Governor's Office of Finance Work Program Training

Updated: June 2023

Class Objectives

- Basic Knowledge About Work Programs
- Preparing Work Programs
- Justifying Work Programs
- Identifying Common Problems
- Submitting Complete/Accurate Work Programs



Work Program Overview

► Work Program Documents Ensure:

- Expenditures are within approved funding
- Budget reflects Executive and Legislative intent
- Sufficient authority exists to carry out the agency's goals and objectives
- Changes are consistent with the State Budget Act, NRS and federal guidelines

Work Program Overview

- Reasons for requesting a work program revision:
 - Identify and reconcile changes in the agency's funding
 - Accept a new gift or grant
 - Realign grant authority based on new or amended award (increase or decrease)
 - Increase/decrease authority to collect fees
 - Transfer authority between categories to cover a shortfall
 - Comply with legislation Establish authority related to a bill (in the year the bill is effective)
 - Balance forward authority of remaining cash
 - Establish a non-executive budget account
 - Establish authority for IFC Contingency Funds (requires memo)
 - Request funding for a new position

When to Request a Work Program

- Provisional authority for a submission of grant application
- Upon discovery of a projected budget authority shortfall
- Prior to beginning a new program
- Prior to the agency IFC deadline plan ahead
- Revenues are projected to exceed total work program authority at end of the fiscal year to close a budget
- Work program should be submitted prior to obligating <u>funds</u>

Common Work Program Issues

- Untimely submission
- Missing supporting documentation (projections, quotes, etc.)
- Amounts in back-up don't match the WP request
- Actuals in expenditure projections don't reconcile with DAWN
- Before Fund Map do not reconcile to BSR
- NEBS Cumulative Sheet does not match After Fund Map (See example of "After" Fund Map with multiple WPs in Slide 29)
- Transferring more out of a category than is available
- Narrative does not explain the revision or is not basic enough for someone who doesn't work at the agency to understand
- Combining multiple purposes for one work program

Common Work Program Issues

- ▶ Hard coded numbers in fund maps and other spreadsheets
- Grant reconciliation doesn't tie to DAWN and/or grant award
- Transferring between categories isn't justified on both sides
- Category numbers and amounts should not be included in the Purpose of the work program
- Detailed Travel Log not provided when requesting travel funds or contain employees name rather than PCN #s or titles
- Requesting a change that was requested in the budget and denied
- All companion work programs not submitted together
- Retroactive Requests Don't spend money until the work program is approved.
- Not labeling new RGL's or Categories (needed when file maintenance is attached).

Work Program Overview

- ► IFC Contingency (NRS 353.268)
 - Non-restricted funds
 - Memo of request for Board of Examiners
 - Memo of request for Interim Finance Committee
 - Complete and accurate work program
 - Restricted Funds
 - ► Memo of request for Interim Finance Committee
 - Complete and accurate work program
 - Not available for accounts that do not have General Fund or Highway Fund appropriations

15 & 45 Day Work Programs

- NRS 353.220, NRS 353.263
- Requires pre-approval from the Budget Division, prior to submitting the work program
- Request must be submitted in writing
- Emergency or protection of life or property
- Revision requires expeditious action 15 days
- Revision requires action before scheduled IFC meeting 45 days
- Can be called at the next IFC

NRS 353.335 & NRS 353.220

- A gift or nongovernmental grant which does not exceed \$200,000 or a governmental grant which does not exceed \$200,000 - NRS 353.335
- Carrying forward money from the immediately preceding fiscal year with no change in purpose - NRS 353.220(8)b)



Work Program Guidelines

- Section 7 of the Authorizations Act (Section 10 in 2019)
 - Revert General Fund or Highway Fund if replaced by new funding
 - Exceptions (New in 2023 Authorizations Act)
 - The agency must demonstrate the new funding is being used for new expenditures
 - The funding source has a "non-supplant" clause (example: federal grants)
 - The agency can demonstrate that a reversion would jeopardize the receipt of the new funding

- Work Program Components
 - Main Tab
 - Checklist (system generated)
 - ► Work Program Form
 - ► Cover Sheet
 - Cumulative Modification Sheets (system generated)

- Attachments Tab
 - ► Required attachments
 - Possible attachments
- ► IFC Approval Tab

Log-into NEBS and select the Work Programs Tab

Select Create New Work Program...

NEBS - Nevada Executive Bud Nevada Executive Budget Sys		
Home NEBS Activity Budget	Work Programs	BDR SFYE
Work Programs Task Page	Q	Search Work Progra
Personal To Do List		IFC
O Create New Work Program		0
296 New Work Program transactions pe	ending approval	Aug
		Aug
		Aug
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		Jur

Preparing a Work Program (Page 21 WP Manual)

- ▶ Use the drop down to select the appropriate fiscal year and Budget Account
- Use the drop down to identify what kind of work program is being created
- Select Create this will take you to the main work program screen and will autoassign the work program number.

	ixecutive Bud e Budget Sys								10/23 2:48 PM FIELD (58180) -	
Home NEBS	Activity Budget	Work Programs	BDR	SFYE	Reports	Data Mart	Admin	Messages	Site Help	
ate Work P	rogram									
Work Program #:	Auto				S	atus: TBD - se	t to Draft	upon Creation		
Fiscal Year:	2024 💌					Date: TBD - se	t upon De	partment Subr	mission	
Budget Account:				~	(Type: Work Pr	ogram	~		T
Department:						-und: Work Pr	ogram			
Division:					Vi <mark>s</mark> i	Links	Amendme ot Appropr	1000	's	
			Create		Cancel	Suppler	nental App	ropriations		14
							/			

Main work program screen will show mandatory items in red – these will all need to be addressed prior to submitting the work program.

/iev	w Work Program	Q Search Work Programs	₽
The	following must be corrected befor work program form is not complet Cover Sheet is not complete quired attachments are missing: Su	te	
2.9	Work Program #: C64334		Status:
	Eiscal Vears 2024		Date:
	Department: 40 - DEPARTMENT OF	F HEALTH AND HUMAN SERVICES	Type:
	Division: 400 - DHHS - HEALTH	AND HUMAN SERVICES DIRECTOR'S OFFICE	
			Fund:
	Budget Account: 3150 - HHS-DO - ADM	AINISTRATION	Visibility:
Worl	Program Checklist	Cover Sheet	
	Cover Sheet *	+ Expand All - Collapse All	
	Work Program Form *	- 🔺 Budget Account's Primary Purpose, Function and Statut	ory Authority
	IFC Approval	This text displays on the Work Program Form as well a	
	Cumulative Sheet	The Department of Health and Human Services (DHHS by the department's divisions/offices within their resp	
tta	chments		
	Financial/Budget Status Reports 苯		
	Budget Projections	Purpose of Work Program	
	Fund Map \star	This text displays on the Work Program Form as well as	s the Checklist and IF
	NPD 19/Organizational Chart		
	Quotes for Purchased Items		
	Spreadsheets/Supporting		
	Calculations		
	Grant History/Reconciliation Form	Justification	
	Grant Awards for Current Year		
	Grant Budget		
	Summary of the grant program		



