CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CENTER FOR FAMILY HEALTH
OFFICE OF FAMILY PLANNING DIVISION

Teen Pregnancy Prevention Program (TPP) Meeting
Male Involvement Program (MIP)/Information & Education (I&E)
Fiscal Webinar: June 10, 2008

Questions & Answers

Available websites for reference:

- ETR Website Link: http://www.etr.org/ofp/webinar/index.htm
  Webinar trainings, webinar survey form
- ETR Website Link: http://www.etr.org/ofp/staffLists/index.htm
  Contract Manager/Program Consultant Contact List
- OFP Website: http://www.cdph.ca.gov/programs/OFP/Pages/default.aspx
  AFA documents, forms, budget/invoice templates, FFP Guide
- OFP General E-Mail Box: OFP.Mailbox@cdph.ca.gov

Agreement Funding Application (AFA)

Q: According to I&E Programmatic Webinar yesterday, AFA package is not due on July 1st. Please advise.

Q: AFA packet due date has changed due to possible budget cut.

Q: Will the AFA package be due on 7/1/08 for FY 08/09?

A: July 1st is the official date AFA packages are due each fiscal year, however OFP is waiting for the governor's budget to be signed to determine a submittal date. At this time you will be notified of the due date.

Q: I understand that you want us to send all the documents in one e-mail. Due to the number of subcontractors and objectives we have, our e-mail system cannot handle that large a send. How would you like this handled?

A: First try zipping any excel file using WinZip and PDF any word file. If this does not bring the capacity down to a manageable level to email, then send your documents in 2 or 3 emails. It is important that it be clearly identified to the CM that multiple emails will be coming.

Q: Can we send hard copies of the signed documents rather than scanned PDF files?

Q: May we still fax in signed documents?

A: All AFA documents must be sent electronically via email.

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Q: For school agreement forms, would I need to scan each signed form and then PDF them?
Q: If the AFA checklist is to be sent in PDF format will a scanned document suffice?
Q: If you don't have the capability to sign PDF documents are hard copies accepted?

A: A scanner can convert any document, including one with a signature, into the PDF format without any extra steps.

Q: The AFA is due July 1 including the HAS 1204. We will not have completed the FY 07-08 HAS 1203 yet. How do we complete it?

A: The HAS 1204 form is utilized to inventory the equipment invoiced during the fiscal year. Not all equipment can be included on the 1204 form if the invoice will not be submitted until after the AFA is due. In this case, include it on the subsequent fiscal year's HAS 1204.

Budget

Q: Refer to Medi-Cal Percentage, is it based on previous year negotiated rate or should we negotiate new rate for new fiscal year?
Q: Should we submit a budget revision for updating the Medi-Cal Percentage together with the original budget at the beginning of the new fiscal year?
Q: Would updating Medi-Cal Percentage Rate require Agreement Amendment?
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Q: What if rounding throws of calculation of salaries and benefits by a couple of dollars?
Q: Provided lines 1-5 and their respective totals do not change, is a revision needed if the detailed lines do change?

A: For the most part, the fiscal year 08/09 (FY 08/09) budgets displayed in grantees grant agreements were based on the Medi-Cal percentage used to create the budget for the FY 07/08. If you need to update this percentage or adjust expenses between matchable and unmatchable, a budget revision will be needed as it will most likely result in a change to the 5 major category line items and the amount payable on the budget summary page. Please contact your Contract Manager (CM) for guidance in this before developing your budget.

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Q: How is the Personnel and OFP match calculated?

Q: How is the Medi-Cal percentage calculated?

A: The Average Medi-Cal match percentage reflected on the budget/invoice template is calculated based on individual staff FTE's and their negotiated Medi-Cal percentages . Individual Staff Medi-Cal percentages are calculated based on Medi-Cal activities performed over the course of a year. However, the budget is only an estimate that the agency hopes to reach usually based on a combination of Medi-cal Percentage history and workplan activites required for each staff position. Invoices must reflect actual Medi-Cal percentage based on staff quarterly time-studies.

Q: How do we show anticipated salary savings from maternity leaves in the coming fiscal year?

A: There are too many possible scenarios to provide one answer that fits all. Please contact your CM with your specific scenario to discuss your options.

Q: Subcontractors - don't give explanations - just objectives?

