, subdivision (a)(3)(A) states 35% of BHS funds distributed to counties shall be used for Behavioral Health Services and Supports (BHSS).
2. W&I Code § 5892, subdivision (a)(3)(B)(i) states counties shall utilize at least 51% of BHSS funding for early intervention programs.

3. W&I Code § 5892, subdivision (a)(3)(B)(ii) states that at least 51% of funds allocated for early intervention programs must serve individuals 25 years of age and younger.

4. BHSAs Policy Manual Ch. 6 § B.7.3 states that MHSAs WET or CFTN funds transferred into BHSAs BHSS will remain WET or CFTN funds and will not be subject to the suballocation requirements. Counties may set aside BHSS funds for WET and CFTN; the reversion period for these specific funds is ten years. All transfers into WET and CFTN are irrevocable and cannot be transferred out of WET and CFTN. Counties may continue to keep separate fund accounts to track their WET and CFTN funds.

5. BHSAs Policy Manual Ch. 6 § B.8.2.2 states that the share of indirect costs attributed to BHSAs funding should be in proportion to the extent the BHSAs program benefits from the support activity. Proportional administrative and indirect costs will be verified through the Behavioral Health Outcomes Accountability and Transparency Report (BHOATR). Counties should ensure that their cost-allocation methodology complies with 2 CFR 200 and appropriately distributes costs in proportion.

**Instructions**

Counties shall report their projected spending for Behavioral Health Services Act (BHSA) plan administration in Tab Eight.

**Row 27:** the total dollar-amount of BHSA component allocations dedicated to improvement and monitoring activities, including plan operations, quality and outcomes, data reporting pursuant to W&I Code § 5963.04, and monitoring of subcontractor compliance for all county behavioral health programs, including, but not limited to, programs administered by a Medi-Cal behavioral health delivery system, as defined in subdivision (i) of Section 14184.101, and programs funded by the Projects for Assistance in Transition from Homelessness grant, the Community Mental Health Services Block Grant, and other Substance Abuse and Mental Health Services Administration grants by year. Under W&I Code § 5892 (e)(2)(B), the total amount shall equal 2% or less of total projected annual revenues of the local behavioral health services fund for counties with a population over 200,000 or 4% of the total projected annual revenues of the local behavioral health services fund for counties with a population of less than 200,000. Any costs that exceed that amount will be included in the governor's budget. Administrative costs for improving and monitoring will only be reported on this tab, not the BHSA component tabs.

**Row 28:** input amounts of BHSA component allocations dedicated to county Integrated Plan annual planning costs, including stakeholder engagement in planning and local Behavioral Health Board activities by year. Under W&I Code § 5892 (e)(1)(B), this amount shall be 5% or less of total projected annual revenues of the local behavioral health services fund. Any costs that exceed that amount will be included in the governor's budget. Planning costs will only be reported on this tab, not the BHSA component tabs.

**Row 29:** input total dollar amount of new and ongoing county and behavioral health agency administrative costs to implement W&I Code § 5963-5963.06 and § 14197.71.

**Row 31:** select your county population size. This will ensure the formatting in the Admin Spending Overages section presents accurately.

**Row 34:** total projected annual revenues of the Local Behavioral Health Services Fund will be auto-populated.

**Row 35:** the proportion of funding used for improvement and monitoring will be auto-populated from rows 34 and 27.

**Row 36:** the proportion of funding used for planning expenditures will be auto-populated from rows 28 and 34.

**Row 38-40:** based upon the county population size selected in row 31, this calculator will auto-populate any Improvement and Monitoring expenditures that exceed (2%/4%) of the total projected annual revenues of the Local Behavioral Health Services Fund and any County Integrated Plan Annual Planning expenditures that exceed 5% of the total projected annual revenues of the Local Behavioral Health Services Fund.