Work Program Checklist (system generated)

State of Nevada Work Program Packet Checklist

- ✓ Work program form
- ✓ Work program packet checklist
- Cumulative modification worksheet
- Cover Page detailing the reasons for the revision, benefits to the division, department and state and consequences
 if not approved
- Financial/Budget Status Reports (current)
- Budget projections with corresponding detail
- Fund map reflecting amounts before and after the revision
- NPD 19 (If requesting new position) include copy of current organizational chart w/proposed change
- Quotes for the purchase of unbudgeted items (i.e., equipment, computers, etc.)
- Spreadsheets/detailed calculations supporting request

WORK PROGRAM REVISIONS INVOLVING GRANTS MUST ALSO INCLUDE

- Grant history/reconciliation form for grants
- Copies of all grant awards for the current year listed on the grant reconciliation form
- Copy of grant budget if applicable
- Summary of the grant program and purpose if not included in the grant award document

IFC determination evaluation (reason work program does or does not require IFC approval indicated with an X)

Requires IFC approval because

- \$350,000 or more cumulative for an expenditure category
- Exceeds \$75,000 cumulative and is 20% or more cumulative for an expenditure category
- Non-governmental grant or gift in excess of \$200,000
- Involves the allocation of block grant funds and the agency is choosing to use the IFC meeting for the required public hearing per NRS 353.337
- Other:

Does not require IFC approval because

- \$75,000 or less cumulative for each expenditure category
- Less than \$350,000 cumulative and 20% cumulative for each expenditure category
- ✓ Other: Pursuant to NRS 353.220.8(b) balance forward with no change in purpose.
- Places funds in Reserves, or Retained Earnings categories only
- Non-executive budget
- Implements general/highway fund salary adjustments approved by the BOE

► Work Program Form (Page 26 WP Manual)

WP Number: C46460 Add Original Work Program XXX Modify Work Program BUDGET DIVISION USE ONLY DATE APPROVED ON BEHALF OF THE GOVERNOR BY AGENCY BUDGET DEPT/DIV/BUDGET NAME DATE FUND 03/06/19 101 3150 HHS-DO - ADMINISTRATION 400

Budgetary GLs (2501 - 2599)	Ls (2501	WP Amount	Revenue GLs (3000 - 4999)	Description	WP Amount	Current Authority	Revised Authority
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		8					
Subt	otal Budgetary General Ledg) 219	Subtot	al Revenue General Ledgers(RB)	0		1

CAT	Amount	CAT	Amount
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			-2
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	8 8	8	3
	- S		- 20
	8 3	÷	
	8 0		3
	- 3	83	- 82
_		1 <u>1</u>	
	Category		



FY 2019

Total Budgetary General Ledgers and Category Expenditures (AP)

Authorized Signature

Date

Controller's Office Approval



► Work Program Form (Page 26 WP Manual)

unds A	vailable							8
🔂 Add	a Revenue Line							
GL	Description			Current	Pending	Work Program	Total	
415.	2 FINES/FORFEITUR	RES/PENALTI	ES	0	0	65,693	65,693	
			All other GL Lines	106,710	0		106,710	
			Totals	106,710	0	65,693	172,403	
Expendi	itures							*
🕗 Add	an Expenditure Line		· · · · · · · · · · · · · · · · · · ·					
Catg	g Description	GL	Description	Current	Pending	Work Program	Total	
85	STATE FORFEITURE	9178	RESERVE - BAL FWD TO	11,542	0	65,693	77,235	
							95,168	
			All other Categories	95,168	0		35,168	

► Work Program Cover Sheet (Page 28 WP Manual)

over Sheet	
Expand All 🔄 Collapse All	
Budget Account's Primary Purpose, Function and Statutory Authority	12
This text displays on the Work Program Form as well as the Checklist	
The Budget Division is responsible for developing and presenting a fiscally sound Executive Budget for the Executive Branch of state governmer that reflects the Governor's goals and providing oversight to state agencies by implementing the legislatively approved budget. Other responsibilities include evaluating policies and providing direction to executive agencies, and assisting them in the development of strategic plan and performance measures; monitoring and forecasting state revenues; and providing recommendations and support to the Board of Examiner: Statutory Authority: NRS 353.	15
Purpose of Work Program	
This text displays on the Work Program Form as well as the Checklist and IFC agenda	
Justification	
Expected Benefits to be Realized Sample Instruction Text: Include specific examples with measurable benefits	-
Explanation of Projections and Documentation	
	1.1

- Elements of the Cover Sheet
 - Budget account's primary purpose, function and statutory authority
 - Purpose of Work Program (Page 9 of WP Manual)
 - The purpose displays on both the work program form and the cover sheet
 - Must follow the IFC Agenda format (examples provided next slide)
 - ► It should answer:
 - what the work program is doing
 - ▶ where the funding is coming from
 - It is not intended to describe the mechanics of the work program

Purpose of the WP templates (page 9 WP Manual)

Balance forward, no change in purpose

This work program requests to balance forward unexpended cash with no change in purpose.

Realign/Additional grant authority

- This work program requests the addition of ______ federal funds to provide ______ (service/support).
- This work program requests the addition of ______ federal funds to continue to provide ______ (service/support).

Budget Shortfall

- This work program requests a transfer from the _____ category (name) to the _____ category (name) to fund an increase due to _____ (reason).
- This work program requests the transfer from the _____category (name) to the ____category (name) to fund a projected shortfall for the remainder of the fiscal year.

Justification

- The Justification should explain:
 - Why the work program is necessary.
 - What has changed since the budget was approved that is driving this request.
 - ► What is being accomplished.
 - ► What is the consequence if the work program is not approved.
 - If transferring between categories, please explain the consequences for both categories

▶ Justification Examples (Page 10-12 WP Manual)

Balance Forward, no change in purpose

The Bureau of Health Care Quality and Compliance charges fees for applications, licenses and renewals of health care facilities, medical laboratories and personnel. Pursuant to NRS 353.253, cash on hand at the end of each fiscal year must be balanced forward in the same budge account for use in the subsequent fiscal year.

Realign/Additional grant authority

The Immunization Program is federally funded and typically receives three rounds of funding per calendar year from the Center of Disease Control. Additional revenue and expenditure authority is needed to establish the first round of funding for calendar year 2019. In addition, a re-alignment in expenditure categories is needed to reconcile state authority. This grant not only funds the operation of the Immunization Program, but it is also used to support two immunization coalitions and three health districts. These coalitions and health districts conduct mandatory activities on behalf of the Nevada Immunization Program.