A: Beginning with this fiscal year, subcontractors only have to identify the workplan objectives they implement on the budget template. Explanations are no longer required.

Q: What is the definition of evaluation amount?

Q: Where can we find more information about how the evaluation costs are calculated?

A: MIP/I&E programs are required to designate 10-12% of their budget to evaluation activities the cost associated with those activities can consist of any budget line item necessary for implementation.

Budget Revision (BR)

Q: When is the last date I have to submit a BR2?

Q: When will the 2nd budget revision be due?

Q: Is it now too late to submit a budget revision?

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Q: Is there a deadline for submitting budget revisions for informal allowable line item shifts and/or for Budget revisions for formal budget revisions that don't require a budget amendment?

A: We ask that final BRs be submitted by May 15th of each fiscal year. The purpose behind the date is that if we were in the final year of your grant (i.e. expiring 6/30/08); any grant amendment has to have been executed <u>prior to the expiration of your grant</u>. Grants cannot be amended once they expire. Therefore, we would need to receive your best calculated BR by May 15th in order to have sufficient time to prepare and execute an amendment. Your final invoice would have to be billed off this amendment.

Therefore, it is for consistency sake and in your best interest to develop a forecasting method for a final BR so that you do not inadvertently miss submitting a timely BR in the final year of your grant. Remember , any BR must be approved prior to the submittal of the invoice based on the BR. If you are not able to meet this date, please contact your CM for assistance.

Q: Do we still need to get CM's pre-approval for informal allowable line item shifts?

Q: Is there a limit on the amount of budget modifications submitted for a fiscal year?

A: Once a hard copy BR is submitted for review and approval if there are any fiscal and/or programmatic issues that affect the revision, the CM may need to collaborate with the PC prior to the BR approval. If you first send in a hard copy of the BR, the CM will still need to obtain the excel template to assist in the review. Therefore, it is more expeditious to send the template attached to an email explaining what changes necessitated the BR and work in hand with your CM to make corrections. Once you and the CM have come to agreement, the CM will email a preliminary approval with the approve template. Then the BR can be printed, signed and mailed in.

Also, we ask that you limit the number of BRs to 2 for both the informal and formal BRs, thereby giving 4 opportunities to make changes.

Invoices

Q: Aren't invoices based on timestudy outcomes in addition to actual expenses?

A: Not exactly. The invoice is based on actual expenditures incurred by the agency for the implementation of program activities. What the time study does is tell us how much Title

XIX match reimbursement the agency will receive from the invoice based on the quarterly time studies.

Q: Are condoms an allowable expense?

A: No, OFP funds cannot be utilized for contraceptives

Q: If for example, a subcontractor submits an invoice in Q2 or we place an order for educational materials in Q2, but we actually pay the amount in Q3, are we to invoice that amount to OFP in Q2 or Q3?

A: Invoicing is based on actual expenditures incurred (paid) during a specific quarter. In this example, you would submit the expenditures on a Q3 invoice.

Q: Can you provide an example of when we would need to recoup costs on an invoice for a prior quarter expense?

A: Maybe you ordered educational brochures in the 1st qtr. and forgot to add the costs into that invoice. You would still want to be reimbursed for these costs so you could add them into the 2nd qtr. invoice. However don't combine all the costs together in the same line item. You should skip a couple of lines and name the line item (Unreimbursed Educational Costs from 1st Qtr). This will keep your records straight and not cause auditing issues.

Agency Information Changes

Q: If we make legal changes to our agency, how do we need to communicate this to CCG/OFP? Specifically, agency name changes.

A: As soon as you anticipate this happening, please contact your Contract Manager. The type of documentation needed is depended on the particular circumstances involving the name change.

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Miscellaneous

Q: Will you be emailing new contract numbers?

A: New contract numbers are only created when a Request for Application (RFA) has been developed. Grantees will use the same contract number each fiscal year within their grant funding term. (i.e., CCG Grantee's were awarded funding for a 5 year grant term from 2005-2010, during this grant term their contract number will remain the same.)

Webinar

Q: Where can we get printouts of this presentation?

Q: May we download or obtain a copy of this PowerPoint presentation for this webinar?

Q: How do I take the online survey?

A: Please refer to the list of web addresses at the beginning of this document.