INSTRUCTIONS FOR COMPLETING FY2027 REQUEST FOR FUNDING APPLICATION

1. Submit a table of organization for your agency.

   List each position by title or position number. The **position numbers** should correspond with the **position numbers** on all budget forms.

2. Central Administration.

   Fill out the form titled "Central Administration Program Description FY2027" to describe the Central Administration for your agency. Central Administration consists of the Executive Director or CEO and other staff who perform agency wide functions such as personnel, payroll, billing, accounting, quality improvement, etc. Under "Staffing Pattern" list the position number from your (UCR A-2) Personnel Budget form, the position title, and the annual number of hours devoted to central administration. A full-time position is equivalent to 2080 hours per year. Staff in Central Administration may also spend part of their time in other program areas, especially in small agencies.

3. Program Descriptions.

   Submit one Program Description form for each major program that your agency provides in the areas of Mental Health and/or Addiction Services. Agencies may define their own "programs". In general, programs tend to be defined by having a common program director, forming a separate branch on a table of organization, or having a common focus or target population. Examples of programs might be mental health outpatient, vocational services, residential services, crisis services, child/adolescent services, Y.L.O.T.T, P.O.P, addiction outpatient, etc.

   For each program, enter the agency name, program name and type of program, e.g. mental health or Addiction, treatment and/or prevention.

   - Identify the program location(s).

   - Give a brief description of the structure and functions of each program.

   - Staffing Pattern – List each **staff position number** from the UCR A-2, the title of each position, and the number of hours each staff spends annually devoted to this program. A full-time position is the equivalent of 2080 hours per year.

   - Provide the current outcome numbers from the past year or two years if this an ongoing program.

4. Please provide a list of your current Board members with their addresses.

6. If this is your first time applying for funds, you must include proof of three years of unqualified audits. This requirement can be satisfied by providing your three most recent consecutive years Management Letters.

5. Other instructions may have been provided in the cover letter.