



PUBLIC HEALTH EQUITY CBO COLLABORATIVE

PUBLIC HEALTH DIVISION – FINANCE UNIT TEAM



Public Health Equity CBO Collaborative
CBO FISCAL GUIDANCE - COMPREHENSIVE EDITION

This document is the COMPREHENSIVE EDITION and is intended to be applied generally across the Public Health Equity CBO Collaborative Program Areas (also referred to as Program Elements).

As of October 2022, Program-Specific Fiscal Guidance documents continue to be a work-in-progress. Once complete, some Program-Specific Guidance will either supersede or complement this COMPREHENSIVE EDITION; this edition will continue to be the baseline for the Public Health Equity CBO Collaborative as a whole. Upon release in late-Fall 2022, please refer to the Program-Specific Fiscal Guidance as it relates to the relevant Program Area(s) (also referred to as Program Elements (PEs)) which are providing funding to your CBO.

Public Health Equity CBO Collaborative

CBO FISCAL GUIDANCE - COMPREHENSIVE EDITION

***Please Note*:** As this document is intended to be a living document, the information it contains will be updated on an as-needed basis. CBO will receive appropriate and timely notification on any updates before release. All updates will be documented in the “**Version Log**” below.

VERSION LOG

Version	Description of Update or Revision	Author	Last Revised
1.0	CBO Fiscal Guidance -Comprehensive Version launch version	Jordan Barron-Kennedy; Zachariah Owens	October 12, 2022

Public Health Equity CBO Collaborative

CBO FISCAL GUIDANCE - COMPREHENSIVE EDITION

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Overview

The purpose of this document is to provide fiscal and expenditure guidance to Community-Based Organizations (CBOs) receiving grant funds through the **Public Health Equity CBO Collaborative** initiative.

In this document, you will find guidance for submitting budgets and narratives as your organization's project budgets and work plans are developed, revised/finalized, and implemented.

Additionally, this document includes information related to allowable and unallowable expenditures, timelines, and reporting requirements; some or all of which may be specifically related to your organization's selected body of work for this funding opportunity.

****Please Note*:*** *If your CBO has previously received funding from OHA's Public Health Division (PHD) for COVID-19 response, the Public Health Equity CBO Collaborative is a separate funding opportunity with its own set of rules and requirements. Funds cannot be used to cover work related to the COVID-19 response, including the activities of community engagement; education and outreach; contact tracing; social services, and wraparound services as they relate to the COVID-19 response. And while COVID-19 response support is not allowed under this funding opportunity, there are exceptions based on your funding source. For clarity, please follow the appropriate guidance. If there are any additional questions or further clarifications needed, please reach out to your Community Engagement Coordinator (CEC).*

Executive Summary

The Oregon Health Authority (OHA) Public Health Division (PHD) recognizes the essential role of community-based organizations (CBOs) in community-led culturally, and linguistically responsive public health service. The **Public Health Equity CBO Collaborative** initiative offers several funding choices in one application that reflects coordination among several OHA programs.

This funding opportunity aims to keep racial equity at the forefront of public health work and to center the strengths and wisdom of communities. CBOs know the communities they serve best and can create projects that respond directly to the input and concerns of community members. Partnerships with CBOs are critical for OHA to meet its strategic goal of eliminating health inequities by 2030.

We recognize that CBOs, including advocacy groups, and faith-based organizations, are central to designing health strategies and outreach that are responsive and specific to community's needs. With this new "braided" funding opportunity, you will see a lot of flexibility to define your *community's priorities within the program areas for funding*.

****Please Note*:*** The **Public Health Equity CBO Collaborative** is a distinct funding opportunity with its own set rules and requirements. If your CBO has received or is receiving funding from OHA through a different funding opportunity, ensure the fund streams are accounted for separately and the correct guidance is being followed.

Funding Information

CBOs are being funded through several sources with funding being available from eight (8) Program Areas across the Public Health Division (PHD):

- HIV/STD/TB Prevention and Treatment
- Environmental Public Health and Climate Change
- Communicable Disease Prevention
- Emergency Preparedness
- Commercial Tobacco Prevention
- Adolescent and School Health
- Overdose Prevention
- ScreenWise: Breast and Cervical Cancer Prevention

ITEM	DESCRIPTION
Funding Opportunity Name:	Public Health Equity CBO Collaborative
Funding Agency – Division:	Oregon Health Authority (OHA) – Public Health Division (PHD)
Application Due Date	January 31, 2022
Notice of Award Date	Early March 2022
Projected Start Date	April 1, 2022*
Grant Performance/Funding Period	April 1, 2022 – June 30, 2023**
Grant Performance/Funding Period	April 1, 2022 – June 30, 2023**

