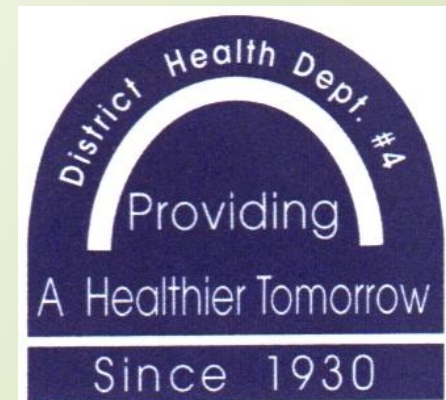


Public Health Finance

Judy Greer, BSBA

Administrative Services Director

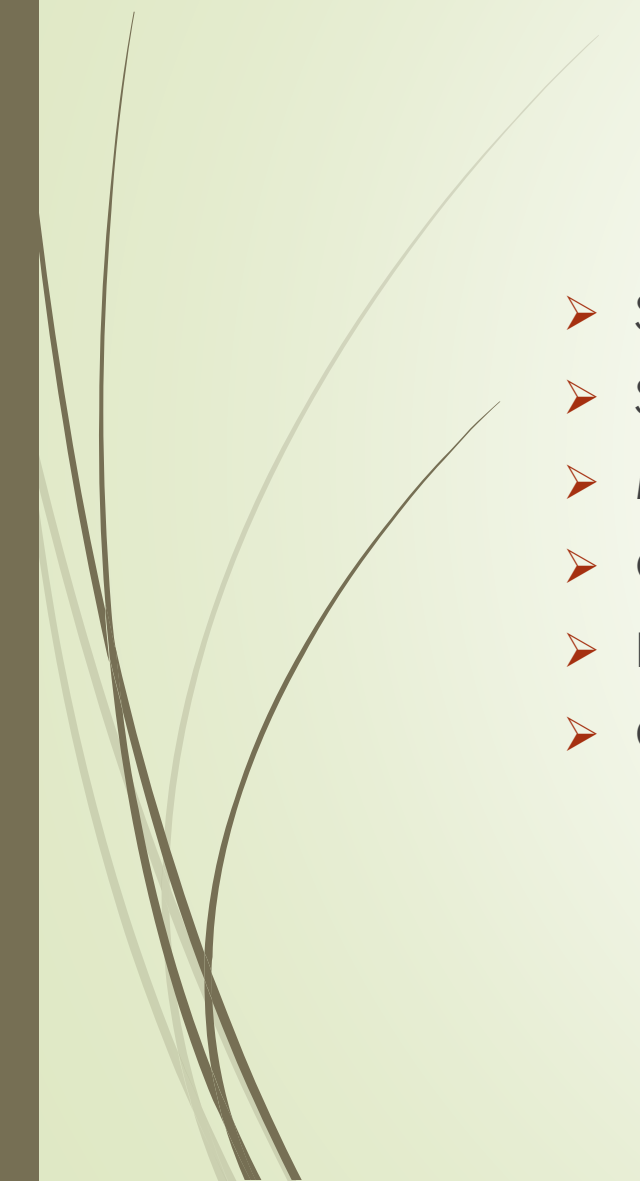
www.dhd4.org



Serving: Alpena, Cheboygan, Montmorency and Presque Isle County



Objectives

- Sources of Revenue
 - Sources of Expenditures
 - MDHHS Comprehensive Agreement (CPBC)
 - Grants and Grant Requirements
 - Budgeting
 - Challenges/Opportunities
- 



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
 - Match Requirements (Family Planning & Other)
 - Sources Available for Use towards Match
 - First Party Payments – Private Pay
 - Third Party Payments – Private Insurance Only (i.e. BCBS, BCN, Aetna)
 - Local Funds Other – County Government Funds, Local Grants
 - Matching Funds Must be Non-Federal Sources
- Federally Provided Vaccine – Value of VFC Vaccine
- Donations