- Expected Benefits to be Realized should identify the following (Page 11-12 WP Manual):
 - How the changes will benefit the agency and/or the state as well as what group of individuals will benefit
 - Impacts if not approved
 - In many cases this section will be direct, with little detail needed
 - In other cases, a detailed explanation will be necessary to supplement information provided in the purpose/justification

Expected Benefits Standard Examples (Page 11-12 WP Manual)

- Balance forward, no change in purpose
- Realign/Additional grant authority
- Cover budget shortfall as explained in the justification
- Request for an item missed in the legislatively approved budget as explained in the justification
- Request authority of requirements passed during the legislative session, but funding was not included in the budget as explained in the justification

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Receive salary adjustment funds

Expected Benefits Detailed Example (page 11-1 WP Manual)

- New federal grant received from the Department of Health and Human Services for the Title X in Nevada Health Insurance Enrollment Program
 - This program will expand eligibility and enrollment outreach activities at four existing Title X service deliver sites to assist the uninsured clients accessing clinic services to enroll in health insurance or Medicaid through Silver State Health Insurance Exchange. This expansion, for current and potential clients, will provide information and assistance to understand and identify the affordable coverage that best meets the client's needs. This will enable better access to high quality family planning and other health preventative services. The four existing sites that have been chosen are located in Northern Nevada in counties considered to be rural and frontier: Carson City, Churchill County, Lyon County, and Humboldt County. Nevada family planning clinics expect to reduce the overall percentage of uninsured clientele with this program.

- Explanation of Projections and Documentation
 - ► List the documents attached.
- New Positions
 - ► Yes or No
- Explanation of Alternatives and Why Current Proposal is <u>Preferred</u>

27

► There's always an alternative.

Cumulative Modification Worksheet (system generated)

		820230222	APPRO	OVED	PENDING		22	
		Original or Legislatively	FIRST	SECOND	THIRD	CUMULATI	/E	1
	REVENUES	Approved Work Program	Work Program Change	Work Program Change	Work Program Change	Dollar Change	Percent Change	Total Amount
GL#	Description		WP# C45513	WP# C45528	WP # C46462			
2501	APPROPRIATION CONTROL	2,034,389	6	2.		0	0.0%	2,034,389
3580	JRJ - FEDERAL GRANT	35,078	2,442			2,442	7.0%	37,520
4104	COUNTY FEES	1,262,843	100-00-00	68,212		68,212	5.4%	1,331,055
	Total Revenues	3,332,310	2,442	68,212	0.00	70,654	2.1%	3,402,964
	EXPENDITURES	- 190 HLS						
Cat	Description	1	3 83	30				
01	PERSONNEL	1,495,858		68,212	-12,000	56,212	3.8%	1,552,070
03	IN-STATE TRAVEL	4,138		0-0903311-	1. 1.2.0.955	0	0.0%	4,138
04	OPERATING EXPENSES	82,064			5,000	5,000	6.1%	87,064
12	POST-CONVICTION RELIEF	1,640,115			08/010	0	0.0%	1,640,115
13	JOHN R JUSTICE GRANT	35,078	2,442			2,442	7.0%	37,520
26	INFORMATION SERVICES	28,300			7,000	7,000	24.7%	35,300
30	TRAINING	9,808			25	0	0.0%	9,808
60	COST ALLOCATION - DHHS DO	22,180				0	0.0%	22,180
87	PURCHASING ASSESSMENT	551				0	0.0%	551
SS	STATEWIDE COST ALLOCATION PLAN	14,218				0	0.0%	14,218
	Total Expenditure:	3,332,310	2,442	68,212	0.00	70,654	2.1%	3,402,964

Attachments

• Required Attachments

	Cover Sheet \star	Funds	Available		
	Work Program Form \star	🔘 Ad	d a Revenue Line		
	IFC Approval	GL	Description		
	Cumulative Sheet	No. Do	venue Lines for this V		
Atta	chments	W0 148	venue Lines for this v		
	Financial/Budget Status Reports \star				
	Budget Projections				
	Fund Map \star				
	NPD 19/Organizational Chart	-			
	Quotes for Purchased Items				
	Spreadsheets/Supporting	-	200700-000		
	Calculations	Expend	litures		
	Grant History/Reconciliation Form	😋 Ad	d an Expenditure Line		
	Grant Awards for Current Year	Catg	Description		
	Grant Budget	No Ex	penditure Lines for th		
	Summary of the grant program	1079-04			
	and purpose (if not included in				
	the award document)				
	File Maintenance Request			29	
	Other Attachments	1		- /	

Attachments

- Required Attachments
- ► Fund Maps (both before & after are required)
 - ▶ Before fund map must balance to approved authority in DAWN
 - ► After fund map shows the result if the work program is approved
 - Changes on the after fund map must be hi-lighted and should reconcile to the cumulative sheet in the work program

Attachments

• Required Attachments

• Fund Map Examples – Before Fund Map

A 3150	- Director's Office - Administra	ition								
Y 2020	Fund Map									
01 - Leg	islatively Approved									
		2501	4230	4231	4234	4235	4236			
		State General Funds	Cost Allocation GMU	Cost Allocation Idea Part C	Cost Allocation DD Council	Cost Allocation OCHA	Cost Allocation PD	Total	per BSR	difference
	Revenue	1,461,081	166,710	81,528	62,406	67,114	42,876	1,881,715		
	Balance forward	-		5 4 0	-	-		-		
	Total Revenue	1,461,081	166,710	81,528	62,406	67,114	42,876	1,881,715	1,881,715	5
xpendit	ures									
1	Personnel Services	1,322,689	146,440	73,540	55,701	61,271	40,111	1,699,752	1,699,752	-
2	Out-Of-State Travel	1,041	1	-		2		1,041	1,041	
3	In-State Travel	13,723	-	(1)	1	2	-	13,723	13,723	
4	Operating Expenses	72,057	15,580	6,273	5,266	4,589	2,131	105,896	105,896	5
26	Information Services	38,995	4,543	1,669	1,400	1,220	619	48,446	48,446	-
28	Trial Liason	9,669	-	-	-	-	-	9,669	9,669	-
30	Training	2,417	1		*		· · · ·	2,417	2,417	
87	Purchasing Assessment	490	147	46	39	34	15	771	771	2
	Total Expenditures	1,461,081	166,710	81,528	62,406	67,114	42,876	1,881,715	1,881,715	
	To Balance	-	-	÷.	e -	4	14	-		

Attachments

- Required Attachments
 - Fund Map Examples After Fund Map

BA 3150	- Director's Office - Administra	ation								
FY 2020	Fund Map									
LO1 - Leg	islatively Approved									
		2501	4230	4231	4234	4235	4236			
		State General Funds	Cost Allocation GMU	Cost Allocation Idea Part C	Cost Allocation DD Council	Cost Allocation OCHA	Cost Allocation PD	Total	per BSR	difference
	Revenue	1,461,081	171,466	83,854	64,186	69,029	44,099	1,893,715		
	Balance forward	-	-		•		•	-		
	Total Revenue	1,461,081	171,466	83,854	64,186	69,029	44,099	1,893,715	1,881,715	12,000
Expendit	tures									
1	Personnel Services	1,322,689	146,440	73,540	55,701	61,271	40,111	1,699,752	1,699,752	-
2	Out-Of-State Travel	1,041					-	1,041	1,041	
3	In-State Travel	13,723	<u> </u>	14			-	13,723	13,723	5
4	Operating Expenses	72,057	20,336	8,599	7,046	6,504	3,354	117,896	105,896	12,000
26	Information Services	38,995	4,543	1,669	1,400	1,220	619	48,446	48,446	-
28	Trial Liason	9,669	-		-	-	-	9,669	9,669	-
30	Training	2,417	÷.	-	1980		-	2,417	2,417	
87	Purchasing Assessment	490	147	46	39	34	15	771	771	2
	Total Expenditures	1,461,081	171,466	83,854	64,186	69,029	44,099	1,893,715	1,881,715	12,000
	To Balance	-	+		1. A.	-	+	-		