*Estimate

**Individual funding streams may be subject to different end dates

Public Health Equity CBO Collaborative Terms and Acronyms

- “OHA”** – means Oregon Health Authority.
- “Capital Equipment”** - also referred to as “Capital Outlay”, means an expenditure for a singular piece of equipment with a purchase price over \$5,000 and expected use of more than one year.
- “CBO”** – means Community-Based Organization. CBOs are also commonly referred to as “Grantee,” “Recipient,” “Sub-recipient,” “Contractor,” and “Awardee.” OHA is striving to become more consistent in the use of these terms, but don’t hesitate to ask for clarification if certain terms are used in an unclear manner.
- “CEC”** – means Community Engagement Coordinator.
- “Contract Execution”** – means a contract becomes “executed” when the contract is fully signed by both parties i.e. both the CBO and OHA. Once the CBO signs the contract and returns it to OHA, it is routed through internal approval processes for final review and signature. Only once these processes are complete will the contract be considered executed.
- “Data”** – includes the information that may be accessed, exchanged, created, transmitted, or stored as a part of the CBO grant agreement with OHA.

- g. **“Direct Cost”** – means a cost directly tied to the CBO’s grant activities, like personnel, fringe benefits, equipment, supplies, travel, or a contract. A direct cost is separate from overhead/indirect costs which are usually a percentage portion of direct costs. See “indirect costs” below.
- h. **“Direct Client Services”** – Direct client services, also known as “direct services” are defined as the provision of services and payments toward direct care, housing, utilities, food (groceries), phone, internet, etc. on an individual person basis. Direct client services are mostly not allowed under this CBO grant agreement, with a few exceptions as noted in this guidance document.
- i. **“Equipment”** – means office equipment totaling less than \$5,000 per singular item. Office equipment totaling \$5,000 or more for an individual item is classified as capital equipment. See “Capital Equipment” for specific purchasing requirements.
- j. **“Federal Funds”** – funds received by OHA from the federal government of the United States. Often, Federal Funds given to a CBO by OHA count toward a CBO’s Single Audit.
- k. **“General Funds”** – funds appropriated to OHA by the Oregon Legislature from the State General Fund. The State General Fund is largely made up of personal and corporate income taxes collected by the Oregon Department of Revenue and can be used flexibly.
- l. **“HIV”** - means human immunodeficiency virus.
- m. **“Indirect Cost”** – is a cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service or product. This includes costs that support an organization’s operation, which sometimes include rent, utilities, accounting, human resources, and other administrative costs. Indirect costs are usually established as the rate on direct costs and can be used to pay for these items. CBOs can use an established indirect rate as a part of their grant budget, or a standard 10% rate if they do not have an established indirect rate.
- n. **“LPHA”** – means Local Public Health Authority, also will be referred to as **“Local Public Health”**
- o. **“Other Funds”** – funds that are neither “General Funds” nor “Federal Funds,” and generally refers to monies collected by agencies in return for services.
- p. **“Program Element Description”** - means a description of the activities to be provided under each “PE”, or “program area”, as required under the Grant Agreement.
- q. **“Program Element”** - means any one of the services or group of related services as described in the grant agreement. Program Element is often referred to as **“PE”** and is contextually used interchangeably with “program area.”
- r. **“RFGA”** – means Request for Grant Application.
- s. **“the website” or “The OHA website”** - The OHA website referred to throughout this document can be found here: <https://www.oregon.gov/oha/PH/ABOUT/Pages/CBO.aspx>
- t. **“Wraparound Services”** – means a team-based, collaborative case management approach. In a wraparound approach, a team of professionals (e.g., educators, mental health workers) and key figures in a person's life (e.g., family, community members, etc.) create, implement, and monitor a plan of support.

Budget Template and Work Plan Revision

Initial Proposed Project Budget and Work Plan Process

As part of the initial application submission process, CBOs were required to submit a proposal that included a proposed budget and work plan.

CBOs may be requested to meet with OHA for additional discussion on revisions of your project budget and scope of work.

If your CBO does not receive a request for a meeting with OHA, your organization still has the option to reach out to your CEC to request a meeting to discuss your project.

Project Budget and Work Plan Revision Instructions

Each CBO must submit a revised budget and work plan for the project period of **April 1, 2022 – June 30, 2023**. The revised budget is separate from the initial proposed budgets submitted with the application. All CBOs are expected to submit revised budgets.

The budget template requires narrative descriptions for certain expenses, including salaries and contracts. CBOs may enter this information on the budget template or provide the information in a separate document.

The work plan should provide enough detail about the CBO's funded project. Work plans are expected to be adjusted to reflect the newly revised project budget. For example, awards that are significantly reduced from the budget proposed within the grant application would have a work plan scaled down from the initial proposed scope of work.

Revised Budget and Work Plan Submission

- ☐ Revised budgets and work plans are due within 90 days of contract execution
- ☐ Budget Templates can be found under the "Contract Development" section of the website: <https://www.oregon.gov/oha/PH/ABOUT/Pages/CBO.aspx>
- ☐ Please submit a revised budget and work plan to Community.PublicHealth@odhsoha.oregon.gov

Revised Budgets are due within 90 days of contract execution.

Please submit revised budgets to Community.PublicHealth@odhsoha.oregon.gov.

