

# ***Public Health Finance***

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# Objectives

- Types of Revenue
- Types of Expenditures
- MDHHS Comprehensive Agreement
  - Initial Allocation/Award
  - Amendments
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (aka “Super Circular”)
- Closing Out a Grant

# Types of Revenue

- Federal Awards (often passed through the State)
- State Funds
- Local Agreements
- Private Funds (Foundations, Charities)
- First Party Payments (fees for services paid directly by the service recipient)
- Third Party Payments (Medicaid, Medicare, Private Insurance)
- Federal Cost Based Reimbursement
- Federally Provided Vaccine – Value of VFC Vaccine
- Donations

# Types of Expenditures

- Become familiar with your own organization's structure of expense categories.
- MDHHS Categories:
  - Salaries/Wages
  - Fringe Benefits
  - Capital Expenditures (items costing \$5,000 +)
  - Contractual (Subcontracts/Subrecipient)
  - Supplies & Materials (includes printing & postage)
  - Travel (mileage, lodging, registration fees, meals)
  - Communication Costs (telephone, internet, websites)
  - County/City Central Services (central support activities)
  - Space Costs (building space)
  - All Others (training, insurance, laundry & cleaning, advertising)
  - Indirect Cost/Cost Allocation

# MDHHS Comprehensive Agreement

- FY19 Initial Allocation received in June
- Budgets Due in EGrAMS in July
- Any budget amendments requested by the LHD must be communicated to the MDHHS project Grant Contract Administrator (see attachment III of the contract) so that it can be opened in EGrAMS during the next scheduled contract amendment

# EGrAMS Documents

**EGrAMS Application**

Michigan.gov  
The Official State of Michigan Website

Home | Home | Home | Home

Date : Jun-07-16

- Home
- About EGrAMS
- EGrAMS Login
- Validate Workstation
- Register your Agency
- Create User Profile
- Project Director Request
- Grant Opportunity Notification
- Search Grants
- Current Grants**
- Behavioral Hlth and Dev Disabilities Adm
- Behavioral Hlth and Dev Dis Adm Standard
- Comprehensive Agreement**
- Health Information Technology
- Health Policy and Innovation
- Legal and Policy Affairs
- Master Agreement Program
- MI Abstinence Program
- MI Developmental Disabilities

The **Michigan Department of Health and Human Services (MDHHS)** is one of 22 departments of the government in the State of Michigan. The department is the largest in the state government and is responsible for health policy and management of the state's publicly funded health service systems. The MDHHS utilizes the EGrAMS software to implement the **MI E-Grants** program.

**EGrAMS** is an **Electronic Grants Administration & Management System** to aid users in the grants process. The System is password protected and only authorized users can access the system.

To access MI E-Grants, you should have a valid User ID. To apply to become an authorized user, you first need to create a User profile (see left side bar). Once created, your request will be reviewed, and if accepted, you will be notified by email.

The options in the left pane of the home page do not require a valid User ID. Move the mouse over the options to view additional details for each option. For additional information, click on the book icon at the top of the page.


If you have any problem accessing the application, please contact **Brenda Roys, MI E-Grants Helpdesk** at (517) 373-1207 or at [RoysB@michigan.gov](mailto:RoysB@michigan.gov). Please include your full name and complete telephone number (with area code) when you contact the MI E-Grants Helpdesk.

Select Comprehensive


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# EGrAMS Documents



## EGrAMS Application



Current Grants
Date : Oct-25-18

- Home
- About EGrAMS
- EGrAMS Login
- Validate Workstation
- Register your Agency
- Create User Profile
- Project Director Request
- Grant Opportunity Notification
- Search Grants
- Current Grants**
- Aging and Adult Services
- Bureau of Community Services
- Behavioral Hlth and Dev Disabilities Adm
- Behavioral Hlth and Dev Dis Adm Standard
- Community Action & Economic Opportunity
- Comprehensive Agreement

Category:

Option:  Open  All







Program	Description	Effective From Date	Effective To Date	Submission Date	Available Grant Amount
<a href="#">CO-2019</a>	Local Health Department - 2019	10/1/2018	9/30/2019	6/16/2018	127,273,305.00
<a href="#">CO-2018</a>	Local Health Department - 2018	10/1/2017	9/30/2018	6/16/2017	127,273,305.00
<a href="#">CO-2017</a>	Local Health Department - 2017	10/1/2016	9/30/2017	7/19/2016	125,869,943.00
<a href="#">CO-2016</a>	Comprehensive Agreement - 2016	10/1/2015	9/30/2016	9/8/2015	120,309,214.00
<a href="#">CO-2015</a>	Comprehensive Agreement - 2015	10/1/2014	9/30/2015	9/17/2014	120,309,214.00
<a href="#">CO-2014</a>	Comprehensive Agreement - FY 2014	10/1/2013	9/30/2014	9/5/2013	114,815,092.00
<a href="#">CO-2013</a>	Comprehensive Agreement - FY 2013	10/1/2012	9/30/2013	9/5/2012	114,815,092.00
<a href="#">CO-2012</a>	Comprehensive Agreement - FY 2012	10/1/2011	9/30/2012	8/31/2011	114,815,092.00
<a href="#">CO-2011</a>	Comprehensive Agreement - FY 2011	10/1/2010	9/30/2011	9/24/2010	114,815,092.00

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Select Grant Year

# EGrAMS Documents

Date : Oct-25-18

Grant Category:  Grant Program:

Project :  

**General** **Additional Information** **Documents**

**Synopsis**

The Comprehensive Planning, Budgeting and Contracting (CPBC) agreement is a grant agreement between the Michigan Department of Health and Human Services (MDHHS) and each of Michigan's 15 Local Health Departments (LHDs). This agreement contains the majority of the MDHHS funded programs provided through LHDs.

