

2023 -  
2025



# PUBLIC HEALTH EQUITY GRANT – 2023-2025

PUBLIC HEALTH DIVISION – FINANCE UNIT



*This document was updated in January 2024*

**Public Health Equity CBO Collaborative**  
**CBO FISCAL GUIDANCE - COMPREHENSIVE EDITION – 2023-2025**

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## Overview

**The purpose** of this document is to provide fiscal and expenditure guidance to Community-Based Organizations (CBOs) funded by the **Public Health Equity Grant**.

This guidance covers the funding period from January 1, 2024 – June 30, 2025.

**Except where specified for each program, CBO funding continues through June 30, 2025.**

**In this document**, you will find 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.

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## Public Health Equity Goals and Objectives

The Oregon Health Authority (OHA) Public Health Division (PHD) recognizes the essential role of community-based organizations (CBOs) in community-led and community-driven culturally, and linguistically responsive public health service. The **Public Health Equity Grant** 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.

OHA recognizes 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.

***\*Please Note\****: The **Public Health Equity Grant** is a distinct funding opportunity with its own set of rules and requirements. If your CBO is currently receiving funding from Oregon Health Authority through a different funding opportunity, it is important to make sure that the funding streams are accounted for separately and that you are following the correct fiscal guidance.

**Funding Information**

<b>Funding Opportunity Name</b>	<b>Public Health Equity Grant</b>
<b>Funding State Agency – Division</b>	<b>Oregon Health Authority (OHA) – Public Health Division (PHD)</b>
<b>Notice of Award Date</b>	<b>November 2023 – January 2024</b>
<b>Project Start Date</b>	<b>January 1, 2024*</b>
<b>Grant Funding Period</b>	<b>January 1, 2024 – June 30, 2025**</b>

*\*Estimate*

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

All funded work must be performed in partnership and collaboration with local public health authorities, (LPHAs). Additionally, funded work should include partnership with community members, and community partners such as, but not limited to; schools, school districts, clinics, and other community-based organizations based on the OHA approved work plans.

Recipients must submit an updated work plan and budget within 90 days of signing of your 2023-2025 Grant Agreement or Amendment.

## Allowable Expenses

Allowable expenses must align with the activities in the CBO's approved work plan and budget on file with OHA.

## Personnel - Salaries & Fringe Benefits

### *Personnel or Staff Salary*

- Funds awarded may be used to support program staff/personnel, including their salary and fringe benefits.
- Position titles need to match the full-time equivalent (FTE) of personnel within the salary category.
- How these positions are supporting program activities need to be in the narrative section of the budget template.
- Salary and Fringe need to be separate categories on submitted budget and expenditure reports.

### *Volunteer Appreciation*

- Funds awarded may be used to support volunteer appreciation in the form of gift cards.
- These costs are separate from gift cards and incentives used for program participants
- Volunteer appreciation is not to be used as a replacement of or as payment for time or effort
- These costs should be categorized as - **Salary** on the budget and expenditure reports.

### *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 or gift cards.
- These costs should be categorized as **Salary** on the budget and expenditure reports.



### ***Fringe***

- Fringe benefits may include health insurance, retirement costs, employer paid taxes (FICA tax, and other income related taxes such as Medicare and Social Security), workers compensation, etc.
- This is calculated as a percentage (%), CBOs can use an established fringe benefit rate. The national average is around 30%.
- Salary and Fringe need to be separate categories on submitted budget and expenditure reports.

### ***Paying Individuals – General Awareness***

- The IRS requires the lump sum or total, 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 considered payment and are included in the IRS requirement.
- *Best Practice* - Obtain a W-9 from all vendors, organizations, and individuals providing services or being paid compensation (including gift cards) before issuing payment. This ensures that the CBO has the relevant information to issue Form 1099s when appropriate.

## **Services and Supplies**

### ***Office Equipment***

- Office equipment totaling less than \$5,000 per item is allowed. Any equipment purchase must directly benefit the approved work plan. Examples include computers, printers, IT and software purchases, upgrades; and software subscription and licensing fees.
- Purchasing equipment totaling \$5,000 or more for an individual item qualifies as capital equipment and must be approved by OHA in advance of purchase.
- Please note, most capital equipment is not allowable. See “Capital Equipment” section for specific purchasing requirements.