Sources of Expenditures

- Become familiar with your own organization's structure of expense categories
- MDHHS Categories:
 - Salaries
 - Fringe Benefits
 - Capital Expenditures (items purchased \$5,000+)
 - Contractual (Subcontractors/Subrecipients)
 - Supplies & Materials (including postage and printing expenses)
 - Travel (Mileage, lodging, meals)
 - Communication (telephone, internet, website)
 - County/City Central Services (central support activities)
 - Space Costs (building space/utilities)
 - All Other (training, insurance, advertising, etc.)
 - Indirect Cost/Cost Allocation



MDHHS Comprehensive Agreement

- Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement
 - Mandated Services (7)
 - Categorical Services
 - Basic Services
 - Annual State Allocation funding
 - Caseload requirements
 - Project Work Plans
- FY19 Initial Allocations received in June 2018
- Budgets Due in EGrAMS in July 2018
- Any budget amendments requested by the Local Health Department (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)

MDHHS
Michigan Department of Health & Human Services

EGrAMS Application

Michigan.gov

Home ⓘ 📖 Date : Mar-28-19

- 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**

The **Michigan Department of Health and Human Services (MDHHS)** is one of 18 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.

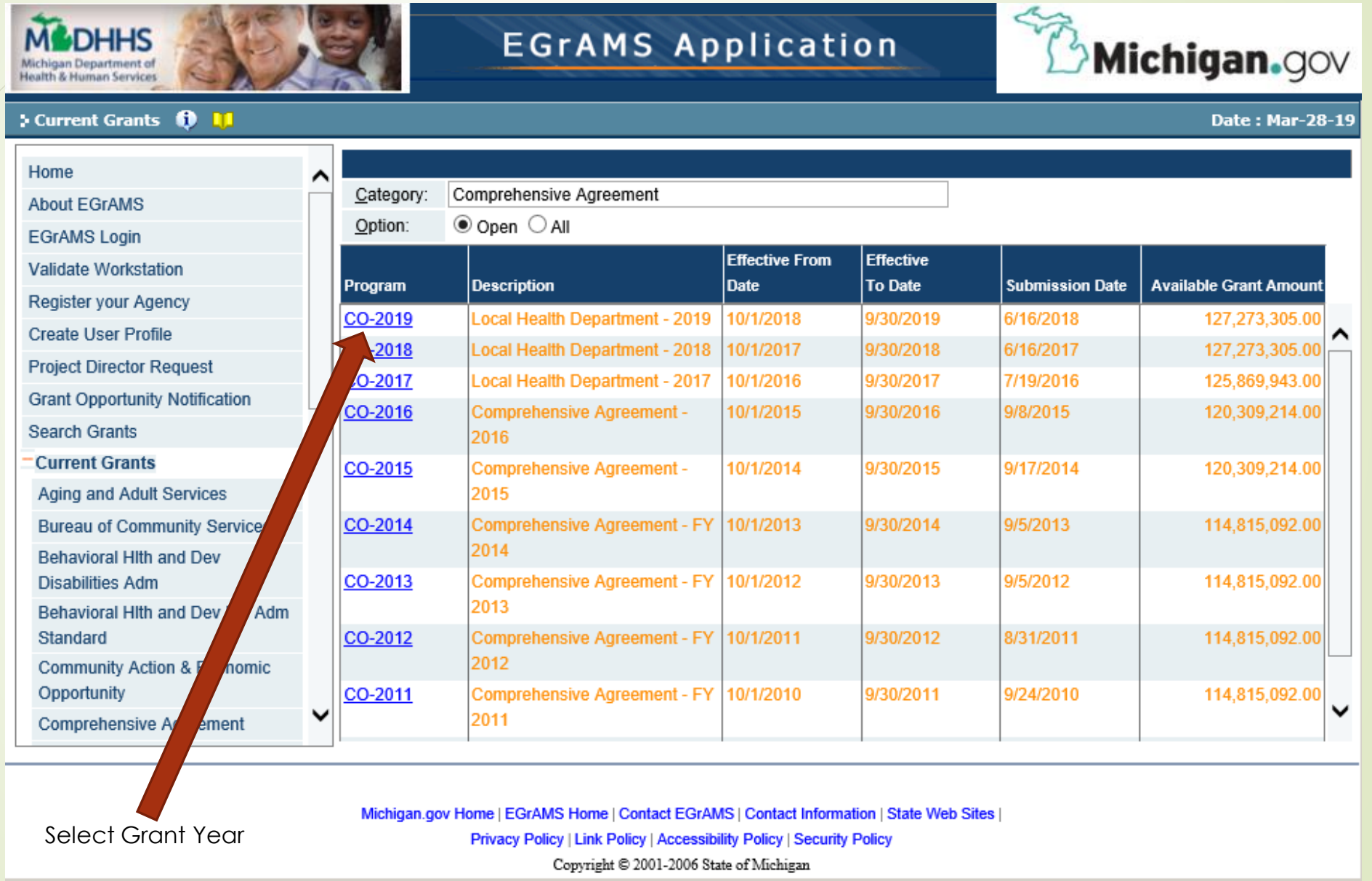
The options in the left pane of the home page do not require a valid User ID. Move the mouse over the options to view additional details for each option. For additional information, click on the book icon at the top of the page.

