

BH & I/DD Mini Grant Program | **TERMS of ACCEPTANCE & PARTICIPATION**

Managed & Administered by Information Insights on behalf of the Alaska Mental Health Trust Authority

We want to thank your agency for applying for Alaska Mental Health Trust Authority (AMHTA, aka the Trust) Mini Grant funds on behalf of your clients. Mini Grants make a difference in the lives of hundreds of Trust beneficiaries every year. Grant funds are available to provide a broad range of equipment, supplies, and services to improve the quality of life, increase independent functioning, and help Trust beneficiaries attain and maintain healthy and productive lifestyles. These grants have funded vehicle repairs, communication devices, clothing, and many other individualized needs not funded through other sources.

The Behavioral Health (BH) and Intellectual & Developmental Disabilities (I/DD) Mini Grant Programs are managed and administered by Information Insights on behalf of the Trust. Our goal is to provide the Trust with a clear record of how their funds are spent while keeping requirements as simple as possible for you and your staff. This document houses information on the specifics of the grant process and required expense reporting. Please share this with the staff members of your agency that will be submitting requests, completing purchasing, and/or handling grant funds.

The last page of this document is an Acknowledgement of Terms & Contact Form that establishes your agency's designated staff for these grant programs. By completing this form, you are acknowledging the terms and requirements laid out in this document for all grant participation moving forward. **Note:** If your agency has more contacts than can fit on one form, please use multiple copies of the form, label each page (ex: pg 1, pg 2), and have the appropriate leadership sign at least one page.

Important: Failure to comply with these terms in a timely manner may result in the interruption or delay of other grant funding.



Kerry Nelson & Lizzi Makovec

AMHTA Behavioral Health (BH) and Intellectual & Developmental Disabilities (I/DD) Mini Grants

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Program Overview & Requirements

AMHTA Behavioral Health (BH) and Intellectual & Developmental Disabilities (I/DD) Mini Grants are issued to eligible community agencies on behalf of Trust beneficiaries. By participating in these Programs, your agency agrees to be responsible for receiving and administering all awarded funds, ensuring that the funds are spent as they were approved, and providing expense documentation of the purchasing done by your agency. The beneficiary should *not* be given the funds directly, as they are not fiscally responsible for the spending and documentation; your agency is.

Beneficiaries are eligible for one (1) grant per fiscal year (July - June), and the maximum grant request amount is \$3,000. A mini grant application may be submitted for up to three (3) categories of items and/or services. Please review the detailed grant guidelines that are available on the Trust's website -- <https://alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/mini-grants/>

Timeline:

Mini Grants are accepted and awarded on a rolling monthly cycle throughout the fiscal year, with each monthly cycle aligning with a calendar month.

Applications must be submitted by 11:59pm AKT the last day of each month to be considered for that month's cycle, regardless of if that last day falls on a holiday or a weekend. Applications submitted after the last day of the month will be collected for the following monthly grant cycle.

- Example: October FY27 Application Cycle = October 1st – 31st, 2026
 - October 30th is the final business day of the month
 - Applications submitted on or before 11:59pm on Saturday, October 31st would be considered part of October cycle
 - Applications submitted on or after 12:00am on Sunday, November 1st would be considered part of November cycle

Each grant request is reviewed through a prioritization matrix and decision-making criteria developed by the Trust and Information Insights. Each request is reviewed alongside others in the monthly batch, and funding decisions are impacted by the amount of available grant funding.

It typically takes 2-3 weeks following the monthly collection for applications to be reviewed and for the funding decisions to be made.

