



**Teen Pregnancy Prevention Program (TPP) Meeting
Community Challenge Grant (CCG)
Fiscal Webinar: June 4, 2008**

Questions & Answers

Q: Can you go over all of the available websites for our reference?

- TPP Website Link:

<http://www.cdph.ca.gov/programs/tpp/Pages/TeenPregnancyPreventionProgramStaff.aspx>

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

AFA

Q: We recently received an email regarding the AFA packet but it was recalled. Will we be getting another email with updates?

A: The original email was also sent to non-CCG agencies. If your agency oversees multiple grants, it would appear that the email was recalled. The email was sent again to CCG only agencies, therefore, no additional information will be sent.

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.



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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.

Q: I understand the need to scan and send via email, but at what point do you value our time and accept that running signed originals through the copier is faster than scanning?

A: We are very conscious of the effort put into developing the AFA package. However, it is felt that submitting electronically has far more benefits than deterrents for both the Agency and the State. We will be monitoring this process and evaluating its effectiveness throughout this next fiscal year.

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?

B: The HAS 1204 is an inventory of equipment invoiced for during the fiscal year. Not all equipment can be included on the 1204 form if the invoice will not be submitted



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until after the AFA is due. In this case, include it on the subsequent fiscal year's HAS 1204.

Template

Q: Have the rounding errors been resolved?

A: Yes, it has, provided that only whole dollars are entered.

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

A: Beginning with this fiscal year, that is correct.

Q: On our workbook, for the 07/08 it states Grant Year 5 of 5. What would it be for 08/09?

A: For the Fiscal Year and Grant Year, a drop down menu allows for the proper information to be displayed. To access the drop down menu, just click on the cell you are working on and the menu will appear to the right of the field indicated by a downward arrow. FY 05/06 was Grant Year 1 of 5, so each subsequent fiscal year would be the subsequent grant year.

Budget

Q: What is the definition of evaluation amount?

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



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A: Please contact your program consultant (PC) for assistance.

Q: How do we find out what our funding level is?

A: This information is available in your grant agreement, Exhibit A, Provision 5.C., or you can contact your PC

Q: I was informed that the budget submitted on July 1st must match by line items the original budget approved?

Q: Original budget, do you mean the budget from FY 2005? Or our last approved BR from this FY?

Q: Why is it that we always have to start with the budget we used from the very first year? It makes little sense to me since the budget has changed by the end of the year, and we end up wasting a budget revision right at the start.

Q: When we fill in the worksheet line with the original budget, but it is not what we want to start with, do we ignore the original budget and really put in what we want to start with? Do we get to make the budget for FY 08/09? Last year we had to start with our budget from our FY 1, and then submit a budget revision to reflect our actual budget. Has this changed from last year?

Q: Can we submit the budget revision with the original budget at the same time?

A: The grantee budgets displayed in the grant are usually the same for each year, so it appears you are going back to the first "original" budget submitted to use in the worksheet.

Please refer to your budget for FY 08/09 within your grant document. If you need to revise this budget to match your last approved budget from 07/08 or to reflect what will actually be spent during the fiscal year, which results in a change between the 5 line item categories, a Budget Revision will need to be prepared and submitted with your AFA documents. The CM will use this Budget Revision for AFA approval. If you need additional assistance, please contact your CM.



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Q: What are the limitations to the fringe benefit rate?

A: The fringe benefit rate is calculated by the agency and should be appropriate for staffing costs. See the B-2 resource document and Exhibit D (F) of your grant for further detail regarding fringe benefits.

Q: We did not have those projected budgets in our proposal?

A: Please clarify your question with an email to the OFP mailbox.

Q: When we have 10 different peer educators, can we list them under one line item or do we have to list all 10 separately under personnel?

Q: In the question regarding Peer Educators, you just said that we should list them under personnel. However, we have always been told to list them under Other Costs (line item: Stipends) because these staff are less than 0.5 FTE. can you clarify this?