Sample "After" Fund Map with Multiple Work Programs

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123-2825 Directal Dedgel																										
fler																										
		2488317882	_		CE3453	CE1442		1		2482317881	1.5		2482317885	-	CE3544	CE3458			CES				24823178		CE3442	CE3653
	2584	3418	3411	3413	3414	3415	3503	3506	3502	35#1	35\$3	35\$4	35\$7	4672	4673	4739					3584	3418	9287	4733	3415	3414
RETENNES	CENERAL FRED	CHES Black Grant COTID	CHES CHES DLOCE CRAET	HUDC ARPA	FED CBR-P FOR TOBTS	Paulgari Years	CRANT	OPIOID RESPONSE CRANT SOR	EARLY DITERSION	54H854 (0710	PEDERAL SAPT DLOCE GRANT	SAPC ARPA	CRANT - COTID	TRANSFER FROM DEES DIRECTORS OFFICER	TRANS PROM SZZN INCALTN DISPARITIES	Transfer fram Agricallarr	T-1./1-	Pret	EDS Tran S228) Diapa	trallh		CHHS DIL Graal COVID	GRANT - COVID	Transfer fram Aqriaallare	Ped Perg Paulpart Wanes	FED CHR-P FOR YOUTH
Rearour Annual	6,851,842	\$13,744	3,433,141	4,555,275	115,227	136,631	2,070,525	15,594,772	555,282	581,484	11,512,203	3,443,458	3,621,43	1 423,537	365,443	20,61	21,245,212									
Ball Forward																										
Talal Braraar	5.851.842	512.744	2.112.141	4.352.275	115.227	114.411	2.171.121	15.534.772	111.217	511.111	11.512.211	1.111.151	1.671.111	423.337	265.442	241.451	71.245.212	64,5	8,61	65,449	581,181	513,744	3,678,434	20,61	136,631	1 115,227
																		C.1								
It Pressed	1,543,558		\$47,548				155,528	77,955			\$11,555	742		268,528			3,123,133		13,133							
11 In-State Teasel	(311			•													4,511	13	(311							
It Operating Expresses	63,461		17,585				1,171	(16			24,515			12,258			131,141	14 1	1,141							
II Farmer Ransh Ranialanar																20,61	20,61	7 m						20,61		
18 State Alaskal Grants	2,625,955							•									2,625,355	11 2,5	15,355							
11 Holk Education Grants	1,684,624					1.1									1.1		1,684,624	11 1,5	14,524							
12 SAMINSA COVID										581,181							\$11,111	12			\$81,181					
13 CDC Health Disparilies					42							141			365,443		365,443	13		65,443						
15 CHHS Plank Grant			8,681,754														1,511,734	15 1,6	11,734							
15 Certification Program								•	24.0								\$2,235	16	2,235							
17 Early Diservation									929,758								123,768	17 5	13,768							
18 CHHS Black Grant COVID		\$13,744						•									\$13,744	11				\$13,744				
13 SAPTA COVID13																		13								
21 TTI Casteral								•.										21								
22 Saiside Preasaline Lifeline	1.00			÷.	1.00			•										22								
23 SOMMS								÷.					÷				44,588	23	14,388							
24 CHRP far Yaalb					115,227				•						100		115,227	24								115,22
26 Information Services	15,545		5,864				1,825	514			5,411			2,745			52,845	26	12,145							
27 SAPTA Plant Grant - COVID Supplement	al -												3,678,131	1			3,678,131	27					5,678,454			
28 SAPT Plank Grant											17,383,553				1.1		17,383,555	21 17,5	19,559							
23 Ped Stealegia Pera Peaneusek					· · ·		1,331,866	•									1,331,855	23 1,5	1,855							
54 Opinid Response Grant SOR		1 A 1						15,441,183	•								15,441,185	31 15,4	1,183							
SE PATH Graal	•		•				•	•	•								\$85,797	36 5	19,797							
17 Perg PaulperlWanes						19,01											134,631	57							136,631	
48 HDE Prajeal Ruser	•			•				¥.,	•								128,128	a 1	11,121							
41 Yaulk Saiaide Presentian	34,873							•				S.5.		165,268			248,141	41 2	11,141							
44 SADGARPA								¥.	•			3,441,854					3,441,854	44 3,4	11,854							
45 MHDGARPA	•			4,956,585				•	•					•	,		4,356,585	45 4,5	16,585							
SI Transfer from Hedinal Marijaana					5.00	100		•			*			*	1.0		257,578	58 2	2,378							
61 ARPA Community Services Grant	•							•	•								24,372	61	4,972							
61 ARPA Assert Case Teralaral						1.1		•									1,758,811	63 1,7	11,111							
E4 ARPA Howbars Opisid Surrouing	•			¥.	100									× 1	1.0		354,275	64 5	4,276							
25 Dala Analylin Transfer								•			111,588	38					111,511	75 1	1,311							
82 Disision Cost Allenation	12,111	1.00		•	1.0		× .	10 A			*						12,835	R	12,835							
IG Rearran	•			•					•			•					•	16	•							
17 Parabasing Reseasand	671		1,822	as		10	251		57		2,865	383			1.0		6,822	17	6,822							
II Statewide Cont Alteration			5,422	4,956			2,876	16,523	338		18,565	3,441		•	•		55,167		15,167							
83 RG Cool Allocation Plan	545							•	•								545	13	545							
dal Espesiilare Calegories	6,851,842	\$13,744	3,182,883	4,351,425	115,227	834,438	2,877,584	15,542,513	338,435	581,181	18,583,138	3,444,877	3,678,434	428,583	365,443	248,458	74,245,212	60.3	1,671	65,443	581,481	\$13,744	3,628,191	20,61	116,61	115,22
			337	12,151			1,828	12,241	1,122		527														- adam	

Attachments

- Possible Attachments (Page 13 WP manual)
 - Budget projections (use Expenditure Schedule)
 - Salary projections (use standard template)
 - Travel projections (use standard template)
 - NPD19/Org Chart & Director's Office Checklist
 - Quotes for purchased items
 - Spreadsheets/supporting calculations
 - Grant history/reconciliations form (use standard templates)
 - Grant awards/budget for current year (pertinent pages only)

- ► File Maintenance Form Scanned copy (not interactive)
- Copy of items referenced (NRS, WP, etc.)
- Other miscellaneous attachments

