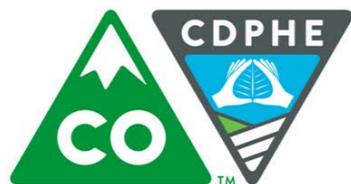




Cancer, Cardiovascular and Pulmonary Disease Grants Program (CCPD)

Program Orientation for Fiscal Years 2016-18

July 14, 2015



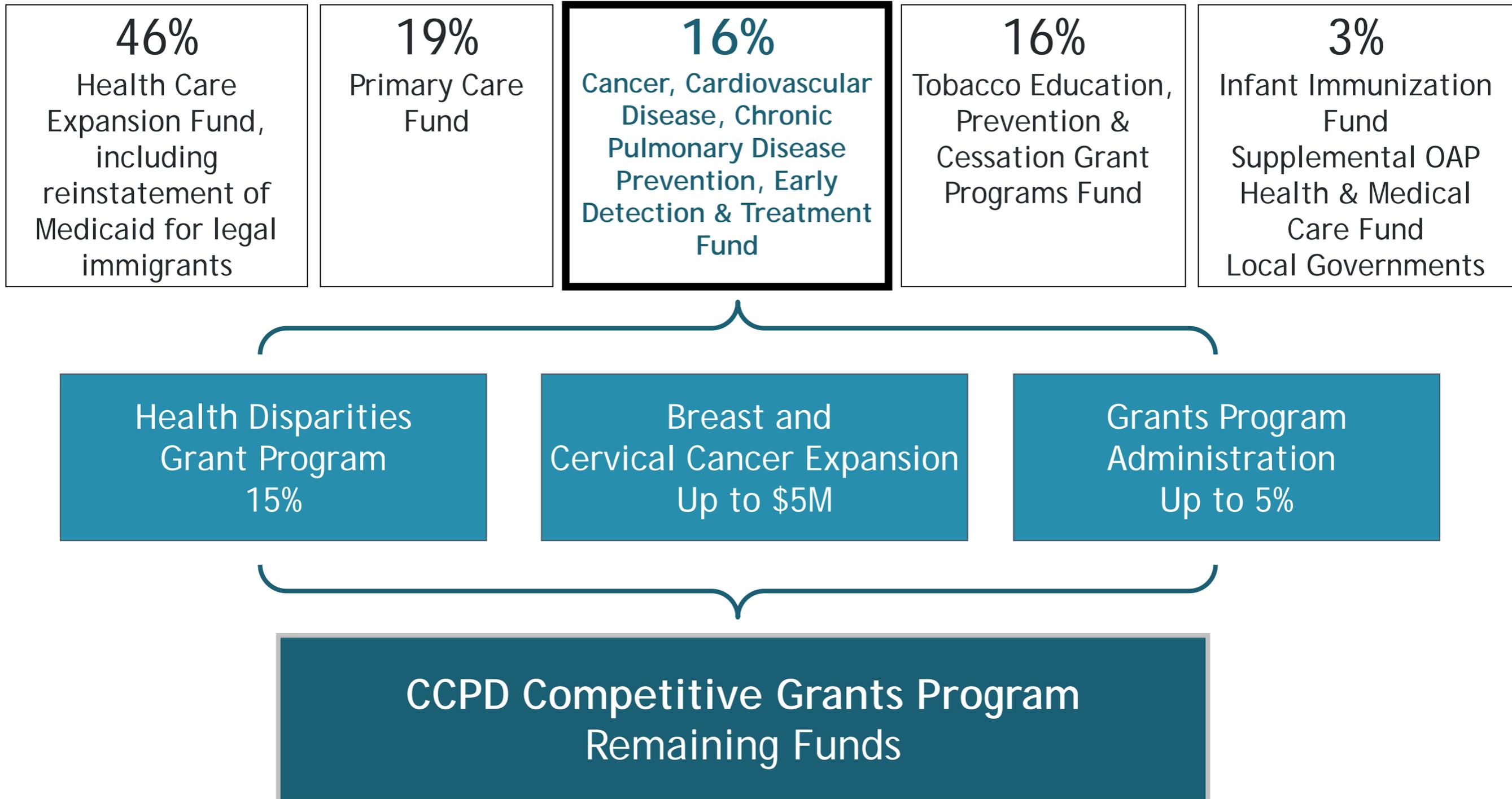
COLORADO
Department of Public
Health & Environment

