



August 14, 2020

Frequently Asked Questions — Fiscal

COVID-19 Community-Based Organization Grantees

1. Will we need to provide budget to you with a breakdown of how we plan to spend the award amount? Where do I submit it?

Yes, each CBO will need to submit a budget for their first quarter award and a proposed budget for their second quarter award to community.covid19@dhsoha.state.or.us by August 31, 2020. Budget guidance and the budget template can be found at www.healthoregon.org/communityengagement.

2. If my organization is already receiving direct deposit from the State of Oregon, do we need to resubmit the direct deposit form?

No, your organization does not need to resubmit the direct deposit form if you are already set up to receive direct deposits.

3. In the award it is stated that the grant period is from July 1- December 30, 2020 (six months), and that the initial funding is for three months. Is the current funding for July-September?

Yes, the first quarter award funding is designed to cover July 1-September 30, 2020 expenses. However, these funds can be spent through December 30, 2020. OHA will add to CBO funding for the second three-month period after receiving the proposed budget for October 1-December 30, 2020. CBOs will receive their award amount and can invoice OHA again up front for that entire award.

4. Can I carry any unspent funds from the first two quarters into 2021?

No. Unfortunately, any unspent funds you have been given for the period of July 1-December 30, 2020 would need to be returned to OHA by January 31, 2021. This is because OHA's funding comes from the Federal Coronavirus Relief Fund,

or CARES Act, which expires on December 30, 2020. OHA will be using different funding sources for CBO grants beginning December 31, 2020.

CBOs can carry their first quarter funding into the second quarter, and those funds would need to be spent by December 30, 2020. Start-up funds can also be carried over into the second quarter.

5. When will I know how much funding I have for the second six months (December 31, 2020-June 30, 2021)?

OHA currently has funds for contact tracing beginning December 31. OHA is working on other funding sources and hopes to notify CBOs of funding status for the second six months along with your second quarter award.

6. Can we pay for health care costs for someone in isolation or quarantine?

CBOs should make sure an individual in isolation or quarantine is enrolled in a health care plan. This includes CAWEM for an individual who is not eligible for purchasing insurance or enrolling in Oregon Health Plan.

7. When will I receive my funds? When can I spend them?

CBOs will receive their direct deposit or paper check for the first quarter as soon as their grant agreement is executed and they have submitted an invoice to OHA for the first quarter award amount.

Expenditures can date back to July 1, 2020.

8. Can I subcontract?

Yes. Subcontracting is allowed. CBOs should list their subcontracts in their budget template.

9. What am I including in my budget that is due on August 31?

The budget due on August 31 includes two parts:

- *Total budget* for your initial award, or the amount in your Grant Agreement. Do not include anything above that level. Please note that isolation and quarantine-related direct costs are reimbursed based on your expenditures and do not need to be included in the budget.

- *Requested budget* for the period of October 1-December 30, 2020. OHA will use this information to help determine your second quarter budget.

10. Can I increase the number of people I am serving and my funding in the second quarter?

Yes. Please make a note in your proposed budget for the second quarter and in your progress report to justify increasing your budget request for the second quarter.

11. What backup documents will OHA need in order for invoices to be approved and processed?

OHA will need CBOs to save all of their receipts and submit. For the purpose of the invoice, OHA will need the social services/wraparound support direct cost reimbursement invoice to be completed and have receipts submitted to back up the totals on the invoice.

12. Can I get reimbursed for rent or mortgage for someone in isolation or quarantine?

Yes. A CBO may pay for rent or mortgage for someone in isolation or quarantine if that is where they are going to be isolated or quarantined and they do not have ability to pay.

13. Can I get reimbursed for social services/wraparound direct costs for someone who is not in isolation or quarantine?

No, direct cost reimbursement is only for people in isolation or quarantine. However, CBOs can use their staff paid by this OHA grant to support case management for these individuals. OHA has resources, along with other state agencies, to help CBOs quickly access benefit programs.

14. On the budget template it has section for supplies. However, it says to "include as part of start-up costs." Will the CBO need to include the same items in both the start-up costs section and the supplies section?

Start-up costs should be listed in one area only. Start-up costs are one-time funds to help CBOs purchase computers, cell phones, printers, office supplies, insurance if needed to administer this grant agreement, etc. Any supplies that go beyond the \$5,265 amount should be included in supplies.

<https://www.oregon.gov/oha/PH/ABOUT/CETDocuments/CBO-COVID-19-Budget-Template.xlsx>

15. On the expenditure report, it asks for a percentage for each of the scopes of work for the month. What does that mean?