A: Only staffs that are employed by the agency and receiving fringe benefits are to be listed under the budget's personnel section. If you have peer educators that are employed by the agency, but not receiving benefits they must be budgeted under "Other Costs" under the Stipend Line Item. Additionally, all staff under the personnel section must be listed on separate lines.

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 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 had to have been executed prior to the expiration of your grant. Expired grants cannot be amended as it no longer exists for that purpose. 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 also, 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: When we originally applied (I think five years ago) the indirect cost was calculated incorrectly at a rate higher than 10%.The budget was approved. Now every fiscal year, I need to match the budget to original (@ the incorrect indirect) and do a budget revision.

A: Your budget with the incorrect indirect percentage was approved in error. Unfortunately it does require a budget revision to bring your budget in compliance. We could discuss a grant amendment to correct this in future years, please contact your CM.

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



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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 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..

Restrictions/Limitations

Q: Food - the 1% limit is in total, correct? We have some subcontractors who use food and others who do not so one may have more than 1% of its allocation, but never more than 1% of the total grant.

Q: Can subcontractors use more than 1% of their specific subcontract budget, if it is less than 1% of our agency's total budget?

A: The limit for food is 1% of the total grantee budget. If food is included in a subcontractor budget, the total food between the grantee and the subcontractor cannot exceed 1% of the grantee budget.



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Q: Is Burger King or Carl Jr. gift certificates consider as food expense or Incentive expense?

A: Gift certificates are Incentive Items. Food purchased as an incentive is listed in the Food line item.

Q: If the lead agency decides to charge a fiscal agent fee to subcontractors, how does that get reflected in our budget?

A: This type of expense is not allowed on a CCG budget

Equipment

Q: Regarding the equipment returning to the State, What happen if the equipment is broken, do we need to return the broken ones?

A: Please contact your CM to verify whether the equipment needs to be returned or disposed of is it displays a numbered or unnumbered State ID Tag. The CM will provide the appropriate forms to the agency to complete and return listing all the pertinent information about equipment in question and the CDPH Asset Management Unit will make the final decision on what do with the equipment working or not..

Q: What is the threshold on equipment?

A: Items included on an Equipment line are those items costing \$50 or more. Items under this threshold are to be claimed within General Expense.

Invoices



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Q: If it has been more than 45 days and the contract manager has been contacted, what do we do next to get status of payment? Contract Manager has not gotten back to us on status.

A: Please contact Susan Henry at (916) 650-0344 or susan.henry@cdph.ca.gov

Q: Is there a way to look at total spent year to date by specific line item rather than just by the 5 categories?

Q: It would be of great help if the invoice template had a YTD and Balance remaining for individual line items. Any chance of modifying the template?

A: We are looking into this for future template revision; however, this information should be available from your own records based on the invoices submitted..

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: Should quarterly invoices be emailed in PDF format as well, or should they still be submitted in hard copy?

A: Invoices are required to be submitted in hard copy. Contact your CM regarding any exceptions.

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



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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.

Webinar

Q: Is teleconference the only way to listen to the presentation?

Q: Where can I download this presentation for future reference?

Q: Hi we notice that the presentation print out from the ETR website does not have all the slides, are we going to be able to have an update version of the presentation?

A: We encountered technical difficulties from the recording of the live presentation. An updated webinar and the PowerPoint will be posted on the OFP website. Please check the ETR website for updates.



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Misc.

Q: Will CCG grantees receiving a 10% cut in 08-09?

Q: What will happen with the original budget approved and the 10% cut that we received for the next years?

A: CCG grantees will not be affected by the General Fund cut.

Q: Is our Grant 100% Federal Funds? What is the appropriate Federal Catalog #?

A: The Federal Catalog # for the CCG program is 93.558..

Q: For A-133 audit purposes, is CCG funding federal?

A: Yes it is.