

<b>II.</b>	<b>FISCAL SECTION</b>
<b>100</b>	<b>Introduction</b>

### **101 Purpose of the Fiscal Section**

The Fiscal Section provides the *Network for a Healthy California (Network)* contractor with fiscal and administrative information to guide *Network* contractors with managing their contracts. The fiscal section provides directives for contractors and subcontractors on meeting the various conditions and requirements of *Network* funded contracts.

The Fiscal Section of the Local Incentive Awardee (LIA) Guidelines Manual, which will change to the *Network for a Healthy California (Network)* Local Projects Guidelines Manual in 2011. The Local Projects Guidelines Manual has periodical revisions based on United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance. The *Network* will notify contractors of all updates through program letters and notifications posted on the *Network* website, see link provided. <http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx>

 **New Provisions for Federal Fiscal Year 2012:** The Healthy, Hunger Free Kids Act of 2010 became retroactively effective on October 1, 2010. The Act includes a provision that changes the name of the USDA SNAP-Ed program to the Nutrition Education and Obesity Prevention Grant. (According to a USDA Program Letter dated January 19, 2011). SNAP-Ed is no longer a reimbursement program based on state share.

**Continuing Contracts** with the *Network*: those contracts defined as an existing contract not expiring on September 30, 2011.

**Renewing Contracts** with the *Network*: those contracts defined as expiring on September 30, 2011. All renewing contracts will be required to enter a one-year contract term for the federal fiscal year (FFY) 2012.

**State Share requirements for Continuing Contracts:** State share is not applicable for the FFY 2012 budget year of October 1, 2011 to September 30, 2012. Instead, a new type of contribution, “soft in-kind,” will be used to complement federal share funds.

**State Share requirements for Renewing Contracts:** State share is not applicable for the FFY 2012 one-year budget year of October 1, 2011 to September 30, 2012. Instead, a new type of contribution, “soft in-kind,” will be used to complement federal share funds.

**Budget Adjustment Request (BAR) requirements for FFY 2012 Renewing Contracts will not have administrative relief;** this means that no line item transfers and/or BARs will be allowed without executing a formal amendment.

The *Network* will provide updates on future changes to the funding provisions imposed by this legislation on all renewing and continuing *Network* contracts, as directed by

USDA. The Network will provide further guidance for the upcoming FFY2013 as information becomes available.

### **102 Contract Manager and Program Manager Roles**

The *Network* assigns a Contract Manager (CM) and Program Manager (PM) to each *Network* contract. The CM provides fiscal and administrative review, oversight and management of an assigned contract to the Contractor. The CM's primary authority covers budgets, budget revisions, expenditure documentation, contract compliance, invoice payments, subcontract agreements, equipment purchasing, and reviewing the Annual Progress Reports fiscal section. **Contractors should contact their CM if they have specific questions regarding any fiscal and/or administrative aspect of their *Network* contract.**

The *Network* PMs are assigned by geographic region to provide program oversight and technical assistance to contractors. This type of oversight is designed to facilitate coordination among regional partners. Contractors should contact their PM if they have specific questions regarding any programmatic aspect of their *Network* contract.