

## **INSTRUCTIONS FOR COMPLETING THE BRASS-BASED GRANT FISCAL REPORT (DHS-2895)**

### **General Information**

The BRASS-Based Grant Fiscal Report (DHS-2895) is a county specific web-based form (report) which is e-mailed to each agency's fiscal contact on the 1<sup>st</sup> of the month following the end of each quarter. January-March reports will be available on April 1<sup>st</sup>, April – June reports will be available on July 1<sup>st</sup>, July – September reports will be available on October 1<sup>st</sup> and October – December reports will be available on January 1<sup>st</sup>.

### **Accessing the DHS-2895**

To access the DHS-2895 the agency fiscal contact clicks the link contained in DHS's quarterly e-mail or by opening the saved link in your internet favorites.

### **Moving around the DHS-2895**

After each field is completed on the DHS-2895, the Tab or Enter key may be used to move the cursor to the next line. Holding the Shift key down and using the Tab key will move the cursor to the previous line. The cursor can also be moved from line to line by using the computer mouse or clicking on in the desired field.

### **General Instructions**

1. Open the DHS-2895 and verify county number and name. The Grant Award drop down box must be clicked on to choose one of the ## mental health grants. The quarter to be completed is selected by using the drop-down arrow to the right of the Quarter End Date box.
2. Report all financial activity on a **CASH BASIS**. Expenditures must have been actually disbursed during the quarter, not accruals owed.
3. Round all amounts to the **NEAREST DOLLAR**.
4. Enter complete contact information as requested on the form. Electronic submission to DHS requires the name of both the preparer and human services director or other authorized agency official. An original signed copy must be retained by the agency for a minimum of three (3) years. Because agency retention periods vary, it is recommended that each agency's policy is reviewed for compliance dates.
5. Once the form is complete, click on the Submit button. After the forms (DHS-2895) has been submitted you will get a pop-up message that says your report was submitted to DHS. If you need to make changes to your report after you have submitted it, open the report, make your changes, and then go to the bottom of the form and click Resubmit. Each time the Resubmit button is selected, the previously submitted report is replaced with a new (updated) report. Only the most recent version submitted will be saved and processed by DHS.


## Action Required

Each quarter, each human service agency must submit its completed BRASS-Based Grant Fiscal Reports (DHS-2895) electronically via the web-based application to the DHS Financial Operations Division. This report is due to DHS 30 calendar days after the end of the quarter.

## Amended Reports

Agencies have one year to revise and submit corrected DHS-2895 reports. If the quarter to be amended does not appear in the Quarter End Date drop down box, the deadline has passed, and that quarter cannot be revised. Submission of a report within the one-year deadline is not a guarantee that legislative appropriations remain.

## Sample DHS-2895


SEAGR - 2895

**BRASS-Based Grant Fiscal Report**

DHS Financial Operations Division [General Instructions](#)

County: 01 - Aitkin Last Updated: Quarter End Date:  Type:

Grant Award:


Select a Grant  
 Select a Grant  
 1) AMHI  
 3) CSP  
 5) CMH Screening  
 6) CMH Respite  
 11) Moose Lake Alternative  
 12) Transition to Community  
 15) Mankato Crisis Center  
 16) ACT Startup (2017 only)  
 17) Crisis Services  
 18) CART

Secure and retain an original signed copy at your county for no less than three (3) years. Your specific county may require this be kept for a longer period of time. Please consult your retention schedules for compliance dates.

I declare under penalty of perjury that I have the knowledge and belief that the report is true, complete, and accurate, and for the purposes and objectives set forth in the terms and conditions of the award, or fraudulent information, or the omission of any material fact, or false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Format: xxx-xxx-xxxx

Prepared By: \_\_\_\_\_ County Fiscal Officer or Human Services Director Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_


SEAGR - 2895

**BRASS-Based Grant Fiscal Report**

DHS Financial Operations Division [General Instructions](#)

County: 01 - Aitkin Last Updated: Quarter End Date:

Grant Award:

17) Crisis Services

Secure and retain an original signed copy at your county for no less than three (3) years. Your specific county may require this be kept for a longer period of time. Please consult your retention schedules for compliance dates.

