

Accessibility Tools

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Zoom Requests

- We love seeing faces!
- Check your Mute button.
- Feel free to use chat, hand raise, clapping features.
- We're here to learn together and engage

Community Based Organization

Fiscal Onboarding Training

The logo for the Oregon Health Authority is centered at the bottom of the slide. It features the word "Oregon" in a smaller, orange, serif font above the word "Health" in a larger, blue, serif font. Below "Health" is the word "Authority" in a smaller, orange, serif font. A thin blue horizontal line is positioned just above the "Authority" text, extending from the left side of the "H" in "Health" to the right side of the "y" in "Authority".

Oregon
Health
Authority

Here's what we will talk about

- Funding overview and timelines
- Budget documents

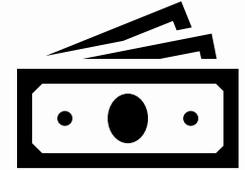
 [Frequently Asked Questions](#)

 [Información en Español](#)

Budget Information for Grantees

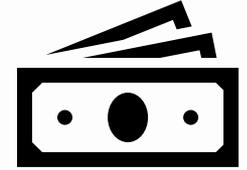
1. [Budget Guidance](#)
2. [Budget Template](#)
3. [Invoice Template - First Quarter Award](#)
4. [Invoice Template - Isolation and Quarantine Wraparound Support](#)
5. [Expenditure Report Template](#)
6. [Grant Agreement](#)

Disbursements



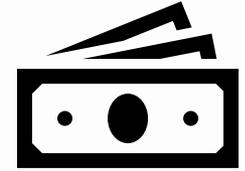
- OHA is paying CBOs up front for each quarter's award.
- July 1-September 30: CBO can invoice OHA for full quarterly award after grant is executed by OHA. Direct deposit must be set up to receive payment.
- October 1-December 30: CBO can invoice OHA for full second quarter award as soon as notice for second quarter award is received. Payment will be made after agreement is executed.

Reimbursements



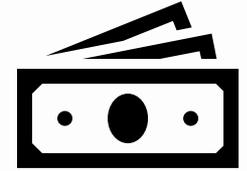
- CBOs can invoice OHA monthly (no less than quarterly) for reimbursement for additional **direct costs for isolation and quarantine.**

July 1-December 30 Funding



- OHA is using Federal CARES Act funds.
- CBOs can carry over their first quarter (July-Sept. 2020) funds over to second quarter (Oct-Dec. 2020).
- Any funds that are unspent by December 30, 2020 will need to be returned to OHA by January 31, 2021.

After December 2020 Funding



- OHA has \$6.7M specifically for contact tracing
- OHA is working to secure additional funding and resources to continue this work.
- OHA will need to amend contracts at this time to reflect the new funding sources.

Important CARES Act Grant Information

- Funds must be spent by 12/30/2020.
- Currently there is no ability to use these funds beyond 12/30/2020.
- Any unspent funds would need to be returned to OHA by 1/31/2021.
- Funds must be used to implement the work included in the OHA scope of work/OHA grant agreement.

Budget Guidance

- Provides information about:
 - Timelines
 - Categories in the budget template
 - Invoicing and payment
 - Financial reporting

Allowable costs

- Budget should support the OHA funded Scope of Work in your Grant Agreement
 - Salaries and fringe benefits to accomplish the work
 - Supplies needed to do the work
 - Indirect costs

Allowable costs - examples

- Salaries and fringe benefits: Community Health Workers, Contact Tracers, Outreach Specialists, Fiscal/Administrative staff
- Supplies: Cell phones and computers for staff, printing, posters, health education materials, food and beverages for events

Unallowed costs - examples

- Vehicles
- Buildings or capital improvements
- Social services/wraparound direct costs (direct payment for housing, etc.) for individuals who are not currently in isolation or quarantine.
 - However, staff to connect these individuals to other programs is a permitted expense.

Reallocating budget

- CBOs can reallocate up to 25% of a budgeted line item to another line item.
- CBOs can reallocate up to 25% of an activity award to another activity.
- CBOs can reallocate larger percentages with prior approval from their Community Engagement Coordinator.

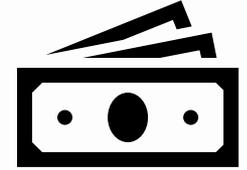
Budget Template

- Due August 31, 2020
- Isolation and quarantine reimbursement does not need to be budgeted.
- Includes sections for two quarters:
 - Q1 actual award: the amount of funding, including start-up costs, in the CBO's grant award
 - Q2 proposed award: the amount of funding you need for Q2 – most likely the same as Q1, but may be either more or less based on your needs.
 - Start-up costs are only available for Q1.

Budget Template – things to note

- Personnel: Portions out annual salary by quarter in formulas.
- Capital equipment and supplies: can be used for costs beyond start-up costs.

Indirect costs – yes!



- Indirect costs **are** allowed.
 - CARES Act does not allow an indirect rate to be charged.
 - However, OHA is using other funds so that CBOs can charge overhead costs.

Invoice template – quarterly award

- Complete the template for your full awarded amount.
- Submit to community.covid19@dhsoha.state.or.us.
- After direct deposit verification is complete, the full quarter award will be deposited. This will need to be completed only once.
- Complete after initial grant signature and again after receipt of Q2 award.

Isolation and quarantine direct cost reimbursement

- Available for CBOs that are providing social services/wraparound support for people during their isolation or quarantine period.
- Cannot be used for individuals who are not in isolation or quarantine.

Isolation and quarantine direct cost reimbursement

- Complete the reimbursement template monthly or no less than quarterly.
- Include a total amount for each allowable category
 - Housing
 - Cleaning services
 - Food
 - Transportation
 - Communications (e.g. pay as you go phone)
 - Health care/self-monitoring supplies
 - Child care

Isolation and quarantine direct cost reimbursement, continued

- Include details
 - Vendor name
 - Dates of service
 - Amount
 - Item description
 - Person ID: A random number assignment to track CBO expenditures on a single case or contact. Do not include identifying information like social security number, TIN, birth date, phone number, driver's license number, etc.
- Include receipts for expenses with person ID noted on the receipt

Expenditure report

- Due:
 - September 30 (initial) for period of July 1-September 30, 2020
 - January 31, 2021 for period of July 1-December 30, 2020

Expenditure report

- Include actual expenditures by month
- Cumulative report

Managing Federal Funds

- Timekeeping
 - Need to be able to track time and activity by activity area.
 - Need to have an internal system for tracking and collecting data if needed for future auditing purposes.
 - Hours by day and month for each activity; can't just allocate 10% of salary to the Grant.
 - Must be able to document significant activities for each time period.

Managing Federal Funds

- Receipts
 - Any invoices submitted to OHA should have sufficient documentation before payment is issued.
 - Copies of receipts should be provided with invoices for isolation and quarantine costs.

Thank You!