If you have any problem accessing the application, please contact the **MI E-Grants Helpdesk** at 517-335-3359 or MDHHS-EGrAMS-Help@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the MI E-Grants Helpdesk.

******Only use Internet Explorer as the Web Browser when accessing this software******

Select
Comprehensive
Agreement

EGrAMS Documents



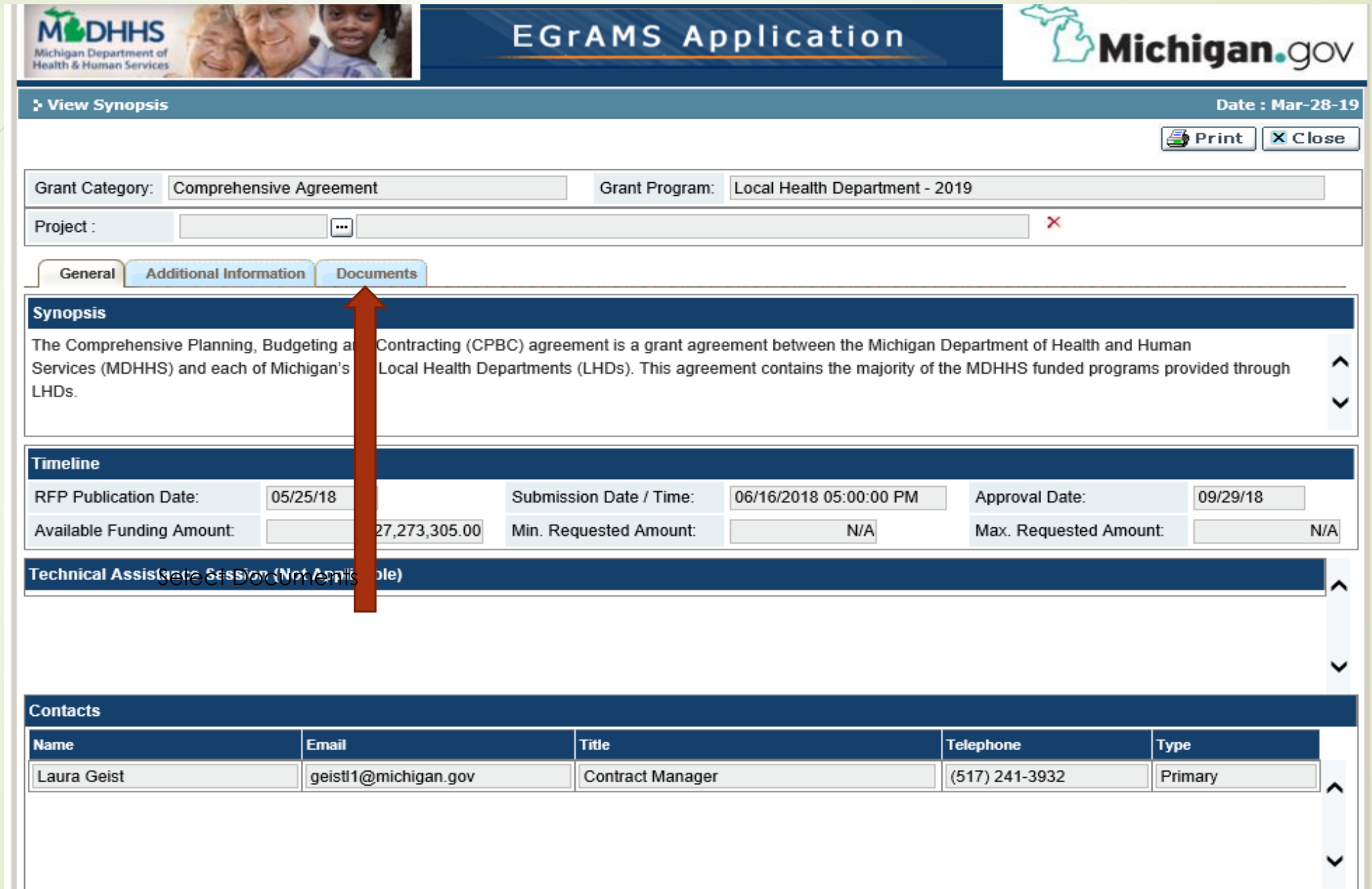
The screenshot displays the EGrAMS Application interface. At the top, there are logos for Michigan DHHS and Michigan.gov. The main navigation bar includes 'Current Grants' and a date of 'Mar-28-19'. A left sidebar contains a menu with options like 'Home', 'About EGrAMS', 'EGrAMS Login', and 'Current Grants'. The main content area shows a search filter for 'Comprehensive Agreement' and a radio button for 'Open'. Below this is a table of grant programs with columns for Program, Description, Effective From Date, Effective To Date, Submission Date, and Available Grant Amount. A red arrow points to the 'CO-2011' row.