<b>Table Eight: BHSA Plan Administration</b>			
<b>INTEGRATED PLAN ADMINISTRATION AND MONITORING</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Total Projected Improvement and Monitoring Expenditures	\$ 183,832.00	\$ 179,000.00	\$ 178,944.00
Total Projected County Integrated Plan Annual Planning Expenditures	\$ 229,790.00	\$ 224,000.00	\$ 223,680.00
New and Ongoing Administrative Costs		\$ -	\$ -

<b>Select County Population Size:</b>	Less than 200k
---------------------------------------	----------------

<b>Administrative Information Validation</b>			
Total Projected Annual Revenues of Local Behavioral Health Services Fund	\$ 4,595,808.00	\$ 4,490,446.00	\$ 4,473,610.00
Improvement and Monitoring Expenditures/Total Annual Revenues of Local Behavioral Health Services Fund (auto-populated)	4.0%	4.0%	4.0%
Total Projected Planning Expenditures/Total Projected Annual Revenues for Local Behavioral Health Services Fund (auto-populated)	5.0%	5.0%	5.0%
<b>Admin Spending Overages (in Dollars)</b>			
Improvement & Monitoring	\$ -	\$ -	\$ -

	Planning	\$	-	\$	-	\$	-
	<b>Total</b>	\$	-	\$	-	\$	-

**References**

1. W&I Code § 5963, subdivision (c) states that any costs incurred for BHSA implementation exceeding the required maximums set forth in W&I Code § 5892, subdivision (e)(1)(B) and W&I Code § 5892, subdivision (e)(2)(B) will be included in the Governors 2024-2025 May Revision.

**Instructions**

Counties shall report their estimated local prudent reserve maximums for each allocation component in Tab Nine.

**Rows 18-19:** dollar amounts will be auto-populated from Tab 4 rows 136-137.

**Row 20:** total excess prudent reserve dollars will be auto-populated from rows 18-19.

**Rows 21-23:** total dollar amounts will be auto-populated from Tab 4, rows 139-141.

**Row 24:** total excess prudent reserve funds allocated to BHSA components will be auto-populated from rows 21-23.

**Row 25:** auto-validates from rows 20 and 24 to check if the county has "No Excess" or if county must "Reduce Excess" prudent reserve.

**Row 26:** the total amount of planned contributions into the prudent reserve from all BHSA components allocations across all plan years will be auto-populated from Tab 5 row 69, Tab 6 row 45, and Tab 7 row 51.

**Row 27:** the total amount of planned distributions from the prudent reserve into the BHSA component allocations across all plan years will be auto-populated from Tab 5 row 41, Tab 6 row 26, and Tab 7 row 28.

**Table Nine: Estimated Local Prudent Reserve Balance**

<b>Table Nine: Estimated Local Prudent Reserve Balance</b>	
Estimated Local Prudent Reserve Balance At End of Previous Fiscal Year	\$ 879,081.00
Local Prudent Reserve Maximum (1)	\$ 1,071,801.77
Excess Prudent Reserve Funds (auto-populated)	\$ (192,720.77)
Total prudent reserve funds above prudent reserve maximum allocated to Housing Interventions	\$ -
Total prudent reserve funds above maximum allocated to Full Service Partnerships	\$ -
Total prudent reserve funds above maximum allocated to Behavioral Health Services and Supports	\$ -

Total Excess Prudent Reserve Funds allocated to BHSA Component Allocations (auto-populated)	\$ -
<b>Auto-validation: allocation of all excess Prudent Reserve Funds</b>	NO EXCESS
Total Contributions Into the Local Prudent Reserve (auto-populated)	\$ -
Total Distributions From the Local Prudent Reserve (auto-populated)	\$ -
<b>References</b>	
1. W&I Code § 5892, subdivision (b)(3)-(4) states a county's prudent reserve must not exceed 20% of average of the total funds distributed to the county Behavioral Health Services Fund over past five years (25% for counties with a population of less than 200,000).	

**Instructions**

Counties will complete Tabs One through Nine prior to completing Tab Ten. Data on other tabs will auto-populate to Tab Ten.

**Rows 25, 28, and 31:** the new base percentage for each component will be auto-populated from Tab 4, rows 45, 50, and 53.

**Rows 26, 29, and 32:** the dollar amount allocated to each component for each year of the Integrated Plan will be auto-populated from Tab 5, row 40; Tab 6, row 25; and Tab 7, row 27, respectively.

**Row 35:** the total amount of BHSA funding for each component auto-populated from Tab 5, row 40; Tab 6, row 25; and Tab 7, row 27.

