

California Department of Public Health Office of Oral Health



Project Directors Meeting Fiscal

January 17, 2019



Agenda

A green vertical line and a blue vertical line run down the left side of the slide. At the bottom of each line is a downward-pointing arrow. A horizontal orange arrow points from the left edge of the slide towards the right, positioned above the agenda items.

- Budget Updates
- Budget Building Tips
- Invoicing
- Program Letters

Budget Updates

FI\$Cal Transition



Beginning July 1, 2018, California Department of Public Health transitioned to the new Financial Information System for California (FI\$Cal).

FI\$Cal is one of the largest and most dynamic information technology undertakings in the history of the State. FI\$Cal enables the State of California to combine accounting, budgeting, cash management, and procurement operations into a single financial management system.



Budget Updates

Continuous Appropriation



Program Letter 18-01

Continuous appropriation allows Proposition 56 grantees to move their unspent Local Oral Health Program budget from one budget year to the next through the end of the grant term.

All funds are to be liquidated for actual expenses incurred by the end of the grant agreement period, June 30, 2022.

Budget Updates

Grant Amendments

Grants are being amended based on direction from our Contract Management Unit (CMU) to allow flexibility for continuous appropriation. CMU has approved our boilerplate. State staff are working on grant amendment packages that will be sent to Local Programs for board approval and signature.

Amended Exhibit B SAMPLE

Exhibit B, A1

Budget Detail and Payment Provisions

4. Amounts Payable

A. The amounts payable under this Grant shall not exceed: **\$732,310.**

- 1) ~~\$146,462 for the budget period of 01/01/2018 through 06/30/2018.~~
- 2) ~~\$146,462 for the budget period of 07/01/2018 through 06/30/2019.~~
- 3) ~~\$146,462 for the budget period of 07/01/2019 through 06/30/2020.~~
- 4) ~~\$146,462 for the budget period of 07/01/2020 through 06/30/2021.~~
- 5) ~~\$146,462 for the budget period of 07/01/2021 through 06/30/2022.~~

Budget Building Tips

Budget revision permitted 2X each year

- **Due May 30**
 - Realign budget if needed based on actual spending
 - Required if appears cost will exceed approved line items amounts
- **Due August 30** (60 days following end of FY)
 - Revise prior year budget to show actual spending
 - Move unspent budget to next FY and adjust accordingly
 - Personnel should not be a placeholder
 - Update justification with each revision

Budget Building Tips

A green vertical line and a blue vertical line run down the left side of the slide. An orange horizontal arrow points from the left towards the right, positioned just below the title.

- Timelines and Due Dates
- Contract Manager assignments
- Marketing materials (e.g. flyers, fact sheets, etc.) must be submitted for prior approval. Allow 30 day for review.

Budget Building Tips

Detailed Budget and Budget Justification Instructions - Appendix 6

- **Personnel**
 - Budget must calculate across (i.e.: Salary x FTE x Months)
- **Travel**
 - Travel expenses will be reimbursed at the current rate identified by the California Department of Human Resources (CalHR/DPA).
 - Excess lodging rates must be approved in advance.
- **Equipment**
 - If equipment purchase is >\$5,000, the amount should be shown under the Equipment line item and prior approval is required.

Invoicing

Submit invoices electronically to
DentalDirector@cdph.ca.gov

- Invoices due 60 days following end of each quarter.

July – September due Nov 30

October – December due Feb 28

January – March due May 30

April – June **FINAL** due August 30

Invoicing

- Identify budget year and reporting period.
- Expenditures cannot exceed approved budget line item. If overspent, revision must be submitted and approved.
- New template and guidance being developed. Volunteers needed for focus group to test and advise.

Thank You





Q & A