

Questions & Answers

Invoicing

- 1) Is there be a separate invoice template specific for the reallocation invoices?
No, you will use the same invoice template provided for the current grants.
Reallocation invoices must be separate invoices with a unique invoice number.
- 2) Should invoices be sent with normal quarterly invoices?
You may send your reallocation invoice with your standard quarterly invoice. We ask that you submit a separate reallocation invoice with the reallocation budget on it as well as a unique invoice number identifying it as a reallocation invoice.
- 3) Is the final invoice from the prior grant cycle sufficient to verify reallocation funds remaining?
Yes, if your final invoice from the last grant cycle was approved and processed, that can be considered verification of remaining reallocation funds. Also, your grant manager will verify the requested reallocation budget does not exceed remaining funds.
- 4) If we began reallocation activities, can we still bill for those activities even though the amendment is not executed?
Yes. Since you have access to funds and if you were given written reallocation budget approval, you can bill for those activities.

Budget

- 5) Will a revision be allowed to the reallocation budget?
We will consider a budget revision, but a revision cannot be used to increase the reallocation funding. Revisions may be allowed to shift funds if needed.
- 6) Do we keep and tracking reallocation budgets separately?
Yes, the reallocation budget should be separate with a separate invoice tracking.
- 7) Do reallocation budgets and invoices need objectives listed?
Yes, the reallocation budget and invoices must include activity numbers which correlate with prior grant objectives.
- 8) Is the reallocation a rollover of funds?
No, the reallocation explicitly cannot be simply a rollover of funds and is only allowed for extraordinary circumstances that caused delays or stopped objectives from being completed.

Questions & Answers

Progress Reporting

9) Is there a separate progress report and deliverable tracking?

Yes, a progress report template in excel is being developed for each local oral health program (LOHP) receiving reallocation funds. There will be tabs at the bottom of current progress report template for all the objectives/activities identified. Your program consultant will customize the report for each LOHP.

Grant Amendment

10) What is the reallocation amendment timeline?

Reallocation documents will be sent out for signature and approval by LOHP in early January and require the same approval process as the original grant contract. Once signed documents are returned the grant will be sent to our contract management unit for execution. Once executed the LOHP officially has the reallocated funds at their disposal and will have one year to spend those funds in their entirety.

Schedule of Deliverables:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fforalhealthsupport.ucsf.edu%2Fsites%2Fg%2Ffiles%2Ftkssra861%2F%2Fwysiwyg%2FAppendix%252014%2520%2528revised%2529-%2520Schedule%2520for%2520LOHP%2520Reporting.docx&wdOrigin=BROWSELINK>

Note: LOHP's must notify the Office of Oral Health of any staff changes as required by the terms of the grant contract.

