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Maternal and Child Health FY15 Contract Orientation

October 1 and 16, 2014

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Department of Public Health & Environment

While you are waiting for the webinar to begin…

Please tell us which agency you represent by typing your response into the chat box.

Contractor Orientation

Overall goal: To improve the health and well-being of the MCH population, including children and youth with special health care needs.

Session Outcomes:

Participants will have an understanding of the FY15 MCH processes and requirements related to:

- Contracts
- Financials
- Programming

Colorado Quiz

1. For how many years has the area that is now known as the state of Colorado been inhabited?

A. 6,000
B. 7,000
C. 9,000
D. 13,000

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Contracts Orientation

Contractor Orientation

Overview

Contacts

Program Overview

Program Roles & Responsibilities

Contract Basics

Standard Contract Language

Special and Additional Provisions

Contractor Orientation

Contracting Personnel

Kathy Jacobsen, MS
Senior Contracts Specialist
kathy.jacobsen@state.co.us
303-692-2479

Contractor Orientation

Program Roles & Responsibilities

Roles of the Contractor

- Develop, implement and evaluate a comprehensive plan in accordance with state and federal MCH guidelines, to improve the health and well-being of the MCH population, including children and youth with special health care needs.

Contractor Orientation

Contract Basics

Basic Expectations:

- Read your contract
- Reference your contract regularly
- Know what is expected of you
- We are here to help if you have questions

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Contract Basics

Applicable Federal Regulations

- 2 CFR, Part 225 (formerly OMB Circular A-87) Cost Principles for State, Local and Indian Tribal Governments

- 2 CFR, Part 601 (formerly OMB Circular A-102) Uniform Administrative Requirements for Grants and Agreements with State and Local Governments (Common Rule)

- OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations Fourth level

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Contract Basics

Laws

- Hatch Act - Prohibits use of federal funds for partisan political purposes of any kind (5 U.S.C. 1501-1508 and Public Law 95-454, Section 4728)

- Davis-Bacon Act - Fair wages in accordance with local market conditions for laborers and mechanics employed by contractors and subcontractors (40 U.S.C. 276A – 276A-5)

- Nondiscrimination on basis of race, color, national origin, age or disability (42 U.S.C. 6101 *et seq.*, 42 U.S.C. 2000d and U.S.C. 794)

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Contract Basics

Applicable Federal Laws

- Americans with Disabilities Act
- Uniform Relocation Assistance and Real Property Acquisition Act
- Federal Acquisition Streamlining Act of 1994
  - Prohibits use of federal money to lobby the legislative body of a political subdivision of a State
- Section 2101, Public Law 103-355
- Health Insurance Portability and Accountability Act of 1996 (HIPAA) – mandatory compliance if applicable 42 U.S.C. 1320d – 1320d-8

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Contract Basics

Annual Audit Requirements

- If agency expends >$500,000 in federal funds in a fiscal year, A-133 audit is required
- If agency expends >$500,000 in State funds in a fiscal year
  - Submit a copy of audit report to State Internal Audit Office within 30 calendar days of receipt, or 9 months of end of fiscal year (whichever is earlier)
  - Take corrective action within 6 months of report to address any noncompliance

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Standard Contract Language

- Special Provisions – Addresses required Colorado State Controller approval, fund availability, governmental immunity, compliance with law, prohibition of software piracy, conflict of interest, and exclusive employment of individuals who are lawfully present in the U.S. and authorized to work in the U.S.

- Additional Provisions – Addresses specific grant and program requirements.

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Special and Additional Provisions

Special Provisions

- The contract is not valid until it is signed by the State Controller or designee. You will receive notification from the Contracting Unit when the contract has been executed and informed as of what date you may begin working.

- The financial obligation of the State payable beyond the current fiscal year is contingent upon the availability of funds

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Special and Additional Provisions

Special Provisions

- Each Contractor that the State enters into an agreement with will perform its duties as an independent contractor and not as an employee of the State. Neither Contractor nor any agent or employee of the Contractor shall be deemed to be an agent or employee of the State.

- Contractor shall comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including unfair employment practices.

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Special and Additional Provisions

Special Provisions

- The State or other public funds payable under this contract shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws and applicable licensing.

- The contractor attests that he/she has no interest in the service or property described in this contract and shall not acquire any interest that would conflict in any way with the performance of Contractor's services and shall not employ anyone having such interest.

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Special and Additional Provisions

Special Provisions

The State Controller may withhold payment on this contract to offset debts the Contractor owes to other State Agencies for child support, unpaid taxes and accrued interest, unpaid student loans, required payments to the Unemployment Compensation Fund, and other unpaid debts to the State as a result of final agency determination or judicial action.