Following review, one of the following courses of action will be taken for each request:

- **Awarded: Fully Approved** - The grant request was funded at the full requested amount for all requested goods and/or services laid out in the application and supporting attachments.
- **Awarded: Partially Approved** - The grant request was funded for less than the requested amount and/or some of the requested goods and/or services were not funded. Reasons for this can differ – guideline category limits were exceeded, part of the request falls outside of guidelines, the application is partially incomplete, the prioritization of available funding, etc.
- **Declined** - The grant request was not funded. Reasons for this can differ – most or all of the request falls outside of guidelines, the application is incomplete, requested goods and/or services may be available through another funding source, an informed decision cannot be made with the information provided, the prioritization of available funding, etc.
- **Revision Requested** - At this point, the grant request is neither approved nor declined. Information Insights has determined that additional information and/or documentation is needed before a funding decision can be made. The contact listed on the grant request will receive a Revision Request email explaining why a revision is being requested and clarifying what additional information or documentation is being asking for. Agencies are given until the next application deadline to submit the revision request. If a revision request is not completed or does not fulfill what was asked, the request will be declined.

If your agency's mini grant is **declined**, the contact listed on the grant request will receive an email that includes a declination letter outlining the reason for declination, as well as any relevant additional context from the review process. If a request is declined, the beneficiary is still eligible for a mini grant, and your agency can choose to submit a new application on their behalf, whether for a similar request or something different.

If your agency is **awarded** a mini grant, the staff member that submitted the application (aka the application contact) will receive an email that includes details of the full or partial award, a grant agreement for that award, as well as any relevant additional context from the review process.

If your agency chooses to **reject the award / withdraw the application**, your agency should inform Information Insights via email that you'd like to reject the grant award with a brief explanation of why, and the staff member that submitted the application should return to the applicant portal and *Cancel* the grant application. If a grant award is rejected / withdrawn, the beneficiary remains eligible for a mini grant, and an agency may submit a new application on their behalf at any time, whether for the same request or something different. **Note:** If a grant award is rejected and a new application is submitted, there is no guarantee of approval, as the new application will be evaluated alongside all other submissions for that month.

If your agency chooses to **accept the award**, the grant agreement must be signed by an on-file Authorized Signer for your agency, and the agreement must be returned to Information Insights for processing within 30 calendar days. It is preferred that grant agreements be submitted via email, minigrants@iialaska.com. The option to fax (888-394-0731) grant agreements is also available. By accepting, signing, and returning a grant agreement, your agency is agreeing to the full or partial funding parameters identified.

Information Insights issues grant funds on a weekly basis for all signed agreements that have been received. Grants will be paid to your agency via direct deposit with the expectation that the funds will be used and reported on within 60 calendar days of the date they are deposited in your agency's account. In the event of unavoidable delays, a one-time 30-day extension of the reporting deadline can be requested by contacting Information Insights via email, minigrants@iialaska.com. Additional extensions are discouraged and would be considered on a case-by-case basis.

It is highly recommended that there be an internal protocol for mini grant purchases within your agency to comply with our reporting requirements, especially at larger agencies where multiple staff are involved in the grant life cycle.

Please reach out to minigrants@iialaska.com with questions, requests for amendments, or reconsiderations to funding decisions.

Expense Documentation Requirements:

Documentation of how funds were expended by your agency must be sent to Information Insights for review and approval. With your submitted expense documentation, we should be able to sufficiently document what was purchased, when it was purchased, how much it cost, who paid for it, and that the beneficiary received it. It is the responsibility of your agency to work with vendors and determine if they can provide the required vendor expense documentation for this program prior to purchasing. It is preferred that documents be submitted via email, minigrants@iialaska.com. The option to fax (888-394-0731) documentation is also available. **Note:** We do not accept purchase documentation directly from vendors.

It is understood that pricing and availability of requested items and services may change in the time between the application being submitted and the monies being received by your agency. Your agency has flexibility to purchase comparable goods from comparable vendors, as needed. If a comparable option is not available, or the requested item(s) / service(s) was specialized, please reach out to minigrants@iialaska.com prior to purchasing for additional guidance.

Any unused portion of the grant over \$10.00 must be returned to Information Insights. Unused grant funds are funds not spent, as well as funds spent inappropriately (ex: exceeding a guideline category purchasing

limit, purchasing a non-allowable item, purchasing non-approved categories of goods / services, etc.).

