

Community Based Organization Fiscal Overview

Oregon
Health
Authority

Community Engagement Team

Learning Objective

This training session is to build your understanding of our expectations for you as a grantee utilizing this funding opportunity, specifically the fiscal pieces.

We will:

- Talk through examples and expectations
- Let you know where to find resources
- Give you tools and guides to support your understanding

If you have questions, you can always reach out to your Community Engagement Coordinator (CEC).

Audience

This training session is intended for any staff from Community Based Organizations (CBOs) funded through the Public Health Equity funding opportunity, including:

- Cohort 1 (new staff or those wanting a refresher)
- Cohort 2
- Future new staff/cohorts

7/1/2021	4/1/2022	7/1/2023	2/1/2024	6/30/2025
	Cohort 1 (initial group of CBOs funded through Public Health Equity grants)			
		Cohort 2 (second group of CBOs funded through Public Health Equity grants)		
State Biennium AY23 (7/1/2021 thru 6/30/2023)		State Biennium AY25 (7/1/2023 thru 6/30/2025)		

Cohort 1
Cohort 2
AY23
AY25

Q: What Cohort are you in?

Cohort 1 =

Funded for Grant Period 4/1/2022
thru 6/30/2025

Cohort 2 =

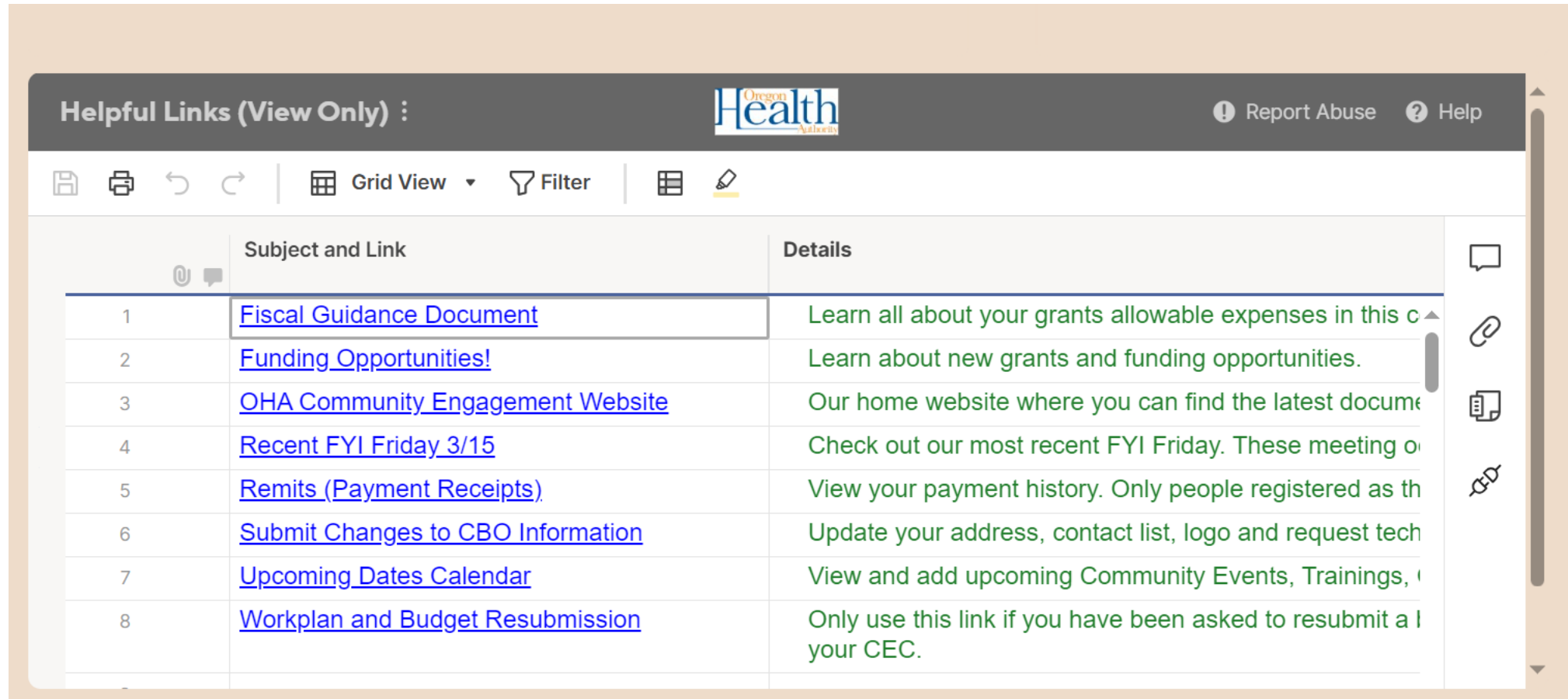
Funded for Grant Period 2/1/2024
thru 6/30/2025