This means the percentage of total cost from section A for each activity area.

16. What are considered capital costs? What is an example of something that can go here?

Generally, capital costs are any one item that is \$5,000 or greater.

17. What is an appropriate estimate for mileage?

A general guide for mileage rates come from the General Services Administration Rates (GSA rates).

<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>.

18. Could you advise on percentage of salary?

Each CBO should determine the appropriate percentage of salary that a staff person works in order to accomplish their scope of work and proposed reach. The OHA budget template has formulas to allow CBOs to include a full-time equivalent (FTE) that will portion out into quarters (three months of FTE).

19. What documentation do I need to verify that someone is eligible for isolation and quarantine wraparound services?

OHA has a self-attestation form when a referral for social services/wraparound supports is coming from an individual to a CBO rather than from the local public health authority. The CBO staff person should complete the form with the individual and then submit it via secure email or secure fax to the local public health authority.

OHA will cover five business days (Monday-Friday) of full isolation and quarantine supports while the verification takes place. After that, the individual may either continue to receive services or can receive case management support to link to other programs and services.

20. Would purchasing a prepaid cell phone also count as reimbursement for wrap around supports/social services under communication?

The budget guidance has these categories, and they include cell phones. Cell phones are important for individuals in isolation or quarantine so that someone can reach them daily for symptom monitoring.

Per OHA's budget guidance, reimbursable categories for direct costs for wraparound services may include the following:

- Housing, such as hotels or motels;
- Cleaning services;
- Food;
- Transportation;
- Communications, such as cell phones;
- Health care and self-monitoring supplies not covered by insurance; and
- Child care.

21. If my CBO is funded for more than one scope of work, do we need to submit two different quarterly invoices?

No. CBOs should invoice for their full total quarterly award for all funded scopes of work up front.

22. Can I include an indirect rate in my budget? Is there a set allowed indirect rate? What if my organization does not have an indirect rate?

Yes, indirect rates, or those costs of doing business that are shared across all of your CBO's program areas, can be charged to your OHA COVID-19 grant. Although the Coronavirus Relief Funds do not allow an indirect rate to be charged, OHA is using a different funding source to pay for CBOs' indirect rates. CBOs can reflect their existing indirect rate in their budget template as a percentage of direct costs. OHA does not have a required approved rate; each CBO should use their own rate.

If your CBO does not have an established indirect rate, you do not need to include one in your budget template.

23. Can I use my budget to pay volunteers?

Yes, CBOs can use their budget to pay a stipend to volunteers. Please include these costs in your personnel or other column in your budget template.

24. If the start-up budget is insufficient for my start-up costs, can I charge other start-up or supply costs elsewhere?

Yes, CBOs can use the supply line or capital equipment to budget for additional start-up costs.

25. Can I use my start-up costs for staffing?

Start-up costs were designed to help CBOs bring staff on board and purchase computers, cell phones, printers, additional insurance needed for their grant, etc. that are needed to help staff do their job. If a CBO doesn't feel they will use their start-up costs, they do not need to accept those funds. Start-up costs can be carried into the second quarter, they just need to be spent by December 30, 2020.

26. If we are purchasing meals or food for volunteers or community engagement events, do I list those costs in supplies? What about tents, sandwich boards and other materials?

Yes, CBOs should list food costs in supplies, along with anything else you need to purchase for community engagement events like tents, sandwich boards, etc.

27. Our staff cell phones require a 24-month contract. Can I pay for the full contract up front with our OHA funds?

OHA funds can only be used to pay for staff cell phone costs for the time they are being used for OHA-funded work. If your CBO is no longer able to use the cell phone line purchased for OHA-funded work, you can use your OHA budget to pay for any early termination fees.

28. Can I include translation costs in my budget?

Yes, any translation costs for your materials and costs for interpretation can be included in your budget. You may use your own contractor(s) for this work.

29. How do I track staff time charged to my OHA grant if only a portion of their time each day/week is being spent on this work?

CBOs will need to have a system for tracking actual hours worked by staff person on their OHA scope of work. CBO time tracking should include:

- Total time worked and time worked in each funded scope of work (e.g., community engagement, contact tracing, and/or social services/wraparound supports).
- Staff hours by day and month for each activity.
- Any significant activities conducted.

30. My CBO has clients who are self-quarantining now although they have not had close contact with a case. Can I get reimbursed for any direct costs?

OHA's reimbursement is for direct costs for an individual during their isolation or quarantine period. However, CBO staff can charge their time to OHA for providing case management services for other safety net programs to individuals who are not in isolation or quarantine.

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 Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsosha.state.or.us.