

Office of Oral Health
Local Oral Health Program



***2017 – 2022 Budget
Closeout Process***

MOVING CALIFORNIA ORAL HEALTH FORWARD

California Department of Public Health
Center for Health Communities
Office of Oral Health

General Meeting Information

- ▶ **Is this meeting being recorded?**

Yes. The recording and these slides will be shared with LOHPs along with the other meeting materials.

- ▶ **Mute:**

All participants will be on mute during the meeting.

Questions

- ▶ **During Meeting:** Use the Chat Box. Questions will be answered at the end of the presentation as time permits.
- ▶ **After Meeting:** Submit additional questions to DentalDirector@cdph.ca.gov
- ▶ **Summary of Q&A:** Q&As will be compiled and shared following the meeting.

Welcome
Thank you for joining
us today.

Agenda

- ▶ Invoicing Closeout Procedures
- ▶ Equipment Purchases / Tags Process
- ▶ Budget Closeout
- ▶ Questions and Comments



Presenters

- ▶ Cara Vierra – LOHP Grant Manager
- ▶ Nicole Garvin – LOHP Grant Manager
- ▶ David James – LOHP Grant Manager
- ▶ Vinay Shukla – LOHP Grant Manager



Invoice Closeout

- ▶ Verify all invoices have been paid to date
 - ▶ Report any outstanding/unpaid invoices prior to June 30, 2022
 - ▶ Please submit all unpaid invoices for payment by June 30, 2022
- ▶ Request a final budget revision before submitting the final 4th quarter invoice, if needed

Invoice Closeout Continued


- ▶ Ensure that no rounding is used, and actual amounts are shown on the final invoice down to the penny
- ▶ The 4th quarter invoice must be marked “FINAL”
- ▶ All invoices must be submitted no later than September 30, 2022

Equipment Requests

- ▶ Major Equipment Requests—Form OOH 1001 (for requests greater than or equal to \$5,000 per item)
- ▶ Minor Equipment Requests— Form OOH 1002 (for requests less than \$5,000 per item)
- ▶ Equipment Requests are required for equipment purchased in budget year 5 and into the next grant cycle.
- ▶ **All equipment must be approved prior to purchase with an equipment request form and budget revision (if needed). The equipment must be in itemized format on the most recent approved grant budget.**
- ▶ **If equipment was purchased prior to this announcement, an equipment request form is still required for items purchased in budget year 5.**

Equipment Forms

- ▶ Both Minor and Major equipment forms must be sent to OOH with Columns A (Item Description), C (Cost), and F (Equipment Transfer Information) filled out completely.
- ▶ Send these forms to your Grant manager and to dentaldirector@cdph.ca.gov for initial review and purchase approval.
- ▶ Once approved, you may proceed with purchasing equipment.
- ▶ Once equipment is received, fill out columns B (Serial Number), D (Date of Purchase), G (Disposition Method), and H (Disposition Date). We will complete column E (Tag Number) for major equipment only.

Office of Oral Health		Major Equipment Inventory Form (Use this form only for equipment valued at \$5,000 or more) Submit this form to OOH for review and approval prior to purchasing equipment or as requested.																						
Grant No. <input type="text"/>		CLEAR FORM		PRINT																				
Grant Term: From: <input type="text"/> To: <input type="text"/>		Date of Request: <input type="text"/>																						
LOHP Name: <input type="text"/>		Address: <input type="text"/>		Tel. No.: <input type="text"/>																				
Item	(A) Item Description & Part No.	(B) Serial No.	(C) Cost	(D) Date of Purchase	(E) Tag No.	(F) Equipment Transfer Information	(G) Disposition Method	(H) Disposition Date																
1						Organization Name & Address:	<input type="text"/>																	
2						Organization Name & Address:	<input type="text"/>																	
3						Organization Name & Address:	<input type="text"/>																	
4						Organization Name & Address:	<input type="text"/>																	
5						Organization Name & Address:	<input type="text"/>																	
6						Organization Name & Address:	<input type="text"/>																	
7						Organization Name & Address:	<input type="text"/>																	
8						Organization Name & Address:	<input type="text"/>																	
9						Organization Name & Address:	<input type="text"/>																	
10						Organization Name & Address:	<input type="text"/>																	
INSTRUCTIONS:																								
1) a) Complete (A), (C) and (F) and submit to OOH for review and approval. b) Approved form returned to LOHP for equipment purchase. c) After receipt of equipment, LOHP completes (B), (D) and (G) and submits to OOH for tagging request. d) OOH tags and completes (E) and return to LOHP with tags. e) LOHP affixes tags, distributes equipment and files form(s) for their record. LOHP is required to re-submit this form to update any equipment change in location/disposition. 2) For equipment purchase of more than 10 items, please continue with a new second page.																								
Approved by: <table border="1"> <tr> <td>(Name of LOHP Staff Requesting)</td> <td>Signature of LOHP Staff Requesting</td> <td>Date:</td> <td></td> </tr> <tr> <td>(Name of LOHP Project Director)</td> <td>Signature of LOHP Project Director</td> <td>Date:</td> <td></td> </tr> <tr> <td>(Name of CDPH Grant Manager)</td> <td>Signature of CDPH Grant Manager</td> <td>Date:</td> <td></td> </tr> <tr> <td>(Name of CDPH Inventory Control Manager)</td> <td>Signature of CDPH Inventory Control Manager</td> <td>Date:</td> <td></td> </tr> </table>									(Name of LOHP Staff Requesting)	Signature of LOHP Staff Requesting	Date:		(Name of LOHP Project Director)	Signature of LOHP Project Director	Date:		(Name of CDPH Grant Manager)	Signature of CDPH Grant Manager	Date:		(Name of CDPH Inventory Control Manager)	Signature of CDPH Inventory Control Manager	Date:	
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(Name of CDPH Grant Manager)	Signature of CDPH Grant Manager	Date:																						
(Name of CDPH Inventory Control Manager)	Signature of CDPH Inventory Control Manager	Date:																						

