



March 9, 2022

Community-Based Organizations – COVID-19 Response Community Engagement, Education and Outreach; Contact Tracing; and Social Services and Wraparound Services 2021–22 Budget Guidance

The information in this document will be updated on an as-needed basis.

Award funding information

There has and will continue to be a great deal of work to protect communities from the spread of COVID-19. Community-based organizations (CBOs) are critical to the response to COVID-19.

The Oregon Health Authority (OHA) has dedicated continued funding for:

- Community Engagement, Education and Outreach;
- Contact Tracing; and
- Social Services and Wraparound Supports, including Isolation and Quarantine Direct Client Costs.

CBOs are being funded through several sources:

2021 Grant agreement

- Oregon Housing and Community Services: These funds are for promotion and application assistance for the Oregon Emergency Rental Assistance Program.
- Centers for Disease Control and Prevention (CDC) COVID-19 immunization supplemental: These funds contribute to vaccine-related community engagement.
- CDC Epidemiology and Laboratory Capacity Grant: These funds support all aspects of the CBO program.
- Federal Emergency Management Agency (FEMA): These funds support all aspects of the CBO program.

Award and activity timeline

The 2021-22 CBO agreement lasts from December 31, 2020–June 30, 2023.

Additional funding may be allocated based on available funding and COVID-19 response and vaccine needs.

Budget

Each CBO must submit a budget using the template provided by OHA for these activities.

CBOs will include a 12-month budget for new 2021 agreement funds received covering the time period of **December 31, 2020–December 31, 2021**. CBOs with remaining funds in calendar year 2022 can develop an updated budget for their funds being carried into 2022.

The 2021 calendar year budget is due by April 30, 2021. OHA may request revised budgets or additional information on expenditures on an as-needed basis.

Please note that incentives or gift cards for vaccine incentives may not exceed a value of **\$100 total** per individual, including first dose, second dose and booster doses. Additional notes about gift cards can be found below under “supplies”. In order to use funds for vaccine incentives, a CBO must have on file with OHA a [Local Vaccine Request form](#). CBOs should track the purchase and use of all gift cards.

The budget will include the following categories:

Personnel	<ul style="list-style-type: none">• Provide a list of each position that will be funded including FTE percentage with a brief description of responsibilities.
Travel	<ul style="list-style-type: none">• Provide the total estimated budgeted amount for travel. Include local mileage as well as per diem, lodging and transportation to conduct COVID-19 response work. Federal per diem rates limit the amount of reimbursement for in-state travel: www.gsa.gov/perdiem.
Capital equipment	<ul style="list-style-type: none">• Provide a total amount for any capital equipment purchase beyond start-up costs, as well as a narrative listing line item planned purchases with a brief rationale. Funds may not be used to purchase vehicles, RVs, buildings or capital improvements. OHA may request additional information on proposed purchases of equipment with an acquisition cost of more than \$5,000. Any equipment purchases, including IT and software purchases and upgrades and software licensing fees, must directly benefit the CBO’s COVID-19 response.• OHA will collect the equipment inventory form at least annually. A final report may be due when the grant is fully spent or ends. OHA will determine reported needs based on submitted expense reports.

