



California Department of  
**State Hospitals**

# **DSH IST Diversion & Community-Based Restoration Infrastructure Project**

**Office Hours  
Post-Award Process: What Happens Next?**

August 6, 2024

12 – 1 p.m. PT

# Housekeeping



**This event is being recorded:** Audio is now broadcasting.



**Audio is provided through your computer speakers or headphones:** Your line is automatically muted.



**If you have issues with your sound:** please reach out to the TECH team in the CHAT.



**Live Captioning:** Click CC Live Transcript to hide/show subtitles. Click the link to view captions in your browser.



**Questions?** Please add all content related questions into the Q&A box.



**Full-screen:** Double-click to toggle.



**Need help?** Type in the Q&A box!

DSH

01

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August 6, 2024

# Agenda

for

## August 6, 2024

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1. Welcome
2. Did You Know?
3. Post-Award process
4. Q & A
5. Coming Up

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# Did You Know?

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# Post-Award Process: What Happens Next?

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# Step 1

## Congratulations on your Award Letter!

Included with it will be:

- Board Authorizing Resolution (BAR) Template
- Sample Program Funding Agreement (PFA)

You will also receive an email from your assigned **Grantee Liaison** inviting you to an **Onboarding Session**.


# Step 2



Email the completed **BAR** to your assigned Grantee Liaison.

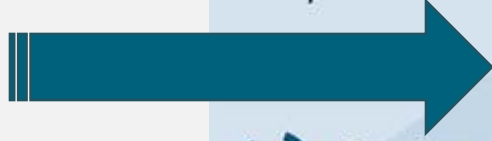
# Step 3

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- When AHP receives the **BAR**, a **PFA** is generated.
- The PFA is sent to your **authorized signatory** via  Ironclad



# The PFA Process



1

Receive an email from AHP / Ironclad that will have a link to initiate the signature process. Click the “Review and Sign” link.



2

Once the link opens the online document, review the document to ensure agreed upon terms are accurate.



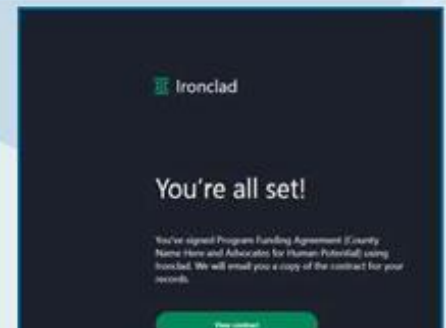
3

After review has been completed, sign in all the appropriate spots and submit the document.



4

Once submitted, the system will auto-generate a signed copy of the document and email it to you.





# Step 4

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Once the **PFA** has been signed and executed you can:

- Submit your **Project Application to Survey Monkey Apply (SMA)**

***One application per project.***



## Step 5

AHP will review your **Project Application**.

We will contact you:

- If we need **more information**.
- When your Project Application is **approved**.

# Step 6

## Managing Your IST Infrastructure Project



### Building California Portal

This application portal is intended for use by program administrators of projects and initiatives dedicated to the behavioral health of all Californians and funded by the Department of Health Care Services (DHCS) and the Department of State Hospitals (DSH).

Email

Password

[Forgot your password?](#)

**LOGIN**

For technical assistance, please [submit a ticket](#).

- You will receive a welcome email to the **Building California Portal** with guidance for how to register.
- Use this platform for the duration of your IST Infrastructure Project to:
  1. Request **Project Fund Allocation** (once)
  2. Submit **Progress Reports** (monthly)
  3. Submit **Financial Reports** (quarterly)

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# Step 7

## Requesting Project Funds

MENU

- Dashboard
- Documents
- Users
- Projects
- Program Overview
- Funding Overview
- Resource Center
- Contract Generator
- Project Progress
- Quarterly Reporting

HELP CENTER

- Support Center

Select a project:  [Reset](#)

**AWARD PROCESS**

- Welcome
- Onboarding Steps
- Project Compliance
- Fund Allocation**
- Reporting

**STATUS LEGEND**

- Incomplete
- Accepted
- Pending
- Rejected
- Locked

### Fund Allocation

#### How to Request Project Funds

1. Request the disbursement of project funds by completing and submitting the **Funds Allocation Request Form**.
2. AHP will review the submitted Funds Allocation Request Form.
3. AHP will notify the Financial Contact listed for your project that the funds have been disbursed

**OR**

AHP will notify the Financial Contact listed for your project that a correction is needed, and how to proceed.

4. When funds have been allocated, the Funds Allocation Request will be updated in this portal with the amount paid. This is a one-time disbursement. Once you have received your DSH IST grant funds, please follow the instructions for reporting. More information can be found in the Reporting tab in the menu to the left.

**The AHP team is available to assist you. Please contact AHP via our Support Center if you have any questions about the required documents or process.**

[+ Create Fund Allocation Request](#)

**PLEASE DOWNLOAD AND COMPLETE IRS FORM W-9**

[Download W-9 Form](#) [PDF] from <https://irs.gov>

[Choose file](#)  [Upload completed W-9 form](#)

#### FUND REQUESTS

*No fund requests have been created.*

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Choose file

Select Document Type



Upload completed W-9 form

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## Confirmation

After submitting, your form:

- Will not be editable
- Will be marked ready for review
- Will remain viewable

Are you sure you want to submit?

Confirm

[Cancel](#)



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## Step 8

# Reporting

Once your project is underway, you will be required to submit reports:

- **Monthly** (Project Progress)
- **Quarterly** (Project Financial)





# AHP Can Help!

We offer ongoing **Technical Assistance** for the duration of your IST Infrastructure contract.



# Q & A

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# Coming Up

- **Office Hours: Tuesday, August 20, 2024**
- **Round 1 Deadline: October 31, 2024**

**Thank You!**



Please reach out to us anytime at [IST@ahpnet.com](mailto:IST@ahpnet.com)