



Steve Sisolak
Governor



Richard Whitley
Director

State of Nevada
Department of Health and Human Services

Fiscal Management

Office of HIV/AIDS (OHA)

January 29, 2019





Fiscal Management

Presented by

Tory Johnson...Karen Long...Trish Telford

(Contact information listed at the end of the presentation.)

Please save all questions and comments to the end of the presentation.

Policy Clarification Notice (PCN) 15-01

Background

- Parts A – D of Title XXVI of the Public Health Service (PHS) Act include a cap that limits the recipient (grantee) costs of administering the award to 10%.
- In an effort to provide increased flexibility for recipients, within the boundaries of the statute, the HRSA's HIV/AIDS Bureau (HAB) has re-examined the classification of costs subject to the 10% administrative cost cap.
- The portion of indirect and/or direct facilities expenses such as rent, maintenance, and utilities for **areas primarily utilized to provide core medical and support services for eligible RWHAP clients** (e.g., clinic, pharmacy, food bank, substance abuse treatment facilities) are not required to be included in the 10% administrative cost cap. Note: by legislation, all indirect expenses must be considered administrative expenses subject to the 10% cap.

Sub-Award Process (In a nut-shell)



- Scope of Work (SOW) and Budget are approved by OHA.
- OHA drafts Sub-Award packet.
- Sub-Award packet sent to Business Office for approval. (May take 1-2 months for approval)
- Business Office approves for signatures.
- OHA sends Sub-Award packet to agency for signature.
- Once Sub-Award is signed by agency, sub-award is sent back to the Business Office for remainder of signatures.
- Sub-Award is sent back to OHA and fully executed Sub-Award along with Request for Reimbursement (RFR) worksheet is sent out to agency.
- Amendments and Work Orders have the same process, but may not take as long.

Request for Reimbursement (RFR) cont...



IMPORTANT DATES

- **RFRs are due to the office by the 15th of each month per the Sub-Award Contract.**
 - If unable to submit by the 15th, please send an email to Karen Long and Trish Telford with explanation and estimated date of submittal.
- **Per National Monitoring Standards, OHA has 30 days to complete the RFR process and supply funds to the recipient.**
 - Each time an RFR is returned to the sub-recipient, the 30 day clock starts over.
- **Expenses can not cross the end of the Grant period.**
- **Expenses can not cross OHA's fiscal year end. (June 30th)**



Request for Reimbursement (RFR) cont...



RULES
ARE
RULES.

Rules to Remember

- ❖ Please SEND RFR's to both Karen and Trish.
(This eliminates missing the RFR if one of us is away. If using encryption and you send it to one and cc the other; the person cc'd can't open the notification.)
- ❖ Do not round your figures on your RFR. Please take it out to 2 decimal places.
- ❖ Do not submit your RFR if there is a negative figure anywhere.
- ❖ RFR's need to reflect current address that is listed with Vendor Registration.
(Upon contacting Vendor Registration please allow up to 10 days for processing. Please see Resources page for link.)
- ❖ All handwritten figures or notations need to be initialed.
- ❖ Once the RFR process is complete, please allow two – three business days for payment.

Request for Reimbursement (RFR) cont...



GENERAL REQUIREMENTS

- ✓ HRSA allows no more than 10% of the direct cost for Indirect/Admin.
- ✓ HRSA requires *Time and Effort reports* to show employee's time on Ryan White Part B/ADAP programs. This includes direct, as well as, Indirect/Admin.
*For Sub-awards ending March 31, 2019, enforcement will begin April 1, 2019. Please see Resource page.
- ✓ Back-up documents are required for expenses incurred. They must show method and date of payment.
*The only exception for not supplying documentation for Admin is if you have an Indirect Cost Rate Certificate on file. These must be updated yearly. Please see Resources page for link.
- ✓ Expenses need to be allocated per FTE depending on your budget.
- ✓ Sub-Recipients shall not order and/or distribute marketing materials without approval. This includes, but not limited, to new material, reprints, web sites, Public Service Announcements, Ad's, promotions, and communication campaigns.

Request for Reimbursement (RFR) cont...



Helpful Hints

To avoid rejection of payments, please email Karen with questions on unallowable/allowable costs and/or expenses before purchase.

Sub-Recipients who wish to avoid delays in RFR processing due to discrepancies, can request via email, for OHA to remove the issue and continue processing the RFR.

The variance will then be addressed and applied on the next RFR.

(Requests will be kept on file per sub-award. The only instance where this can not be applied is at the end of a sub-award or OHA's fiscal year end.)

Request for Reimbursement (RFR) cont...



TRAVEL

OHA Travel Forms **MUST** be submitted on **ALL** travel.