Grant Periods & State Funding Cycle

Dates	7/1/2021	10/1/2021	1/1/2022	4/1/2022	7/1/2022	10/1/2022	1/1/2023	4/1/2023	7/1/2023	10/1/2023	1/1/2024	4/1/2024	7/1/2024	10/1/2024	1/1/2025	4/1/2025	State Biennium AY27 (7/1/2025 thru 6/30/2027)	
Biennium (AY)	State Biennium AY23 (7/1/2021 thru 6/30/2023)								State Biennium AY25 (7/1/2023 thru 6/30/2025)									
Fiscal Year (FY)	FY22				FY23				FY24				FY25				FY27	
Fiscal Year Quarters (standard)	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Into the unknown...	
PH Equity Quarters (sequential)				Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13		
Cohort 1 Grant Period					Cohort 1 (initial group of CBOs funded through Public Health Equity grants)													
Cohort 2 Grant Period											Cohort 2 (second group of CBOs funded through Public Health Equity grants)							

Dashboard Financial Section

- Resources, due dates, and other useful financial info can be found on your dashboard.



The screenshot displays the 'Helpful Links (View Only)' section of the Oregon Health Authority dashboard. The interface includes a header with the Oregon Health Authority logo, a 'Report Abuse' button, and a 'Help' button. Below the header is a toolbar with icons for save, print, refresh, and navigation, along with 'Grid View', 'Filter', and 'Edit' options. The main content is a table with two columns: 'Subject and Link' and 'Details'. The table lists eight links related to financial guidance, funding opportunities, community engagement, recent events, payment receipts, address updates, upcoming events, and budget resubmissions. A vertical toolbar on the right side of the table contains icons for chat, link, document, and search.

	Subject and Link	Details
1	Fiscal Guidance Document	Learn all about your grants allowable expenses in this c
2	Funding Opportunities!	Learn about new grants and funding opportunities.
3	OHA Community Engagement Website	Our home website where you can find the latest docum
4	Recent FYI Friday 3/15	Check out our most recent FYI Friday. These meeting o
5	Remits (Payment Receipts)	View your payment history. Only people registered as th
6	Submit Changes to CBO Information	Update your address, contact list, logo and request tech
7	Upcoming Dates Calendar	View and add upcoming Community Events, Trainings, (
8	Workplan and Budget Resubmission	Only use this link if you have been asked to resubmit a l your CEC.

Award Letters

Your total award is: \$131,197

- Modernization (PE5002-01):\$131,197
- Your organization has been approved for the following areas of work and associated budgets: **Environmental Public Health and Climate Change**

- **Contracts:** Provide additional details for the subcontracts, including scope of work, name of organization (if known), how cost was estimated, and time period for the contract.
- **Please Note** - Contracts cannot exceed the 17 month time period for this grant.
- **Budget Category:** Expense seems to be in incorrect budget category. Specifically, the stipends for neighborhood leaders seems to be more aligned with volunteer appreciation; volunteer appreciation expenses should be in the Salary budget category. Please correct or provide further explanation.

[SAMPLE LETTER](#)

- Look closely at:
 - The number of program elements this **will determine the number of budgets your organization will need to submit.**
 - The requested edits you needed to make to your budget and resubmit.

This is
IMPORTANT!



Grant Agreements

We cannot issue payment until your grant agreement (or amendment) has been fully signed by all parties and executed (input into the State contract system).

