

Network for a Healthy California
Local Projects Guidelines Manual

Table of Contents

- I. INTRODUCTION**
- II. FISCAL SECTION**
 - 100. Introduction**
 - 101. Purpose of the Fiscal Section
 - 102. Contract Manager and Program Manager Roles
 - 200. Contract Compliance**
 - 201. General Information
 - 202. Probationary Status
 - 203. Contract Funding Cycle
 - 300. Budget Justification**
 - 301. General Information
 - 302. Proration
 - 303. Budget Justification
 - 304. Budget Line Item and Definitions and Instructions
 - 400. Budgets**
 - 401. General Information
 - 500. Reimbursement Process**
 - 501. General Information
 - 502. Federal Invoices
 - 503. Federal Invoices with Subcontractor/Consultant Expenses
 - 504. Federal Invoices with Equipment Expenses
 - 505. Mailing Documents
 - 506. Payment Time Frames
 - 507. Supplemental Documents
 - 508. Contractor Information Changes
 - 509. Processing Guidelines
 - 510. Fourth Quarter Invoice/Final Invoice
 - 511. Invoice Dispute Notification Form
 - 512. Contractor's Release Form
 - 513. Invoice Flow Chart

Network for a Healthy California
Local Projects Guidelines Manual

Table of Contents

- 600. Fiscal Documentation and Record Keeping**
 - 601. General Information
 - 602. Required Supporting Documentation
 - 603. Access to Records
- 700. Personnel Time Tracking**
 - 701. Staff Devoting 100 Percent of Full Time Equivalent to SNAP-Ed
 - 702. Staff Devoting less than 100 Percent of Full Time Equivalent to SNAP-Ed
 - 703. Time Record Signatory Authority
 - 704. Transmittal Sheet
 - 705. Wage Information on Biweekly Time Log and Quarterly Time Study
 - 706. Recording of Absences, Vacation and/or Leave
 - 707. Electronic Signatures
 - 708. Use of Interns/Students
 - 709. Use of Non-Traditional Positions for SNAP-Ed
- 800. Equipment Purchases**
 - 801. General Information
 - 802. Contract Equipment Purchases with CDPH Funds
 - 803. Standards for Acquisition of IT Equipment
 - 804. Inventory/Disposition of CDPH-Funded Equipment
 - 805. Lost, Stolen, and/or Disposed Equipment
 - 806. Procedure and Guidelines for Computers and Mobile Devices
- 900. Travel and Per Diem**
 - 901. General Information
 - 902. Excess Lodging Approval
 - 903. Non-*Network* Related Travel
 - 904. Out of State Travel
 - 905. Mileage Reimbursement
- 1000. Subcontractor and Consultant Agreements**
 - 1001. General Information

Network for a Healthy California
Local Projects Guidelines Manual

Table of Contents

- 1002. Requirements for Subcontractor and/or Consultants
- 1003. Agencies Exempt from Bidding Requirements
- 1004. Key Elements Required in a Subcontract
- 1005. Prime Contractors Responsibilities for Subcontractors
- 1100. Budget Revisions and Amendments**
 - 1101. General Information
 - 1102. Requesting a Budget Revision
 - 1103. Formal Contract Amendment
- 1200. Agency Audit Requirements**
 - 1201. General Information
- 1300. Indirect Cost Certification**
 - 1301. Definitions
 - 1302. Indirect Methodology
 - 1303. Simplified Allocation Method
 - 1304. Multiple Allocation Method
- 1400. Site Visits, Desk Reviews, Contract Compliance Reviews, and Audits**
 - 1401. Site Visits
 - 1402. Desk Review
 - 1403. Contract Compliance Review
 - 1404. Program Audit

Appendix

List of Appendices

III. PROGRAM PLANNING AND RESOURCE SECTION

- 100. Introduction
- 200. Project Summary
- 300. Scope of Work
- 400. Food Stamp Nutrition Education (FSNE) Activity Guidelines
- 500. Evaluation
- 600. School-Based Programs

Network for a Healthy California
Local Projects Guidelines Manual

Table of Contents

700. Campaigns, Programs and Resources
800. Progress Reporting
900. Technical Assistance and Support
1000. Contractor Information
Complete Program Planning and Resources Section
Appendix

IV. ALLOWABLE AND UNALLOWABLE COST SECTION