The **ONLY** exception is if submitting only mileage and a log must be submitted.

Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State Officers and Employees. It is the policy of the Board of Examiners to restrict Contractors/Sub-Recipients to the same rates and procedures allowed State Employees.

1. Travel must be in the budget.
2. All travelers must be in the specific Sub-Award budget.
3. Contractors must get pre-approval **BEFORE** travel has occurred.

Request for Reimbursement (RFR) cont...



TRAVEL

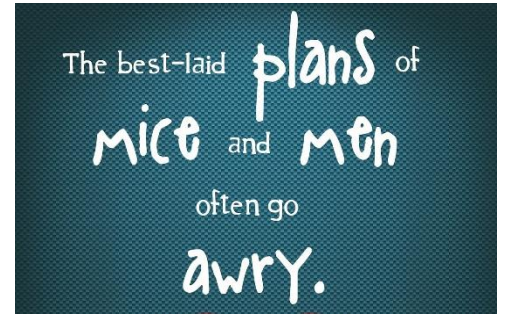
Submitting Mileage

Name: Ima Traveler

Date	Destination	Reason	Mileage	Rate .58	Total
2-Jan	RT - Office to 4150 SW Technology Way, Carson City	HERR Meeting	40	0.58	\$23.20
3-Jan	3000 Good St. Reno	Client	10	0.58	\$5.80
3-Jan	3020 Good St. Reno	Client	5	0.58	\$2.90
3-Jan	4000 Good St. Reno	Bank Deposit	10	0.58	\$5.80
3-Jan	2000 Good St. Reno	Fingerprinting	10	0.58	\$5.80
4-Jan	RT - Carson City	Out Reach	50	0.58	\$29.00
4-Jan	Office to 3000 Good St. Reno	Out Reach	10	0.58	\$5.80
4-Jan	3000 Good St. - 3020 Good St. Reno	Out Reach	10	0.58	\$5.80
4-Jan	3020 Good St. - 3040 Good St. Reno	Out Reach	10	0.58	\$5.80
4-Jan	4000 Good St. - Office	Out Reach	20	0.58	\$11.60
				0.58	\$0.00
				0.58	\$0.00
				0.58	\$0.00
				0.58	\$0.00
				0.58	\$0.00
				\$60.90	\$101.50

- Mileage rate went from .545 to .58 in January 2019.
- Traveler must be in specific budget.
- Mileage form must show actual address of travel. (Physical address and City)
- Reason or purpose for travel. (Must be in scope of work not normal business functions)
 - **Acceptable:** Meeting, Client Check, Site Visit etc...
 - **Unacceptable:** Bank runs, mileage to fingerprinting, mileage to Office Supply Stores, Post Office etc...

Budget Modifications/Redirections



Sub-Recipients may request a Budget Modification up to 10% of total Budget.

(Requests are always subject to approval.)

Budget Modifications need to be submitted prior to January 30th for grant periods ending March 31st.

Email Example:

Subject: Request for Budget Modification for **HD#99999**

Please move \$1,600 from Personnel to Operating. We have Personnel savings due to Ms. Smith not starting until December. Our marketing pamphlets were more expensive than we had anticipated and we need more than we budgeted for.

We would also like to **move \$500.00 from Personnel to Travel.** We have Personnel savings due to Ms. Smith and our travel budget is over due to the Accounting II RWPB trip to Las Vegas.

Personnel	- \$2,100	(\$1,600 to Operating + \$500 to Travel)
Operating	+\$1,600	(from Personnel)
Travel	+\$500	(from Personnel)

Thank you for your assistance in this matter.

To request a Budget Modification please send an email to Karen Long and Trish Telford referencing:

- The HD#
- Directions containing the amount and categories affected
- A brief justification.

Sub-Recipients will receive an email response stating approval or denial.

Questions



Resources:

U.S. Code of Federal Regulations (CFR):

<https://www.govregs.com/regulations>

<https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=f1f0738feb23f637885f065d6ba71c7d&ty=HTML&h=L&r=PART&n=pt45.1.75>

National Monitoring Standards:

<https://hab.hrsa.gov/sites/default/files/hab/Global/programmonitoringpartb.pdf>

Policy Clarification Notice (PCN):

<https://hab.hrsa.gov/sites/default/files/hab/Global/pcn1501.pdf>

Vendor Registration:

<https://nevadaepro.com/bsol/>

GSA Rate:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>





Tory Johnson – HIV/AIDS Program Manager

775/684-4147

tojohnson@health.nv.gov

Karen Long – Fiscal Manager

775/684-4121

klong@health.nv.gov

Trish Telford - Accounting Assistant III

775/684-4131

ttelford@health.nv.gov



Thank You