Note: We do not accept refunds directly from vendors.

Returns of grant funds should be done by check, payable to *Information Insights* and mailed to:

Information Insights

Attn: Mini Grants

PO Box 80542

Fairbanks, AK 99708

Physical refund checks allow Information Insights to verify a refund amount and address any issues prior to processing. Requests for direct deposit refunds are generally discouraged and would be considered on a case-by-case basis.

When a grant is appropriately spent and closed, Information Insights will issue a \$100 administrative stipend to your agency to help offset the time burden of administering the grant funds. **Note:** Fully refunded grants do not receive the administrative stipend payout upon closure.

Acceptable expense documentation consists of ALL of the following:

Finalized itemized purchase receipt*: This is a store receipt, vendor invoice, or online order summary that includes the vendor name, date of purchase, an itemization of all goods / services purchased (descriptions, costs, quantities), associated fees, the total cost, and reference to the amount paid.

**Quotes / Estimates are not an acceptable purchase document.*

- If an online order summary, it should be the finalized version that reflects successful order fulfillment and final charges. An online order confirmation that states an order is processing is not considered finalized. An online order summary that reflects a temporary charge or hold is not considered finalized.

Proof of purchase being paid in full*: Every submitted purchase receipt should reflect as fully paid. If the purchase receipt reflects an open-balance amount beyond the grant payment amount, we still need to document that the remaining balance was paid, whether by the beneficiary, another funding source, or something else. This is especially important for vehicle repair grants, so we can properly document that the beneficiary is able to regain possession of their vehicle from the shop.

** The only exceptions to the standard paid-in-full requirement are dental, medical, vision, and hearing equipment and services (see specific additional requirements section below)*

- If purchased in-store, the printed receipt should reflect as fully paid.

- Vendor invoices (finalized) should reflect as fully paid with notes clarifying the payment(s) made. If the invoice reflects an open balance due, you must submit something else from the vendor confirming the invoice was fully paid (payment receipt, forwarded email, written statement, etc.).
- If purchased online, the order summary should reflect as fully paid.

Proof of that payment coming from your agency: Every grant purchase made should be paid for using a payment method associated with your agency. The beneficiary / family should not be given grant funds to do their own purchasing, as it is your agency's responsibility to ensure grant funds are spent and reporting on properly. The first two bullet points below are the preferred purchasing payment methods, but all are accepted with proper documentation.

- If paid via check, we ask for a copy of that check(stub). If providing a check stub, it must still reflect your agency name, the vendor name, and the check amount. If a copy of the check(stub) is not available, we instead request a copy of the bank statement that reflects your agency name and the corresponding transaction and amount (everything else can be redacted).
- If paid via card and the last 4 digits of that card are displayed on the receipt, we ask for an image of the card displaying agency name and the last 4 digits (everything else can be redacted). If paid via card but the last 4 digits are not referenced on the receipt, we ask for a copy of the card statement that reflects your agency name and the corresponding transaction and amount (everything else can be redacted). **Note:** Once proof of an agency card is received, we create record of that card for any future submitted receipts that reflect those matching last 4 digits as the payment method.
- If your agency utilizes NET30 or similar "pay later" accounts with vendors, the purchase receipt must clearly identify that a NET30 account affiliated with your agency was utilized for the purchase. If you choose to utilize a NET30 or similar account with vendors, it is the responsibility of your agency to keep up with those required payments and remain in good status with the vendor.
 - Example is Amazon "Pay by invoice" purchases
- If your agency utilizes Purchase Orders (POs) with vendors, the purchase receipt must clearly identify the PO # used, and your agency must provide a copy of the corresponding PO. The amount of the PO must match or exceed the purchase amount and include all relevant purchase information.