Important Dates – Contracting Process

MILESTONE / ACTIVITY	TIMEFRAME
Negotiations between OHA and selected CBOs on Finalizing Budget and Work Plan	April 2022 – July 2022
Budget and Expenditure Guidance Released	July 2022
Notification of Final Awards to CBOs	June 2022 – July 2022
Expected Contract Timeframe for CBOs to sign the agreement.*	July 1, 2022 – August 1, 2022
Final Revised Budget and Work Plan Due to OHA	Within 90 days after Contract Execution Date
Grant Funding Period	April 1, 2022 – June 30, 2023**

* Estimate

** Individual funding streams may be subject to different end dates

Allowable Expenses

Expenses must align with the activities as described in CBO's approved Work Plan and Budget on file with OHA.

Personnel - Salaries & Fringe Benefits***Personnel Salary & Fringe***

- Funds awarded may be used to support staff/personnel, including salary and fringe benefits. Costs should align with FTE percentages and fringe as described in the approved budget and align with the program areas being supported.
- Salary and Fringe are expected to be broken out into separate categories on expense reports.

Volunteer Appreciation

- Funds awarded may be used to support volunteer appreciation in the form of stipends, cash, or gift cards.
- These costs are separate from gift cards and incentives used for program participation.
- These costs should be categorized as Personnel on the budget and expenditure templates.

Internships/Fellowships

- Funds awarded may be used to support offering paid student internships/fellowships. While it is preferred that interns/fellows are paid in the same manner as staff, payment can be in the form of stipends, cash, or gift cards.
- These costs are separate from gift cards and incentives used for program participation.
- These costs should be categorized as Personnel on the budget and expenditure templates.

Paying Individuals – General Awareness

- The IRS requires aggregate payments of \$600 or more made to individuals or companies for rents, services, prizes, and awards, during a calendar year to be reported on Form 1099. Gift cards are included in this requirement. Procedures for obtaining a W-9 will be followed for individuals or companies that will receive \$600 or more during a calendar year.

Services and Supplies

Equipment (Non-Capital)

- Office equipment totaling less than \$5,000 per item is allowed. However, if purchasing office equipment totaling \$5,000 or more for an individual item, this purchase would qualify as capital equipment. See “Capital Equipment” for specific purchasing requirements.
- Any equipment purchases, including IT and software purchases and upgrades and software licensing fees, must directly benefit the work plan associated with the CBO Grant Agreement.

Supplies

- Supply costs for meetings and general office supplies (i.e. paper, pens, computer accessories, highlighters, binders, folders, etc.) are allowable.

Travel & Training

Travel

- Travel expenses are allowed if they are within the Grantee’s approved budget. All travel expenses should be reasonable as they relate to the needs of the approved work plan.
- Travel expenses shall be paid in accordance with the rates outlined in the Oregon Accounting Manual as of the date Grantee incurred the travel or other expenses.
- Travel subcategories to consider in expenses include Per Diem, Hotel, Airfare, Registration Fees, Other. Trips should be categorized as in-state or out-of-state.
- Includes local mileage as well as per diem, lodging, and transportation to conduct work included in the work plan.
- The Lodging and Meal rates defined in Oregon Accounting Manual are based on the per diem rates published by the United States General Services Administration (GSA). Federal per diem rates limits the amount of reimbursement for in-state travel:
www.gsa.gov/perdiem.

***Please Note*:** Chapter 40 of the Oregon Accounting Manual covers Travel. This manual is for reference purposes only and is not required for use by CBOs. Link below:

<https://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx>.

Contracts

Contracts

- Grant funds may be used to subcontract with other organizations, both nonprofit and for-profit.
- Each contract is required to be listed on the CBO's budget and expenditure reports.
- Subcontracts are subject to all applicable subcontractor provisions outlined in the CBO Grant Agreement. Please review those terms before awarding any contracts and include the required OHA grant agreement terms in any contract agreements.

***Please Note*:** Although referred to as “Contracts” on the budget template, please note this is referred to as “Subcontracts” in the Grant Agreement contract language and on the expenditure report template.

Communications and Media Campaigns

- Awarded funds can be used for educational materials or paid media campaigns, e.g. TV, radio, social media, etc. Any paid media materials that include an OHA logo must be sent to OHA in advance for approval. Funds awarded may not be used to promote research or political actions, including but not limited to lobbying.

Consultants/Speakers

- Funds awarded may be used to contract and hire consultants and speakers that support the organization's funded project activities. Only consulting/speaker expenses for functions related to this project are allowed.

Translations & Interpretive Services

- Costs for material translation and interpretation services are allowed. CBOs may use your own contractor(s) for this work.

Other Supplies and Services

Meals/Food/Refreshments for Events

- The purchase of meals/food/refreshments is allowable if it is directly related to funded project activities. OHA recognizes that meals/food are an important culturally responsive way for communities to gather.

Professional Development & Training

- Funds may be used to provide professional development and training opportunities as they relate to the CBO's project. Training can be for either organization staff or community members.