• Expenditure Schedule

1	А	В		С		D		E		F		G
1	Expe	nditure Schedule for:										
2	3150	- Administration										
3	Fisca	l Year 2020										
1	Enter	RGL or Grant name here if needed										
5			FY 2	0 APPROVED	EXP	ENDITURES	P	ROJECTED	то	TAL SPENT	BA	LANCE
5	CAT	DESCRIPTION		BUDGET	AS	OF: 8/12/19	THR	OUGH 8/12/19	& F	ROJECTED	AVA	AILABLE
в	01	Personnel Total	Ś	1,699,752	\$	131,529	\$	1,568,223	\$	1,699,752	\$	
>	01	Personner rotar	3	1,099,752	2	131,329	2	1,500,225	2	1,099,752	2	-
0	02	Out-Of-State Travel Total	Ś	1.041	Ś		Ś	1.041	Ś	1.041	Ś	-
1	02	out-or-state naver rotar	2	1,041	\$		\$	1,041	\$	1,041	•	
2	03	In State Travel Total	Ś	13,723	\$	883	\$	12,840	\$	13,723	Ś	-
3	0.5	in state naver rotar		13,723		005		12,040		13,723	-	
4	04	Operating Total	Ś	105,896	Ś	19,387	Ś	86,509	Ś	105,896	Ś	
5		operating rotar	-	103,890	~	15,567	4	00,309	~	103,090	4	-
6	26	Information Services Total	\$	48,446	Ś	2,372	\$	46,074	\$	48,446	\$	-
7	20	internation services rotar	~	10,110	~	2,372	*	40,074	*	-10,-110	× 1	
8	28	Tribal Liason										
8		OPERATING SUPPLIES	s	186	\$	-	s	186	Ś	186	Ś	-
9		PRINTING & COPY SVC NONSTATE-A	S	26	s	-	S	26	s	26	s	_
0		EXCESS PRINT CHARGES-COPIERS	s	225	Ś	-	s	261	\$	261	Ś	(36
1		NON B&G PROP & CONT INSURANCE	Ś	3	Ś	-	Ś	3	Ś	3	Ś	-
2		CONTRACTS	s	11	Ś	_	s	36	\$	36	Ś	(25
3		CONTRACTS - L	Ś	57	Ś	12	\$	57	Ś	57	Ś	-
4		SOFTWARE LICENSE/MNT CONTRACTS	Ś	90	Ś	-	\$	90	Ś	90	Ś	_
5		NON-STATE OWNED OFFICE RENT	S	4,040	Ś		\$	4,763	\$	4,763	\$	(723
6		B & G LEASE ASSESSMENT	S	27	Ś	~	S	27	Ś	27	S	-
7		POSTAGE - STATE MAILROOM	S	15	Ś	-	s	444	Ś	444	S	(429
8	7289	EITS PHONE LINE AND VOICEMAIL	Ś	140	Ś	-	S	140	Ś	140	S	-
9		CELL PHONE/PAGER CHARGES	\$	426	S	-	\$	445	\$	445	\$	(19
0	7296	EITS LONG DISTANCE CHARGES	S	57	\$	-	S	48	Ś	48	Ś	9
1	7302	REGISTRATION FEES	S	370	\$	-	s	370	\$	370	S	-
2	7460	EQUIPMENT PURCHASES < \$1,000	\$	148	\$	~	\$	3,215	\$	3,215	S	(3,067
3		EITS NAS CARD READER	\$	2	\$	-	\$	-	\$	-	\$	2
4	7980	OPERATING LEASE PAYMENTS	\$	317	\$	-	\$	365	\$	365	\$	(48
5	28	Tribal Liason Total	\$	9,669	\$	-	\$	14,004	\$	14,004	\$	(4,335
6				-								
7	30	Training Total	\$	18,561	\$		\$	18,561	\$	18,561	\$	-
8												
9	87	Purchasing Assessment Total	\$	46,063	\$	193	\$	45,870	\$	46,063	\$	-
1		TOTAL EXPENDITURES	\$	1,943,151	\$	154,364	s	1,793,122	¢	1.947.486	Ś	(4,335

• Travel Projections

			B/A (insert budget accourt	nt number)					
			(insert budget account	t name)					
			(insert fiscal year) IN-STATE TR	AVEL EXPE	NSES				
						COS			
				6200	6210	6230	6240	6250	
Position Title	Date	Destination	Purpose	Per Diem	Motor Pool	Ground	Pers Veh	Air	Total
									0.00
		n anananananan anana					a a a a a a a a		0.00
								annand.	0.00
								1	0.00
									0.00
									0.00
									0.00
							<u>Sunnunun</u>	ļ	0.00
									0.00
									0.00
									0.00
		n kun nun nun kun n							0.00
			Subtotal	0.00	0.00	0.00	0.00	0.00	0.00
ist New Tr	avel not l	Requested in Budg	et Below:						
11111111111111111111									
			Subtotal	0.00	0.00	0.00	0.00	0.00	0.00
			Total Travel Needs	0.00	0.00	0.00	0.00	0.00	0.00
			Less Current Travel Authority	0.00	0.00	0.00	0.00	0.00	0.00
			Work Program Need	0.00	0.00	0.00	0.00	0.00	0.00

Attachments

• Salary Projections required when requesting changes to Cat 01 Two standard templates - by PCN or by Pay-period

Payroll Projections by PCN (Use for BA's with a smaller number of FTE's)

ADMIN			Unclassified pos	itions have differen	nt formula.			
Briefing SupportWorkshee	et&Projection	n	XPP11	PP10	XPP11	PP01		
BA 3150		FRINGE	34.32%	20.82%	34.32%	20.82%		
SFY 20 Salary Costs		HOURLY	60.40	30.33	50.82	38.18		
		Grade-Step	U4900	U9009	U9105	37-09		
		Anniv Date	7/3/2020	7/3/2020	7/3/2020	7/3/2020		
		HOURLY	60.40	30.33	50.82	39.94		
		Grade-Step	U4900	U9009	U9105	37-10		
		Name:	Employee #1	Employee #2	Employee #3	Employee #4		
		PCN:	0001	0002	0005	0006		
Pay Period							TOTAL	
01 (JUST INSURANCE) (JULY	6/17/2019	6/30/2019	740.92	740.92	740.92	740.92	10,372.88	10,372.88
2 (10 WORKING DAYS)	7/1/2019	7/14/2019	6,490.34	2,931.58	5,460.91	2,306.45	58,223.27	68,596.15
1ST QTR PAYROLL ASMT (GL	5700)		20.77	20.77	20.77	20.77	332.32	68,928.47
1ST QTR PERSNL ASMT (GL 5	5400)		62.53	62.53	62.53	62.53	1,000.48	69,928.95
03 INS (AUGUST)	7/15/2019	7/28/2019	7,231.26	3,672.50	6,201.83	3,047.37	69,112.28	139,041.23
24 INS (JUNE)	5/4/2020	5/17/2020	7,231.26	3,672.50	6,201.83	3,047.37	73,375.34	1,528,940.16
25	5/18/2020	5/31/2020	6,490.34	2,931.58	5,460.91	2,306.45	61,745.42	1,590,685.57
26	6/1/2020	6/14/2020	6,490.34	2,931.58	5,460.91	2,306.45	61,745.42	1,652,430.99
01 INS (JULY IN FY19) (10 W	6/15/2020	6/28/2020	6,490.34	2,931.58	5,460.91	2,306.45	61,745.42	1,714,176.41
Total			176,495.18	83,967.27	149,730.04	69,097.95	1,714,176.41	

