

PUBLIC HEALTH FINANCE

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Department



OBJECTIVES

- Primary Sources of Revenue
- Types of Expenditures
- MDHHS Comprehensive Agreement
 - Initial Allocation/Award
 - Amendments
- Grants and Grant Requirements
- Budgeting
- Challenges/Opportunities



Primary Sources 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
- Local Appropriation



TYPES OF EXPENDITURES

- Become familiar with your own organization's structure of expense categories.
- MDHHS Categories:
 - Salaries
 - 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

- Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement
 - Mandated Services
 - Categorical Services
 - Funding based on Annual State Allocation
 - Case Load requirements
 - Project Work Plans
- 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-MI.COM/DCH)

The screenshot shows the EGrAMS Application website. At the top left is the Michigan state logo. The main header contains the text "EGrAMS Application" and the "Michigan.gov" logo with the tagline "The Official State of Michigan Website". Below the header is a navigation bar with "Home", social media icons, and a date "Date : Jun-07-16". A left sidebar menu lists various options: Home, About EGrAMS, EGrAMS Login, Validate Workstation, Register your Agency, Create User Profile, Project Director Request, Grant Opportunity Notification, Search Grants, Current Grants (with a sub-menu including 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, and MI Developmental Disabilities), and MI Developmental Disabilities. The main content area contains three paragraphs of text. The first paragraph describes the Michigan Department of Health and Human Services (MDHHS) and its use of EGrAMS. The second paragraph explains that EGrAMS is an Electronic Grants Administration & Management System. The third paragraph provides instructions on how to access MI E-Grants, including the need for a valid User ID and contact information for Brenda Roys, MI E-Grants Helpdesk. A fourth paragraph notes that the options in the left pane do not require a valid User ID. At the bottom of the page, there is a footer with navigation links and a copyright notice.

Michigan.gov
The Official State of Michigan Website

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. Please include your full name and complete telephone number (with area code) when you contact the MI E-Grants Helpdesk.

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EGRAMS DOCUMENTS



Michigan Department of Health & Human Services

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
CO-2019	Local Health Department - 2019	10/1/2018	9/30/2019	6/16/2018	127,273,305.00
CO-2018	Local Health Department - 2018	10/1/2017	9/30/2018	6/16/2017	127,273,305.00
CO-2017	Local Health Department - 2017	10/1/2016	9/30/2017	7/19/2016	125,869,943.00
CO-2016	Comprehensive Agreement - 2016	10/1/2015	9/30/2016	9/8/2015	120,309,214.00
CO-2015	Comprehensive Agreement - 2015	10/1/2014	9/30/2015	9/17/2014	120,309,214.00
CO-2014	Comprehensive Agreement - FY 2014	10/1/2013	9/30/2014	9/5/2013	114,815,092.00
CO-2013	Comprehensive Agreement - FY 2013	10/1/2012	9/30/2013	9/5/2012	114,815,092.00
CO-2012	Comprehensive Agreement - FY 2012	10/1/2011	9/30/2012	8/31/2011	114,815,092.00
CO-2011	Comprehensive Agreement - FY 2011	10/1/2010	9/30/2011	9/24/2010	114,815,092.00

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EGRAMS DOCUMENTS



Michigan Department of Health & Human Services

EGrAMS Application



View Synopsis
Date : Oct-25-18

[Print](#) [Close](#)

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 45 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)

Contacts

Name	Email	Title	Telephone	Type
Laura Geist	geistl1@michigan.gov	Contract Manager	(517) 241-3932	Primary



EGRAMS DOCUMENTS

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

MDHHS Michigan Department of Health & Human Services

EGrAMS Application

View Synopsis

Grant Category: Comprehensive Agreement Grant Program: Local Health Department - 2019

Project: []