**Rows 36, 43, and 50:** the total amount of funding transferred from the prudent reserve into each BHSA component allocation for each plan year will be auto-populated from Tab 5, row 41; Tab 6, row 26; and Tab 7, row 28.

**Row 37:** the total amount of unspent MHSA-carryover funds from prior fiscal years, will be auto-populated from Tab 4 row 133.

**Rows 38, 45, and 52:** estimated total available funding will be auto-populated from rows 35-37, 42-44 and 49-51.

**Rows 39, 46, and 53:** the total amount of funding transferred from each BHSA component into the prudent reserve for each plan year will be auto-populated from Tab 5, row 69; Tab 6, row 45; and Tab 7, row 51.

**Rows 40, 47, and 54:** estimated expenditures for each component will be auto-populated from Tab 5, row 72; Tab 6, row 48; and Tab 7, row 54.

**Rows 44 and 51:** auto-populated by adding the existing year's carryover MHSA funds to any remaining funds (from all sources) not spent from the previous year.

**Rows 57-59:** the total amount of annual BHSA plan administration expenses from Tab 8, rows 27-29.

**Reminder:** 1) Counties must comply, and must ensure their providers comply, with all applicable conditions for each source of funding, as defined in applicable laws, regulations, and guidance, including the BHSA County Policy Manual.

2) Counties must promote access to care through efficient use of state and county resources as outlined in Chapter 6, Section C of the BHSA County Policy Manual, including requiring BHSA-funded providers to bill appropriately for services covered by the county's Medi-Cal Behavioral Health Delivery System and make a good faith effort to seek reimbursement from Medi-Cal managed care plans and commercial health insurance. These policies apply only to non-Housing services that are eligible for both BHSA funding and another funding source, such as Medi-Cal payment, commercial payment, etc.

**Table Ten: BHSA Funding Summary (auto-populated)**

	Housing Interventions	Full-Service Partnerships	Behavioral Health Services and Supports	Total
<b>Year One</b>				
Allocation Percentage, with Transfers	23%	28%	49%	100%
Component Allocations	\$ 1,057,036.00	\$ 1,286,826.00	\$ 2,251,946.00	\$ 4,595,808.00
<b>Year Two</b>				
Allocation Percentage, with Transfers	23%	28%	49%	100%
Component Allocations	\$ 1,035,712.00	\$ 1,260,867.00	\$ 2,193,867.00	\$ 4,490,446.00
<b>Year Three</b>				
Allocation Percentage, with Transfers	23%	28%	49%	100%
Component Allocations	\$ 1,028,930.00	\$ 1,252,611.00	\$ 2,192,069.00	\$ 4,473,610.00
<b>BHSA Funding Summary</b>	<b>Housing Interventions</b>	<b>Full Service Partnerships</b>	<b>Behavioral Health Services and Supports</b>	<b>Totals</b>
<b>Year One</b>				