### *Supplies*

- Supplies such as paper, pens, computer accessories, highlighters, binders, folders, etc are allowable and fall in this category.
- Supplies may include office supplies or meeting supplies. Supplies must be both purchased and received by the end of the biennium. Supplies do not need to be listed individually.

## Travel & Training

### *Travel*

- In-state and out-of-state travel expenses are allowed if they are within the Grantee's approved budget. All travel expenses should relate to the needs of the approved work plan.
- **For in-state travel:**
  - Provide a narrative statement describing proposed in-state travel.
  - Include local mileage as well as per diem, lodging and transportation. Federal per diem rates limit the amount of reimbursement for in-state travel: [The link is here.](#)
- **For out-of-state travel:**
  - Travel to attend out-of-state events or conferences is allowed if content is related to grant requirements and/or approved work plan and budget.
  - Provide a narrative statement that includes the name of the event or conference, and how the proposed travel is related to approved work plan and budget.
  - Include amounts for per diem, lodging, transportation, registration fees, and other expenses. Federal per diem rates limit the amount of reimbursement for out-of-state travel: [The link is here.](#)
- Travel rates are calculated based on General Services Administration or GSA. For more information on these rates [the link to the website can be found here.](#)

- Travel subcategories include:
  - Per Diem, Hotel, Airfare, Registration Fees, Other.
  - Trips should be categorized as in-state or out-of-state.

### ***Professional Development & Training for CBO staff***

- Professional development and training opportunities are an allowable expense as they relate to the approved project
- These allowable expenses for CBO staff belong in the travel and training section of the budget and expense reports.

***Please Note:*** 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.

## **Contracts or Subcontracts**

### ***Contracts also referred to as Subcontracts***

- Awarded funds may be used to subcontract with other organizations who will support the approved work plan. This can also include administrative and operational support such as a bookkeeper, staff assistant, office manager etc.
- Grantee's Subcontractors are not required to have 501(c)3 tax exempt status and can be for-profit, non-profit, or not for profit organizations.
- Each contract is required to be listed on the CBO's budget and expenditure reports.
- When listing in budget and expense reports, list the organization receiving the subcontract, short description and/or purpose of the contract and the amount.

- Subcontracts with other organizations should adhere to the same expenditure requirements as the CBO. Subcontracts are subject to all applicable subcontractor provisions as outlined in your organization’s Grant Agreement with OHA. These requirements should be reviewed before awarding any subcontracts and included as part of any contracts or agreements your organization may enter that support your OHA approved work plan and budget.

### ***Communications and Media Campaigns***

- Funds may be used for educational materials or paid media campaigns, examples include TV, radio, social media, etc. and must be related and essential to specific activities in the work plan.
- Any paid media materials such as tv advertisements and billboards that include an OHA logo must be sent to OHA in advance for approval.
- Funds awarded may not be used for research like medical research with control groups or political action such as lobbying.

### ***Consultants/Speakers***

- Hiring consultants or speakers are an allowable expense if related to your approved work plan activities.

### ***Translations & Interpretive Services***

- Funds may be used for translation of materials and interpretative services are allowed.

## Other Supplies and Services

### *Meals/Food/Refreshments for Events*

- Meals/food/refreshments is an allowable expense if it is directly related to approved funded project activities like hosting an event or focus group.
- These items need to have associated details that include the following:
  - the name, type, and/or purpose of the event(s),
  - the total cost for each event if conducting a series of events such as listening sessions or focus groups,
  - approximate number of people expected to attend,
  - Example: \$45 refreshments total for 3 Focus groups - \$15 per focus group for 6 people attending

### *Trainings for community members*

- Providing education and training opportunities are an allowable activities and expenses as they relate to the approved project.
- Training(s) and education for community members.

**Please Note:** 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 for both service and associated equipment such as a mobile phone.
- While phone and internet expenses may be identified as separate line items in the budget proposal, it is best practice that expenses should be included in and reported as part of indirect rate.

