

# Special Project Application

## Instructions:

This document presents the process required for planning and pre-approval of specialty projects that would not be billed through the ProviderConnect system.

### Application Procedures

A provider must submit a Specialty Grant Application prior to the use of funds for the project. This application captures information about the documented need, necessary resources, planned activities, costs, goals, and outcomes for planned project.

Separate initiatives should be submitted on separate forms.

### Financial Reporting and Reimbursement Procedures

- **Allocation Amounts**  
Depending on available funding; the CMHSP will try to support quality initiatives as possible. Please note that if you do not spend your entire allocation on the specific project, the remaining funds will not be allocated to another agency function but rather removed from your agency allocation. Allocations must be spent in total by September 30<sup>th</sup>, the last day of the fiscal year.
- **Pre-Approved Budgets**  
Budgets must be pre-approved as a part of the planning process detailed in this document. Once the budget is approved, the expenditures may not exceed the agency's total allocation for the project.  
This allocation must be spent entirely on its designated purpose. Budgets may be adjusted throughout the year if necessary. Please contact the CMHSP for more details on the budget amendment process.
- **Reimbursement Procedures**  
Each agency receiving a Specialty Project allocation will submit a monthly Financial Status Report (FSR) for reimbursement which is due by the 10<sup>th</sup> of the month following activity. This FSR must be separate and not combined with the FSR submitted for other treatment activities. Expenses included on the FSR must have been pre-approved through the Specialty Project Grant Application process.  
  
The CMHSP will provide an FSR template for submission that reflects the approved budget once the grant application has been approved. Please note that Specialty Project activities do not need to be authorized through the ProviderConnect system.

### Outcome Reporting

Each agency receiving a Specialty Project allocation will submit a *Specialty Project – Annual Outcome Report*. This form is designed to capture progress toward planned outcomes. The report will be due on October 15<sup>th</sup> for the previous fiscal year.