Attachments

• Salary Projections required when requesting changes to Cat 01 Two standard templates - by PCN or by Pay-period

Payroll Projections by Pay Period (Use for BA's with a larger number of FTE's)

	ADMIN															
BriefingSu	pportWorks	heet&Projection														
BA 3151																
SFY 20 Sa	lary Costs															
To update:																
nout the tota	al amount for th	he pay period in Column E	: "Total"													
	the 'ACT/ES															
		the BSR in the GL column	(GL 5500 5200 e	to): the 'SALA	EY' amount is	calculated										
		lly goes away when the a														
		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,														
							(5500)	5400) & (5700	(5810)	(5960), (5970)	8 (5975)					
		-		1.071								PP		MONTH		
START	END	CHECK		ACT/	PAY		GROUP	ASSESS-	OVER-	TERM			YTD			
DATE	DATE	DATE	Total	EST	PER	SALARY	INSUR	MENTS	TIME	LEAVE		TOTAL	TOTAL	TOTAL		
						-										
	6/30/2019	07/12/19	87,054.75	ACT	01	0.00	87,054.75					87,054.75		362,054.75	July	Insurance
	7/14/2019	07/26/19	275,000.00	ACT	02	264,876.69			10,123.31			275,000.00	362,054.75			
	7/28/2019	08/09/19	362,054.75	ACT	03	275,000.00	87,054.75					362,054.75		637,630.10	August	Insurance
	8/11/2019	08/23/19		EST	04	269,938.35		5,637.00				275,575.35	999,684.85			
	8/25/2019	09/06/19		EST	05	269,938.35	87,054.75	1,917.75				358,910.85	1,358,595.69	628,849.19	September	Insurance
8/26/2019	9/8/2019	09/20/19		EST	06	269,938.35						269,938.35	1,628,534.04			
9/9/2019	9/22/2019	10/04/19		EST	07	269,938.35	87,054.75					356,993.10	1,985,527.13			Insurance
9/23/2019	10/6/2019	10/18/19		EST	08	269,938.35						269,938.35	2,255,465.48	626,931.44	October	
10/7/2019	10/20/2019	11/01/19		EST	09	269,938.35	87,054.75					356,993.10	2,612,458.57			Insuranc
10/21/2019	11/3/2019	11/15/19		EST	10	269,938.35						269,938.35	2,882,396.92	626,931.44	November	
11/4/2019	11/17/2019	11/29/19		EST	11	269,938.35		5,637.00				275,575.35	3,157,972.26			
11/18/2019	12/1/2019	12/13/19		EST	12	269,938.35	87,054.75	1,917.75				358,910.85	3,516,883.11	904,424.54	December	Insurance
12/2/2019	12/15/2019	12/27/19		EST	13	269,938.35						269,938,35	3,786,821,45			
	12/29/2019			EST	14	269,938.35	87,054,75					356,993.10	4,143,814.55	626,931,44	January	Insurance
	1/12/2020	01/24/20		EST	15	269,938.35						269,938,35	4,413,752.89			
	1/26/2020	02/07/20		EST	16	269,938.35	87,054,75					356,993,10	4,770,745,99	626.931.44	February	Insuranc
1/27/2020		02/21/20		EST	17	269,938.35						269,938,35	5,040,684.33			
	2/23/2020	03/06/20		EST	18	269,938.35	87,054,75	5,637.00				362,630,10	5,403,314,43	634,486,19	March	Insuranc
2/24/2020		03/20/20		EST	19	269,938.35		1,917.75				271,856,10	5,675,170.52			
	3/22/2020	04/03/20		EST	20	269,938,35	87.054.75					356,993,10	6.032,163.62			Insuranc
3/23/2020		04/17/20		EST	21	269,938.35	01,001.10					269,938.35	6,302,101.96	626,931.44	April	in carson salt Pa
4/6/2020		05/01/20		EST	22	269,938.35	87,054.75					356,993,10	6,659,095.06	020,001.44		Insuranc
4/20/2020		05/15/20	-	EST	23	269,938.35	01,004.10						6,929,033.40	626 931 44	Mau	in seconditing
	5/17/2020	05/29/20		EST	24	269,938.35		5,637.00				275,575.35	7,204,608.75	520,001.44		
	5/31/2020	06/12/20		EST	25	269,938.35	87,054.75	1,917.75				358,910.85	7,563,519.59	904 424 53	June	Insuranc
6/1/2020	6/14/2020	06/26/20		EST	26	269,938.35	01,034.13	1,511.15				269,938.35	7,833,457.93	554,424.55	oute	insuranc
	6/28/2020	07/10/20		EST	01	269,938.35			157 976 00	135,000.00			8,396,272.97	562 815 04	h dha	
6/15/2020	0/20/2020	01710/20		COL	01	200,000.00			131,010.03	135,000.00		302,015.04	0,330,212.31	302,015.04	July	
		ESTIMATED COST				7 018 396 97	1,044,657.00	30.219.00	168,000.00	135.000.00	0	8.396.272.97		8,396,273	8	
		CONTRACTED COOT				1,010,330.31	1,044,031.00	30,213.00	100,000.00	133,000.00	0	0,000,212.01		0,000,210		
										FY Budget A		7,673,370				
												(722,903)	-9.4%			
										Authority Ba	lance	(122,303)	-5.4%			