Cohort 1 Agreements – 4/1/2022 thru 6/30/2025

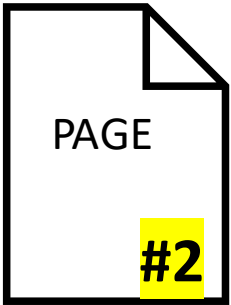
- Latest amendment effective 1/1/2024, adds funding for 18 months

Cohort 2 Agreements – 2/1/2024 thru 6/30/2025

- Initial agreement effective 2/1/2024, funding for 17 months

Grant Agreements

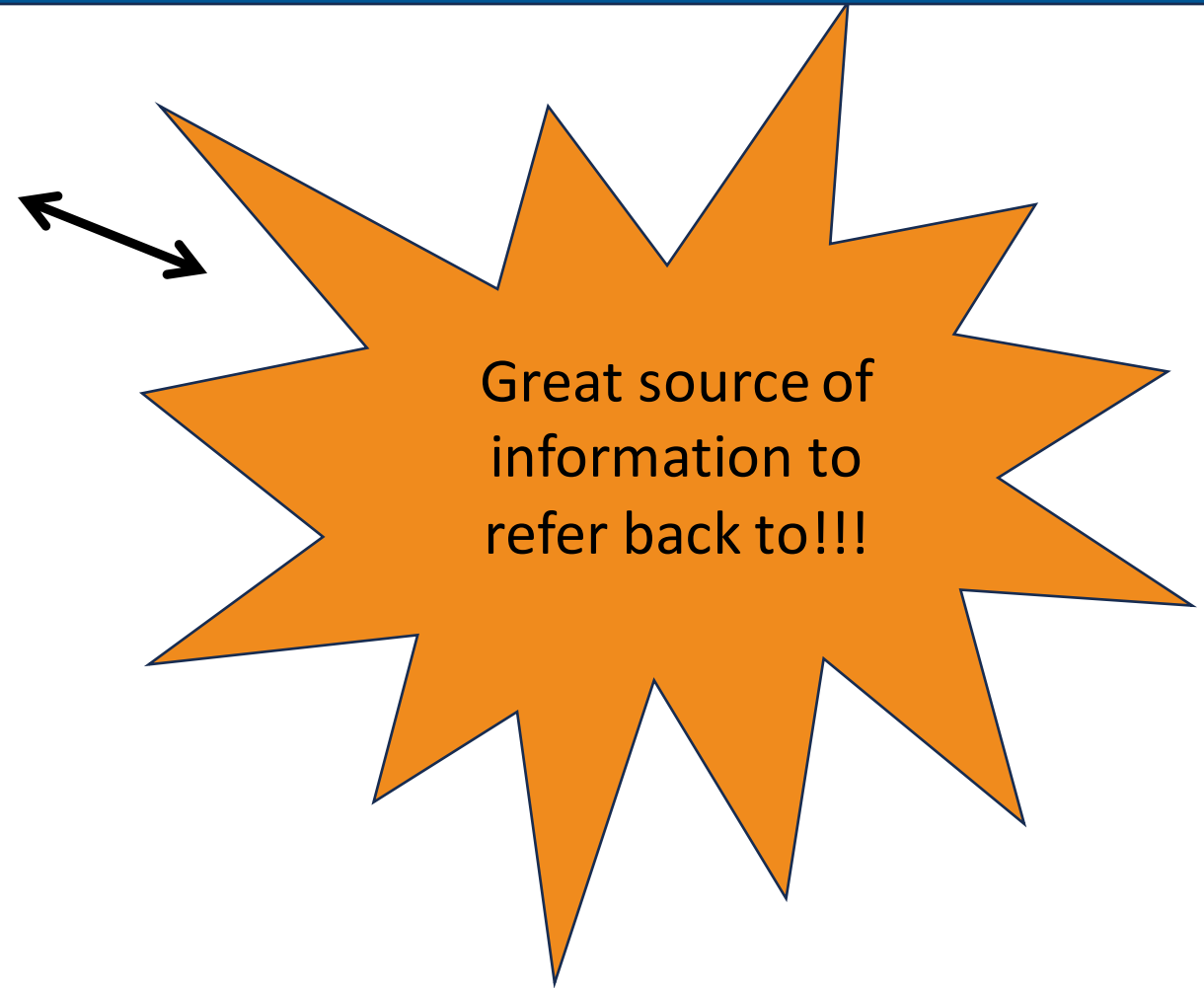
- **What to look for?**



1. Effective Date/Duration
2. List of Exhibits
3. Not-to-exceed (NTE) amount

- **Why are these important?**

1. When agreement starts/stops
2. Roadmap of all the things (*we'll come back to this...*)
3. Total \$\$\$ payable to CBO



[SAMPLE AGREEMENT](#)

Roadmap?