I declare under penalty of perjury that I have the knowledge and belief that the report is true, complete, and accurate, and for the purposes and objectives set forth in the terms and conditions of the award, or fraudulent information, or the omission of any material fact, or false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Format: xxx-xxx-xxxx

Prepared By: \_\_\_\_\_ County Fiscal Officer or Human Services Director Date: 7/20/2022 Phone Number: \_\_\_\_\_

(A) ELIGIBLE BRASS CODES	(B) - BUDGETED EXPENDITURES FROM GRANT APPLICATION	(C) - CURRENT QUARTER GRANT EXPENDITURES	(D) CUMULATIVE GRANT PERIOD EXPENDITURES
416	0	0	0
431	0	0	0
432	0	0	0
436	0	0	0
<b>Total</b>			

[Check Totals](#)

## Direct Charging Allocated Costs to a Specific BRASS Code

The DHS-2895 report divides costs within certain BRASS codes into special grant programs. Since the 2895 is more detailed than SEAGR (it subdivides BRASS code costs and SEAGR does not do this), it supersedes the SEAGR report and counties must ensure that SEAGR reflects the same costs by BRASS code as the 2895.

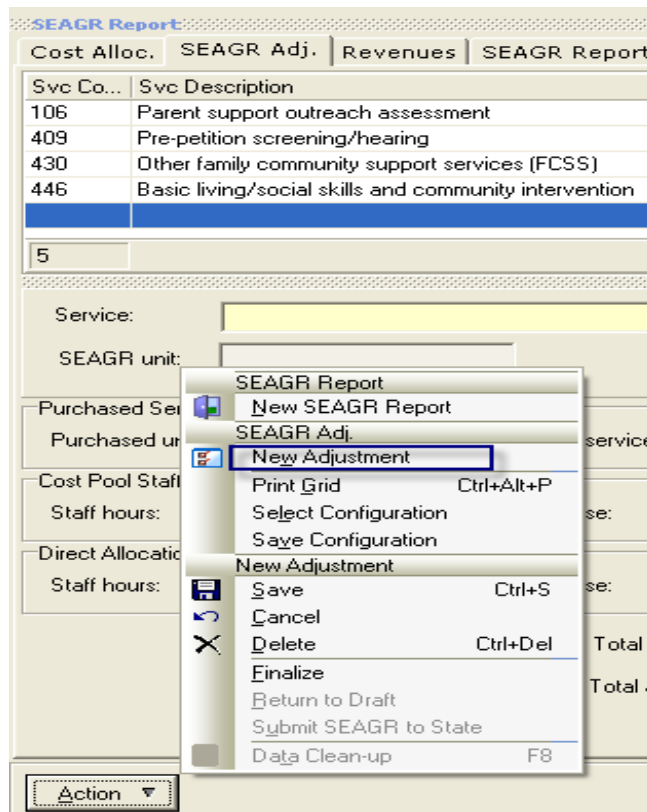
BRASS code amounts on SEAGR consist of direct staff costs and an allocation of Social Service Administrative Costs (COFARS program 700 overhead, administration, and undirected staff costs).

If a county wishes to direct charge some of the allocated costs to a specific BRASS code, the SEAGR adjustment process must be used to put these costs into valid BRASS codes. Instructions on how to do a SEAGR adjustment is outlined starting below.

### How to do a SEAGR adjustment

In SEAGR, create your report as usual.

1. Click on the SEAGR Adj. tab of the report, then select New Adjustment from the Action button.



2. Select the service (BRASS code) for which you want to create the adjustment.
3. Select Direct Allocation Staff Adjustment.
4. In the staff hours box, staff hours are required, but if you don't have any hours, just enter .01.
5. In the Staff expense field, enter the total dollar amount to be reported under the selected BRASS code.