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

Select Grant Year

Michigan.gov Home | EGrAMS Home | Contact EGrAMS | Contact Information | State Web Sites | Privacy Policy | Link Policy | Accessibility Policy | Security Policy
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EGrAMS Documents



The screenshot displays the EGrAMS Application interface. At the top, there is a header with the MDHHS logo, the text "EGrAMS Application", and the Michigan.gov logo. Below the header, there is a navigation bar with "View Synopsis" and a date "Date : Mar-28-19". On the right side of the navigation bar, there are "Print" and "Close" buttons. The main content area is divided into several sections: "Grant Category: Comprehensive Agreement" and "Grant Program: Local Health Department - 2019". Below this is a "Project" field with a dropdown menu and a red "X" icon. The "Documents" tab is selected, and a red arrow points to it. The "Synopsis" section contains text about the Comprehensive Planning, Budgeting and Contracting (CPBC) agreement. The "Timeline" section shows dates for RFP Publication, Submission, and Approval, along with funding amounts. The "Technical Assistance" section is partially visible. The "Contacts" section is a table with columns for Name, Email, Title, Telephone, and Type, listing Laura Geist as the Contract Manager.

MDHHS
Michigan Department of Health & Human Services

EGrAMS Application

Michigan.gov

View Synopsis Date : Mar-28-19

Print Close

Grant Category: Grant Program:

Project : X

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 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="27,273,305.00"/>	Min. Requested Amount:	<input type="text" value="N/A"/>	Max. Requested Amount:	<input type="text" value="N/A"/>

Technical Assistance (SSD or Non/Ents)

Contacts

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

EGrAMS Documents



The screenshot shows the EGrAMS Application interface. At the top, there are logos for MDHHS (Michigan Department of Health & Human Services) and Michigan.gov. The main header reads "EGrAMS Application". Below this, there is a navigation bar with "View Synopsis" and a date "Date : Mar-28-19". There are also "Print" and "Close" buttons.

The main content area displays the following information:

- Grant Category: Comprehensive Agreement
- Grant Program: Local Health Department - 2019
- Project: [Empty field]

Below this information are three tabs: "General", "Additional Information", and "Documents". The "Documents" tab is selected, showing a table of documents.

