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## November 2013 LHD Program/Fiscal Overview Webinar FAQ

### Bi-Weekly Time Logs

The following circumstances require Bi-Weekly Time Logs:

- All staff including, subcontractors, consultants and volunteers dedicating less than 100 percent FTE to SNAP-Ed.

### Duty Statements

The following circumstances require Duty Statements:

- Contractors must submit a signed duty statement for all contracting staff dedicating 100 percent FTE to SNAP-Ed.

### Local Support Form & Monthly Expenditure Form

- Neither are required for FFY14

### Formal Grant Amendments:

The following circumstances require a formal grant amendment:

- Total Annual Budget Increase.
- Term Increase or Decrease
- Change to Grantee's Official Name.

### Informal Grant Amendments:

The following circumstances require an informal grant amendment:

- Adjustments to Exhibit A, Project Synopsis.
- Adjustment to Exhibit A1, Deliverables for Local Health Department Grants.
- Adjustment to Exhibit B, Budget Detail.

### Budget Adjustment Requests (BAR):

- Submit a BAR to the general email inbox: [NEOPBFiscalRequest@cdph.ca.gov](mailto:NEOPBFiscalRequest@cdph.ca.gov).
- BAR instructions are on a separate tab of the approved Budget workbook.
- There is no limit to the number of BARs submitted.
- The cutoff for submitting a BAR is July 31<sup>st</sup> of each calendar year.
- **NOTE:** New activities that were not approved in the annual State Plan effective October 1<sup>st</sup> must be submitted no later than **May 1<sup>st</sup>** per USDA guidance.

**Project Synopsis Revision Requests:**

- Submit a written justification and revised project synopsis to the assigned Project Officer via email.
- There is no limit to the number of revisions submitted.
- The cutoff for submitting a revision is July 31<sup>st</sup> of each calendar year.
- **NOTE:** New activities that were not approved in the annual State Plan effective October 1<sup>st</sup> must be submitted no later than **May 1<sup>st</sup>** per USDA guidance.

**CDSS/USDA-WRO Review Guidelines:**

The following circumstances require review from the California Department of Social Services (CDSS) and the United States Department of Agriculture, Western Regional Office (USDA-WRO), if not included in the WRO approval of the annual state plan:

- The total adjustment in program or grant funds adds up to at least \$100k or at least 5% of the total size of the agreement.
- New activities or new curricula.
- Developing, purchasing or printing new materials, media ads, or reinforcement items.
- New sites for SNAP-Ed activities that are duplicative of existing sites.
- Changes to the audience being targeted for SNAP-Ed.
- New partnerships that require a subcontract agreement or MOU.
- New requests for any out-of-state travel.
- New requests for in-state travel to conferences.
- Increase in total award.
- Purchase equipment valued at \$5k or greater per unit.
- Purchase technology/sensitive equipment.
- Use of indirect costs to pay for direct costs.

**Approval Timeline for BARs and PS Revisions:**

Approvals may take between 10 and 30 business days from the date submitted. The time needed for approval is affected by the following factors:

- CDPH will review revisions within ten business days.
- If required, CDSS will review revisions within ten business days.
- If required, USDA-WRO will review revisions within ten business days.

**Approval Notification:**

Once the request has been approved, the assigned Project Officer (PO) or Contract Manager (CM) will send the revised budget or project synopsis to the requesting Agency via email.