All the things??

1

Standard – Definitions, Program Element (PE) Descriptions

2

Standard – Payment methodology, Reporting req. & dates

3

Unique to YOU – funding amounts by PE by fund source

4

Standard – State T & C – requirements, what happens if X, Y, Z

5

Standard – Insurance requirements

6

Standard – Federal T & C – thou shalt comply!

7

Unique to YOU – Federal funding info (only applicate if receiving federal \$\$\$)

Agreement Documents.

a. This Agreement consists of this document and includes the following listed exhibits which are incorporated into this Agreement:

- (1) Exhibit A, Part 1: Program Description
- (2) Exhibit A, Part 2: Payment Provisions and Reporting Requirements
- (3) Exhibit A, Part 2: Attachment 1 – Financial Assistance Award
- (4) Exhibit B: Standard Terms and Conditions
- (5) Exhibit C: Insurance Requirements
- (6) Exhibit D: Federal Terms and Conditions
- (7) Exhibit E: Information Required by 2 CFR 200.331(a)(1)

Budget and Workplan

- Budgets need to align with the workplan
 - Does the money on the budget match the activities outlined in the workplan?
- After submission, they will be reviewed by program and fiscal staff as well as your CEC.
 - Next steps: CEC will reach out to address corrections



Reviewer Roles

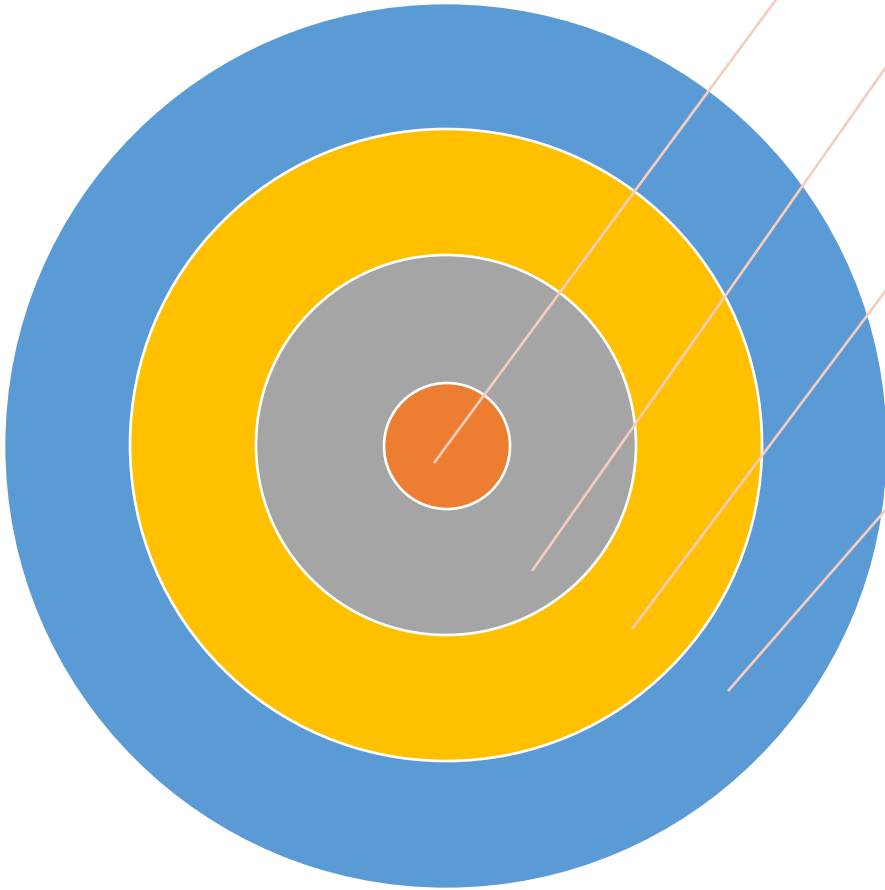
Program Reviewer



Budget Reviewer



Community Engagement Coordinator (CEC)