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Special and Additional Provisions

Special Provisions

The Contractor, if a naturalized person 18 years of age or older, hereby swears and affirms that he or she is a citizen of the U.S. or otherwise lawfully present in the U.S., shall comply with the provisions of CRS §24-76.5-101 et seq., and has produced one form of identification required by CRS §24-76.5-103 prior to the effective date of this contract.

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Special and Additional Provisions

Additional Provisions

- The State may increase or decrease funds available under this Task Order Contract using a Grant Funding Letter. The Grant Funding Change Letter is not valid until it has been approved by the State Controller or designee.

- The Grant Funding Letter allows us to increase or decrease funds without needing to amend the contract; however, this can only be used in situations where there are no changes to the statement of work (SOW) or Action Plans

Contractor Orientation

Summary

- Fiscal Contacts
- Program Overview
- Program Roles & Responsibilities
- Contract Basics
- Standard Contract Language
- Special and Additional Provisions

Questions?

Colorado Quiz

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2. Of all the states, Colorado has the largest annual production of what?

A. Okra
B. Veal
C. Beer
D. Hops

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Colorado Quiz

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3. What was the lowest temperature recorded in the state of Colorado?

A. −51 °F
B. −57 °F
C. −61 °F
D. −68 °F

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Fiscal Orientation

Fiscal Orientation

Communication and contacts

Invoicing

Allowable food costs

Budget revisions

Monitoring

Resources

Fiscal Communication

MCH Generalist Consultants:

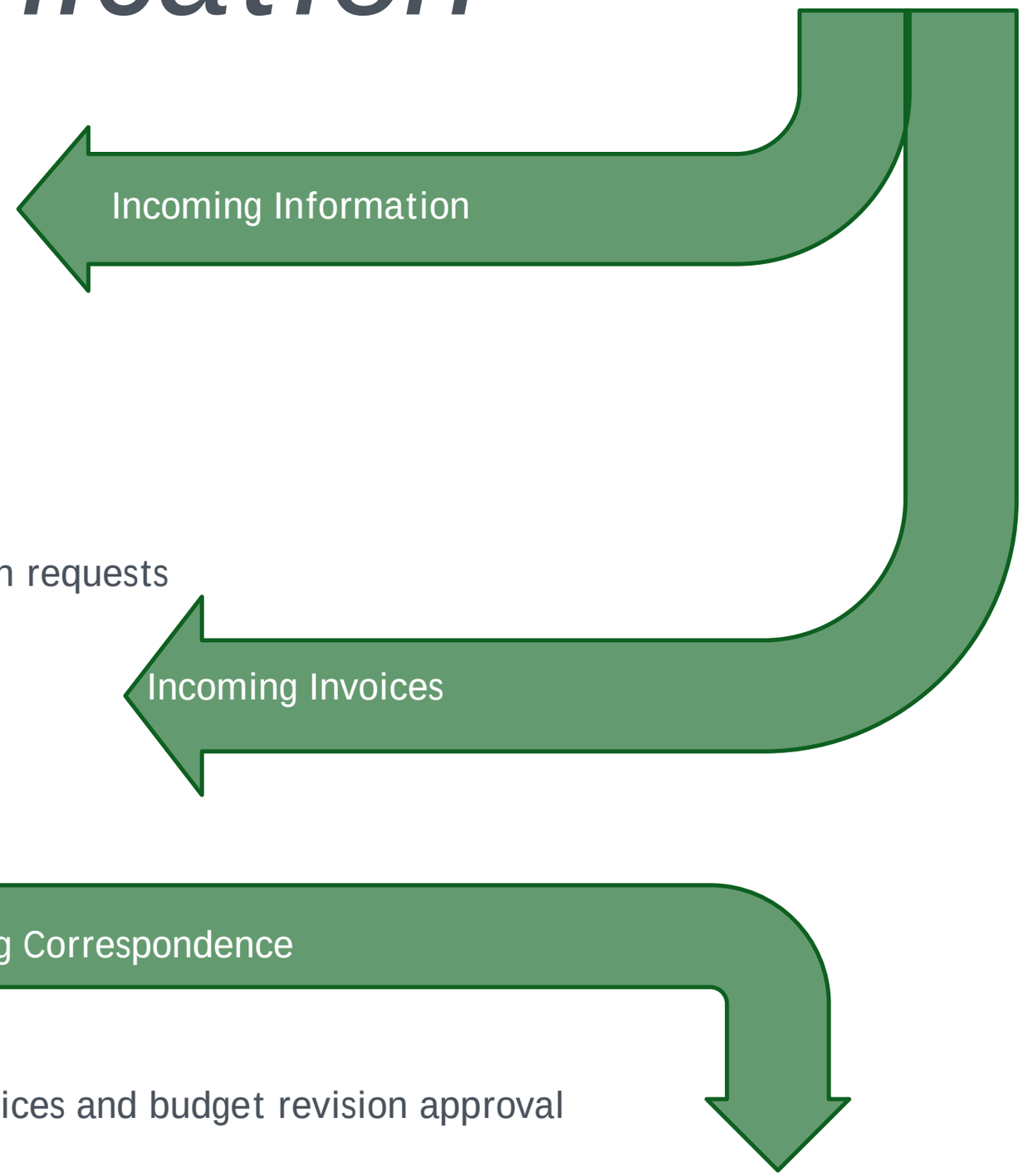
- Julie Davis
- Leslie Hortel (beginning Nov)
- Receives any incoming updates and budget revision requests

