**MHRS BOARD**

 **COMMUNITY PARTNERS**

 **FUNDING** **REQUEST**

 **SFY 24**

**Provider Name:**

**Address:**

**Phone:**

**Email:**

**Individual completing this request:**

**Attach or provide a detailed description of the proposal (include project timeline)**:

**Funds must be spent on projects that align with the mission of the Mental Health and Recovery Services Board programs.**

**CHECKLIST OF REQUIRED DELIVERABLES**

* Itemized budget, including other funds to be utilized for the project
* Estimate of number of individuals served through funds awarded
* Most recent Profit & Loss Statement
* Checkbook Register for the past two months
* Letter of support from Agency’s Board of Directors
* A copy of a 501C3 letter from the Internal Revenue Service, if applicable
* A program narrative (1-3 pages in length).
* A copy of the last fiscal year audit for the organization and any required Plan of Correction
* If a fee-for-service contract is awarded, the organization must have the ability to bill services through GOSH as well as the ability to record client demographics and outcomes data, as required by the Ohio Department of Mental Health & Addiction Services.
* Facility must agree to keep the clinical records of each client accurate and up to date, maintain them in a format that readily facilitates verification of services billed to the Board, and cooperate with billing compliance audits conducted by Board representatives.
* Facility must agree to cooperate with Board’s client information requests and with utilization review activities for services reimbursed by the Board.
* The Board will only fund those services which are not otherwise reimbursable by Medicaid or any other third-party payer.
* W-9 form

Depending on the amount of the request, Agency leadership will meet with the Finance Committee of the MHRS Board to present the request.

Should the request be granted, the Executive Director of the Provider and the MHRS Board will enter a signed contract for the additional funds. This contract will contain the responsibilities of both parties, the dates for the allocation to be distributed, what information the provider will include with the billing, which includes all documentation of funds spent (invoices, etc.). This contract will follow the guidelines already established in the Additional Funding contract.