All reviewers: Verify the workplan aligns with the budget

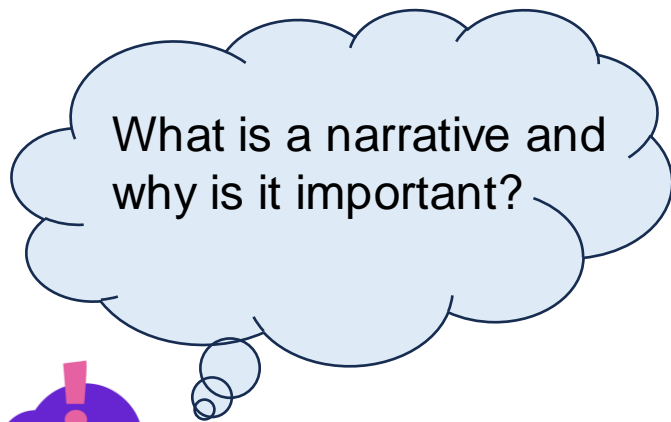
Program Reviewer: Ensuring activities proposed in the workplan align with the program area

Budget Reviewer: Ensuring costs are reasonable and allowable

CEC: Understanding stakeholder needs and facilitating feedback loops with CBOs

Budget

- Fill in the narrative sections on the budget template



1	Executive Director	\$50,000	40.00%	17	28,333.33
2	Project Advisor	\$51,000	100.00%	17	72,250.00
3	Project Advisor Assn't	\$30,000	70.00%	17	29,750.00
4					
5					0.00

TOTAL SALARY \$130,333.33

Narrative*: Executive Director will: oversee operations, finances, and proposed projects. Project advisor will: monitor progress of proposed project, develop project plans, and manage project resources. Project Advisor assistant will: gather and organize all information/data pertaining project, track data, create information for community engagement, coordinate, attend meetings, distribute information and equipment for staff on this project.

- The narrative is a brief yet clear description of how the cost was estimated and how it relates to the project
- It is important for a few reasons:
 - ✓ Transparency between funder and grantee
 - ✓ Communication – provides solid base for future conversations
 - ✓ Ensuring alignment with grant requirements
 - ✓ Accountability – Budget vs. Actuals

Budget (continued)

Below are some examples of what we are looking for in a narrative, by budget category:

- **Personnel:** What will the staff listed be doing to support the project?
- **Travel:** What is the purpose for travel, nightly rate, per diem, and number of nights staying?
- **Equipment:** How was the cost was estimated and how does the equipment support this project?
- **Contracts:** What is the scope of work and name of organization (if known), how was the cost estimated, and what is the time period for the contract?
- **Other:**
 - ❖ Food: How was the cost calculated and how does food tie to project?
 - ❖ Gift Cards: What is the purpose, number of gift cards, and amount per gift card?



Quarterly expense report- [Link is here](#)

Submit 4 times per year (8 times per Biennium)

- Quarter numbering sequence is pre-established based on when PH Equity grants started
- Cohort 1 reports for entirety for AY25 Biennium
- Cohort 2 start reporting in Q8 (January 2024 – March 2024)

Purpose

- Ensure expenses are allowable
- Allow both OHA and CBO to track spending progress, adjusting accordingly

Expenditure Reporting Due Dates

Sequential numbering we created for expenditure reporting throughout grant period (Cohort 1 & Cohort 2)

<u>Quarter</u>	<u>Start</u>	<u>End</u>	<u>Due</u>	<u>Cohort 1</u>	<u>Cohort 2</u>
Q1	4/1/2022	6/30/2022	7/31/2022	x	
Q2	7/1/2022	9/30/2022	10/31/2022	x	
Q3	10/1/2022	12/31/2022	1/31/2023	x	
Q4	1/1/2023	3/31/2023	4/30/2023	x	
Q5	4/1/2023	6/30/2023	7/31/2023	x	
Q6	7/1/2023	9/30/2023	10/31/2023	x	
Q7	10/1/2023	12/31/2023	1/31/2024	x	
Q8	1/1/2024	3/31/2024	4/30/2024	x	x
Q9	4/1/2024	6/30/2024	7/31/2024	x	x
Q10	7/1/2024	9/30/2024	10/31/2024	x	x
Q11	10/1/2024	12/31/2024	1/31/2025	x	x
Q12	1/1/2025	3/31/2025	4/30/2025	x	x
Q13	4/1/2025	6/30/2025	7/31/2025	x	x