Today's Presenters:

- Cassidy Smith: *Program Manager*
- Vicki Bondurant: *Program Contracts Coordinator*
- Kathy Jacobsen: *Senior Contracts Specialist*
- Francesca Isabelle: *Fiscal Officer*
- Heather Moritz: *Fiscal Compliance Officer*

Tobacco Taxes for Health-Related Purposes

Statutory Distribution of .64 cent tax (A35) Revenue



Purpose of the Grants Program

- By statute, the CCPD program funds competitive grants to support prevention, early intervention and treatment of cancer, cardiovascular and pulmonary disease.
- The program is administered by the Prevention Services Division of the Colorado Department of Public Health and Environment.
- Oversight of the program is provided by a 16-member Review Committee and the State Board of Health.
- The CCPD Review Committee sets priorities of the program, including the 17 strategies to be implemented for fiscal years 2016-2018.

CCPD 2016-2018 Grant Programs

CCPD grant funding was awarded with a focus on five primary goal areas:

- Healthy Eating Active Living (HEAL)
- Cancer
- Cardiovascular Disease (CVD)
- Chronic Pulmonary Disease
- Patient Navigation/Community Health Work/Crosscutting

Health Eating Active Living (HEAL)

Agency Name	Grant Program Title
Boulder County Public Health	Breastfeeding Friendly Environments in Boulder County
Chaffee County Public Health Agency	Chaffee County Community Wellness Connection
City and County of Denver Environmental Health	Denver Safe and Active Communities
Delta County Health Department	West Central Public Health Partnership Worksite Wellness Project
Denver Public Health	Denver Metro Alliance for HPV Prevention
Eagle County Public Health Agency	WorkWell Collaborative
Garfield County Public Health	Garfield County Wellness Initiative
Jefferson County Public Health	Reducing Chronic Disease in Jefferson County through Health in All Policies (RCDJCHiAP)
Northeast Colorado Health Department	Challenge for Better Choices
Pueblo City-County Health Department	HEAL Pueblo County
Tri-County Health Department	Achieving Health through Worksites

Cancer

Agency Name	Grant Program Title
Boulder County Public Health	Public Health Regional Radon Roadmap (PHR3)
Denver Public Health	Denver Metro Alliance for HPV Prevention
Larimer County Department of Health and Environment	Cancer Interventions for HPV Vaccine
Metro Community Provider Network	MCPN CCDP Colorado Generations
Peak Vista Community Health Centers	Peak Vista Prevents HPV
University of Colorado Denver	Quality Care for Adult Survivors of Childhood Cancer in Colorado: Thriving After Childhood Cancer is Complete (TACTIC)

Cardiovascular Disease (CVD)

Agency Name	Grant Program Title
Colorado Rural Health Center	iCARE Rural Diabetes Collaborative
Denver Health and Hospital Authority	A Comprehensive Approach to Diabetes Prevention and Self-Management at Denver Health
Denver Health and Hospital Authority	Team-based Care for a Safety Net Population
Mesa County Health Department	Implementing the National Diabetes Prevention Program in Mesa County
Penrose-St. Francis Health Foundation	Promoting Diabetes Prevention and Management in El Paso County
Tri-County Health Department	Community Health Teams

Pulmonary Disease

Agency Name	Grant Program Title
University of Colorado School of Medicine	Just Keep Breathing

Crosscutting/Patient Navigation/ Community Health Worker

Agency Name	Grant Program Title
CPC Community Health	Colorado Heart Healthy Solutions
Otero Junior College	Community Health Worker and Navigation Education: Wraparound Success
Tri-County Health Network	Improving Outcomes through Integrated Patient Health Navigators
University of Colorado Denver	Colorado Colorectal Screening Program - Patient Navigation
University of Colorado Denver	Step Up Asthma
University of Colorado School of Public Health	Patient Navigator Training Program (PNTC)