### ***Gift Card Incentives***

- Gift card incentives are defined as incentives given to program participants to support the project activities outlined in the approved work plan.
- Gift cards used as incentives may not be valued at more than \$100 total per individual, per event. Please see the section, *Paying Individuals – General Awareness* explaining the IRS rules around cumulative payments exceeding \$600 per individual.
- CBOs may not use more than \$10,000 of total budget in gift cards for incentives.
- 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: *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 OHA website: <https://www.oregon.gov/oha/PH/ABOUT/Pages/CBO.aspx>

Please reach out to your Community Engagement Coordinator (CEC) if you have questions about gift cards or incentives.

### ***Paying Individuals – General Awareness***

- The IRS requires the lump sum or total, 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.
- *Best Practice* - Obtain a W-9 from all vendors, organizations, and individuals providing services or being paid compensation (including gift cards) before issuing payment. This ensures that the CBO has the relevant information to issue Form 1099s when appropriate.

- Gift cards are considered compensation and are included in the IRS requirement.

### ***Other Common Allowable Expenses***

- Common costs that **ARE** allowable, as long as they relate to this project:
  - Postage/Mailing (for example, the United States Postal Service (USPS))
  - Educational/Resource Materials
  - Printing/Copying from an outside source (for example, PostalAnnex, The UPS Store, or FedEx Office etc.)
  - Accreditation and reaccreditation fees

## **Capital Equipment**

### ***Capital Equipment – Definition & Requirements***

- Capital Equipment is defined as an expenditure for a singular piece of equipment with a purchase price over \$5,000 and expected use of more than one year.
- If purchasing office equipment totaling \$5,000 or more for an individual item, this is also classified as capital equipment. Unallowable capital equipment include Items such as vehicles, buildings, maintenance to vehicles and buildings, machinery

### ***Capital Equipment Inventory Reporting - General Awareness***

- OHA will collect the equipment inventory form annually for Capital Equipment (greater than \$5,000). 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.
- This only needs to be done for Capital Equipment (greater than \$5,000).

## Unallowable Expenses

This section lists and explains the types of expenditures classified as “unallowable expenses” which are **not** allowed and are covered through this grant.

## Direct Client Services, or Direct Services

- Funds awarded may **not** be used for direct medical or behavioral health services that could otherwise be billed to Medicaid Oregon Health Plan (OHP) or other existing health insurance, this includes, but is 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 a diagnosis, clinical education, or treatment provided by a licensed qualified health care professional.
- Direct client services, also known as “direct services”, are defined as individual payments toward direct care, housing, utilities, food, phone, internet, etc.

Note: Use of funds may be allowable for staff time to provide services related to emerging priorities as identified by OHA.

## Motor Vehicles, RVs, buildings, or capital improvements

- Funds awarded may **not** be used for the purchase of capital equipment which includes 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.
  - 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, related to any activity designed to influence legislation, regulation, administrative action, or Executive order proposed or pending before any legislative body.

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

- Funds awarded **may not** be used for COVID-19 wraparound services.
- COVID-19 wraparound services are defined by OHA as assistance organizations 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 the “Adolescent and School Health” section 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.

## Budget Amendments and Reallocation of Funds

Budgets, the following requirements for budget amendments apply:

- 25% or greater movement of funds between budget categories requires OHA written approval. Written approval can be obtained via email.
- Funds awarded cannot be moved from one funded Program Element (PE) or program area to another one without prior approval from OHA.
- If expenditure reports show a CBO may not be able to spend their entire award by June 30, 2025, the Community Engagement Coordinator will reach out to discuss developing a plan for grant spending.

Additionally, OHA may require the following:

- OHA may request revised budgets or additional expenditure information on an as-needed basis.

## Expenditure Requirements & Reporting

### 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.

### 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.

Funds awarded may not supplant state, local, other non-federal, or other federal funds. Funds may not be used to supplant state covered services such as Medicaid.

Please contact your Community Engagement Coordinator (CEC) if you need assistance.

### **Quarterly Expenditure Reporting**

CBOs are required to submit a quarterly expenditure report documenting work plan related expenses during the previous 3-month period.