Confirmation that the beneficiary received all purchased items: We expect an agency to be able to confirm that all items purchased were received by the beneficiary, whether shipped and delivered directly to them or provided to them by your agency after purchasing was completed. Once your agency completes all purchasing and is in possession of all required expense documentation laid out above, the next step is to confirm with the beneficiary / family that all purchased goods have been received. Once confirmed, you can simply provide a statement in your expense documentation submission confirming all items have been delivered to the beneficiary.

Some specific additional requirements apply, including but not limited to –

For grants that involve **installation**, proof of completed installation is required.

For grants that involve purchasing approved **applications (aka apps)** for a device –

- If the approved app can be done via one-time purchase, we expect that your agency purchase it with a business card or other agency-specific method of payment, as you would with every other type of purchase.
- If the approved app can only be paid on a recurring subscription basis, we do not want your agency to have to use a business card that would then be automatically charged the following app billing cycle. In these cases, please reach out to Information Insights to request guidance prior to moving forward with the purchase.

For grants that involve **dental work and equipment**, a finalized and itemized dental ledger or statement must be obtained. The ledger / statement should itemize all *completed* appointments (dates, descriptions, costs, insurance coverages) and reflect the payment made by your agency. If the ledger does not reflect your agency's payment, you must also submit an accompanying payment receipt or other vendor acknowledgement of your payment received and what it was applied to. If any of the appointments involve insurance coverage, the insurance-covered amount does *not* count toward eligible grant expenses, only the remaining costs after insurance. Any completed dental work and costs beyond the grant amount are the responsibility of the beneficiary, and we do not need to see the remaining balance as paid for.

- Dental work completed and payments made prior to the grant award (aka the date your agency staff member receives the notification of award email) are considered ineligible, as this Program does not reimburse services already rendered nor costs already incurred.
- If the dental provider requires advance payment from your agency for the treatment plan, and the final dental ledger reflects less charges than the payment amount, your agency must then request a refund of the remaining payment balance from the vendor and provide Information Insights with that refund of unused funds (if over \$10.00).
- **If the provider requires the equipment to be paid in full prior to releasing it to the beneficiary**, we still need to document that the remaining balance was paid, whether by the beneficiary, another funding source, or something else.

For grants that involve **medical, vision, and hearing equipment and services**, a finalized ledger or statement must be obtained from the provider (or beneficiary if they will only release this document to the client). The ledger / statement should clearly identify dates, descriptions, costs, and insurance coverages related to the medical, vision, or hearing equipment and services and reflect the payment made by your agency. If the ledger does not reflect your agency's payment, you must also submit an accompanying payment receipt or other vendor acknowledgement of your payment received and what it was applied to. If

the equipment and/or services involve insurance coverage, the insurance-covered amount does *not* count toward eligible grant expenses, only the remaining costs after insurance.

- If the cost of equipment includes appointments or other services, any services rendered and payments made prior to the grant award (aka the date your agency staff member receives the notification of award email) are considered ineligible, as this Program does not reimburse services already rendered nor costs already incurred.
- If the provider requires advance payment from your agency for the equipment and/or services, and the final ledger / statement reflects less charges than the prepayment amount, your agency should then request a refund of the remaining prepayment balance from the vendor and must provide Information Insights with that refund of unused funds (if over \$10.00).
- **If the provider requires the equipment to be paid in full prior to releasing it to the beneficiary,** we still need to document that the remaining balance was paid, whether by the beneficiary, another funding source, or something else.
- If the provider does not require full payment for equipment to release it to the beneficiary, any costs beyond the grant amount are the responsibility of the beneficiary, and we do not need to see the remaining balance paid for.

Expense Documentation Submission Guide:

This grant reporting guide is meant to set you up for success when submitting required expense documentation to Information Insights. The required expense documentation for these grants should be submitted altogether after purchasing and internal tracking are completed. Please share this with all relevant staff that may be involved in the grant reporting process.

You should be able to say YES to each question below when submitting expense documentation.

