



March 3, 2021

## **Community-Based Organizations – COVID-19 Response Community Engagement, Education and Outreach; Contact Tracing; and Social Services and Wraparound Services**

### **2021-22 Budget Guidance**

The information in this document will be updated on an as-needed basis.

### **Award Funding Information**

There has and will continue to be a great deal of work to protect communities from the spread of COVID-19. Community-based organizations (CBOs) are critical to the response to COVID-19.

The Oregon Health Authority (OHA) has dedicated continued funding for:

- Community Engagement, Education and Outreach;
- Contact Tracing; and
- Social Services and Wraparound Supports.

CBOs are being funded through several sources:

#### **2020 Grant Agreement**

- CARES Act: CBOs that did not fully expend their 2020 grant agreement funds are able to carry those funds through June 30, 2021. Expenditure reports will be required for those funds by April 30 and July 31, 2021 (unless fully expended by March 31, 2021).

#### **2021 Grant Agreement**

- Oregon Housing and Community Services: These funds are for wraparound services and isolation and quarantine direct costs and are only available between January 1 and June 30, 2021.
- Centers for Disease Control and Prevention (CDC) COVID-19 immunization supplemental: These funds contribute to vaccine-related community engagement.
- CDC Epidemiology and Laboratory Capacity Grant: These funds support all aspects of the CBO program.

- Federal Emergency Management Agency (FEMA): These funds support all aspects of the CBO program.

## Award and Activity Timeline

The 2021-22 CBO agreement lasts from December 31, 2020-June 30, 2022.

Current CBO awards are provided through December 31, 2021. Additional funding may be allocated in late 2021 for the period of January 1-June 30, 2022 based on available funding and COVID-19 response and vaccine needs.

## Budget

Each CBO must submit a budget using the template provided by OHA for these activities.

CBOs will include a 12-month budget for new 2021 agreement funds received covering the time period of **December 31, 2020-December 31, 2021**.

**The budget is due by April 30, 2021.** OHA may request revised budgets or additional information on expenditures on an as needed basis.

**The budget will include the following categories:**

|                          |   |
|--------------------------|---|
| <b>Personnel</b>         | <ul style="list-style-type: none"> <li>• Provide a list of each position that will be funded including FTE percentage with a brief description of responsibilities.</li> </ul>  |
| <b>Travel</b>            | <ul style="list-style-type: none"> <li>• Provide the total estimated budgeted amount for travel. Include local mileage as well as per diem, lodging and transportation to conduct COVID-19 response work. Federal per diem rates limit the amount of reimbursement for in-state travel: <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>.</li> </ul>  |
| <b>Capital equipment</b> | <ul style="list-style-type: none"> <li>• Provide a total amount for any capital equipment purchase beyond start-up costs, as well as a narrative listing line item planned purchases with a brief rationale. Funds may not be used to purchase vehicles, RVs, buildings or capital improvements. OHA may request additional information on proposed purchases of equipment with an acquisition cost of more than \$5,000. Any equipment purchases, including IT and software purchases and upgrades and software licensing fees, must directly benefit the CBO's COVID-19 response.</li> <li>• OHA will collect the equipment inventory form at the end of funding period and is due by July 31, 2022.</li> </ul> |
| <b>Supplies</b>          | <ul style="list-style-type: none"> <li>• Supplies may include office supplies, hand sanitizer, outreach and communications materials.</li> </ul>  |

|                             |   |
|-----------------------------|---|
| <b>Contractual</b>          | <ul style="list-style-type: none"> <li>List each subcontracted program activity and the name of the subcontractor (if known) along with the amount of the anticipated subcontract. The initial budget can list out anticipated contracts and can be adjusted later.</li> <li>All subcontracts are subject to all applicable subcontractor provisions outlined in your agreement.</li> </ul>   |
| <b>Other</b>                | <ul style="list-style-type: none"> <li>List expenses for items not listed above, such as telephone, rent, copying, printing, postage, and mailing that are directly related to program activities.</li> <li>If funds are allocated to educational materials or paid media campaigns, the budget must include a brief narrative justification that describes how such materials or campaigns are related and essential to specific activities listed in the Grant Agreement.</li> <li>Funds may not be used to provide direct medical services.</li> </ul> |
| <b>Total direct costs</b>   | <ul style="list-style-type: none"> <li>The total direct costs will auto-fill on the worksheet. Confirm that the amount is correct.</li> </ul>   |
| <b>Total indirect costs</b> | <ul style="list-style-type: none"> <li>The total indirect costs will need to be entered by the CBO. Indirect costs are calculated on total direct costs multiplied by the indirect rate. Confirm that the amount is correct. List your indirect rate on the budget form.</li> </ul>   |

## Payments and Invoicing

Awards will be paid as a quarterly lump sum after the award is executed. Payment will be initiated by OHA and CBO's will not need to invoice us.

- Community engagement and isolation and quarantine support funds: 100% of 3-month award was paid up front. **The remaining funds will be paid up front in quarterly allotments by April 1, July 1 and October 1**
- Contact tracing and wraparound support base funds: The 2021 agreement originally included a six-month allotment, with 2/3 of the award being paid up front and 1/3 of the award being paid by April 1, 2021. Future remaining funds will be paid in quarterly allotments by July 1 and October 1

COVID-19 funds may not be used for implementation of programs outside of emergency response and vaccines related to COVID-19.

## Fiscal reporting from CBOs

CBO must report all expenses on the expenditure report. Please use the OHA provided expenditure template. The table below indicates where to account for line items on the budget template in the revenue and expenditure report.

In Section B of the report, CBOs are including what amount of their quarterly expenses were used for each of the scopes of work they are funded for in their OHA Grant Agreement. CBOs that are only funded for one scope of work should list their quarterly expenditure total in that line.

Expenditure Reports are due on the following schedule:

- April 30, 2021 for expenses through December 31, 2020-March 31, 2021
- July 31, 2021 for expenses through April 1-June 30, 2021
- October 31, 2021 for expenses through July 1-September 30, 2021
- January 31, 2022 for expenses through October 1-December 31, 2021
- April 30, 2022 for expenses through January 1-March 31, 2022
- July 31, 2022 for expenses through April 1-June 30, 2022.

Please note that expense reports are subject to change and the most recent version should be used and will be posted on our [website](#) under the “Fiscal” tab.

## Reallocating Funds

CBOs may reallocate approved award funds across activities.

CBOs may reallocate approved award funds across budget lines in an amount up to 25% of the award without prior approval by OHA.

Reallocation of funds in excess of 25% of the approved budget line will require resubmission of the budget and approval by OHA. The revised budget will be on file with OHA. Please contact your Community Engagement Coordinator if you need assistance.

## Unspent Funds

CBOs must fully expend their 2020 OHA COVID-19 award (CARES Act funds) by June 30, 2021.

CBOs must fully expend their 2021 OHA COVID-19 award by June 30, 2022. Any funds that are unspent by June 30, 2022 must be returned to OHA by July 31, 2022.

## For more information

Contact [community.covid19@dhsoha.state.or.us](mailto:community.covid19@dhsoha.state.or.us) or your Community Engagement Coordinator with programmatic questions.

**Document accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or [COVID19.LanguageAccess@dhsoha.state.or.us](mailto:COVID19.LanguageAccess@dhsoha.state.or.us)