Document Name	Updated	Last Update
Att III - Program Specific Assurances and Requirements AMENDED	<input checked="" type="checkbox"/>	01/22/19
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 checked="" type="checkbox"/>	12/28/18
CO-Body Art Supplemental FSR	<input checked="" type="checkbox"/>	02/07/19
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"/>	

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 unless otherwise specified
 - 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

Grant Sources

- Grants generally fall into these main categories
 - Federal – USDA, HHS, CDC
 - State – MDHHS, MDEQ
 - Foundations
 - Large – Roberts Woods Johnson
 - State – BCBS, Michigan Health Endowment Fund
 - Local – Community Foundations, United Way, Presque Isle Electric and Gas Co-op, Alpena County Older Person Funding

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
 - Then ask some questions:
 - Does it fit with your mission
 - Are you ready to take on this project (size, requirements, etc.)
 - What resources are needed to complete project
 - To what extent is Indirect costs covered by grant
 - All other considerations

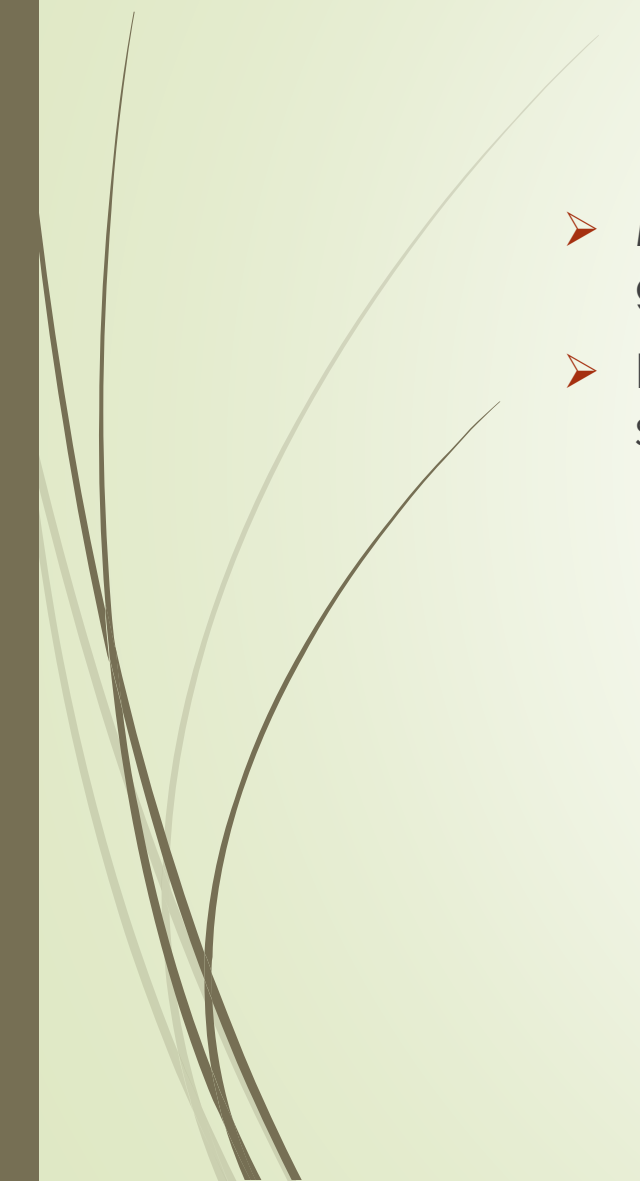


Federal Grant Guidance 2 CFR, Part 200 (“Super Circular”)

- 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
 - Documentation is required
- Supplementing vs Supplanting
 - Supplementing: “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 revenue and expenses 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
 - Inconsistent State funding allocation
 - Competition
 - The economy



Budgets Continued

- Program budget management is critical
- It is critical that Program staff work closely with Finance Staff
- 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



Challenges/Opportunities

- Financial Challenges
 - Staffing
 - Legacy Costs (Medical and Retirement)
 - Indirect Costs
 - County Appropriations
 - Inconsistent State funding
- Unfunded and Underfunded mandates
 - Should be a 50/50 funding arrangement with the State
 - Most Health Departments are closer to 30-35% State, 65-70% Health Department
- Maintenance of Effort Requirement
 - Minimum Maintenance of Effort was set in FY92
 - If Departments don't meet MOE levels, could jeopardize full ELPHS funding
- State/Federal requirements/bureaucracy
- Participate in MALPH Forums
- Get involved in various State workgroups



Questions?

Contact Information:

Judy Greer, Administrative Services Director
District Health Department No. 4
100 Woods Circle, Suite 200
Alpena, MI 49707
Telephone: (989) 358-7955
Email: jgreer@dhd4.org

Thank you!