

SCHOOL-BASED MENTAL HEALTH QUALIFYING GRANT PROGRAM (SBMHQGP) PERSONNEL DEADLINES AND REQUIREMENTS

All participating local education agencies (LEAs) must adhere to requirements outlined in Utah State Code and Board Rule. This document contains a brief overview of requirements and deadlines; this is not a comprehensive list, and staff should also review statute and rule. More details can be found in the [Annual Requirements for the SBMHQGP document](#).

Application available in Utah Grants (UG): May 1 – May 31

- Three-Year Cycle Application or Annual Plan Update Application: each LEA will be assigned the correct application in UG depending on their cycle year.
- Three-year cycle applicants need to fill out the application form in the attachment section.
- Second- and third-year grantees only need to fill out a simplified application that contains a project abstract and budget narrative in UG.
- Goals need to stay the same for the three-year cycle. Minor adjustments can be made during the yearly application window with approval from Grantor through the submission of the [SBMHQGP LEAs Requesting Changes to Approved Goals Mid-Cycle form](#).

Accountability and Data Report (Qualtrics)*: May 1 – August 1

- Documentation of progress toward achieving goals and measures in the approved LEA school-based mental health plan. Report progress data as numerical data directly from the goals.
- Current positions hired and/or contracted using funds and services provided.
- If the LEA discontinues a grant funded position, include the LEA's reason for discontinuing the position.
- State of collaboration and/or contract with the local mental health authority (LMHA) of the county in which the LEA is located.
- Update to annual report baseline data.

- How the LEA, in providing school-based mental health support, complies with the provisions of [Utah Code Section 53E-9-203](#).
- Challenges with hiring and/or contracting services.
- Report on school personnel completing trauma-informed practices training.
- Whether the behavioral health support personnel (BHSP) have completed the required training outlined in [Board Rule R277-622-2\(1\)](#).

*If an LEA's Accountability and Data Report is not submitted by the August 1 deadline, the LEA will be denied access for reimbursement of funds and the opportunity to apply for additional funding.

Reimbursement of funds*: final reimbursement for the end of fiscal year due August 12

- **Allowable use of funds:** Salary and benefits of LEA employees who provide mental health support (qualified personnel and BHSP) or contracted services for a third party to provide mental health support (qualified personnel only).

When submitting backup documentation with your reimbursement request:

- Provide a list of names of all personnel hired with grant funding including BHSP and qualifying personnel. It is the LEA's responsibility to ensure their designated staff meet the definition of "qualifying personnel" as defined in [Utah Code Section 53F-2-415](#). LEAs must ensure that their qualifying personnel hold active licenses in good standing.
- If an LEA is contracting with a community partner for services, the contract and invoice must be submitted as part of the backup documentation. The services outlined in the contract must align with the LEA's application goals and be performed by qualifying personnel. Any contracts that do not align with the LEA goals and services or involve non-qualifying personnel will be denied reimbursement. Contracts only need to be submitted once per fiscal year with the LEA's first reimbursement.

*According to [House Bill 335 \(2023\)](#), a grant recipient's final disbursement of funds cannot be made before the recipient completes all reporting requirements. Up to 90% of the award amount may be requested until the current fiscal year's Accountability and Data Report is completed and submitted. If the current fiscal

year's Accountability and Data Report has not been completed, no reimbursements will be approved until it is complete.