



# Covid Health Equity Technical Assistance

Contract Deliverables and Allowables | May 25, 2022

# Agenda

- Quarterly Financial Reporting (QFR) Feedback
- Vaccine Equity and Community Care Contract Deliverables
- Discussion: Contract Structure and Allowables
- Questions and Additional Support





## Quarterly Financial Report Feedback

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- Key Issues
- Submitting Corrections
- Reporting and Contract Reminders

# Quarterly Financial Report

## Key Issues

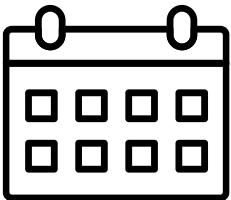
AGREEMENT BUDGET	ACCRUAL YEAR TO DATE	EXPENSES AS % OF BUDGET
\$ -	\$ -	
\$ -	\$ -	

### Cumulative Amounts



- Accrual column includes **all expenses and revenue from the start of your contract to the end of the current reporting quarter.**
- For accrued revenue, **include all payments you have earned, even if not received yet.**

### Contract Start Date – End of Reporting Quarter



- Community Care (Social Supports) include January - March 2022.
- Vaccine Equity Contracts include all of 2021 financial reporting (totals as of December 2021) PLUS January - March 2022.

**Note: Review your encumbered agreement to find your contract start and end dates!**



# Quarterly Financial Report Next Steps

## Submitting Corrections



✓ If you received a notification that your QFR(s) needs corrections, please submit them ASAP.



✓ If you know that your QFR contained errors, but haven't received any notifications, please notify Budget and OPHE that you need to resubmit your QFR. Only submit reports to Budget and OPHE if they are correct!



✓ If you have questions or need QFR support, please email [CDC-OPHE-Support@maine.gov](mailto:CDC-OPHE-Support@maine.gov).

**Please email all QFRs and corrections to [Contract-Budgets.DHHS@maine.gov](mailto:Contract-Budgets.DHHS@maine.gov) & [CDC-OPHE-Support@maine.gov](mailto:CDC-OPHE-Support@maine.gov)**

# Reminders

Please submit your Monthly Reporting and Quarterly Financial Report if you have not already done so!



- Please forward or cc [CDC-OPHE-Support@maine.gov](mailto:CDC-OPHE-Support@maine.gov) on QFR submissions.
- Email OPHE to request an extension if needed.
- If reporting is not submitted, payments could be delayed.

Vaccine Providers: You must respond by Friday May 27<sup>th</sup> if you will be extending your contract.



- If your contract is not extended, your ACR will be due August 30<sup>th</sup>.

# Contract Deliverables

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Located in the Rider A section of each contract

- Reporting and Meetings
- Activities
- Performance Measures






# Reporting Requirements

Report Type	How and When?	Social Supports	Vaccine Equity
Monthly Program Report Survey	Submit via <a href="#">online survey</a> on the 15 <sup>th</sup> of the following month. <b>Include information for any subrecipients.</b>		✓
Vaccine Event Survey	Submit via <a href="#">online survey</a> after <b>each pop-up event hosted.</b>	✗	✓
Quarterly Financial Report	Due via email* on the <b>30th day of the month following end of quarter.</b> <b>Ex: Q1: Jan-March → Due April 30</b>	✓	✓
Agreement Closeout Report	Due via email* <b>no later than 60 days after the end of the contract.</b>	✓	✓

**\*\*Please email QFRs and ACRs to [contract-budgets.DHHS@maine.gov](mailto:contract-budgets.DHHS@maine.gov) and [CDC-OPHE-Support@maine.gov](mailto:CDC-OPHE-Support@maine.gov)**



# DHHS Meetings and Visit Requirements

Meeting Type	How and When?	Social Supports	Vaccine Equity
<b>DHHS-Hosted Meeting</b>	Must attend at least one per month for each contract.		
<b>Annual Site Visit</b>	Program Manager will schedule with providers.		