Program Evaluation

- “... the state board shall select a grant recipient to evaluate the effectiveness of the program and the health disparities grant program”
- The Community, Epidemiology & Program Evaluation Group (CEPEG), the current evaluator, is available to assist with quarterly reports and developing evaluation plans
- Kaiser’s Institute for Health Research will be the new evaluation contractor pending Board of Health approval
- August webinar on program evaluation (*to be scheduled*)

Evaluation Planning Module

CCPD grant program online training module: Designed to help A35-funded partners to easily and successfully plan and evaluate projects. The module will guide you in a comprehensive 3-step process where you will:

- Describe your project and its foundation
- Organize your project's approach and flow
- Plan your project's process and outcome evaluation

Planning and Evaluation Module: <http://gem.zgtec.com/>

CCPD Team Roles and Responsibilities

Program Contracts Coordinators

Vicki Bondurant, Cassidy Smith and new staff to be hired:

- Primary contacts for CCPD Grants Program
- Contract monitoring, coordination and support
- Statement of Work (SOW) and budget revision requests
- Receipt and review of quarterly reports
- Coordination of monthly/quarterly conference calls
- Review budget for alignment with SOW
- Receive and review monthly invoices
- Coordination and facilitation of quarterly learning events
- Distribute CCPD monthly e-newsletter
- Prepare required CDPHE quarterly Performance Evaluation Report

CCPD Team Roles and Responsibilities:

Program / Subject Matter Expertise Staff:

- Share evidence-based approaches and up-to-date information with grantee partners
- Review requests for modifications and SOWs related to content area
- Provide ongoing technical assistance

CCPD Reporting

- Monthly phone or in-person meetings for the first quarter
- Discussion regarding progress-Statement of Work (SOW) activities, including the budget and how it relates to ongoing SOW activities
- Quarterly written reports submitted using reporting tool provided by CCPD
- Quarterly follow-up phone call to discuss quarterly reports and to identify technical assistance needs
- Final Evaluation Plan - due December 31, 2015
- Final Evaluation Report - due July 31, 2018
- Deliverable documentation - due as specified in the SOW

CCPD Reporting

- Written report (using CCPD tool) for project activity each quarter
- Quarterly phone conference following submission of quarterly report
- Additional telephone and/or in-person meetings will be scheduled as applicable
- Learning events will be coordinated with grantees and CCPD staff beginning in Quarter 3
- CCPD prepares Quarterly Performance Evaluations as required by the Colorado Department of Public Health and Environment. This report rates each grant program based on progress of activities in the SOW and invoice timeliness and accuracy

Quarterly Reports are due 15 days following the end of each quarter

- Q1 (July 1-September 30) *Due 10/15/15*
- Q2 (October 1-December 31) *Due 1/15/16*
- Q3 (January 1-March 30) *Due 4/15/16*
- Q4 (April 1-June 30) *Due 7/15/16*

CCPD Fall Kick-off Event

- The CCPD/OHE Kick-off Event will be a one-day meeting (~8:00-4:30) taking place in the Denver Metro area
- Venue and date are being finalized, tentatively scheduled for October 9, 2015
- If you'd like to help facilitate a session, please contact Vicki Bondurant at vicki.bondurant@state.co.us or 303-692-2389

CCPD Contracts

Senior Contracts Specialist: Kathy Jacobsen

- Review of requests for changes to Statements of Work
- Review of requests for budget revisions/amendments as related to impact on Statement of Work/Contract
- Prepares and approves contract Statement of Work revisions/amendments

Contract Requirements

Additional Provisions:

- The Contractor shall notify the State of a change in key personnel, such as the Project Director or Principal Investigator, within 30 days of the change.
- CDPHE does have the option to reduce current funding and reallocate monies if the Contractor is unable to fully expend funds.
- The Contractor shall request prior approval in writing from CDPHE for all modifications to the Statement of Work during the contract term. An amendment to the contract may be required.
- Amendment 35 funds shall not be used for lobbying purposes as defined in Colorado Revised Statutes (CRS) 24-6-301(3.5)(a).