• Grant Reconciliation Summary

Chronic Disease Prevention 9/1/2011 8/31/2012 3U58DP002003-03S2 583,865 - 72,365 414,189.17 97,311 27,713 62,301 7,297 . <th< th=""><th>Health Division</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>	Health Division															
RGL 3581 Form																
$ \frac{1}{3} + 1$		nd Health Prom	notion													
Grant Description Grant Part Prom Total Amount Allocated of Other BA(s) Less Privery Less Privery Current FS Expland Factor Fa	RGL 3581															
Grant Description Grant Part Prom Total Amount Allocated of Other BA(s) Less Privery Less Privery Current FS Expland Factor Fa																
Grant Description From To ID # Allocated Amount Future State to Other BA(s) Prior FY Fam Expired Amount Avail CAT 15 CAT 82 C						Less	Less									
Grant DescriptionFromToD #Amountto Other BA(s)Fiscal YearDrawsAmount Amount AvailGAT 01CAT 16CAT 18CAT 82CAT 82CAT 83TotalChronic Disease Prevention91/120118/31/20123/050D02003-0352583,865-72,365414,189 1797,31127,71362,3017,29797,797Chronic Disease Prevention91/20128/31/20133/050D02003-04W1355,252-59,209296,043219,45754,34822,202296,93Chronic Disease Prevention91/20128/31/20133/050D02003-04W1355,252-59,209296,043247,170116,68529,499393,354Chronic Disease Prevention91/20128/31/20133/050D02003-04W1355,252-59,209296,043294,95754,34822,202296,93Chronic Disease Prevention91/20128/31/20133/050D02003-04W1355,252-Current Leg App BudgetFund Map97,31118,33472,1046.873296,943Allocation to Future State Fiscal year represents8/333% of the total grant awardFund Map97,31118,33472,1046.873296,943Allocation to Future State Fiscal year represents8/3333% of the total grant award							Allocated To					Ex	penditure Aut	hority Alloca	tion	
Chronic Disease Prevention 9/1/2011 8/31/2012 3U58DP002003-03S2 583,865 - 72,365 414,189.17 97,311 27,713 662,301 7,297 . 97, Chronic Disease Prevention 9/1/2012 8/31/2013 3U58DP002003-04W1 355,252 - 59,209 - - 296,043 219,457 54,384 22,202 - - 296,043 219,457 54,384 22,202 - - 296,043 219,457 54,384 22,202 - - 296,043 247,170 116,685 29,499 - - 393,354 247,170 116,685 29,499 - - 393,354 22,202 - - 97,311 18,334 72,104 6,873 - - 97,97 97,97 - - 97,97 - - 97,97 - - 97,97 - - 92,90 - - 98,99 - - 98,99 - - 97,97,97 - - 97,97 - - 97,97 - - 92,96 - -		Gran	t Period		Total	Allocated		Prior FY	Expired	Current FY						
Chronic Disease Prevention 9/1/2012 8/31/2013 3U58DP002003-04W1 355,252 59,209 - - 296,043 219,457 54,384 22,202 - - 296,043 Chronic Disease Prevention 9/1/2012 8/31/2013 3U58DP002003-04W1 355,252 . 59,209 - - 296,043 219,457 54,384 22,202 - . 296,043 219,457 116,685 29,499 . . . 393,354 247,170 116,685 29,499 . <t< td=""><td>Grant Description</td><td>From</td><td>To</td><td>ID #</td><td>Amount</td><td>to Other BA(s)</td><td>Fiscal Year</td><td>Draws</td><td>Amounts</td><td>Amount Avail</td><td>CAT 01</td><td>CAT 15</td><td>CAT 82</td><td>CAT 87</td><td>CAT 88</td><td>Total</td></t<>	Grant Description	From	To	ID #	Amount	to Other BA(s)	Fiscal Year	Draws	Amounts	Amount Avail	CAT 01	CAT 15	CAT 82	CAT 87	CAT 88	Total
Chronic Disease Prevention 9/1/2012 8/31/2013 3U58DP002003-04W1 355,252 59,209 - - 296,043 219,457 54,384 22,202 - - 296,043 Chronic Disease Prevention 9/1/2012 8/31/2013 3U58DP002003-04W1 355,252 . 59,209 - - 296,043 219,457 54,384 22,202 - . 296,043 219,457 116,685 29,499 . . . 393,354 247,170 116,685 29,499 . <t< td=""><td>Chronic Disease Prevention</td><td>9/1/2011</td><td>8/31/2012</td><td>3U58DP002003-0352</td><td>583 865</td><td></td><td>2</td><td>72 365</td><td>414 189 17</td><td>97 311</td><td>27 713</td><td>62 301</td><td>7 297</td><td></td><td></td><td>97.31</td></t<>	Chronic Disease Prevention	9/1/2011	8/31/2012	3U58DP002003-0352	583 865		2	72 365	414 189 17	97 311	27 713	62 301	7 297			97.31
Allocation to Future State Fiscal year represents 8.3333% of the total grant award. The percentage is determined by dividing the number of grant months in the current fiscal year (10) by the total number of grant award (12). 10/12 = 83.33333% allocated to ourrent fiscal year. Total grant award (12). 10/12 = 83.3333% allocated to ourrent fiscal year. Allocated to Other BA's			0.0 HEOTE	COUCER COLLOCO COCE	000,000			12,000			21,110	02,001	1,251			
Allocation to Future State Fiscal year represents 8.3333% of the total grant award. Current Leg App Budget Fund Map 97,311 18,334 72,104 6,873 - - 97,97 Allocation to Future State Fiscal year represents 8.3333% of the total grant award. Work Program Adjustment Needed 296,043 228,836 44,581 22,626 - - 296,043 Allocation to Future State Fiscal year represents 8.3333% of the total grant award. - - - 296,043 286,043 228,836 44,581 22,626 - - 296,043 Allocation to Future State Fiscal year represents 8.3333% of the total grant award. - - - - 296,043 28	Chronic Disease Prevention	9/1/2012	8/31/2013	3U58DP002003-04W1	355,252		59,209			296,043	219,457	54,384	22,202			296,043
Allocation to Future State Fiscal year represents 8.3333% of the total grant award. Current Leg App Budget Fund Map 97,311 18,334 72,104 6,873 - - 97,97 Allocation to Future State Fiscal year represents 8.3333% of the total grant award. Work Program Adjustment Needed 296,043 228,836 44,581 22,626 - - 296,043 Allocation to Future State Fiscal year represents 8.3333% of the total grant award. - - - 296,043 286,043 228,836 44,581 22,626 - - 296,043 Allocation to Future State Fiscal year represents 8.3333% of the total grant award. - - - - 296,043 28							Bala	nce Available		393 354	247.170	116 685	29 499	2	-	393,354
Allocation to Future State Fiscal year represents 8.3333% of the total grant award. The percentage is determined by dividing the number of grant months in the current fiscal year (10) by the total number of months in the grant award (12), 10/12 = 83.33333% allocated to current fiscal year = 16.6667% to future fiscal year. Total grant award \$355,252 x 16.6667% = \$59,209 Allocated to Other BA's BA Amount Allocated to Other BA's BA Amount Allocated to Other BA's BA Amount Allocated to Other BA's BA Amount Allocated to Other BA's BA Amount BA Am																
Allocation to Future State Fiscal year represents 8.3333% of the total grant award. The percentage is determined by dividing the number of grant months in the current fiscal year (10) by the total number of months in the grant award (12). 10/12 = 83.33333% allocated to current fiscal year. 100% less 83.33333% to current fiscal year = 16.6667% to future fiscal year. Total grant award \$355,252 x 16.6667% = \$59,208.79 to future fiscal year. <i>Ck figure:</i> 59,209 Allocated to Other BA's							Current Le	eg App Budget	Fund Map	97,311	18,334	72,104	6,873		-	97,311
Allocation to Future State Fiscal year represents 8.3333% of the total grant award. The percentage is determined by dividing the number of grant months in the current fiscal year (10) by the total number of months in the grant award (12). 10/12 = 83.33333% allocated to current fiscal year. 100% less 83.33333% to current fiscal year = 16.6667% to future fiscal year. Total grant award \$355,252 x 16.6667% = \$59,208.79 to future fiscal year. <i>Ck figure</i> : 59,209 Allocated to Other BA's						Wor	k Program Adjus	tment Needed		296,043	228,836	44,581	22,626			296,043
The percentage is determined by dividing the number of grant months in the current fiscal year (10) by the total number of months in the grant award (12). 10/12 = 83.33333% allocated to current fiscal year. 100% less 83.33333% to current fiscal year =16.6667% to future fiscal year. Total grant award \$355,252 x 16.6667% = \$59,208.79 to future fiscal year. Ck figure: 59,209 Allocated to Other BA's																
Allocated to Other BA's	The percentage is determ by the total number of mo fiscal year. 100% less 83	nined by divid onths in the g	ding the nun grant award current fisc	nber of grant months in t (12). 10/12 = 83.33333 al year =16.6667% to fu	he current fis % allocated	to current										
Allocated to Other BA's	Ck figure:	59,209	1													
			BA	Amount												
	Allocated to Other BA's															

