To: OFFICE OF ORAL HEALTH FUNDED LOCAL HEALTH JURISDICTIONS

Subject: REVISED PROPOSITION 56 CONTINUOUS APPROPRIATION GUIDANCE

Purpose: The purpose of this letter is to provide additional guidance to Local Health Jurisdictions (LHJ) funded by the California Department of Public Health (CDPH), Office of Oral Health (OOH) for local oral health programs using California Healthcare, Research, and Prevention Tobacco Act of 2016 (Prop 56) funds. This letter also provides guidance for revision requests and general reminders.

Effective Date: Immediate

Background: The Department has authority to grant funds for the Local Oral Health Program under Health and Safety Code, Section 104750, and 131085(a).

Why the Update is Needed: OOH received further guidance on the use of Prop 56 funds with continuous appropriation, this allows Grantees to move their unspent Local Oral Health Program budget from one year to the next. Please disregard prior instructions to continue to expend State fiscal year (SFY) 2017/18 through December 31, 2019.

Guidance: LHJs may annually move their unspent oral health budget allocation forward from one SFY to the next through the term of the 2017 - 2022 Local Oral Health Program grant period. All funds are to be liquidated to the extent possible for actual expenses incurred by the end of the grant agreement period, June 30, 2022. A Final Invoice must be submitted to OOH no later than 90 days after the end of each SFY. The invoice must be marked as Final.

Revision Request and Reminders: For the first Budget Revision, the submission due date has been extended to November 15, 2018 to provide adequate time for LHJs to revise their budget according to the new guidelines.
Before requesting a revision, ensure all expenditures for the prior SFY have been billed and an invoice marked FINAL has been submitted. This will be all expenditures for the budget period: July 1 - June 30 each SFY.

1. Begin developing your SFY budget by identifying the remaining balance from the unspent prior SFY budget.
2. Increase your current budget by the unspent amount and complete a detailed budget using the new combined budget amount using the three-column budget revision sample.
3. Revise the budget justification according to the budget changes. Use red for additions and strikeout on deletions.
4. Thoroughly review your work plan and budget prior to making a request to ensure the requested revisions support and are consistent with the approved work plan.
5. The budget revision will not approve changes to remove required objectives, activities, and trainings that were described in the funding procurement under which funds were originally offered.
6. A budget revision is not the mechanism to change the work plan. A separate request needs to be made for any work plan changes.

Future revisions will be allowed in the Spring and Fall each year. OOH will provide LHJs with dates for the “open revision” period approximately one month prior to accepting revisions. Please note OOH will only approve revision requests that have merit, conform to required business rules, and meet required due dates.

Further Information: Please direct questions to DentalDirector@cdph.ca.gov or Kimberly Steele, Administrative Support Unit Chief at (916) 445-8012 or Kimberly.Steele@cdph.ca.gov.

Sincerely,

Jayanth Kumar, DDS, MPH
State Dental Director