

Mr. Wilson

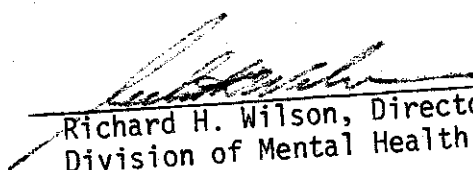
Division of Mental Health and Hospitals
Administrative Bulletin Transmittal Memorandum No. 29

January 24, 1983

SUBJECT: Administrative Bulletin 7:10
Non-State Funds

This Administrative Bulletin establishes the procedure for transmitting applications for approval to use Non-State Funds to the Department of Treasury.

Fiscal and Management Operations Policy and Procedure No. 5, dated July 1, 1978, is hereby rescinded.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

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DIVISION OF MENTAL HEALTH AND HOSPITALS
ADMINISTRATIVE BULLETIN 7:10

DATE: January 24, 1983

SUBJECT: Non-State Funds
Applicability: H,CO

I. Purpose

To establish a procedure for transmitting applications for approval to use Non-State Funds to the Department of Treasury.

II. Authority

Department of Treasury Circulars: 64-6, 70-16, 74-4, 74-5, 74-11; Joint Circular dated 12-10-69.

III. Definitions

A. Non-State Funds: Monies funded in whole or in part, for programs/projects:

1. As requested by units of the Division of Mental Health and Hospitals from the Federal government.
2. As directed by the Federal government.
3. As requested by the entities or individuals, except as determined by the Director, Division of Mental Health and Hospitals.

B. Grantors: Include, but are not limited to: Federal government, local governments, public authorities, international organizations, profit or non-profit organizations, private organizations, trusts, estates, or individuals.

IV. Policy

The Unit Supervisor in charge of the programs/projects proposed to be funded by Non-State Funds is responsible for:

- A. Requesting the action of the Director, Division of Mental Health and Hospitals via Department of Treasury form BB-4, "Application for Non-State Funds," to secure approval from the Department of Treasury.

B. Refraining from making a commitment to a Grantor, until notification is received from the Director, Division of Mental Health and Hospitals, that the use of Non-State Funds by the Department of Treasury is approved.

C. Notifying the Grant Manager and the Grant Coordinator of the programs/projects proposed to be funded.

V. Procedure

Requester
Grant Manager
Grant Coordinator

A. In the initial discussion with the Grantor, determine:

1. If the Division of Mental Health and Hospitals will also be reimbursed for central support services, indirect, and administrative costs.

NOTE: The cost factor is available from the Assistant Director, Fiscal and Management Operations.

2. If the funds will be on a reimbursable basis, advance basis, or by letter of credit.

NOTE: It is preferred that funds be by Letter of credit, or on an advance basis. Contact the Assistant Director, Fiscal and Management Operations, if there are questions regarding these methods.

Requester

B. Contact the Assistant Director, Fiscal and Management Operations, to determine if form BB-4 is required when entities or individuals are funding the programs/projects.

C. If form BB-4 is required, prepare it as the "first notice" original and three (3) copies and forward to Division Director.

Assistant Director

D. Indicate approval by initialing on Line 14 of the original and copies of form BB-4 and forward to the Director, Division of Mental Health and Hospitals.

Director

E. Certify as to funds when the Division of Mental Health and Hospitals is participating in the funding and forward the original and copies of form BB-4 to the Department.

F. If the programs/projects are being totally funded by the Grantor, indicate on the form BB-4 original and copies, "State Funds are not required," and forward to the Department.

Department

G. Comptroller indicates approval by signing the original and copies of form BB-4. He forwards the original and one (1) copy of form BB-4 to the Department of Treasury and retains one copy for his files.

H. Upon receipt of form BB-4 from the Department of Treasury, forwards a copy to the Assistant Director, Fiscal and Management Operations, who notifies Requester.

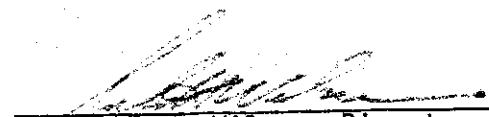
Requester

I. If the Department of Treasury disapproves the programs/projects, consider the matter closed.

NOTE: If additional justification may make the programs/projects acceptable, resubmit form BB-4 per Step C. of this Procedure.

Requesting Unit
Grant Manager

J. If the Department of Treasury approves the programs/projects take the necessary action to obtain a "letter of approval" from the Grantor pending formal execution of a Grant Contract.


Richard H. Wilson, Director
Division of Mental Health and Hospitals