General Additional Information Documents

Document Name	Updated	Last U
Comprehensive Agreement Boilerplate Language	<input type="checkbox"/>	
Attachment I - Instructions for the Annual Budget	<input type="checkbox"/>	
Attachment III - Program Specific Assurances and Requirements	<input type="checkbox"/>	
Attachment IV Notes	<input type="checkbox"/>	
Oakland County FY Agreement Addendum A	<input type="checkbox"/>	
Comprehensive Applicable Laws Rules Regulations Policies Procedures and Manuals	<input type="checkbox"/>	
Medicaid Outreach CSHCS Rates	<input type="checkbox"/>	
CO-Body Art Supplemental FSR	<input type="checkbox"/>	
Comprehensive HOPWA Supplemental FSR	<input type="checkbox"/>	
Essential Local Public Health Services Maintenance of Effort (MOE) Report	<input type="checkbox"/>	
FASD Community Based Uniform Data Collection	<input type="checkbox"/>	
FASD Data Evaluation Tool	<input type="checkbox"/>	
Immunization Fixed Fees Supplemental Report	<input type="checkbox"/>	
CSHCS Case Management and Care Coordination Report	<input type="checkbox"/>	
Attachment B4 - Indirect Cost 10% De Minimis Rate Calculation Form	<input type="checkbox"/>	
WIC Communicate to Motivate Licensing Agreement	<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 2nd of each year (“final” amendment)



GRANTS

- Grants generally fall into these main categories
 - Federal – USDA, HHS, CDC
 - State – MDHHS, DEQ
 - Foundations
 - Large National – Robert Wood Johnson
 - State – BCBSM, Michigan Health Endowment Fund
 - Local – Spectrum Health Foundation, Community Foundations



GRANTS – IS IT THE RIGHT FIT

- Grant Opportunities should be evaluated prior to submitting the application.
 - Have a clear understanding of grant objectives, funding, spending restrictions, timing, and match requirements
 - Ask some questions:
 - ✓ Does it fit within the Health Department's mission
 - ✓ Is the project something the Health Department is ready to take on
 - ✓ What resources are needed to complete the project
 - ✓ To what extent does the grant pay for indirect costs



OTHER GRANT TIPS

- Determine if partners are required. If so, is there a solid commitment from these partners
 - Sub-recipient agreements are required
 - If sub-recipient agreements, regular monitoring is required
- Grant programs involving federal dollars are subject to additional compliance and potentially a Single Audit
- Successful grant projects will create strong relationships with grantors, and will assist with securing future funding request



FEDERAL GRANT GUIDANCE

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
- Supplementing vs Supplanting
 - Supplement: “to add to or complete”
 - Supplanting: “to take the place of”



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)



BUDGETS

- A budget is a financial plan that lists expected expenses and income during a particular period.
- All programs need a budget
- Essential components of a program budget
 - ✓ Program Requirements/ Work Plan and Contract
 - ✓ Expected Program Revenues
 - ✓ Required Resources (staff, supplies, etc.)
 - ✓ Historical program data and trends, if available
 - ✓ Consideration of external factors
 - State funding allocations
 - Competition
 - The economy