MCH Invoice Mailbox cdphe.psmchreports@state.co.us

- Receives incoming invoices from grantees

Fiscal Contact: Patricia Nord

- Contacts you with questions/discrepancies on invoices and budget revision approval



Invoice Templates

- Customized invoice templates that match the budget submitted in your contract

- Using these will expedite processing and reduce errors

- “Nothing Budgeted” Budget Categories

  - If adding an item to these categories, prior approval is required to open the line

- Template Modifications:

  - If adding/changing an item on the invoice that is different from the template, provide an explanation/need for the item on the project

Invoice Reminders

Invoice Number

- Unique
- Reference the population in the number (CC, CA, MH, WORA, SC)
- Limited to 12 characters (spaces included)

Invoice Period

- Must be updated for each invoice

Address

- Where you want the payment mailed (if not EFT)

“Other” Category: DO NOT USE, not a category in budgets

Invoice Reminders Cont.

Expenditures

- Allowable under Federal guidelines, Allowable to this grant and scope of work
- Reasonable ("prudent person" test), Necessary to complete the scope of work for this project

Detail

Provide details on purchases.

- What program materials/supplies did you buy?
- Does this grant pay a % of the costs?
- What part of the action plan was the purchase for?

Provide breakdown of costs.

- How many miles traveled at what rate?
- Cost/item and quantity of items purchased.

Match/In Kind Column

- DO NOT include match/in-kind on invoices
- Including would require additional/special monitoring that is not required by this grant

Invoice Submission

Due Date:

- 45 calendar days from the end of the invoice period

Submit:

- Signed invoice
- Reimbursement details pages
- **DO NOT** include supporting documentation. It will be shredded.

Submit to:

cdphepsmchreports@state.co.us

Food

Allowed:

- Food used for events related to MCH action plan
  - Training
  - Community Meetings
  - External Stakeholder Engagement Events
  - Multi-County Regional Meetings

NOT Allowed:

- Food for routine staff meetings and specialty clinics

Budget Revisions

Assess need for a budget revision:

- No changes in overall total budget
- No changes in the Scope of Work
- Moving funds from one budget category (personnel, operating, contractual, etc) or one budget (Care Coordination, Medical Home, etc) to another in excess of 25% of total direct costs of the contract or more than $250,000
- Adding <u>any</u> funds to a budget category (personnel, operating, contractual, etc) that has no CDPHE money on it; “opening the line”

Budget Revisions

If moving less than 25% of total contract budget or $250,000 to open lines:

- No approval request required, unless costs represents a new work plan activity
- "FYI" e-mail to MCH Generalist Consultant
- Changes are cumulative until budget revision

If moving more than 25% of total contract budget or $250,000 or moving any money to closed lines:

- Budget revision approval REQUIRED
- Contact your MCH Generalist Consultant to complete a Budget Revision Request Form
- Submit budget revision request to MCH Generalist Consultant
  - Approval Notification will come from the Fiscal Officer (Patricia)
- Resets your budget
- Changes are NOT retro-active
- **June 30, 2015**: deadline to submit budget revision form.

Budget Revision Assessment Example

Total Contract Budget: $60,000

Total Direct Contract Costs: $50,000

Medical Home Budget: $15,000

Child/Adolescent Budget: $18,000

Specialty Clinics Budget: $17,000

Revision 1 in December

- Moving $6,000 from operating to personnel within Medical Home budget
- No change in scope of work

Assessment Example 1 Answer

- Total Direct Contract Costs: $50,000
- Total allowed to move before Budget Revision:

  $12,500 Cumulative to open lines
- Revision 1 = $6,000 with no approval request
- Rationale: Revision is less than 25% of total direct contract costs.