Invoicing Process

- CCPD Program Contracts Coordinator
Vicki Bondurant
Receives in-coming invoices and budget revisions
- Fiscal Contact
Francesca Isabelle
Contacts you with questions/discrepancies

CCPD Fiscal Staff

Fiscal Officer: *Francesca Isabelle*

- Review of invoices and tracking of expenditures
- Review of budgets and budget narratives
- Processes payments/reimbursements
- Primary contact for invoice discrepancies

Fiscal Reminders for Fiscal Year 2016

Cost reimbursable contract

Before requesting reimbursement from the Colorado Department of Public Health and Environment (CDPHE), grantees must:

- **Incur** the cost (i.e., you may request reimbursement for training paid in advance after the training happens, not at the time of paying for the registration)
- **Perform work** associated with the cost (if applicable)
- Also applies to subgrants

Fiscal/Contract Requirements

Important Fiscal Guidelines:

- The Contractor shall notify the State of a **change** of the Project Director or Principal Investigator (within 30 days of the change)
- The Contractor shall submit **monthly** reimbursement invoice forms
- Invoices must be submitted to the designated Program Contracts Coordinator within **45 days** of the end of each month
- Invoice should list line items as approved in the budget
- A blank standardized invoice can be found at:
<https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links> listed as CDPHE STANDARD Reimbursement invoice form

Standardized Invoice

A pre-populated budget template will be provided to each grantee

- Each invoice must have a **unique identifying number/invoice number** (e.g., ProgramJuly15, 12 characters or less)
- Submission method is by email to your program contact
- A regular monthly invoice is expected. This is comprised of two (2) documents:
 - Expenditure detail form (Excel tab: enter data here)
 - Reimbursement cover page (Excel tab: Print for submission)
 - Requires a signature

Expense Billing Period and Tracking

- The project billing period is July 1, 2015 or upon execution of the contract through June 30, 2016.
- Each agency should have a mechanism in place to track expenses relating to this contract separately from all other expenses the agency incurs.
- State and Federal rules mandate that contractors can NOT bill a contract for expenses that occur outside the contract period.

Supporting Documentation Requirements

DO NOT submit source documentation with invoices unless it is specifically requested

- ✓ Local Public Health Agency (LPHA) - FRMS - **None required**
- ✓ Non LPHA - **1 to 4** times a year

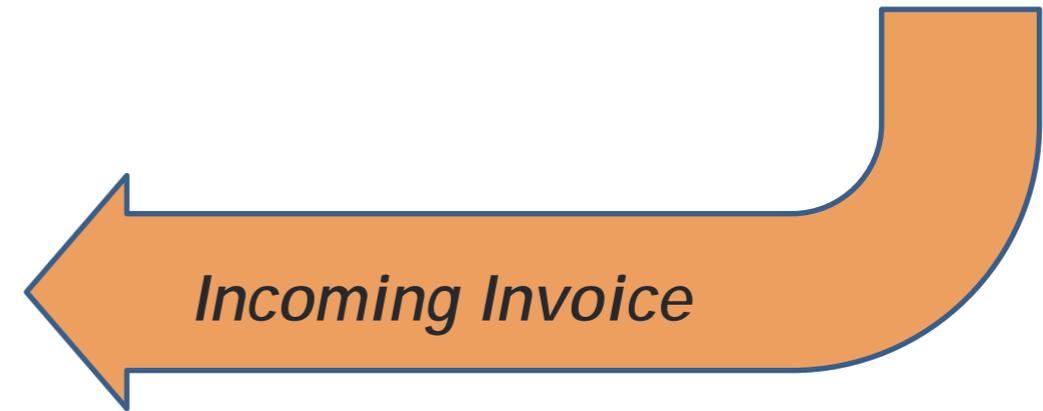
Based on results of risk assessment

- **Risk Assessment Questionnaire** and performance
- **Objectively** scored

Invoice source documentation requests based on assigned risk:

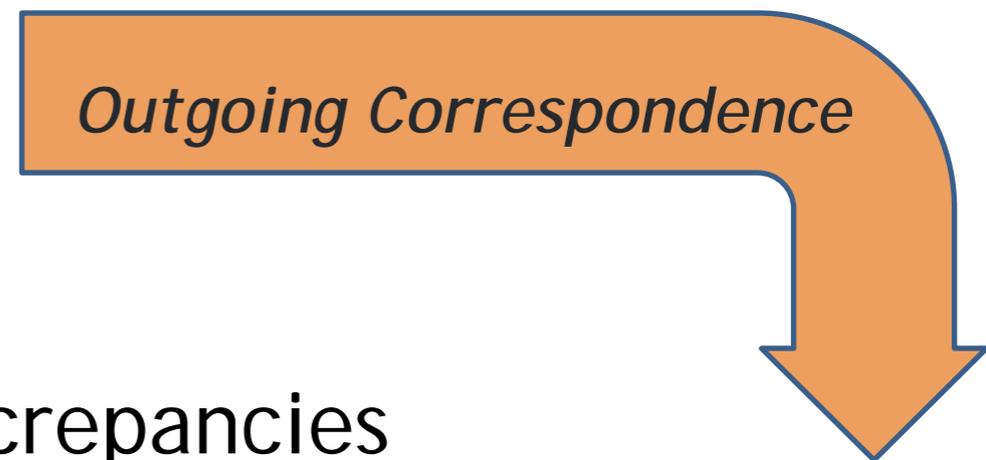
- **Low** risk - full backup documentation is required **once** in a contract year.
- **Medium** risk - full backup documentation is required **twice** in a contract year.
- **High** risk - full backup documentation is required **four** times in a contract year.

Invoicing Process



Program Contact

- Receives incoming invoices and budget revisions



Fiscal Contact

- Contacts you with questions/discrepancies

Budget Flexibility

- Agencies are authorized to transfer funds on Direct Costs from one line item to another line item in their [approved budget](#), but they must notify the Program contact at CDPHE by email prior to the transfer. The cumulative changes on total direct costs of your approved CDPHE funding [may not exceed 25%](#) of total direct costs.
- Agencies cannot transfer [more than 25%](#) on the cumulative changes on CDPHE total direct costs of total funding without a [written Budget Revision Request Form](#) approved by their Program contact and CDPHE.

Budget Revisions

Initiate the process by [contacting your CCPD Contracts Coordinator](#)

- [10-15 days](#) to consider the request
- [Resets](#) the budget for the contract
- [Signatures](#) are required
- Potential for a [contract amendment](#)

Expenses must be [“reasonable/necessary, allocable and allowable”](#)

- Is it reasonable/necessary?
- Is it allocable? Know the Work Plan!
- Is it allowable? Know the RFA!
- Read the Contract

Correspond with CDPHE staff (regarding the budget) when:

- [Changes](#) to the budget are approaching [25%](#)
- There are [questions](#) on whether an expense is [reasonable or allowable](#)
- [Adding a budget category](#) (Travel, Personal Services, Operating, Contractual)

**A budget category must “open” to expend against it!*

Budget Revisions (cont'd.)

- **Adding a subcontractor:** This requires an MOU or an agreement before entering into a contract.
- **Opening a major category** for Contracts or Personal Services: May require the review of the contract Statement of Work. This will increase the amount of time required to obtain approval.

Budget Revisions (cont'd.)

- Budget Revisions are **prospective** (relating to or effective in the future), **not retroactive**.
- CDPHE **cannot** reimburse for **expenses in excess of 25%** per budget category without prior approval.
**Grantee will bear the difference in cost.*
- Budget Revision requests may be submitted at least 90 days prior to the end of the contract period (approximately March 31, 2016 -may require an amendment).