# Vaccine Equity- Purpose and Activities

***Purpose: Increase Mainers' vaccine confidence through education, outreach, and support through the following activities:***

## Education & Outreach



- Spread CDC messaging for underserved populations by translating guidance, creating culturally-specific messages and content about the vaccine.
- Outreach through events, educational campaigns, and collaborations with health workers and local health departments.

## Community Engagement



- Assess and address low uptake and barriers through community education, registration, and transportation.
- Build collaborative partnerships to build confidence and or address barriers to vaccination.

## Equitable Vaccine Distribution & Admin



- Promote equitable vaccine access through vaccine clinic pop-up events, education, and registration transportation assistance.
- Key partnerships with DHHS and medical providers providing culturally appropriate care/language support for vaccine events.

# Community Care - Purpose and Activities

***Purpose: Prevent COVID-19 transmission, and support those at risk or infected through linguistically and culturally appropriate response and community-based services including links to testing and vaccination.***

## Community-Based Testing and Transportation



- Mobile, flexible, and statewide COVID-19 testing and transportation
- Provide all services within 2 calendar days of referral from DHHS unless arranged with DHHS Community Care

## Care Coordination for Isolation/Quarantine & Emergency Food/Household Supply

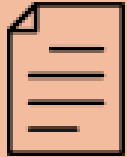


- Coordinate and provide support to households who are in quarantine or isolation and do not have outside support.
- Provide education on prevention, quarantine/isolation timelines and safe practices

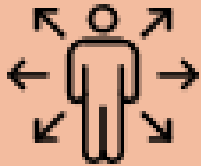
# Administrative Services

## Recordkeeping, Data Collection, and Supportive Documentation

***Providers are required to collect and maintain data, records, and supportive documentation for the items noted in the contract's Rider A:***



- **Education Items:** Records for each item produced and key information such as audience, channels, and dates.



- **Outreach Activities and Individual Services (CC):** Records for each category/type of activity, dates, # of individuals served, **expenses**, receipts, DHHS referral numbers, etc..



- **Records must be retained for at least five years after final payment is received.**

**Important! Records retention applies to providers, subrecipients, contractors, and subcontractors.**



# Allowable Cost Guidelines - Reasonable, Necessary, Allowable, Allocable

Guideline	Definition
<b><i>Reasonable</i></b>	<b>The cost does not exceed that which would be incurred by a prudent person</b> under the circumstances prevailing at the time the decision was made to incur the costs.
<b><i>Necessary</i></b>	<b>Necessary for the performance of the award</b>
<b><i>Allowable</i></b>	<b>Permitted as a cost</b> within the <b>contract terms AND general federal regulations</b>
<b><i>Allocable</i></b>	Goods or services are can <b>be directly assigned to an award based on the benefit provided</b> to the award

***Another guideline to be aware of is consistent treatment of direct and indirect costs, but that's for a different TA session!***





# Allowable Cost Guidelines - Reasonable, Necessary, Allowable, Allocable

Guideline	Meaning
<b><i>Reasonable</i></b>	<ul style="list-style-type: none"> <li>• Benefits are reasonable compared to the cost.</li> <li>• Costs are comparable to other costs incurred by the agency for other programs.</li> <li>• Are what a prudent person would incur in similar situations.</li> </ul>
<b><i>Necessary</i></b>	<ul style="list-style-type: none"> <li>• Incurred specifically for the purpose of the award.</li> <li>• Cannot be avoided without negative impacts on award's operations.</li> <li>• Are not duplicating services.</li> </ul>
<b><i>Allowable</i></b>	<ul style="list-style-type: none"> <li>• Costs are aligned with federal cost principles in 2 CFR 200 Part E (Rider F-2).</li> <li>• Costs are permissible according to state regulations (MAAP) and Rider A of contract.</li> </ul>
<b><i>Allocable</i></b>	<ul style="list-style-type: none"> <li>• The cost is directly related to the necessary and allowable activities of the award.</li> <li>• It can be distributed to all benefitted funding sources using reasonable methods.</li> <li>• The basis for allocating the cost represents a reasonable estimate of the benefit provided to the award.</li> </ul>

***Prudent: "Using skill and good judgment in the use of resources."***



# Allowable Cost Examples: Doing It Right!

**Reasonable**

Marketing materials for vaccine pop-up events are purchased at a fair market rate and reasonable based on the activities and service area.