***Please Note*:** As the Public Health Equity CBO Collaborative is implemented, OHA will also be providing training, professional development, and capacity-building opportunities for all funded CBOs in addition to the training that may be specific to each CBO's funding source and interests. Any costs associated with training, such as staff time, travel, etc., can be covered with this funding.

Phone/Internet

- Phone and internet expenses associated with the project are allowable. Expenses should be reported as a separate cost/budget line item if not included in the indirect rate.

Gift Cards/Incentives

- Gift cards used as incentives may not value at more than \$100 total per individual, per event. Please see the following section, *Paying Individuals – General Awareness* explaining the IRS rules around cumulative payments exceeding \$600 per individual.
- CBOs may not use more than \$10,000 in gift cards for incentives.
- Gift cards used as part of an approved program plan, and not as incentives, are not subject to the \$100 or the \$10,000 limit. However, they are subject to the specifics of the approved plan.
- Gift cards may be issued by Visa, Mastercard, or individual retailers.
- The cash equivalent of unused gift cards expensed to this grant will need to be returned to OHA at the end of the grant period.
- Gift cards provided as Volunteer Appreciation are separate and distinct (see above section: *Personnel - Salaries & Fringe Benefits – Volunteer Appreciation*).
- Gift cards may not be used for alcohol, tobacco, or firearms.
- If your organization is allocating funds to the purchase of gift cards, please see the *Gift Card Guidance/Policy* document for additional information regarding purpose and usage, dollar limits, tracking requirements, and policy. The document is published on the site below: <https://www.oregon.gov/oha/PH/ABOUT/Pages/CBO.aspx>
- Please reach out to your Community Engagement Coordinator if you have questions about gift cards or incentives.

Paying Individuals – General Awareness

- The IRS requires aggregate payments of \$600 or more made to individuals or companies for rents, services, prizes, and awards, during a calendar year to be reported on Form 1099. Gift cards are included in this requirement. Procedures for obtaining a W-9 will be followed for individuals or companies that will receive \$600 or more during a calendar year.

Other

- Common costs that **ARE** allowable, as long as they relate to this project:
 - Postage/Mailing
 - Educational/Resource Materials
 - Printing/Copying

- Accreditation and reaccreditation fees
- Common costs that **MAY** be allowable, if they relate to this project **AND** are not included in your CBO's indirect rate:
 - Phone/Internet
 - Facility/Rent (e.g., rental of program space)

Capital Equipment

Capital Equipment – Definition & Requirements

- Capital Equipment, also referred to as “Capital Outlay”, is an expenditure for a singular piece of equipment with a purchase price over \$5,000 and expected use of more than one year.
- Any Capital Equipment purchases, including IT and software purchases and upgrades and software licensing fees, must directly benefit the work plan associated with the CBO grant agreement.
- Provide a total amount for any capital equipment purchase totaling \$5,000 or more for any individual item, as well as a narrative listing line-item planned purchases with a brief rationale.
- If purchasing office equipment totaling \$5,000 or more for an individual item, this is also classified as capital equipment.
- Awarded funds can be used for capital equipment as allowed by OHA rules and may vary. Please reach out to your Community Engagement Coordinator (CEC) if you have additional questions about expenses that fall into this category.

Capital Equipment Inventory Reporting - General Awareness

- OHA will collect the equipment inventory form at least annually. A final report may be due when the grant is fully spent or the funding period ends. OHA will determine any additional reporting needed based on submitted expense reports.

Unallowable Expenses

The types of expenditures listed and explained in this section are **not allowable**, or “unallowable”, and will not be covered through this grant unless an exception is approved by OHA in writing and will be on a case-by-case basis.

Direct Client Services, or “Direct Services”

- Direct client services, also known as “direct services”, are individual payments toward direct care, housing, utilities, food, phone, internet, etc.*
- Funds awarded **may not** be used for direct medical or behavioral health services, including but not limited to payment for durable medical equipment and supplies; vaccines and medications; staff, supplies, or equipment used to screen people at high risk or to confirm a diagnosis; or diagnosis, clinical education, or treatment provided by a licensed qualified health care professional that could otherwise be billed to Medicaid Oregon Health Plan (OHP) or other existing health insurance.

***Please Note*:** CBOs funded through the Program Area/Program Element (PE) #5006 ScreenWise & Genetics Program Barrier Reduction, Community Clinic Linkage, and Patient Navigation also referred to as the “ScreenWise Program” are allowed to provide certain direct services. Please see Page 12 of your contract for additional details.

Please reach out to your Community Engagement Coordinator (CEC) if you have questions about expenses that may fall into this category. Additional discussions may be needed between your organization and OHA.

Motor Vehicles

- Funds awarded **may not** be used for the purchase of vehicles, RVs, buildings, or capital improvements.

Politics and Research

- Funds awarded may not be used for research or political actions, including but not limited to lobbying.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - the salary or expenses of any grant or contract recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body"

Gift Card / Incentives

- See the section above, *Other Supplies and Services – Gift Cards/Incentives*, for comprehensive guidance.

