

*Office of Oral Health
Local Oral Health Program*



LOHP Reallocation Training

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

General Meeting Information

▶ **Is this meeting being recorded?**

Yes. Recording will be shared following this webinar.

All participants will be muted during the meeting but are encouraged to unmute to ask questions and exchange ideas following the presentation.

Questions

- ▶ **During Meeting:** Use the Chat Box. Questions will be answered at the end of presentation as time permits. If we don't get to all the questions, a Q&A document will be shared.
- ▶ **After Meeting:** Submit additional questions to DentalDirector@cdph.ca.gov

Welcome
Thank you for joining
us today.

Agenda

- ▶ Remaining Balance Verification
- ▶ Grant Amendment Process
- ▶ Timeline
- ▶ Budget & Invoicing
- ▶ Work Plan & Reporting
- ▶ Questions



Presenters

- ▶ **David James - Grant Manager**
- ▶ **Ciara Hunt - Program Consultant**



Remaining Balance Verification

- ▶ LOHPs are responsible for ensuring reallocation amount does not exceed 2017-2022 total grant funds remaining.
- ▶ LOHP's must provide activity numbers from the prior work plan to correspond with the approved reallocation budget.

Amendment Process

- ▶ LOHP will receive an amendment packet similar to the one received to start this grant cycle.
- ▶ Amendment documents must have board approval and be signed before being returned.
- ▶ After approval by the board, signed documents must be sent back to your grant manager for execution.
- ▶ Once executed, your LOHP will officially have access to the reallocated funding.

Budget and Invoice Tracking

- ▶ Reallocation budgets will be tracked separately from the original grant funds using the approved reallocation budget.
- ▶ A separate invoice for the reallocation activities must be submitted along with your regular invoice each quarter (Invoice name example: FY 23-24 Q1 Reallocation)
 - ▶ **Note: reallocation and grant funds will be tracked separately**

Timeline

- ▶ Amendments will be sent out to LOHPs once they are approved.
- ▶ LOHPs have one year from the date the amendment is executed to spend reallocation funds.

Work Plan Reallocation Reporting

- ▶ Please use the new Progress Report (PR) Template (Excel format).
- ▶ The approved reallocation funding will have a customized tab labeled “reallocation” which will list the chosen objective and activities.
- ▶ The reallocation funding is intended for the completion of activities from the previous grant cycle. Report on those activities and submit documents for the period requested until complete. Only specific documents need to be attached; others must be kept on file for review upon request.
- ▶ As you move forward with activities update PR (Bi-annually).

Questions?



Thank You!



Submit additional questions to DentalDirector@cdph.ca.gov