Invoicing Expenses to CDPHE

Is the Expense:

- ✓ *Reasonable/Necessary?*
- ✓ *Allocable?*
- ✓ *Allowable?*

Fiscal Year Close

Accounts payable estimate letter/matrix:

- CDPHE will accrue all financial obligations (invoices not paid) not met by June 30, 2016.

Final Invoice:

- Enter “yes” in the appropriate field on the standardized invoice form when submitting the final invoice for FY16 ending June 30, 2016
- Identify the invoice as “Final” in the email
- Due on or before August 15, 2016

CCPD Fiscal Compliance Staff

Fiscal Compliance Officer: Heather Moritz

- Reviews supporting documentation related to grant programs and invoiced expenses
- Conducts fiscal desk review
- Conducts fiscal site visits

Fiscal Monitoring

- Review of monthly invoices
We may still have questions
- Source Documentation Review (1-4 times/year)
- Desk and/or Site Review
Non-LPHA - Once every two years
**Response to the audit*
LPHA-FRMS

Fiscal Monitoring

- If an agency does not historically spend their funding, this may impact future award amounts. Each agency's expenditure pattern will be monitored in order to align the agency award amount and spending pattern to fully and appropriately utilize funding. **Agencies under-spending CCPD awarded funds may receive reduced funding for future awards.**
- If a Contractor indicates full expenditure of funds by February 28 of each grant year and the full expenditure does not occur, CDPHE has the option to reduce current or future Contract funding by said amount or a percent deemed reasonable by CDPHE. CDPHE may reallocate unspent funds without any penalties to the contractor.

Compliance Guidelines

Most Common Findings:

Time and Effort Requirements

- If employees work on and are charged to multiple projects, the employees must complete timesheets/activity reports detailing time worked on each project.
- Salary must be allocated to the projects based on those timesheets/activity reports. **DO NOT use budget estimates to prepare invoices (e.g., 1/12 method)**. Actual salary, fringe, and time percentages must be used to determine Personal Services costs for each invoice.
- Records of these expenses will be reviewed during source documentation reviews, desk reviews, or site visits.

Food and Meal Requirements

- Contracting agencies are required to be good stewards of State and Federal money, using it in the most effective way possible.
- Food at staff meetings is not an allowable cost. There are a few circumstances where purchasing food/drink is an allowable cost. For example, food for outside stakeholders tied to an event or conference.
- *Food/meal costs are subject to scrutiny.*

Additional Monitoring Guidance

- **Indirect Costs:** Follow your budget-if indirect was approved you may bill for indirect costs.
- **Subcontractor Monitoring:** Work may be performed using subcontracts with other providers or collaborative partnerships with community partners.
 - *requires prior written approval by program manager*
 - *relationship and roles must be formalized in an MOU or other binding contractual agreement*
 - *Subcontractor(s) must adhere to all requirements of the contract*
 - *Your agency must maintain records of subcontracts for at least 3 years*
 - *Your agency must monitor all subcontractors to ensure goods and services are provided per agreements*
- **Gift Cards**
- **Mileage Tracking Records**
- **Payments made in advance:** When to request reimbursement?

Fiscal/Monitoring Questions?

Contact Information for CCPD staff:

CCPD Contact	Phone	Email address
*Vicki Bondurant Program Contracts Coordinator	303-692-2389	Vicki.Bondurant@state.co.us
Cassidy Smith CCPD Grants Program Manager	303-692-2578	Cassidy.Smith@state.co.us
*Francesca Isabelle Fiscal Officer	303-691-4963	Francesca.Isabelle@state.co.us
Kathy Jacobsen Senior Contracts Specialist	303-692-2479	Kathy.Jacobsen@state.co.us
Heather Moritz Fiscal Compliance Officer	303-692-2433	Heather.Moritz@state.co.us
Rochelle Manchego CCPD Review Committee Coordinator	303-692-2698	Rochelle.Manchego@state.co.us

Additional Resources

CCPD Grants Program Webpage:

<https://www.colorado.gov/cdphe/A35-ccpd-grants>

Evaluation Planning Module

<http://gem.zgtec.com/>



Thank you!



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