If your organization is funded through multiple Program Elements (PEs), or program areas, separate expenditure reports are required for each program area.

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>

**All Expenditure Reports should be submitted through your CBO's Smartsheet reporting dashboards or by email to:**

[community.publichealth@dhsoha.oregon.gov](mailto:community.publichealth@dhsoha.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			
(State) Fiscal Year (FY) *	Quarter	Reporting Timeframe	Reporting Due On or Before
FY24	Quarter 3	January 1, 2024 - March 31, 2024	April 30, 2024
	Quarter 4	April 1, 2024 - June 30, 2024	July 31, 2024
FY25	Quarter 1	July 1, 2024 - September 30, 2024	October 31, 2024
	Quarter 2	October 1, 2024 - December 31, 2024	January 31, 2025
	Quarter 3	January 1, 2025 - March 31, 2025	April 30, 2025
	Quarter 4	April 1, 2025 - June 30, 2025	July 31, 2025

\*Fiscal Year (FY) defined as period from July 1 – June 30,

FY24 is July 1, 2023 – June 30, 2024;

FY25 is July 1, 2024 – June 30, 2025.

If your organization is funded through a federal grant, you may be asked for an additional report to help align with grant reporting requirements.

Expenditure reports are subject to change and the most recent version should be used and will be posted on the OHA CET website under the *Fiscal and Budget Information* tab.

## 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 grant agreement is fully executed (meaning the CBO has signed and returned the grant agreement, and OHA has signed the agreement as well).
- Please note, for CBOs that are contracting with the state for the first time, 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.

## Administrative Requirements – Insurance

### Workers' Compensation

Workers' Compensation is required by Oregon state law, or Oregon Revised Statutes (ORS), 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.
- Coverage shall be written on an occurrence basis on an amount of not less than one million dollars (\$1,000,000.00) per occurrence.
- The annual aggregate limit shall not be less than two million dollars (\$2,000,000.00).
- 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.

## Automobile Liability Insurance

If the Recipient conducts travel that involves a vehicle to perform allowable program activities to be reimbursed, the CBO must have obtained and maintained Automobile Liability Insurance meeting the following requirements

- 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 one million dollars (\$1,000,000) for bodily injury and property damage.
- 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.
- 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 their own personal vehicles. Personal vehicles must be 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, operational, fiscal technical assistance, 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 holds weekly open office hours to provide CBOs with learning opportunities regarding compliance with Federal and State Grants.

CBOs can also get direct technical assistance on an as-needed basis and should reach out to their Community Engagement Coordinator (CEC) 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.

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## For More Information

Contact us by email at **Community.publichealth@dhsosha.oregon.gov** or send an email to 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@oha.oregon.gov](mailto:dolly.a.England@oha.oregon.gov)

**Please visit the OHA Community Engagement Team Website**

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

## Appendices List

The following documents can be found included below as appendices:

- Appendix A – Useful Links & Information**
- Appendix B – Public Health Equity CBO Terms and Acronyms**
- Appendix C – Program Element (PE) Table**
- Appendix D – Reporting Requirements Table**

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## 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 Grant**.

### CBO FISCAL GUIDANCE – COMPREHENSIVE EDITION – 2023-2025

**Please Note:** This document is intended to be a living document. All updates will be documented below.

Version	Description of Update or Revision	Author	Last Revised
3.0	CBO Fiscal Guidance - Comprehensive Version 2023-Update – extends funding through June 30, 2025 with an effective date of January 2024	Jordan Barron-Kennedy; Sasha Ruddy; Zachariah Owens	January 2024

### 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](http://www.gsa.gov/perdiem)
- **“the website” or “The OHA CET 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/Policy
 The 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 on the website