COVID-19 Response Wrap-Around Services and Other Non-Funding Eligible Services

- Funds awarded **may not** be used for COVID-19 wraparound services. There is separate grant funding for COVID response. *
 - COVID-19 wraparound services are defined by OHA as assistance your organization will provide to help families get the services and resources they need to safely stay in their isolation if they test positive for COVID-19.

***Please Note*:** CBOs funded through the Program Area/Program Element (PE) #5004 Adolescent and School Health are allowed to provide certain wraparound services. Please see Page 11 of your contract for additional details.

Please reach out to your Community Engagement Coordinator (CEC) if you have questions about expenses that may fall into this category. Additional discussions may be needed between your organization and OHA.

Program-Specific Fiscal Guidance >> COMING SOON!

This document is the COMPREHENSIVE EDITION and is intended to be applied generally across the Public Health Equity CBO Collaborative Program Areas (also referred to as Program Elements). Program-specific guidance documents are a work-in-progress. When those are published, this COMPREHENSIVE EDITION will be superseded by Program-Specific Fiscal Guidance. Upon release, please refer to the Program-Specific Guidance depending on what Program Area your CBO is funded by.

Budget Amendments

1. Movement of 10% or greater between budget categories may only be made with OHA written approval. Written approval can be obtained via email.
2. If expenditure reporting shows a CBO may not be able to spend their entire award by June 30, 2023, the Community Engagement Coordinator (CEC) will reach out to develop a plan for grant spending.
3. OHA may request revised budgets or additional expenditure information on an as-needed basis.
4. Funds awarded cannot be moved from one funded Program Elements (PEs) or “program area” to another one without prior OHA approval.

Expenditure Requirements

Unspent Funds

OHA may request a revised budget following the end of a quarterly reconciliation period if the CBO is underspent by more than 20% of expected expenditures. If CBO cannot demonstrate that all funds will be expended by the end of the funding period, OHA will work with the CBO to develop a plan for grant spending.

CBOs must fully expend their 2021 OHA Public Health Equity CBO Collaborative award by June 30, 2023. Any funds that are unspent by June 30, 2023, must be returned to OHA by July 31, 2023.

Reallocating Funds

CBOs should use funding only for expenses as described in their approved budget and work plans. Reallocation of funds of the approved budget will require written approval from OHA. In most cases, resubmission of the budget will be required, as OHA will need to review, approve, and file.

Supplanting Other Funds

Funds awarded may not be used to supplant other funds. Supplant means to deliberately reduce, displace, or replace other funding sources that may be currently in use to cover existing services such as other funds from state, local, other non-federal, or other federal funds.

Please contact your Community Engagement Coordinator if you need assistance.

Quarterly Expenditure Reporting

Expenditure Reports for Allowable Activities are required to document how the payments made to the CBO were used. If funded through multiple Program Elements, separate expenditure reports are required for each program area. Expenditure Reports should show cumulative expenses for the entire contract period.

The Expenditure Report template can be found on the OHA Website under Contract Development. Detailed instructions are included as separate tabs within the document. Link to website:

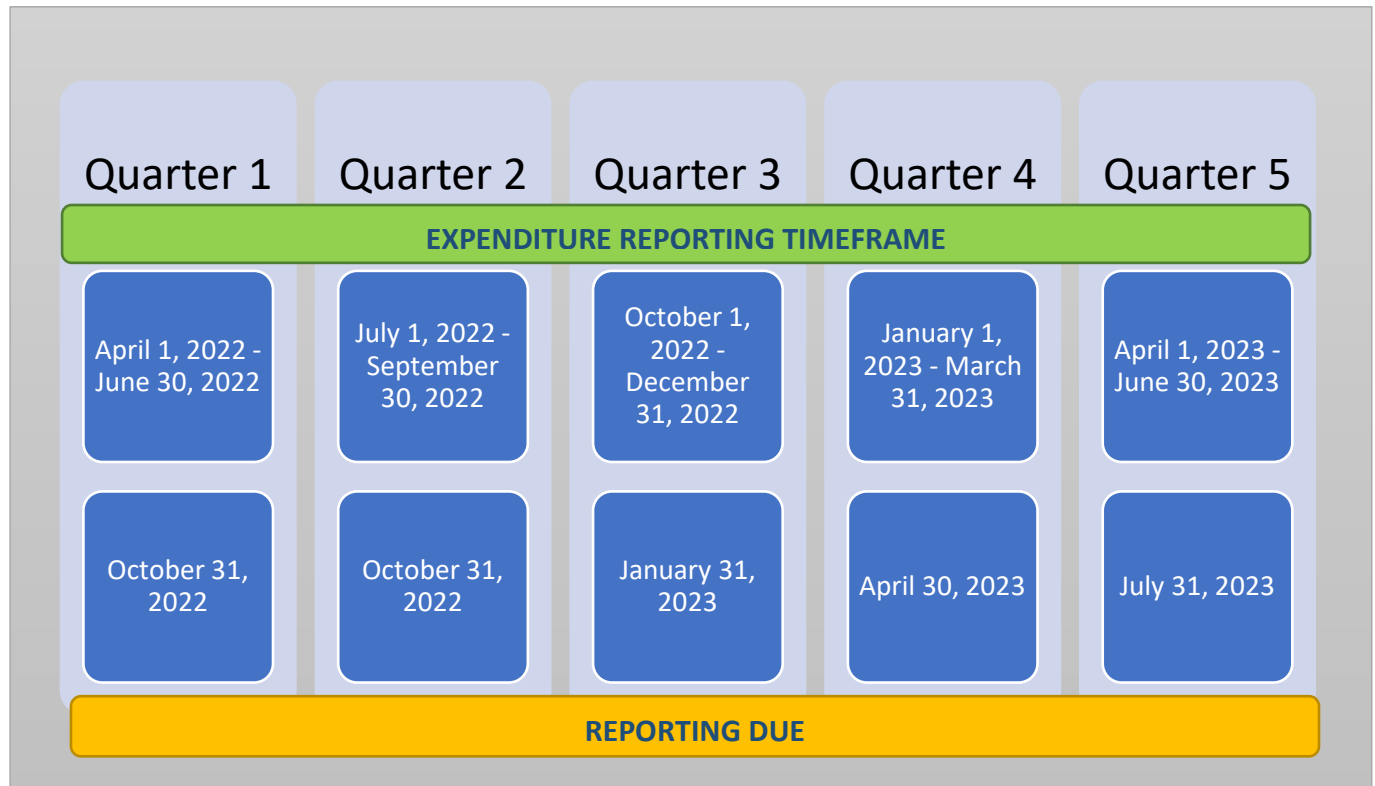
<https://www.oregon.gov/oha/PH/ABOUT/Pages/CBO.aspx>

