



## Behavioral Health Resource Network

### BHRN Budget Reduction – Instructional Timeline for Grantees

*This timeline outlines the required steps and key dates for Behavioral Health Resource Network grantees in response to the 14% quarterly disbursement reduction. Please review each step carefully and follow the process below.*

#### **Step 1: Confirm Intent to Continue**

Before the BHRN Program Team reviews your materials, OHA must confirm whether your organization intends to continue participating in the BHRN under reduced funding.

##### **If you intend to continue:**

- Proceed with completing the Scope of Work Survey
- Complete the updated BHRN 2026-2029 Budget Template (New Exhibit D),

##### **If you intend to exit:**

- Open the Scope of Work Survey and select “No”
- Your Grant Administrator will contact you to begin the formal closeout process

#### **Step 2: Submit Updated Scope of Work and Budget**

**Due by Wednesday, February 11, 2026**

Submit the following:

- Completed [Scope of Work](#) template
- Completed Budget Template reflecting the 14% reduction to quarterly disbursements
- Confirmation that your organization intends to continue beyond June 30, 2026

#### **Step 3: February 2026 – OHA Review Period**

During this period, Grant Administrators will:

- Review submitted Scope of Work and Budget materials
- Assess alignment with the full continuum of services across all six BHRN service areas
- Identify required modifications
- Prepare for budget and program discussions

**Step 4: April 2026 – Budget Adjustments Finalized**

- Proposed Scope of Work and budget changes will be documented
- Updates will be incorporated into a formal grant amendment
- OHA will begin issuing amendments to grantees for signature

**Step 5: May 2026 – Grant amendments sent for signature**

All SOW and Budget modifications must be finalized by **May 1, 2026**, to meet internal fiscal and procurement deadlines.

This ensures that the Office of Financial Services and Procurement can:

- Process all changes
- Set up new quarterly) disbursements
- Execute all agreements before July 1, 2026

**Step 6: June 20, 2026 – OHA Disbursement Deadline**

- All grant amendments must be fully executed by this date to support July 1 implementation
- This allows OHA's fiscal office sufficient time to finalize allotments and issue Quarter 5 disbursements for July 2026

We appreciate your partnership. We recognize the significant planning and operational adjustments these changes require. The BHRN Program Team is committed to supporting you throughout this transition.

Grant Administrators are available to answer questions and will remain your primary point of contact.