FY - Sometimes referred this way in contract / guidance / State lingo:

<u>State Fiscal Year (FY)</u>	<u>State FY Quarter</u>
FY22	Quarter 4
FY23	Quarter 1
	Quarter 2
	Quarter 3
	Quarter 4
FY24	Quarter 1
	Quarter 2
	Quarter 3
	Quarter 4
FY25	Quarter 1
	Quarter 2
	Quarter 3
	Quarter 4



You will need to submit your expense report quarterly.

What if I need an extension?

- We understand that things come up and you may need a little more time...That's OK!
 - Let your Community Engagement Coordinator (CEC) know right away that you are needing an extension.
 - This communication allows CEC to notify stakeholders. Usually, extensions are approved and expectations are adjusted



Expectations in summary

- Reports are submitted on time and accurately
 - Paperwork
 - Activity
 - Expense
 - Budget and Workplans
- Tardiness in document submission can delay payments and have other negative impacts (naughty list)
- Submit your reports using your Smartsheet dashboard
- If you are unsure or have a fiscal question, contact your Community Engagement Coordinator

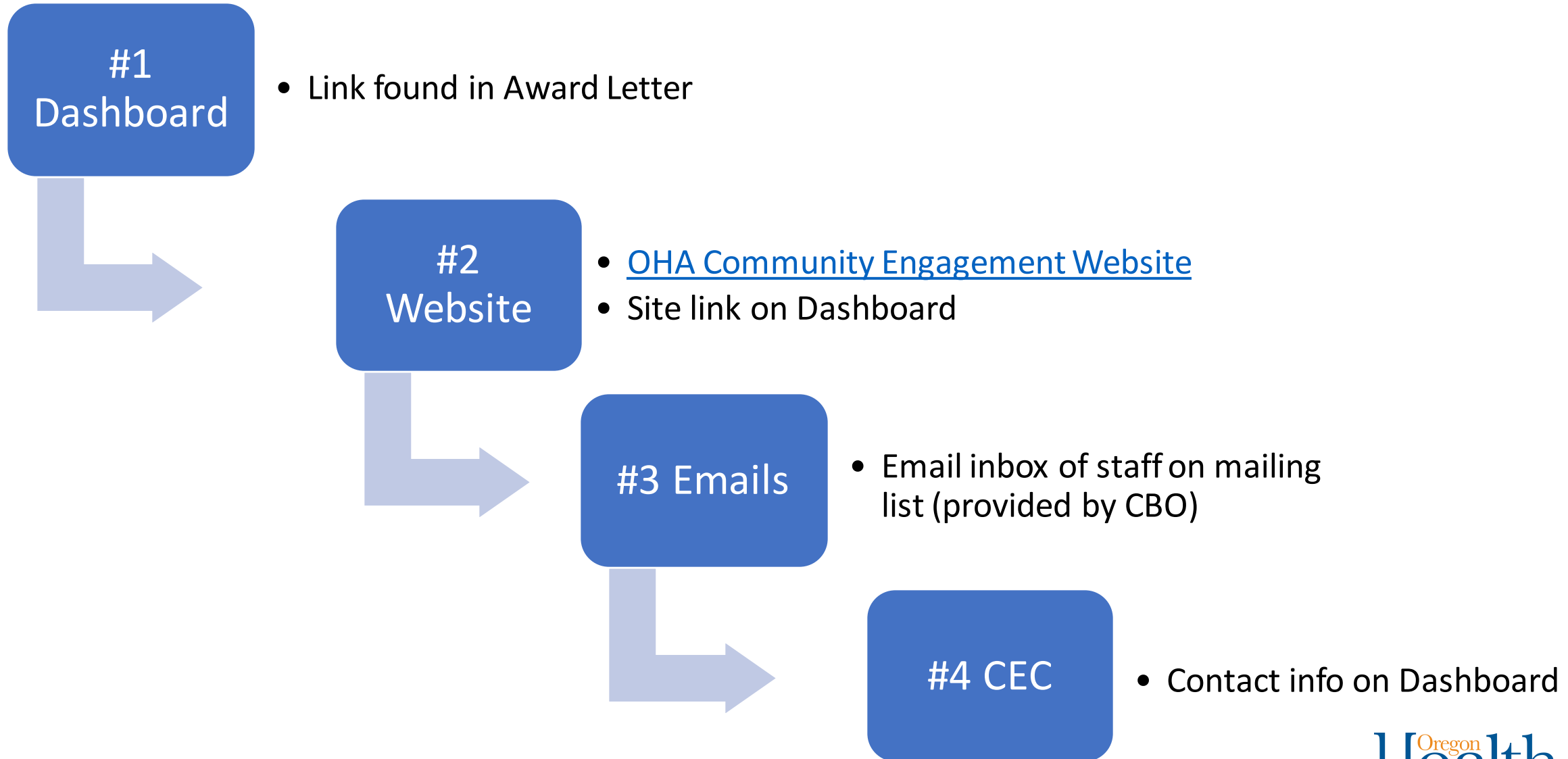
How it feels to
meet all the
expectations...