Unless additional processes are shared, Expenditure Reports should be sent by email to:

Community.PublicHealth@odhsoha.oregon.gov

CBOs must report expenses on the quarterly expenditure report based on the reporting schedule below:

Fiscal Quarterly Reporting Schedule



Quarterly Expenditure Report Timeframes		
Quarter	Reporting Timeframe	Reporting Due By Date
Quarter 1	April 1, 2022 - June 30, 2022	Due by October 31, 2022
Quarter 2	July 1, 2022 - September 30, 2022	Due by October 31, 2022
Quarter 3	October 1, 2022 - December 31, 2022	Due by January 31, 2023
Quarter 4	January 1, 2023 - March 31, 2023	Due by April 30, 2023
Quarter 5	April 1, 2023 - June 30, 2023	Due by July 31, 2023

Please note, if your CBO is funded through a federal grant, you may be asked for an additional report to help align with grant reporting requirements.

Additionally, expenditure reports are subject to change and the most recent version should be used and will be posted on the OHA website under the “*Contract Development*” tab.

Reporting requirement processes may change as determined by OHA with additional consideration from community partners. See the “*Reporting Requirements*” table In Appendix C for additional details and requirements for the Expenditure Reports.

Payments

- OHA will make approximately equal monthly payments to CBO Grantee to reach the total grant award amount.*
- The first payment will not be issued until the contract is fully executed (meaning both parties, OHA and the CBO Grantee, have signed).
- Disbursements for this award will be made by Electronic Funds Transfer (EFT) once organizations are fully set up in the State system; paper checks will be mailed in the interim.

****Payment disbursement schedule may differ depending upon the project funding source and CBO situation. See the table “Payment Schedule Types” on the next page for more details.***

PAYMENT SCHEDULE TYPES			
<i>Payment Schedule</i>	Standard	Front-loaded	Unique
<i>Definition</i>	Monthly payments in 1/15 increments (15 = # of months in the contract period). Initial payment will be for the number of months that have passed in the contract period.	Initial payment will be for 80% of the award and the remaining payment will be issued in the Spring of 2023.	A different payment schedule is unique to an individual CBO.
<i>Which CBOs are on this schedule?</i>	This is the default payment schedule for all CBOs, excluding those that fit in the other categories.	This is the payment schedule for CBOs categorized as Partnership Development / Capacity Building and CBOs funded through the ScreenWise program area.	This schedule is only utilized on a case-by-case when a CBO makes a special request and OHA approves.
<i>Example</i>	CBO #1 was awarded \$150,000. Monthly payment = $\$150,000 / 15$ months = \$10,000 per month. If the Contract is executed at the end of June and OHA's first payment is made in July, we would pay a monthly payment of \$10,000 x 4 months (April, May, June, & July – the number of months needed to bring us up to date) = \$40,000. The rest of the payments will follow the \$10,000 per month schedule, barring any adjustments determined through quarterly reconciliation.	CBO #2 was awarded \$25,000 for Partnership Development/Capacity Building. The contract is executed at the beginning of July and OHA's first payment is made as soon as possible in the amount of \$20,000 (80% of the award). The final \$5,000 will be paid toward the end of the grant period (Spring of 2023).	CBO #3's project is taking place on a compressed timeline; the CBO made a special request and OHA is comfortable disbursing payments in alignment with that timeframe. The work plan is reviewed and approved for April – November (8 months). The total award is \$50,000; $\$50,000 / 8$ months = \$6,250 per month. The contract is executed at the beginning of July, and OHA's first payment is made as soon as possible in the amount of \$25,000 ($\$6,250 \times 4$ (April – July)). OHA would then payout the remaining \$6,250 in monthly installments thru October.