• Grant Reconciliation Budget to Actual

Health Division		-		1.2	Current FY	2013			-	1
Chronic Disease Prevention ar	nd Health	Promotion								
Budget to Actual Schedule										
9/1/2011 - 8/31/2012										
				Less	Balance		Budget			
		NOGA	Prior Year	Expired	Available	Budget	Assessment	Balance	Subject	
Description	CAT	Amount	Draws	Amounts	for SFY 2013	Revision	Redirects	Available SFY 13	to Indirect	
Personnel Costs	01/15	155,141	21,498	107,787	25,857	1,856		27,713	27,713	
Travel	15	21,854	5,011	13,200	3,642	1 -	÷	3,642	3,642	
Supplies	15	2,900	4	2,412	483	. *		483	483	
Equipment	15		4	4	· .	4	2	123	1	
Contractual	15	345,923	40,647	247,623	57,654	. +:		57,654	57,654	
Other	15	19,292	803	15,274	3,215	(2,694)		521	521	
CAT Subtotal		389,969	46,465	278,509	64,995	(2,694)		62,301	62,301	
Information Svc	7 26	<u> </u>			121				-	
Indirect	* 82	38,754	4,402	27,893	6,459	838		7,297	7,297	
Purchasing Asses	r 87	-	-			-	-	-	-	
SWCAP	. 88					-				
		-								
AG Assess	89						· · ·			
Total Budge	et	583,864	72,365	414,188	97,311			97,311	97,311	Total Subject to Indirec
			а		2 S I				7.50%	
									7,297	Total Indirect
Total Revision			la constante							
Maximum Revision Allowed	dama		145,966						6,459	Indirect per NOGA
Allowed at 25% per HHS Gran	2012 NOGA Amount Prior Year Draws s 01/15 155.141 21,498 15 21,854 5,011 15 21,854 5,011 15 2,900 4 15 2,900 4 15 345,923 40,647 15 19,292 803 26 - - 82 389,969 46,465 82 38,754 4,402 88 - - 89 - - 70tal Budget 583,864 72,365 0n Allowed per HHS Grant Policy Statement 145,966						7,297	Actual Indirect Needed Required Revision		
CONCLUSION:		Grant budg	et revisions	are in full o	ompliance w	ith applicabl	le federal re	gulations.		Required Revision
		Notes:								



• Grant Reconciliation Budget-Multiple BA's

Division of Work Program Trai	hing													Attachment	XX
Budget Account 1234														WP# C9876	
Reconciliation of Available Gra	ant Authority														
Revenue GL 3456 - Federal Mo								Current FY			Expenditu	re Authority	Allocation		
		Period		Total	Allocated to	Allocated to	Prior FY	Amount				,			
Grant Description	From	To	ID #	Amount	Other BA(s)	Future Year	Draws	Available	CAT 01	CAT 04	CAT 19	CAT 82	CAT 87	CAT 88	Total
Federal Money 01-2019	10/01/18	09/30/19	2019XXX.01	900,000	250,000		600,000	50,000	12,500	400	34,400	2,500	100	100	50,000
Federal Money 02-2019	10/01/18	09/30/19	2019XXX.02	200,000	150,000	-	-	50,000	12,500	400	47.500	2,500	100	100	50,000
Federal Money 01-2020	10/01/19	09/30/20	2020XXX.01	1.200.000	400,000	100,000		700,000	125,000	900	537,950	35,000	650	500	700,000
rederar money da-zozo	10/0 // 10	00/00/20	2020/001.01	1,200,000	400,000		nce Available	800,000	137,500	1,300	619,850	40,000	750	600	800,000
Leg Approved Grant Allocatio	2019222 01	2019XXX.02	2020XXX.01												1.2
Budget Account 2345	50,000	2013////.02	75,000		0	urrent Leg App	round Budget	650,000	125,000	1.300	482.350	40,000	700	650	650,000
Budget Account 3456	50,000	150,000	25,000		C	arrent ceg App	noven onnger	050,000	120,000	1,500	402,000	40,000	700	030	050,000
Budget Account 4567	200,000		300,000		Work P	rogram Adjust	ment Needed	150,000	12,500	(m.)	137,500		50	(50)	150,000
Total by award	successive and the second section of the	150,000	400,000		Front	rogram rojasi	inera recouce	150,000	12,000		101,000	25	50	(20)	100,000
Total of analo	200,000	100,000	400,000			Training No	tes					-			
							are for budge	t account 1234	only, do not	use amounts	allocated to	other budge	t accounts in	these column	15.
							expired amou					and a second second second			
Full Grant Award Reconciliation	if necessary)						t Award Recor				be required b	v the GFO or	LCB.		
		Prior Year	Allocated to	Amount			ward numbers								
2019XXX.01	Grant Award	Draws	Future Year	Available							. S	2			
Budget Account 1234	650,000	600,000		50,000											
Budget Account 2345	50,000	50,000		20											
Budget Account 3456	-														
Budget Account 4567	200,000	150,000		50,000											
	900,000	800,000	20	100,000											
		Prior Year	Allocated to	Amount											
2019XXX 02	Grant Award	Draws	Future Year	Available											
Budget Account 1234	50,000	-	, Jose - Land	50,000	-										
Budget Account 2345	-			-											
Budget Account 3456	150,000	85,000		65,000											
Budget Account 4567	-														
	200,000	85,000		115,000											
100000000000000000000000000000000000000		Prior Year	Allocated to	Amount											
2020XXX.01	Grant Award	Draws	Future Year	Available											
Budget Account 1234	800,000		100,000	700,000											
Budget Account 2345	75,000			75,000											
Budget Account 3456	25,000	-		25,000											
Budget Account 4567	300,000	8		300,000											
	1,200,000		100,000	1,100,000											

- Documents that should <u>NOT</u> be attached to your WP
 - Entire grant award or application, only the pertinent sections (acceptance and budget sections)
 - Entire bill, only front page and pertinent section highlighted
 - Documents with hyper-links
 - Active PDF File Maintenance Form (must be scanned copy)
 - Documents that are password protected
 - Documents that have not been formatted to print correctly use complete page to increase print size

- Very large budget tracking spreadsheets, if possible, attach only pertinent sections
- Projections should not be converted to PDF or have formulas removed
- Personal identification information

Levels of work program approval:

- Budget Account
- Division
- Department
- Budget Division

Interim Finance Committee (see IFC Thresholds

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- next slide)

Work Program IFC Thresholds:



Parting Thoughts



QUESTIONS?