Questions to ask yourself and/or your team:

Has all purchasing been completed for this grant? **YES / NO**

Did purchasing align with what the grant was approved for? **YES / NO**

Am I submitting a finalized version of the purchase receipt(s)? Does it reflect as fully paid? If an online order, does it indicate successful order fulfillment and final charges? **YES / NO**

Does the copy of the receipt(s) I'm providing visually display everything needed? Is everything readable?
YES / NO

Am I submitting proof of my agency's payment(s) of the attached receipt(s)? **YES / NO**
If the receipt does not reflect details of the payment method, did I provide a redacted bank statement or transaction snapshot? If the receipt reflects the last 4 digits of the card used, did I provide a redacted image of the card or confirm that the card is already on file with Information Insights? **YES / NO**

Were there any item refunds, cancellations, or other credits to report? **YES / NO**
If yes, did I include that vendor documentation in my submission? **YES / NO**

Have I confirmed that the beneficiary / family received all goods purchased with this grant? **YES / NO**
Did I include that confirmation in my email to Information Insights? **YES / NO**

Was the grant fully spent or has \$10.00 or less in remaining funds? **YES / NO**
If no, did I include our calculated amount of unused funds for Information Insights' review and confirmation? **YES / NO**

IMPORTANT!!!

Non-Compliance Understanding:

Failure to comply with these terms and reporting requirements in a timely manner may result in the interruption or delay of other mini grant funding, as well as other Trust grant opportunities. There is no expectation of perfection. Information Insights expects collaborative professional relationships with participating community agencies.

Information Insights will regularly assess whether your agency is meeting expectations in the below program areas, with some example considerations provided. If a pattern of behavior is noticed, your agency will be made aware and given an opportunity to address Information Insights' concerns. If concerns are not addressed in a timely manner, your agency will be considered non-compliant. If deemed non-compliant, Information Insights will not consider your agency for additional mini grant funding until concerns are resolved, and the Trust may interrupt or delay other Trust-funded grant opportunities during this time.

- **Age of Open Grants:**
 - Is your agency reporting on grants within the allotted 60 days?
 - Is your agency requesting extensions?
 - Are these requests coming in before or after the original deadline?
 - Are these requests for a one-time 30-day extension or additional extensions?
 - Does your agency have overdue grants?
 - What portion of your active grants are overdue?
 - Has Information Insights been made aware of these delays?
- **Communication & Responsiveness:**
 - Does your agency respond to Information Insights' emails in a timely manner?
 - Does your agency return signed agreements within the allotted 30 days?
 - Does your agency adequately address requests from Information Insights?
- **Operating within Program Guidelines:**
 - Do your agency's purchases remain within guideline category purchasing limits?
 - Does your agency purchase non-allowable items and/or services?
 - Does your agency request exceptions to the guidelines?
 - Does your agency include PHI in email correspondence?
- **Expense Documentation Reporting:**
 - Does your agency submit proper expense documentation?
 - Does your agency's purchasing align with the grant award?
 - Does your agency provide needed refunds of unused funds in a timely manner?
 - Has your agency been given one-time exceptions to reporting requirements?

BH & I/DD Mini Grant Program | **AGENCY ACKNOWLEDGEMENT OF TERMS & CONTACT FORM**

Managed & Administered by Information Insights on behalf of the Alaska Mental Health Trust Authority

Name of Community Agency (should match State of Alaska Business License or clarify connection)

Additional Grant Agreement Recipients: The following people are to be cc'd on all notification of award emails (aka emails that contain a newly awarded grant agreement and details of the award):

Printed Name

Email Address

Authorized Signers: The following people are authorized to sign Behavioral Health (BH) and Intellectual & Developmental Disabilities (I/DD) Mini Grant agreements:

Printed Name

Signature

Financial Contacts: The following people are responsible for tracking grant funds and expense documentation, and will receive payment notifications via email:

Printed Name

Email Address

Signature of Appropriate Leadership (ED, Owner, CEO, etc.):

Printed Name

Title

Signature

Date