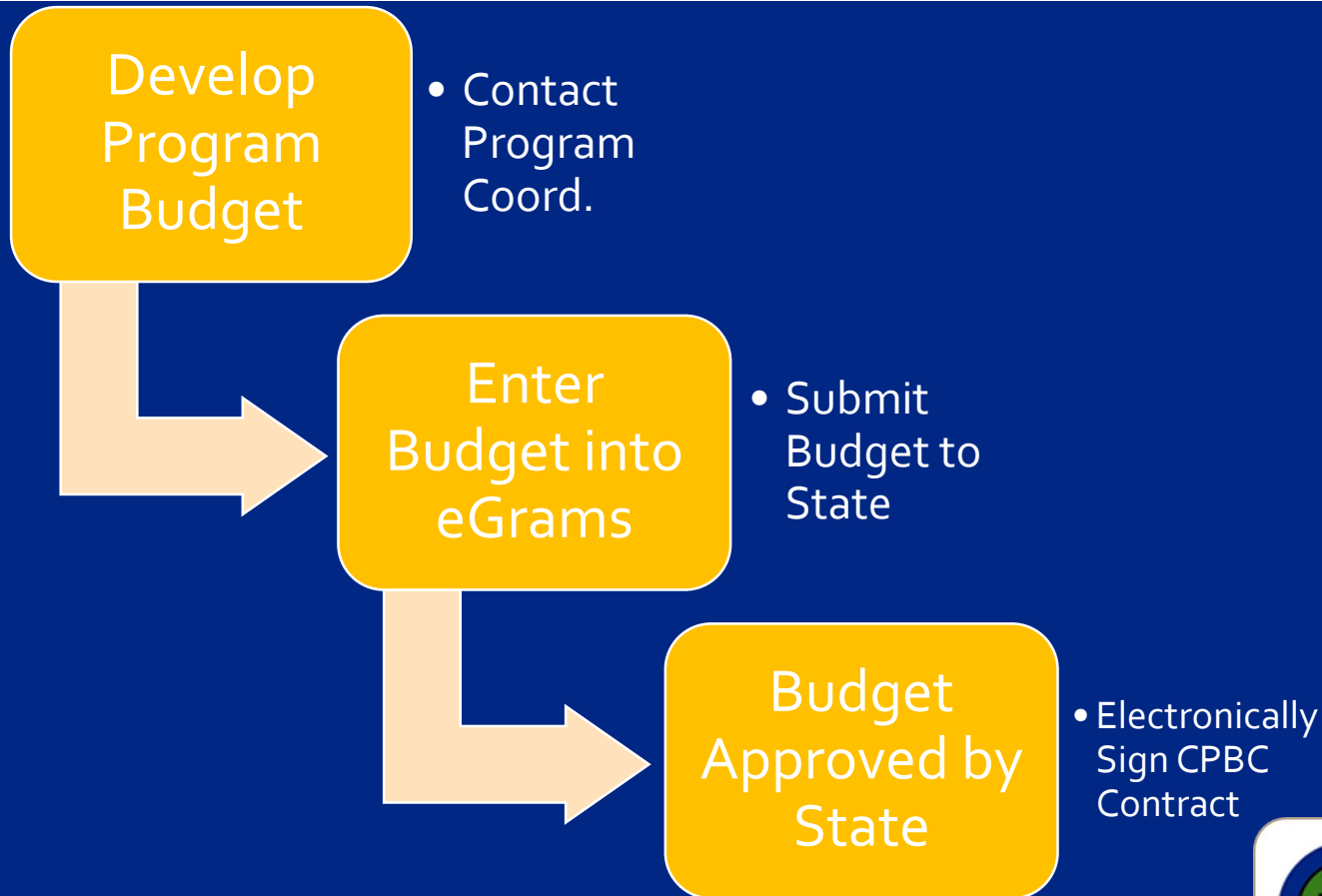


BUDGETS

- Program budget management is critical
- It is critical that Program staff work closely with Finance Staff
 - Develop spending plans that outline program work to be done
 - Notify Finance staff of any changes
 - In most cases, Finance is required to notify grantor of changes in planned spending.
 - Finance ensures that expenditures are allowable under the grant.
- Program Director/Manager responsibilities
 - Ensure that proposed workplan is being completed
 - Review budget variances monthly, at a minimum
 - Identify and explain significant budget variances
 - Make recommendations and manage staff to address anticipated budget variances



BUDGET PROCESS - STATE



CHALLENGES/OPPORTUNITIES

- Financial Challenges
 - Uncertainty of Grant Funds
 - Staffing
 - Legacy Costs (Health and Retirement)
 - High Indirect costs
 - Flat county appropriations
 - Inconsistent State funding
- Unfunded and Underfunded mandates
 - Should be a 50/50 funding arrangement with the State.
 - Most Health Departments are closer 30-35% State, 65-70% Health Department
- State/Federal requirements/bureaucracy
- Participate in MALPH Forums
- Get involved in various State workgroups



THANK YOU!

- Questions?
- Gail Brink, CPA - Finance Director
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(616) 632-7250

