

### Budget

Q: Can you clarify about over spending a line item then need to revise the budget? That is in addition to the April and September revision.

A: We cannot accept an invoice that exceeds the line items on the invoice expense tracking form. If that occurs, contact us prior to submitting the invoice. We can allow a provisional budget revision if you go over a category (i.e. personnel, benefits, operating, travel, subcontractors or other) on the budget in between scheduled budget revision periods.

Q: When making budget adjustments this breaks the formulas in the column.

A: On the budget template you can either calculate the cells manually and add the amounts or you can strikeout the line you want to make changes, add a line on the sheet and enter the new data in red.

Q: To clarify, if the budget stays the same in the categories (but not line items... such as the category of travel but line item of Oral Health Project Director's meeting) do we have to submit a budget change?

A: Yes. Any budget changes should be reflected in the budget revisions.

Q: Is a revision required if over in \*categories\* or \*line items\*?

A: We cannot accept an invoice that exceeds the line items on the invoice expense tracking form, which identified categories. If you exceed those budget categories, a provisional budget revision will be allowed with justification.

Q: If a minus in line item, do we cross it out and put it in red?

A: Minuses under the budgets revision column should be in parenthesis or show a dash (-) in front.

Q: Is there a limit amount for "carry forward" funds into year 3?

A: No, there are no limits to moving unspent funds from year 2 to year 3. If there is any remaining year 2 funds, you must submit a budget revision by September 30.

### Grant Amendments

Q: Will it be possible to submit a contract amendment if we are NOT changing our objectives but adding a line item?

A: Amendment are not required for changing work plan activities or budget revisions. The current amendment allows for combining budget for moor administrate flexibility and to change, remove or add scope of work activities.

Q: So if we are not changing the objective but just the activities, we don't need grant amend?

A: Yes, that is correct. Changing activities requires a work plan change with State approval.

Q: If we are adding staff, but not affecting personnel funding....not included in amendment?

A Correct, this change would be included in budget revision.

Q: Does the contact form need to be signed at this time or are you just wanting updates on the contact information?

A: No signature is required on the amendment documents at this time. We are only seeking to update data so the amendment has accurate information included.

Q: So even if we do not have subcontractors, we should submit the contact form if we had program staff changes?

A: Yes

Q: Some subcontractors are placeholders, awaiting final CHA/CHIP results. How would you like to see those on the sheet?

A: Enter TBD with that explanation.

Q: On the document 'Contact and Subcontractors' that you provided you have a place for changes in both project inquiries and directing inquiries but no section for changes in our signatory. Do we just strikeout and make the changes on the CDPH 1229A?

A: Yes

### Invoicing

Q: Mark "FINAL" on the final invoice for that grant year (not just at the end of the grant)?

A: Yes, the last invoice of the fiscal year must be marked final and the remaining funds must match the amount you are moving to the next fiscal year budget.

Q: Invoice number? Just consecutive number of invoices submitted.

A: Invoice numbers are left to the discretion of each LHJ. Only requirement is that each invoice has a unique number.

Q: Please confirm Document B for changes to staff. Correct?

A: Yes

Q: How do we identify a revised invoice vs the original. Do we need to add an 'R' for revision after the invoice number?

A Once an invoice is processed, we cannot revise it or stop it mid-process. However, you can submit a supplemental invoice for that period. You will use the same invoice number that you submitted for that invoice period and add "Supplemental" to the end of the invoice number.

Q: Isn't Oct-Dec due Feb 28 equal 59 days? Wouldn't 60 days be March 1?

A: Yes, the date was changed to March 1

Q: If there are still staff vacancies- can we increase another staff time and bill the salary expense? But not exceed salary total?

A: Yes. When you submit a budget revision you will make that change and show the actual you billed or anticipate for staff.

Q: What is the due date for the Q2 invoice?

A: March 1

Q: If there is a carry forward budget from Year 1 to Year 2, do you want a separate invoice that charges against the carry forward budget and one separate invoice against Year 2 budget or will that be one invoice?

A: No. Once the money is moved to the current year you will submit an invoice based off the approved new budget.

Q: Year 2 budget revision was approved in mid-Dec, which we could not invoice for Q1 w/o the approval from the state. Can we send Q1 and Q2 invoices by March 1?

A: Yes

Q: How long after submitting a quarter's invoice should it take to hear if it has been approved for payment?

A: We will only contact you if the invoice is rejected. Otherwise, we will process it as normal. If you do not receive payment after a reasonable time please reach out with the details and we can research payment.

### Other

Q: If we need to revise the staff assigned for objectives, do we need to request a work plan revision? What about change the time line?

A: During a work plan change, you should update the responsible party. It is also required if you want to change any of the activities.

Q: Will there be opportunities to revise scopes of work in future years?

A: Yes