**Appendix B: Public Health Equity CBO Terms and Acronyms**

- a. **Oregon Health Authority** or OHA
- b. **Community-Based Organization** or CBOs are also commonly referred to as Grantee, Recipient, and Awardee.
- c. **Community Engagement Team** or CET is a program within OHA that awards grant funding to Community Based Organizations.
- d. **Community Engagement Coordinator** or CEC is an OHA CET staff member assigned to specific CBOs to help support the CBO's success during this grant opportunity.
- e. **Contract Execution** is when a contract becomes "executed" when the contract is fully signed by both parties or by 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.
- f. **Direct Cost** are costs directly tied to the CBO's grant activities, like staffing, fringe benefits, equipment, supplies, travel and training, or contracts/subcontracts. A direct cost is calculated by a total amount. These costs are different from indirect costs.
- g. **Indirect Cost** is a cost necessary for the functioning of the organization, 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.
- h. **Direct Client Services** are also known as direct services are considered services and payments toward direct care, housing, utilities, food including groceries, phone, internet, etc. on an individual person basis. Direct client services are not allowed under this CBO grant agreement.
- i. **Equipment** refers to 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. Some examples of this include printers, computers, monitors.
- j. **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. Some examples include vehicles,

buildings, machinery. **These types of purchases are not allowable under this grant funding opportunity.**

- k. **Federal Funds:** are 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. Federal funds awarded through OHA are subject to all federal funding compliance requirements.
- l. **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.
- m. **Human immunodeficiency virus** or HIV
- n. **Local Public Health Authority or LPHA** is also will be referred to as Local Public Health
- o. **Program Element (PE)** or program area are any one of the services or group of services as described in the grant agreement.
- p. **Program Element Description** is a description of the activities to be provided under each PE, or program area, as required under the Grant Agreement.
- q. **Request for Grant Application** or RFGA
- r. **Subrecipient** is a CBO grantee receiving federal funds through this grant agreement. Subrecipients are required to conform to all federal funding rules and regulations, and any federal funds received through this grant agreement count toward the organization's annual single audit requirements based on the CBO's fiscal year.
- s. **Wraparound Services** is 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. **This is an unallowable expense for this grant opportunity.**

## Appendix C: Program Element (PE) Table

**APPENDIX C**  
**PROGRAM ELEMENT (PE) TABLE**

<b>Program Element (PE) Number and Title</b>	<b>Fund Type*</b>	<b>Federal or State Agency / Grant or Funding Title</b>	<b>CFDA #</b>	<b>HIPAA Related (Y/N)</b>	<b>Sub-Recipient (Y/N)</b>
<b>PE #5001 HIV and STI Prevention and Treatment</b>	<b>OF</b>	<b>End HIV Oregon</b>	<b>N/A</b>	<b>N</b>	<b>N</b>
<b>PE #5002-01 Environmental Public Health and Climate Change, Communicable Disease, Prevention Emergency Preparedness</b>	<b>GF</b>	<b>Public Health Modernization – General Funds</b>	<b>N/A</b>	<b>N</b>	<b>N</b>
<b>PE #5002-03 Lower Umatilla Basin Domestic Wells</b>	<b>GF</b>	<b>Lower Umatilla Basin Groundwater Management Area General Funds</b>	<b>N/A</b>	<b>N</b>	<b>N</b>
<b>PE #5002-04 Children’s Environmental Exposure Prevention</b>	<b>FF</b>	<b>CDC Environmental Health Assessment Program</b>	<b>93.240</b>	<b>N</b>	<b>Y</b>
<b>PE #5003 Commercial Tobacco Prevention</b>	<b>OF</b>	<b>Ballot Measure 108 Tobacco Tax – Other Funds</b>	<b>N/A</b>	<b>N</b>	<b>N</b>

<b>Program Element (PE) Number and Title</b>	<b>Fund Type*</b>	<b>Federal or State Agency / Grant or Funding Title</b>	<b>CFDA #</b>	<b>HIPAA Related (Y/N)</b>	<b>Sub-Recipient (Y/N)</b>
<b>PE #5004 Adolescent and School Health</b>	<b>FF</b>	<b>CDC Crisis Cooperative Agreement – Workforce</b>	<b>93.354</b>	<b>N</b>	<b>Y</b>
<b>PE #5007 Public Health Infrastructure</b>	<b>FF</b>	<b>CDC Center for Surveillance, Epidemiology and Laboratory Services</b>	<b>93.967</b>	<b>N</b>	<b>Y</b>

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Appendix D: Reporting Requirements Table

