

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



**BUDGET GUIDANCE DOCUMENT FOR JULY 1-DECEMBER 30, 2020**

Updated September 18, 2020

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. CBOs are critical to the response to COVID-19. In May 2020, Oregon received funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to support an equity-centered approach to active monitoring for the period July 1 through December 30, 2020. Selected CBOs are receiving funding for these activities.

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

- 1) Community Engagement, Education and Outreach; Contact Tracing; and Social Services and Wraparound Services
  
- 2) Reimbursement for isolation and quarantine-related direct costs. Limited funding (\$3,850,000) for July 1, 2020 through December 30, 2020 is available to CBOs, LPHAs and Tribes as long as funding is available.

The funding formula used for each activity area is attached at the end of this document.

**Award and Activity Timeline**

For the period of July 1-December 30, 2020, CBOs are being funded through the CARES Act. These funds expire on December 30, 2020 and any funds that are unspent by this time must be returned to OHA (see “Unspent Funds” on page 5).

Beginning December 31, 2020, OHA currently has additional funds for Contact Tracing only and grant agreements may be amended to continue to fund this

work from December 31, 2020-June 30, 2021. OHA is working to identify other funding sources to continue Community Engagement and Social Service/Wraparound Supports during this time period.

**Budget**

Each CBO must submit a budget using the template provided by OHA for these activities excluding reimbursement for isolation and quarantine-related direct costs.

CBOs will include their six-month budget broken into two periods:

1. July 1-September 30, 2020: Totals actual award for the first quarter of work.
2. Proposed budget for October 1-December 30, 2020: Should total the same amount as the first quarter, minus start-up costs (\$5,265), *unless the CBO is proposing to accomplish more (with an increased proposed budget) or less work (with a decreased proposed budget) in the second quarter.*

The budget is due by August 31, 2020. OHA may request revised budgets or additional information on expenditures on an as needed basis.

The CARES Act provides that payments from the fund may only be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency related to Coronavirus Disease 2019 (COVID-19);
2. Were costs incurred during the period July 1, 2020 and ended December 30, 2020.

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

<b>Personnel</b>	Provide a list of each position that will be funded including FTE percentage with a brief description of responsibilities.
<b>Travel</b>	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> .

<b>Start-Up Costs</b>	<p>Provide a list of each item used for start-up, including cell phones, computers, software, training and office supplies. Total start-up cost amount should not exceed \$5,265. Start-up costs are paid up front for the first quarter (July 1-September 30, 2020 only). Ongoing costs, such as cell phone service or office supplies, can be included in supplies.</p>
<b>Capital Equipment</b>	<p>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.</p> <p>OHA will collect the equipment inventory form at the end of funding period and is due by January 31, 2021.</p>
<b>Supplies</b>	<p>Supplies may include office supplies, home quarantine kits and communications materials.</p>
<b>Contractual</b>	<p>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.</p> <p>All subcontracts are subject to all applicable subcontractor provisions outlined in your agreement.</p>
<b>Other</b>	<p>List expenses for items not listed above, such as telephone, rent, copying, printing, postage, and mailing that are directly related to program activities.</p> <p>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 work plan.</p>

	Funds may not be used to provide direct medical services, but may be used to provide public health services, such as testing and active monitoring.
<b>Total Direct Costs</b>	The total direct costs will auto-fill on the worksheet. Confirm that the amount is correct.
<b>Total Indirect Costs</b>	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.

### **Payments and Invoicing**

**Payments for Community Engagement, Education and Outreach; Contact Tracing; and Social Services and Wraparound Services:** Base funding will be paid as a lump sum after the award is executed. CBO will need to invoice OHA to receive the payment.

#### **Payments for isolation and quarantine direct costs:**

Reimbursement of invoices with required supplemental information as outlined in the invoice template.

Invoices must be submitted to [Community.COVID19@dhsosha.state.or.us](mailto:Community.COVID19@dhsosha.state.or.us) by October 31, 2020 for services during July 1-September 30, 2020. Invoices should be submitted at least quarterly (monthly preferred) CBO must use the COVID-19 Invoice Template provided by OHA. OHA will amend awards based on the invoice received. Payment will be issued to the CBO once amendment is executed.

Final invoices are due no later than January 31, 2021.

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

#### **Invoice requirements for reimbursement for isolation and quarantine direct costs:**

The CBO must provide the following information with supporting documentation:

1. Total amount due for social service/wraparound supports by category.

2. Supporting documentation should include by description detailing vendor name, amount paid, items purchased and dates of purchase. CBOs should also create a random number or anonymous/unique identifier to include on the invoice to match expenses. Do not use social security numbers, driver’s license numbers, phone numbers, medical record numbers, etc.

Reimbursable categories for direct costs for wraparound services may include the following:

- Housing, such as hotels or motels or reimbursement for rent/mortgage if unable to pay;
- Cleaning services;
- Food;
- Transportation;
- Communications, such as cell phones;
- Health care and self-monitoring supplies not covered by insurance; and
- Child care.

Reasonable efforts should be made to utilize other benefits such as SNAP and WIC before seeking reimbursement for costs related to isolation and quarantine.

Reimbursable costs do not include: car payments, credit cards payment, or student and personal loans.

**Fiscal reporting from CBOs**

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

<b>Budget Guidance</b>	<b>Revenue and Expenditure Report</b>
Personnel and fringe benefits	Personnel and fringe benefits
Subcontracts	Subcontracts
Travel (includes training line item)	Travel and training
Start up-costs; supplies	Supplies
Other	Other
Capital equipment	Capital equipment
Indirect rate	Indirect rate

In Section B of the report, CBOs are including what amount of their monthly 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 monthly expenditure total in that line.

Section C of the report asks the CBO to total what isolation and quarantine direct costs they have invoiced OHA for in each month.

Expenditure Reports are due on the following schedule:

- Report initial expenses for July 1- September 30, 2020 by September 30, 2020
- Report complete expenses for July 1- December 30, 2020 by January 31, 2021

Please note that the September 30, 2020 is an initial expense report subject to change as CBOs may incur costs for the first quarter after submitting their Expenditure Report.

### **Reallocating Funds**

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

Option 1: Within 1 activity area, CBO able to reallocate up to 25% of budgeted line items within that 1 award without OHA approval. (i.e. Can reallocate up to 25% of supplies to another line item)

Option 2: Within 1 activity area, CBO able to reallocate up to 25% of the budgeted activity without OHA approval. (i.e. 25% of the total activity award – if awarded \$10,000 for outreach, could reallocate \$2,500)

CBO may reallocate funds across activity areas of up to 25% without OHA approval of total grant award. The total grant award for all three activities is \$10,000, CBO could move up to \$2,500 between activity areas.

Reallocation of funds in excess of 25% of the approved budget will require resubmission of the budget and approval by OHA. The revised budget will be on file with OHA. Funds for isolation and wrap around expenses are excluded from the reallocation of 25%.

### **Unspent Funds**

CBOs must fully expend their OHA COVID-19 award by December 30, 2020. Any funds that are unspent by December 30, 2020 must be returned to OHA by January 31, 2020.

### **For more information**

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