**Timeline**

RFP Publication Date:	<input type="text" value="05/25/18"/>	Submission Date / Time:	<input type="text" value="06/16/2018 05:00:00 PM"/>	Approval Date:	<input type="text" value="09/29/18"/>
Available Funding Amount:	<input type="text" value="127,273,305.00"/>	Min. Requested Amount:	<input type="text" value="N/A"/>	Max. Requested Amount:	<input type="text" value="N/A"/>

**Technical Assistance Session (Not Applicable)**

Select Documents

**Contacts**

Name	Email	Title	Telephone	Type
Laura Geist	<a href="mailto:geistl1@michigan.gov">geistl1@michigan.gov</a>	Contract Manager	(517) 241-3932	Primary



# EGrAMS Documents

https://egrams-mi.com/dch/user/ViewSynopsis.aspx#

The screenshot shows the EGrAMS Application interface. At the top, there is a header with the Michigan Department of Health & Human Services (MDHHS) logo and the text 'EGrAMS Application'. Below the header, there are fields for 'Grant Category: Comprehensive Agreement' and 'Grant Program: Local Health Department - 2019'. A 'Project' field is also present. The interface has tabs for 'General', 'Additional Information', and 'Documents'. The 'Documents' tab is active, displaying a table of documents.

Document Name	Updated	Last U
<a href="#">Comprehensive Agreement Boilerplate Language</a>	<input type="checkbox"/>	
<a href="#">Attachment I - Instructions for the Annual Budget</a>	<input type="checkbox"/>	
<a href="#">Attachment III - Program Specific Assurances and Requirements</a>	<input type="checkbox"/>	
<a href="#">Attachment IV Notes</a>	<input type="checkbox"/>	
<a href="#">Oakland County FY Agreement Addendum A</a>	<input type="checkbox"/>	
<a href="#">Comprehensive Applicable Laws Rules Regulations Policies Procedures and Manuals</a>	<input type="checkbox"/>	
<a href="#">Medicaid Outreach CSHCS Rates</a>	<input type="checkbox"/>	
<a href="#">CO-Body Art Supplemental FSR</a>	<input type="checkbox"/>	
<a href="#">Comprehensive HOPWA Supplemental FSR</a>	<input type="checkbox"/>	
<a href="#">Essential Local Public Health Services Maintenance of Effort (MOE) Report</a>	<input type="checkbox"/>	
<a href="#">FASD Community Based Uniform Data Collection</a>	<input type="checkbox"/>	
<a href="#">FASD Data Evaluation Tool</a>	<input type="checkbox"/>	
<a href="#">Immunization Fixed Fees Supplemental Report</a>	<input type="checkbox"/>	
<a href="#">CSHCS Case Management and Care Coordination Report</a>	<input type="checkbox"/>	
<a href="#">Attachment B4 - Indirect Cost 10% De Minimis Rate Calculation Form</a>	<input type="checkbox"/>	
<a href="#">WIC Communicate to Motivate Licensing Agreement</a>	<input type="checkbox"/>	

## Documents

- Attachment I – Instructions for the Annual Budget
- Attachment III – Program Specific Assurances and Requirements
- Footnotes – includes;
  - CSHCS Rates
  - HIV Rate
  - Body Art
  - Immunizations (AFIX, Nurse Education, VFC, VFC/AFIX) Rates
- Maintenance of Effort
- Comprehensive Applicable Laws, Rules, Regulations, Policies, Procedures and Manuals
- Forms:
  - Immunizations Fixed Fees Spreadsheet
  - Body Art Spreadsheet
  - CSHCS Medicaid Outreach Rates
  - Etc.

# MDHHS Comprehensive Agreement

- Budget amendment is necessary if moving \$10,000+ or 15% (whichever is greater) from one category to another
  - Exception for PHEP and CRI which is limited to a 15% variance before a budget amendment is required
- All budget amendments must be requested by June 2<sup>nd</sup> of each year (“final” amendment)

# 2 CFR, Part 200 (“Super Circular”)

- Costs charged to federal awards must be allowable, allocable, reasonable and necessary
- Federal rules in brief: “If it isn’t documented, it didn’t happen”
  - Keep a start-to-finish record for each grant
  - Documentation is required

# Grant Closeout

- Make sure goods and services have been received prior to the end of the grant and that payment is completed
- Do not make unusual expenditures at the end of the project (i.e., large supply purchase)



# ***District Health Department #10***

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