Cost Alloc.	SEAGR Adj.	Revenues	SEAGR Report	Included Payments	Included Time	Payment Proofing		
Svc C...	Svc Description			Adj. Purchase...	Adj. Purchas...	Total St...	Total Adj. St...	To
				\$0.00		\$0.00	0.00	

Service:

SEAGR unit:  Average staff rate:

Purchased Service Adjustment

Purchased units:  Purchased service:

Cost Pool Staff Adjustment

Staff hours:  Staff expense:

Direct Allocation Staff Adjustment

Staff hours:  Staff expense:

Total staff adjustment:

Total adjustment expense:

6. After you have done the adjustment, go back to the Cost Allocation tab. The Total direct allocations display in the direct allocations field. You can also see the Direct Allocation Adjustment on the BRASS code on the SEAGR Report tab.

7. Note that after you have completed all adjustments, the system reallocates all the social service administrative costs (reduces allocated costs) to BRASS codes to offset your direct charge.

SEAGR Report							
Cost Alloc.	SEAGR Adj.	Revenues	SEAGR Report	Included Payments	Included Time	Payment Proofing	
Cost Pool							
Total purchased services:		<input type="text" value="\$3,905,241.97"/>		Staff provided social service expenditures:		<input type="text" value="\$2,945,812.22"/>	
Direct allocations staff hours:		<input type="text" value="0.01"/>		Total direct allocations:		<input type="text" value="\$100.00"/>	
Total cost pool staff hours:		<input type="text" value="17899.25"/>		Adjusted staff expenditures:		<input type="text" value="\$2,945,712.22"/>	
Average cost/hour:		<input type="text" value="\$164.571823"/>					
SEAGR Report Summary							
Program	Program Description	Purchased Service	Total Purchased Units	Staff Expended	Staff Hours	Total Expended	To
1	Children's Services	\$966,102.76	9299.860	\$1,147,230.18	6971.00	\$2,113,332.94	
2	Child Care	\$455,044.49	427.050	\$45,750.97	278.00	\$500,795.46	
3	Chemical Dependency	\$312,213.20	329.000	\$54,061.84	328.50	\$366,275.04	
4	Mental Health	\$1,429,083.98	3129.000	\$498,505.77	3028.51	\$1,927,589.75	
5	Developmental Disabilities	\$645,258.86	7545.670	\$640,883.82	3894.25	\$1,286,142.68	
6	Adult Services	\$97,538.68	437.600	\$559,379.63	3399.00	\$656,918.31	
		<input type="text" value="\$3,905,241.97"/>	<input type="text" value="21168.180"/>	<input type="text" value="\$2,945,812.21"/>	<input type="text" value="17899.26"/>	<input type="text" value="\$6,851,054.18"/>	

Program	Program Description	Purchased Svc	Units	Unit Type	Staff Expense	Hours	Total Ex
4	Mental Health	\$1,429,084	3129.000		\$498,506	3028.51	\$
+	408 Adult outpatient diagnostic assessment/ps	\$56,612	1.000	Hour	\$0	0.00	
+	409 Pre-petition screening/hearing	\$1,200	0.000	Hour	\$28,759	174.75	
+	410 Child level of care determination	\$0	0.000	Hour	\$0	0.00	
+	416 Transportation	\$28,282	0.000		\$0	0.00	
-	430 Other family community support services	\$158,819	0.000		\$100	0.01	
	Original	\$158,818.98	0.000		\$0.00	0.00	
	Adjustment	\$0.00	0.000		\$0.00	0.00	
	Direct Allocation Adjustment				\$100.00	0.01	
+	431 Adult mental health crisis assess. & interv	\$36,524	0.000		\$0	0.00	
+	432 Children's mental health crisis services	\$38,687	0.000		\$0	0.00	
-	434 Other community support program service	\$111,508	0.000		\$0	0.00	

8. Counties should keep a record of how this allocation amount was determined for audit purposes.