

Nutrition Education and Obesity Prevention Branch
Fiscal and Administrative Guidelines Manual
Table of Content

100. Introduction

- 100.1 Nutrition Education and Obesity Prevention Branch
- 100.2 Fiscal and Administrative Guidelines Manual
- 100.3 Nutrition Education and Obesity Prevention Branch Roles and Responsibilities
- 100.4 Grantees Information Changes
[Appendix 1 Grant Information Form \(GIF\)](#)

200. Fiscal and Administrative Compliance

- [Appendix 2 BCS-BJ-BR-JD Work Book](#)
- [Appendix 3 Quarterly Electronic Invoice](#)
- [Appendix 4 Contractor Release Form](#)
- 200.1 Grant Execution
- 200.2 Non-Compliant and/or Probationary Status
- 200.3 Contractor's Release Form
[Appendix 4 Contractor Release Form](#)

300. Budgets, Revisions, and Amendments

- 300.1 Budget Cover Sheet
[Appendix 2 BCS-BJ-BR-JD Work Book](#)
- 300.2 Budget Justification
[Appendix 2 BCS-BJ-BR-JD Work Book](#)
- 300.3 Printing Waivers
[Appendix 5 Office of State Publishing Specification Form](#)
- 300.4 Budget Revision Request
[Appendix 2 BCS-BJ-BR-JD Work Book](#)
- 300.5 Informal and Formal Amendments
- 300.6 CDSS/USDA-WRO Review Guidelines

400. Reimbursement Process

- [Appendix 3 Quarterly Electronic Invoice](#)
- [Appendix 27 NEOPB Invoice](#)
- [Appendix 6 Deliverables Document FFY 2014 Final](#)
- 400.1 Invoice Preparation

Nutrition Education and Obesity Prevention Branch
Fiscal and Administrative Guidelines Manual
Table of Content

- 400.2 Invoices with Subcontractor, Consultants and Mini-Grant Expenditures
- 400.3 Invoices with Equipment Expenditures
 - [Appendix 7 Contractor Equipment Purchased with CDPH Funds \(CDPH 1203\)](#)
 - [Appendix 8 Inventory/Disposition of CDPH Funded Equipment Form \(CDPH 1204\)](#)
- 400.4 Supplemental Invoices
- 400.5 Invoice Submission
- 400.6 Payment Process
- 400.7 Invoices Dispute Notification Form
 - [Appendix 9 Invoice Disputed Notification \(STD 209\)](#)
- 400.8 Fourth Quarter Invoice/Final Invoice
- 400.9 Credit Invoices

500. Fiscal Documentation and Record Keeping

- 500.1 Required Supporting Documentation
 - A. Personnel Salaries:
 - [Appendix 10 Bi-Weekly Time Log](#)
 - [Appendix 11 Quarterly Time Study Request Form](#)
 - [Appendix 12 Duty Statement](#)
 - [Appendix 13 Semi-Annual Certification of Activity Form](#)
 - B. Benefits
 - C. Operating Expenses
 - D. Equipment Expenses
 - [Appendix 7 Contractor Equipment Purchased with CDPH Funds \(CDPH 1203\)](#)
 - [Appendix 8 Inventory/Disposition of CDPH Funded Equipment Form \(CDPH 1204\)](#)
 - E. Travel and Per Diem
 - F. Subcontractors, Consultant Agreements, and Mini-Grants
 - G. Other Costs
 - H. Indirect Costs
 - [Appendix 14 Summary of Spreadsheet Salaries-Benefits](#)
 - [Appendix 15 Summary Spreadsheet – Other Line Items](#)

600. Personnel Time Tracking

- 600.1 Staff Dedicating 100 Percent Full Time Equivalent to SNAP-Ed

Nutrition Education and Obesity Prevention Branch
Fiscal and Administrative Guidelines Manual
Table of Content

[Appendix 13 Semi-Annual Certificate of Activity Form](#)

[Appendix 12 Duty Statement Sample](#)

600.2 Staff Dedicating less than 100 Percent Full Time Equivalent to SNAP-Ed

[Appendix 10 Bi-Weekly Time Log](#)

[Appendix 16 Request for Alternate Bi-Weekly Time Log](#)

[Appendix 11 Quarterly Time Study Request Form](#)

600.3 Reporting Absences, Vacation and/or Paid Time Leave

600.4 Supervisor Signature Authority for Time Records

600.5 Supervisor Signature Transmittal Form

[Appendix 17 Time Log Transmittal Form](#)

600.6 Automated Time and Effort Systems

[Appendix 18 Request for Automated Systems Bi-Weekly Time Log](#)

700. Equipment and Other Purchases

700.1 Equipment Purchased with NEOPB-Funds

[Appendix 7 Contractor Equipment Purchased with CDPH Funds \(CDPH 1203\)](#)

700.2 Purchasing IT Equipment with NEOPB-Funds

[Appendix 7 Contractor Equipment Purchased with CDPH Funds \(CDPH 1203\)](#)

700.3 Inventory of NEOPB-Funded Equipment

[Appendix 8 Inventory/Disposition of CDPH Funded Equipment Form \(CDPH 1204\)](#)

700.4 Lost, Stolen, and/or Disposed Equipment

[Appendix 8 Inventory/Disposition of CDPH Funded Equipment Form \(CDPH 1204\)](#)

[Appendix 7 Contractor Equipment Purchased with CDPH Funds \(CDPH 1203\)](#)

700.5 Other Tangible Items Purchased

[Appendix 7 Contractor Equipment Purchased with CDPH Funds \(CDPH 1203\)](#)

[Appendix 8 Inventory/Disposition of CDPH Funded Equipment Form \(CDPH 1204\)](#)

800. Travel and Per Diem

800.1 Meals and Incidentals Reimbursement (In-State/Out-of-State Travel)

800.2 Mileage Reimbursement

800.3 Transportation Reimbursement

800.4 Lodging Reimbursement (Short-Term)

800.5 Excess Lodging Approval

Nutrition Education and Obesity Prevention Branch
Fiscal and Administrative Guidelines Manual
Table of Content

[Appendix 19 Excess Lodging Rate Request/Approval Form \(STD 255c\)](#)

800.6 Non-NEOPB Related Travel

[Appendix 20 Request for Non-NEOPB Sponsored Travel Form](#)

800.7 Out of State Travel

[Appendix 21 NEOPB Out-of-State Travel Approval form](#)

800.8 Working Lunches

900. Subcontractors, Consultants Agreements, and Mini-Grants

900.1 Requirements

[Appendix 22 Subcontract Checklist](#)

[Appendix 23 Subcontractor Agreement Form](#)

1000. Financial and Compliance Audit Requirements

1000.1 Financial and Compliance Audit

1100. Indirect Cost Rate, Allocation, and Allowable Costs

1100.1 Allocation

1100.2 Indirect Methodology

1100.3 Indirect Cost Rate Proposal

[Appendix 24 Indirect Cost Rate-Local Health Dept. \(CDPH 13-07\)](#)

[Appendix 25 ICRP Annual Certification Final \(CDPH 2345\)](#)

1100.4 Criteria for Allowable Costs

1100.5 Calculate the Indirect Cost Rate

1100.6 Indirect Cost Rate for Other Agencies

[Appendix 26 NEOPB Indirect Cost Rate Proposal](#)

1200. Site Visits, Desk Reviews, and Compliance Reviews

1200.1 Site Visits

1200.2 Desk Reviews

1200.3 Compliance Reviews