Program Element (PE) Funding Information

Program Element (PE) Number and Title	Fund Type	Federal or State Agency / Grant or Funding Title	CFDA #
PE #5001 HIV and STI Prevention and Treatment	Other Funds – State generated through program income	End HIV Oregon	N/A
PE #5002-01 Environmental Public Health and Climate Change; Communicable Disease Prevention; Emergency Preparedness	General Funds – State-appropriated funds for Public Health Modernization	Public Health Modernization – General Funds	N/A
PE #5002-02 Environmental Public Health and Climate Change	Federal Funds – Specific CDC grant	BRACE (CDC -Building Resilience Against Climate Effects)	93.070
PE #5003 Commercial Tobacco Prevention	Other Funds – State generated through Ballot Measure 108 tobacco tax	Ballot Measure 108 Tobacco Tax – Other Funds	N/A
PE #5004 Adolescent and School Health	Federal Funds – Specific CDC grant	CDC Crisis Cooperative Agreement – Workforce	93.354
PE #5005 Overdose Prevention	Federal Funds – Specific CDC grant	CDC Overdose Data to Action	93.136
PE #5006 ScreenWise & Genetics Program Barrier Reduction, Community Clinic Linkage, and Patient Navigation	Federal Funds – Specific CDC grant	CDC National Breast and Cervical Cancer Detection Program (NBCCDP)	93.898

Administrative Requirements – Insurance

Workers' Compensation

Workers' Compensation is required by the state of Oregon and cannot be waived, except in special cases.

- All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2).

*ORS 656.126(2) relates to workers from out of state; not applicable to this scenario.

Commercial General Liability

Commercial General Liability is required by the state of Oregon and cannot be waived.

- Commercial General Liability Insurance covers bodily injury and property damage in a form and with coverage that is satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Agreement, and have no limitation of coverage to designated premises, projects, or operations. Coverage shall be written on an occurrence basis on an amount of not less than \$1,000,000.00 per occurrence. The annual aggregate limit shall not be less than \$2,000,000.00.

Automobile Liability Insurance

If the Recipient conducts travel that involves a vehicle to perform allowable Program activities to be reimbursed, the Recipient must have obtained Automobile Liability Insurance meeting the following requirements which Recipient shall have maintained in full force and at its own expense:

- Automobile Liability Insurance from an insurance company or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to OHA.
- Automobile Liability Insurance coverage that is primary and non-contributory with any other insurance and self-insurance.
- The recipient must pay for all deductibles, self-insured retention, and self-insurance if any for the Automobile Liability Insurance.
- The Automobile Liability Insurance must cover Recipient's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Recipient's Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). **Use of personal automobile liability insurance coverage may be acceptable if there is evidence that the policy includes a business use endorsement is provided.**

The auto insurance policy **can** be waived **if**:

1. No one from the organization will be driving a vehicle as part of the work associated with this grant (the budget should reflect this); or
2. Individuals from the organization will be driving personal vehicles that are covered by personal use auto insurance with a business use endorsement (copy needs to be provided).

Insurance Certificates will be kept on file at OHA.

Project Administrative Technical Assistance and Support

To provide administrative and operational Technical Assistance (TA) and implementation support to funded CBOs, OHA's Public Health Division (PHD) has entered into a contract with The Nonprofit Association of Oregon (NAO).

NAO is holding weekly open office hours to provide CBOs with learning opportunities regarding compliance with Federal and State Grants.

CBOs can also get direct TA support on an as-needed basis and should reach out to CECs with any questions.

Templates of Fiscal and HR policies and procedures will be available to CBOs to assist them with meeting compliance requirements and best practices.

For More Information

Contact us by email at Community.PublicHealth@odhsoha.oregon.gov to reach your Community Engagement Coordinator with programmatic and/or budget-related 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.

Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help. Some examples of the free help OHA can provide are:

- Sign language and spoken language interpreters
- Written materials in other languages
- Braille
- Large print
- Audio and other formats

If you need help or have questions, please contact

Dolly England, Program Manager, Community Engagement Team at dolly.a.england@dhsosha.state.or.us

Appendix A: Useful Links & Information

Provided below is a list of useful links and documents for reference that your CBO may find helpful as you implement the **Public Health Equity CBO Collaborative**.

