

STD Control Branch
Fiscal Year 2016/2017
LHJ Grant Questions and Answers
For One-Time \$5M Funding

General Questions

- Q1. Is the allocation amount the total for three years?
- A1. Yes. The funds are a one-time award for Fiscal Year 2016/2017. However, the funds can be expended over the next three fiscal years if desired or they can be expended in one year. It is up to you on how fast you want to expend the funds, but they need to be fully expended by June 30, 2019.
- Q2. Will the funds be allocated as one lump sum or will it be distributed in smaller amounts over the three years?
- A2. The funds will be awarded as one lump sum. If we distribute the funds in smaller amounts over the three years and you do not spend all of the funds within one fiscal year an amendment must be submitted to transfer the funds from one fiscal year to the next.
- Q3. Will there be an application or competitive bid process in order to receive the funds?
- A3. No. However, if you plan to submit a regional grant please send an email to the STD LHJ Contracts representative at STDLHJContracts@cdph.ca.gov and let us know which LHJs will be included in the regional grant as soon as you know this is the route you will be pursuing.
- Q4. What is the effective date of the grant?
- A4. The effective date of the grant will be dependent on when each individual grant is executed. Since this is new funds, we cannot backdate the grant to July 1, 2016.
- Q5. What is the general time span for the grants?
- A5. The draft grant documents should be available around mid-August or sooner and we anticipate providing the LHJs three weeks to submit a budget and Scope of Work. If additional time is needed to prepare these documents, please submit a request to the STD LHJ Contracts representative at STDLHJContracts@cdph.ca.gov. Please include the name of your jurisdiction in the subject line.

- Q6. What is the process that will be used for these grants?
- A6. The draft grant documents are currently being reviewed by staff in our Contract Management Unit (CMU). However, the Branch has received approval to release the draft Scope of Work to you to assist you in preparing the Scope of Work and budget documents prior to submitting them to the Branch. Once we receive your budget and Scope of Work, we will prepare the draft grant documents and submit them to CMU for review and approval, upon which we will send the final documents to you via email for your review and signature.
- Q7. How will the funds be prioritized?
- A7. There are occasions where we have excess or unspent funds outside of our local funds and we are able to use these funds for purchases for mid- and high-morbidity LHJs. When we have unspent funds (i.e., LHJs can't spend their funds or we have unobligated federal funds) we can fill these requests. We will do our best to fill the requests based on the amount and hope to go above that.
- Q8. Are these General Fund or Federal Fund?
- A8. This is General Fund.
- Q9. How will these funds be kept separate?
- A9. We will keep track of the funds, how much each LHJ has spent, and the balance for each LHJ. The LHJs do not have to track the funds. LHJ's will have separate invoice templates for their grant and contract funds.
- Q10. How can the funds be used?
- A10. The Branch placed a cap on the minimum amount of funding that would be provided to a LHJ through a grant. A LHJ that receives less than \$5,000 can use the funds for purchases the State will make on their behalf. A LHJ that receives \$5,000 or more will receive a grant with the State. LHJs can combine their funding and submit a regional grant. If a LHJ is close to the minimum amount of a grant, they can submit a request to the Branch requesting a grant and a brief justification for the request.
- Q11. If extra funds become available, will it take away from the regular funding or the one-time funding?
- A11. The extra funds for purchasing are distinct from the regular funding and the one-time funding. We will review the requests before the order is placed. If we have excess funds, we will let you know that the requests will be for excess funds and not the one-time funding.

Scope of Work

- Q12. How should the funds for Section 2 of the SOW, activity F and G be spent?
- A12. The funds can be used for STD and sexual health promotion activities.
- Q13. Who do we contact if we have questions or need additional time to complete our budget and Scope of Work?
- A13. You can submit an email to the STD LHJ Contracts representative at STDLHJContracts@cdph.ca.gov.

Budget

- Q14. Can the funds be used to hire a Community Health Outreach Worker (or similar classification) to act as a community liaison between the PHD and the communities we serve?
- A14. Yes, the funds can be used to hire a Community Health Outreach Worker or a similar classification.
- Q15. What is the format of the budget?
- A15. The budget will be one that covers the 36 months. LHJs may elect to spend the funds in one year or over two or three years. All funds must be spent before by July 1, 2019. A draft budget template will be released to all LHJs.
- Q16. What is SWAG?
- A16. SWAG is "Stuff-We-All-Get" and includes items such as key chains, pens, hats, cups, flashlights, t-shirts, coffee mugs, squeeze toys, water bottles, and other items that are considered unnecessary. The funds also cannot be used to purchase gift cards/incentives or any food items through the purchasing mechanism. They can, however, be included in the grant budget and must include a breakdown of what you intend to purchase (i.e., 25 \$5 bus tokens) and how each incentive will be provided to clients. The LHJ must maintain a list of the gift cards, the value of the card, and the name of the person it was issued to.
- Q17. Can we move funds between line items?
- A17. Yes. The use of grants allows for the redirection of funds between categories and line items.
- Q18. What are some of the items that are not allowed for purchase?
- A18. The funds cannot be spent on construction, renovations, and alternations to property. They cannot be used on dishwashers, refrigerators, and vehicles. However, LHJs can lease or rent vehicles to conduct field visits.

Q19. Do the funds have to be divided equitably over the three years?

A19. No, you can elect to spend all of the funds in one year, or over the course of two to three years. All funds must be spent by June 30, 2019.

Q20. How will these funds be tracked?

A20. These funds will be tracked separately from the regular funding you receive from the Branch. For those LHJs who receive a grant, there will be a separate grant number and invoice for just these funds. For those who receive purchases, we will handle the tracking of the use of the funds.

Purchasing

Q21. When will the purchase list be released?

A21. The list is currently being reviewed by departmental staff and we hope to release it in October.

Q22. When is the purchasing wish list due?

A22. We have updated some of the costs for the items on the list and added some items. The list is currently being reviewed by departmental staff and will be released during October.

Q23. How will the Branch handle the items available for purchase that have an expiration date?

A23. The purchases for these funds will cover three years and the LHJs do not have to make all of their purchases in one year. Our regular purchasing process is held twice in a fiscal year and this will also be done for these funds.

Q24. Are the excess funds from another source?

A24. Yes.