Estimated Year One Component Allocations <i>(BHSA Funding Only)</i>	\$ 1,057,036.00	\$ 1,286,826.00	\$ 2,251,946.00	\$ 4,595,808.00
Transfers From PR Into Component	\$ -	\$ -	\$ -	\$ -
Estimated Unspent Funds From Prior Fiscal Years (Including MHSA Funds) <i>(Unspent Carryover MHSA Funds)</i>	\$ -	\$ -	\$ 1,705,065.00	\$ 1,705,065.00
Estimated Total Available Funding for Year One	\$ 1,057,036.00	\$ 1,286,826.00	\$ 3,957,011.00	\$ 6,300,873.00
Transfers from Component Into PR	\$ -	\$ -	\$ -	\$ -
Estimated Total Year One Expenditures	\$ 1,057,036.00	\$ 1,286,826.00	\$ 3,957,011.00	\$ 6,300,873.00
<b>Year Two</b>				
Estimated New Year Two Component Allocations <i>(BHSA Funding Only)</i>	\$ 1,035,712.00	\$ 1,260,867.00	\$ 2,193,867.00	\$ 4,490,446.00
Transfers From PR Into Component	\$ -	\$ -	\$ -	\$ -
Estimated Unspent Funds From Prior Fiscal Years (Including MHSA Funds)	\$ -	\$ -	\$ -	\$ -
Estimated Total Available Funding for Year Two	\$ 1,035,712.00	\$ 1,260,867.00	\$ 2,193,867.00	\$ 4,490,446.00
Transfers from Component Into PR	\$ -	\$ -	\$ -	\$ -
Estimated Total Year Two Expenditures	\$ 1,035,712.00	\$ 1,260,867.00	\$ 2,193,867.00	\$ 4,490,446.00
<b>Year Three</b>				
Estimated New Year Three Component Allocations <i>(BHSA Funding Only)</i>	\$ 1,028,930.00	\$ 1,252,611.00	\$ 2,192,069.00	\$ 4,473,610.00
Transfers From PR Into Component	\$ -	\$ -	\$ -	\$ -
Estimated Unspent Funds From Prior Fiscal Years (Including MHSA Funds)	\$ -	\$ -	\$ -	\$ -
Estimated Total Available Funding for Year Three	\$ 1,028,930.00	\$ 1,252,611.00	\$ 2,192,069.00	\$ 4,473,610.00
Transfers from Component Into PR	\$ -	\$ -	\$ -	\$ -
Estimated Total Year Three Expenditures	\$ 1,040,197.00	\$ 1,204,701.00	\$ 2,240,257.00	\$ 4,485,155.00
<b>BHSA Plan Admin Expenses</b>				
<b>Plan Admin Category</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Total</b>

Total Projected Improvement and Monitoring Expenditures	\$ 183,832.00	\$ 179,000.00	\$ 178,944.00	\$ 541,776.00
Total Projected County Integrated Plan Annual Planning Expenditures	\$ 229,790.00	\$ 224,000.00	\$ 223,680.00	\$ 677,470.00
Total Projected New and Ongoing Administrative Expenditures	\$ -	\$ -	\$ -	\$ -



## Budget Template Updates

### Description of Changes

Tab 10 (BHSA Summary): Formula updated to avoid double counting of MHSA unspent carryover funds.

Tab 7 (BHSS): EI Threshold calculation should exclude MHSA transferred WET and CFTN funds as they are exempt from suballocation requirements, formula revised to remove WET and CFTN. Added a BHSS transfer to WET/CFTN for reversion tracking.

Tab 8 (BHSA Plan Admin): Updated instructions to clarify DHCS will not pre-populate data for "Total Projected Annual Revenues of BHSA". Counties must enter in the data.

Tab 5, 6, 7 (BHSA Components): Added unspent MHSA funds row for year 1, 2 and 3.

Tab 7 (BHSS): Added separate rows for unspent MHSA WET/CFTN expenditures.

Tabs 1-10: Fixed formula and instruction errors

Tab 4 (BHSA Transfers): Added Year 2 and Year 3 for exemption requests

Tab 4 (BHSA Transfers): Added validation check for funding transfers

Tab 4 (BHSA Transfers): Added two new rows for unspent MHSA "Encumbered" INN Funds and unspent MHSA "Unencumbered" INN Funds.

Tab 5, 6 and 7 (BHSA Components): Moved transfers from prudent reserve into the BHSA component funding section to be included with total revenue

Tab 5, 6, and 7 (BHSA Components): Included prudent reserve transfers as an expenditure

Tab 5, 6, and 7 (BHSA Components): Included prudent reserve transfers as an expenditure

Tab 5, 6 and 7 (BHSA Components): Added a row for projected MHSA "Encumbered" INN Project expenditures.

Tab 5 (Housing Interventions): Removed projected encumbered MHSA INN fund expenditures from the 50% HI funds dedicated to chronically homeless suballocation requirement calculation.

Tab 7 (BHSS): Removed projected encumbered MHSA INN fund expenditures from the 51% BHSS funds dedicated to Early Intervention suballocation requirement calculation

Tab 8 (BHSA Plan Admin): Updated to include a validation check for "Improvement and Monitoring" (2% or 4%) and "Planning" (5%)

Tab 9 (Prudent Reserve Assessment): Updated PR validation checks to "No Excess" or "Reduce Excess"

Tab 10 (BHSA Summary): Included component percentage breakdowns for all three years

Tab 10 (BHSA Summary): Include total administrative and planning expenditures from tab 8