**APPENDIX D**  
**REPORTING REQUIREMENTS TABLE**

Grantees should provide a summary of program-related activities and expenditures in reports that are to be submitted electronically via our Grant Application dashboard. If any assistance is needed for submissions, please send our team an email to: [community.publichealth@dhsosha.oregon.gov](mailto:community.publichealth@dhsosha.oregon.gov). 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
<b>ACTIVITY REPORTS</b>	<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</p>	<p>Each 3-month period of the Agreement starts with the calendar month of the Agreement execution through the month of the Agreement's expiration date.</p>	<p>Submitted Every 3 months with an evaluation report due at the end of the Agreement period.</p>	<p>The 30<sup>th</sup> 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</p>

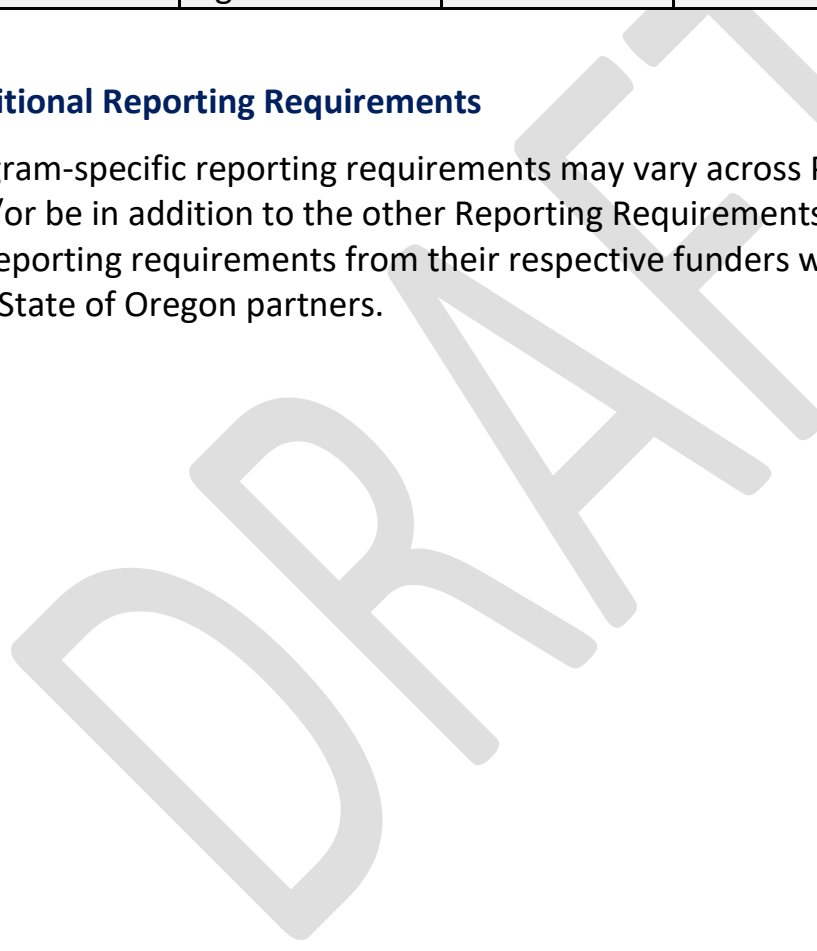


REPORT TYPE	REPORTING REQUIREMENT	REPORTING PERIOD(S)	REPORTING FREQUENCY	REPORT DUE DATES
	<p>program evaluation activities that will be determined by community-based organizations and OHA.</p>			<p>date; conclusion of the Recipient’s program-related activities; or Termination of the Recipient’s Agreement</p>
<p><b>EXPENDITURE REPORTS FOR ALLOWABLE PROGRAM ACTIVITIES</b></p>	<p>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</p>	<p>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</p>	<p>Initial Pre-execution period, then submitted quarterly thereafter</p>	<p>The 30<sup>th</sup> day of the month following the Report Period.</p>

REPORT TYPE	REPORTING REQUIREMENT	REPORTING PERIOD(S)	REPORTING FREQUENCY	REPORT DUE DATES
	Recipient shall maintain in accordance with the Agreement.	Agreement’s expiration date thereafter.		

**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.



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