Budget Revision Assessment Example 2

Total Direct Contract Costs: $50,000

Revision 1 was completed in December

- $6,000 from operating to personnel in MH budget

Now making Revision 2 in March

- $10,000 from personnel in MH budget to personnel in CA budget

- No change in Medical Home or Child/Adolescent Scope of Work

Assessment Example 2 Answer

- Total Direct Contract Costs: $50,000
- Total allowed to move before Budget Revision:
  - $12,500 Cumulative to open lines
- Revisions:
  - Revision 1 = $6,000 from operating to personnel in MH
  - Revision 2 = $10,000 from personnel in MH to personnel in CA
  - Cumulative = $16,000
- Budget Revision Request Required <u>before</u> Revision 2 can be made
- Rationale:
  - Revision is greater than 25% of total direct contract costs
- Approved Budget Revision RESETS the Budget

Monitoring

Source Documentation Requests

- Questioned costs on submitted invoices
- Routine review—department level: FRMS
- Do not submit source documentation unless we ask! It will be shredded.

Fiscal Desk Reviews

- Conducted as needed if problems/concerns arise

Fiscal Site Visits

- Conducted as needed if problems/concerns arise

Fiscal On-Line Resources

Web Site: www.mchcolorado.org

MCH Guidelines and Forms for LPHA Partners

- Implementation and Invoicing
- Budget Revision Template
- Invoice Example/Sample

Direct Fiscal Support

patricia.nord@state.co.us

303-692-2566

Questions?

Colorado Quiz

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4. Boulder, Colorado has more "what" per capita than any other American city?

A. Artists
B. Restaurants
C. Master Chefs
D. Master Sommeliers

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Program Orientation

Program Orientation

Action Plans & Budgets

Scope of Work Changes

MCH Progress Check-in Meetings

Contract Management System Ratings

Contacts and Resources

Action Plans & Budgets

Notify your MCH Generalist Consultant via email when there are significant changes to the MCH action plan or budget (outside the scope of a budget revision).

These changes include:

- Changes in staffing including vacancies, new hires, and the addition or elimination of job positions
- Changes in plan objectives or activities
- Agency changes that directly impact MCH activities or plans
- Community developments that directly impact MCH activities or plans

The sooner the communication to your MCH Generalist Consultant the better. However, the contractor is required to notify the MCH Generalist Consultant within 15 business days of these changes.

Scope of Work Changes

Adding or Deleting Action Plan

- Requires a contract amendment
- Deadline to add or delete an action plan: May 30, 2015
- Communicate with your MCH Generalist Consultant
- Follow procedures as advised

MCH Progress Check-in Meetings

- Designed for LPHAs, Generalist Consultants, and HCP Consultant to discuss the progress and/or challenges of planning, implementing or evaluating the MCH Action Plan or HCP Programs.

- The format and content vary throughout the year depending on the activities of the LPHA partners and the MCH Program (e.g. planning, reporting, etc.).

- Check-in meetings may also cover multiple fiscal years.

MCH Progress Check-in Meetings

The MCH Generalist is responsible for scheduling the check-in.

- October/November
- January
- April/May

Contract Management System Ratings

CMS Ratings:

- Occur 3x/year – October/November, February, June
- Reflect contractor performance
- MCH Generalist Consultant is responsible for assessing contractor performance and assigning the CMS rating with input from HCP Consultants, MITs, and PSD Fiscal Team
- Categories: quality, timeliness, price/budget, business relations, and requirements in the scope of work
- Three-point scale: Above Standard, Standard, or Below Standard

You may find the MCH Guidelines, invoice form, and budget revision forms on the MCH website:

www.mchcolorado.org

Contacts

MCH Generalist Consultants

Julie Davis: 303.692.2497

julie.davis@state.co.us

Leslie Hortel: 303.692.2319

leslie.hortel@state.co.us

HCP Consultant

Angie Goodger: 303.692.6316

angela.goodger@state.co.us

Contacts

MCH Section Manager

Heather Baumgartner: 303.692.2427

heather.baumgartner@state.co.us

HCP Section Manager

Jennie Munthali: 303.692.2435

jennie.munthali@state.co.us

Colorado Quiz

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5. What was the state of Colorado named after?

A. The Indian word for red river
B. The Colorado River
C. Juan Colorado The Explorer
D. None of the above

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Questions?