Useful Links

- **Oregon Accounting Manual (OAM)**
<https://www.oregon.gov/das/Financial/Acctng/Pages/OAM.aspx>
- **Federal travel per diem rates** can be found here: www.gsa.gov/perdiem
- **“the website” or “The OHA website”** - The OHA website referred to throughout this document has documents including but not limited to:
 - Budget Templates
 - Expenditure Report Instructions and Template
 - Gift Card Guidance/PolicyThe site can be found here: <https://www.oregon.gov/oha/PH/ABOUT/Pages/CBO.aspx>
- **CBO Collab Updated-Final-FAQ-for-grantees-for-1.28.2022** can be found here:
<https://ohapublichealthfunding.org/en/help-and-faqs/>

Documents List for Appendices

The following documents can be found included below as appendices:

- ☐ **Appendix B – Program Element (PE) Table**
- ☐ **Appendix C – Reporting Requirements Table**
- ☐ **Appendix D – Payment Schedule Type Table**

Appendix B: Program Element (PE) Table

APPENDIX BPROGRAM ELEMENT (PE) TABLE

Program Element (PE) Number and Title	Fund Type*	Federal or State Agency / Grant or Funding Title	CFDA #	HIPAA Related (Y/N)	Sub-Recipient (Y/N)
PE #5001 HIV and STI Prevention and Treatment	OF	End HIV Oregon	N/A	N	N
PE #5002-01 Environmental Public Health and Climate Change, Communicable Disease, Prevention Emergency Preparedness	GF	Public Health Modernization – General Funds	N/A	N	NY
PE #5002-02 Environmental Public Health and Climate Change	FF	BRACE (CDC -Building Resilience Against Climate Effects)	93.070	N	Y
PE #5003 Commercial Tobacco Prevention	OF	Ballot Measure 108 Tobacco Tax – Other Funds	N/A	N	N
PE #5004 Adolescent and School Health	FF	CDC Crisis Cooperative Agreement – Workforce	93.354	N	Y
PE #5005 Overdose Prevention	FF	CDC Overdose Data to Action	93.136	N	Y
PE #5006 ScreenWise & Genetics Program Barrier Reduction, Community Clinic Linkage, and Patient Navigation	FF	CDC National Breast and Cervical Cancer Detection Program (NBCCDP)	93.898	N	Y

Appendix C: Reporting Requirements Table

APPENDIX C

REPORTING REQUIREMENTS TABLE

Grantees should provide a summary of program-related activities and expenditures in reports that are to be submitted to community.publichealth@dhsosha.state.or.us. See the table below for additional details and requirements for the Activity Reports and Expenditure Reports.

REPORT TYPE	REPORTING REQUIREMENT	REPORTING PERIOD(S)	REPORTING FREQUENCY	REPORT DUE DATES
ACTIVITY REPORTS	<p>Recipient shall provide a summary of program-related activities as described in an OHA-approved workplan / scope of work using an OHA-provided "Activity Report Template."</p> <p>Participants shall participate in program evaluation activities that will be determined by community-based organizations and OHA.</p>	Each 6-month period of the Agreement starts with the calendar month of the Agreement execution through the month of the Agreement's expiration date.	Submitted Every 6 months with an evaluation report due at the end of the Agreement period.	<p>The 30th day of the calendar month following the Report Period.</p> <p>The Evaluation Report is due by the 30th day of the calendar month after the end of the Agreement's expiration date; conclusion of the Recipient's program-related activities; or Termination of the Recipient's Agreement</p>

REPORT TYPE	REPORTING REQUIREMENT	REPORTING PERIOD(S)	REPORTING FREQUENCY	REPORT DUE DATES
EXPENDITURE REPORTS FOR ALLOWABLE PROGRAM ACTIVITIES	Recipient's cost - expenditure reports shall include a summary of expenditures for the report period, including: a completed <i>Expenditure Report for Allowable Program Activities</i> , and supporting documentation for expenses as requested by OHA, which Recipient shall maintain in accordance with the Agreement.	The first Expenditure Report submission shall include, if applicable, the Agreement's entire pre-execution period through the current month of the Agreement. Then, Expenditure Reports shall be submitted quarterly through the Agreement's expiration date thereafter.	Initial Pre-execution period, then submitted quarterly thereafter	The 30 th day of the month following the Report Period.

Additional Reporting Requirements

Program-specific reporting requirements may vary across Program Elements and/or be in addition to the other Reporting Requirements of this section, based on reporting requirements from their respective funders which include Federal and State of Oregon partners.

Appendix D: Payment Schedule Table

APPENDIX DPAYMENT SCHEDULE TABLE

PAYMENT SCHEDULE TYPES			
<i>Payment Schedule</i>	Standard	Front-loaded	Unique
Definition	Monthly payments in 1/15 increments (15 = # of months in the contract period). Initial payment will be for the number of months that have passed in the contract period.	Initial payment will be for 80% of the award and the remaining payment will be issued in Spring of 2023.	A different payment schedule is unique to an individual CBO.
Which CBOs are on this schedule?	This is the default payment schedule for all CBOs, excluding those that fit in the other categories.	This is the payment schedule for CBOs categorized as Partnership Development / Capacity Building and CBOs funded through the ScreenWise program area.	This schedule is only utilized on a case-by-case when a CBO makes a special request and OHA approves.
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