#FBE5D6

#F2F2F2



Resources – Where to find them



Resources – Best sources

#1
Dashboard

Project desc, contact info, message board,
financial info, calendar, submission
platform, resource links

#2 Website

Presentations, templates, guidance
documents, reference documents

#3 Emails

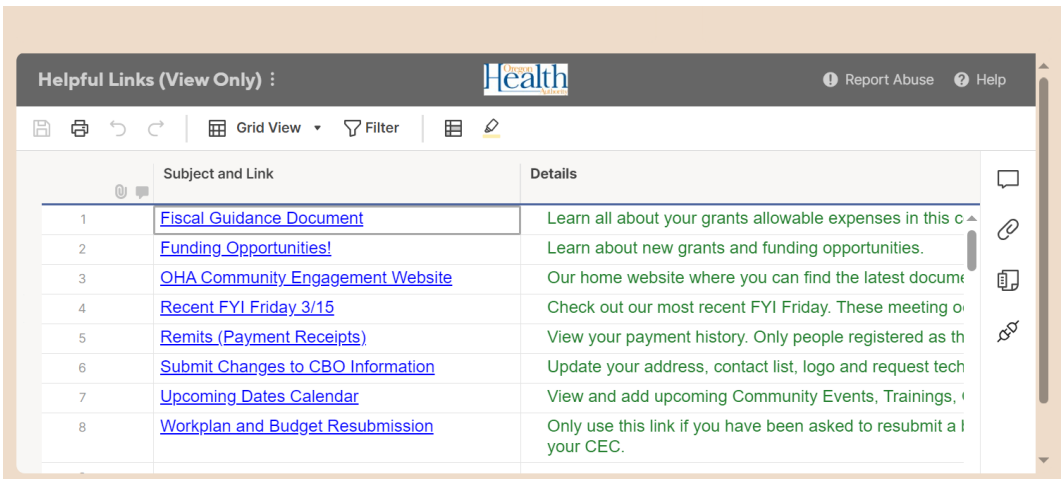
Award letter, contracts, global updates,
specific correspondence

#4 CEC

This is your person. They will help you if
the above resources don't get you what
you need.

Resources – Examples

#1 Dashboard



	Subject and Link	Details
1	Fiscal Guidance Document	Learn all about your grants allowable expenses in this c
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• Website

- [Fiscal Guidance Document](#)
- Budget Training Slides
 - [English](#)
 - [Spanish](#)
 - [Recording in English](#)
- Budget/ Exp Templates

#2 Website



Contract Development
PH Equity Expenditure Report Template
AY25 CBO PH Equity Plantilla - Informe de gastos
Budget Template Instructions
Budget Template - Single Program AY25
Budget Template - Multiple Program AY25
Budget Template Cohort 2 AY25 2024-2025

#3 Emails

- [Links / Resources Email](#)
- [Contract Email](#)

#4 CEC

Actual picture of Nathan Norris, CEC >>



Thank you!