**Necessary**

Purchasing software needed for the data collection and accounting as required by the award

**Allowable**

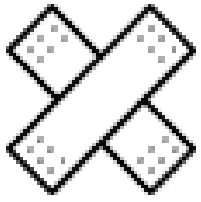
The cost is allowable per OPHE and federal guidance (2 CFR 200 Subpart E)

**Allocable**

Payroll expenses for employees working on multiple grants or contracts is proportionately shared by funding sources.

***Be sure to keep all records and receipts related to costs incurred for audit purposes and records retention!***





# Disallowable Cost Examples – Doing it Wrong!

**Not Reasonable**

An expensive hotel stay for isolation when lower cost options are available that meet the community member's needs

**Not Necessary**

Hiring a DJ for your vaccine pop-up event

**Not Allowable**

Using grant-funded goods or services for personal use

**Not Allocable**

Expensing 100% of payroll costs for an employee to one grant when they are working on multiple grants.

**Tip! Use timesheets to track and allocate staff hours if working on multiple grants.**



# Recap: How do I know if my activity or expense is allowable?



## *Step 1: Check your contract's Rider A.*

- Check for eligibility requirements if providing services for individuals (ex: referrals, timeframes, etc.)
- Review the activities and associated requirements



## *Step 2: Apply the RNAA guidelines!*

- REASONABLE, NECESSARY, ALLOWABLE, ALLOCABLE



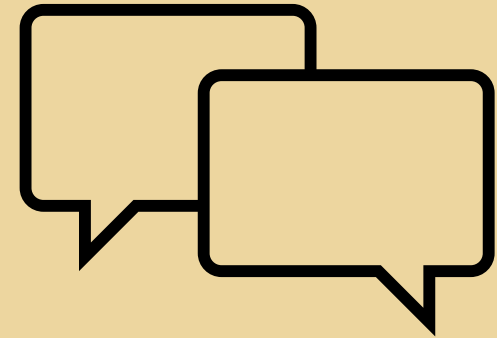
## *Step 3: When in doubt, ask!*

- Reach out any time to [CDC-OPHE-Support@maine.gov](mailto:CDC-OPHE-Support@maine.gov) or to your individual program contacts.

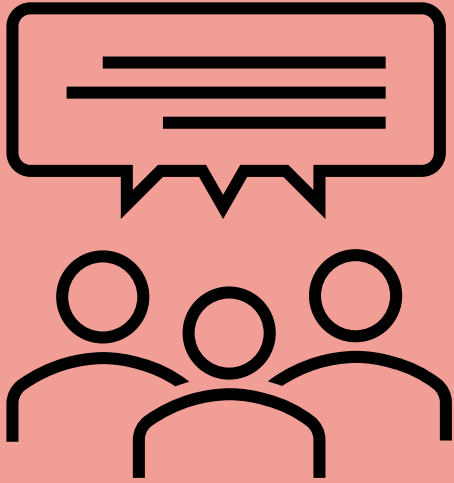
## Discussion!

What would you like to see in **future contracts** so the deliverables and allowable activities are clearer?

Would you like to see any **structure changes**? What would those look like?







## Q&A!

What questions do you have about **deliverables or allowable costs and activities?**

# Questions and Additional Support

- Questions and answers from the session will be sent to providers from [MaineSupport@pcgus.com](mailto:MaineSupport@pcgus.com).
- Questions may also be submitted via email to [CDC-OPHE-Support@maine.gov](mailto:CDC-OPHE-Support@maine.gov).
- **Next TA Sessions:**
  - Accounting 101 and Internal Controls -- Thursday June 9<sup>th</sup> at 3:00pm.
  - Audit Overview -- Thursday June 23<sup>rd</sup> at 3:00pm
  - Audit Tiers – Thursday July 14<sup>th</sup> at 3:00pm
  - For contracts ending June 30<sup>th</sup>, group session on Annual Closeout Report



**Maine CDC Office of  
Population Health Equity**