Supplies	<ul style="list-style-type: none"> Supplies may include office supplies, hand sanitizer, outreach and communications materials. Please note that vaccine incentives may not value more than \$100 total per individual for all doses received and must be from a CDC-approved vendor. Vaccine incentives cannot be provided for anyone under age 12. In order to use funds for vaccine incentives, a CBO must have on file with OHA a Local Vaccine Request form. Gift cards used for isolation or quarantine supports only (e.g. grocery stores) may exceed \$100 total per person. CBOs should track the purchase and use of all gift cards.
Contractual	<ul style="list-style-type: none"> List each subcontracted program activity and the name of the subcontractor (if known) along with the amount of the anticipated subcontract. The initial budget can list out anticipated contracts and can be adjusted later. All subcontracts are subject to all applicable subcontractor provisions outlined in your agreement.
Other	<ul style="list-style-type: none"> List expenses for items not listed above, such as telephone, rent, copying, printing, postage, and mailing that are directly related to program activities. List total awarded lump sum for isolation and quarantine-related direct costs that are not possible to itemize in the budget (e.g., rent and utilities). If funds are allocated to educational materials or paid media campaigns, the budget must include a brief narrative justification that describes how such materials or campaigns are related and essential to specific activities listed in the Grant Agreement. Funds may not be used to provide direct medical services.
Total direct costs	<ul style="list-style-type: none"> The total direct costs will auto-fill on the worksheet. Confirm that the amount is correct.
Total indirect costs	<ul style="list-style-type: none"> The total indirect costs will need to be entered by the CBO. Indirect costs are calculated on total direct costs multiplied by the indirect rate. Confirm that the amount is correct. List your indirect rate on the budget form.

Payments and invoicing

Awards will be paid as a quarterly lump sum after the award is executed. Payment will be initiated by OHA and CBOs will not need to invoice for payment.

COVID-19 funds may not be used for implementation of programs outside of emergency response and vaccines related to COVID-19.

Fiscal reporting from CBOs

CBO must report all expenses on the expenditure report. Please use the OHA provided expenditure template.

In Section B of the report, CBOs are including what amount of their quarterly expenses were used for each of the scopes of work they are funded for in their OHA Grant Agreement.

Expenditure Reports are due on the following schedule and should show cumulative expenses for the entire contract period:

- April 30, 2021 for expenses through December 31, 2020–March 31, 2021
- July 31, 2021 for expenses through April 1–June 30, 2021
- October 31, 2021 for expenses through July 1–September 30, 2021
- January 31, 2022 for expenses through October 1–December 31, 2021
- April 30, 2022 for expenses through January 1–March 31, 2022
- July 31, 2022 for expenses through April 1–June 30, 2022
- October 31, 2022 for expenses through July 1–September 30, 2022
- January 31, 2023 for expenses through October 1–December 31, 2022
- April 30, 2023 for expenses through January 1–March 31, 2023
- July 31, 2023 for expenses through April 1–June 30, 2023

Please note that expense reports are subject to change and the most recent version should be used and will be posted on our [website](#) under the “Fiscal and Budget Information” tab.

If your CBO has fully expended or is close to fully expending awarded funds for contact tracing, wraparound supports and isolation and quarantine direct client costs, you may opt to participate in the FEMA wraparound services grant program, as long as that grant program is available. In order to do so, CBOs must:

- Be up-to-date on all contract requirements for their COVID-19 grant agreement and their VOTE grant agreement, if participating in VOTE.
- Demonstrate expenditure of these funds in an interim final revenue and expenditure report. Please note that a CBO may continue to have available community engagement and/or Oregon Emergency Rental Assistance Program funds.
- Be careful not to double-count any expenditures between the COVID-19 grant agreement and the new FEMA wraparound services grant. Similarly, CBOs who are

also funded under VOTE cannot double-count any vaccine engagement expenditures between this grant agreement and VOTE.

- CBOs must retain receipts and documentation for their expenditures on these grant awards.

Reallocating funds

CBOs may reallocate approved award funds across activities, excluding **Community Engagement** and **OHCS Rental Assistance Funds**.

CBOs may reallocate approved award funds across budget lines in an amount up to **25% of the award** without prior approval by OHA.

Reallocation of funds in excess of 25% of the approved budget line will require resubmission of the budget and approval by OHA. The revised budget will be on file with OHA. Please contact your Community Engagement Coordinator if you need assistance.

Unspent funds

CBOs must fully expend their 2021 OHA COVID-19 award by June 30, 2023. Any funds that are unspent by June 30, 2023 must be returned to OHA by July 31, 2023.

For more information

Contact community.covid19@dhsoha.state.or.us or your Community Engagement Coordinator with programmatic questions.

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the COVID-19 Communications Unit at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsoha.state.or.us