Equipment Form Key Notes

- ▶ When completing columns F (Equipment Transfer Information), G (Disposition Method) and H (Disposition Date), OOH requires the location of the equipment to be identified. After one year of successful collaboration with a partner, the LOHP may allow the equipment to reside at that location for the duration of the partnership. **If a partnership ends, the LOHP must regain ownership of the equipment from the partner. The disposed equipment is the property of the LOHP not the partner.**
- ▶ Any cost update and/or change that affects the approved equipment budget line item will require an approved budget revision before LOHP can proceed.
- ▶ Any change and/or update on major/minor equipment information/disposition, LOHPs must provide OOH with a description of the change to include:
 - ☐ Date of disposition (Column H)
 - ☐ Why equipment was disposed
 - ☐ How/where equipment was disposed

Equipment Form Purchase Process

- ▶ Submit equipment forms and a budget revision to OOH.
- ▶ Wait for purchase approval or for suggested edits prior to approval.
- ▶ Purchase equipment then return completed forms to OOH.
- ▶ OOH will issue tags and return finalized forms to LOHP.
- ▶ LOHP affixes tags to equipment and retains forms for their records.

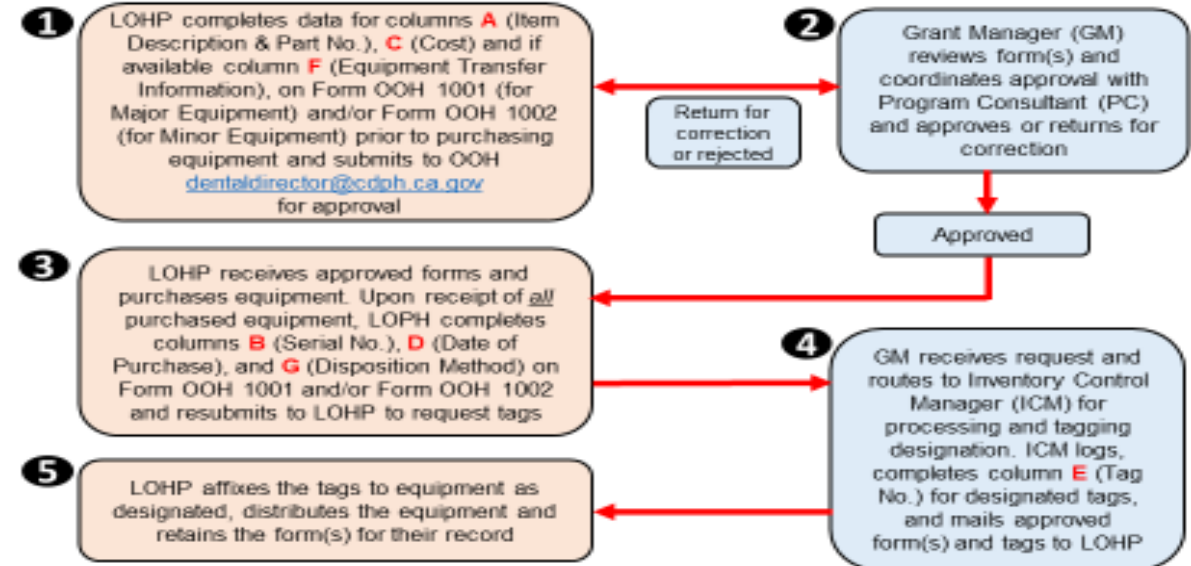
Office of Oral Health

Equipment Purchase Process



Follow equipment purchase process below after budget is approved; before equipment purchase or as requested.

OOH
LOHP



NOTES:

- a** Each item for purchase must be listed separately to include serial number.
- b** LOHP must submit revised Form OOH 1001 and/or OOH 1002 to OOH notifying OOH on any equipment information update and/or changes (e.g. location due to transfer, end of term, etc.).

This chart applies to both purchase of Major Equipment equal to or greater than \$5,000.00 and to Minor Equipment which is equal to or less than \$4,999.00.

Budget Closeout

- ▶ Spend down current grant funds by June 30, 2022.
- ▶ Any remaining funds will be unobligated following closeout of the grant and will no longer be available.
- ▶ Verify all spending categories do not exceed previously approved amounts. If changes need to be made to the approved spending categories, a budget revision will be needed and **must** be approved by OOH **before** final invoice is submitted.

Budget Closeout Cont.

- ▶ Budget and Expenditures may not be rounded. Actual numbers are required.
- ▶ Ensure all subcontracts end no later than June 30, 2022, and final invoices of those contracts are received within 60 days unless otherwise approved by OOH.
- ▶ If LOHP's applied for additional funding (RFA), funds must be included in the final budget revision.

Questions?

