



# Financial Reporting Guidelines

## Public Health Emergency Preparedness (PHEP)

### Cooperative Agreement

#### Budget Period (BP1) - July 1, 2019 – June 30, 2020

### **Definitions**

Contractor: Regional PHEP Fiduciary

Subcontractor: Local Health Departments and Districts

OPHPR: DPH Office of Public Health Preparedness and Response

CGMS: DPH Contracts and Grants Management Section

FER: Financial Expenditure Report

BRR: Budget Revision Request

### **Contractor - Financial Expenditure Reporting**

- The contractor will submit FERs according to the approved financial reporting schedule in the contract through the CORE CT system.
- CGMS will review the FER. If the FER is not financially correct or there are questions, CGMS will contact the contractor to resolve.
- If the FER is correct, CGMS will forward the FER to OPHPR for final review. OPHPR will contact the contractor directly with questions or a need for clarification.
- Upon approval, OPHPR will submit a transmittal approving payment according to the schedule in the contract.
- Upon receipt of the transmittal, CGMS prepares and submits a payment voucher to the DPH Accounting Office for electronic processing.

### **Contractor - Budget Revision Requests**

- The contractor agrees to spend funds according to the approved contract budget.
- The contractor may incur expenses up to 20% over any budget cost category or line item without requesting prior approval from OPHPR.
- The contractor must submit a BRR for the following requests:
  - expenditures that exceed 20% of a cost category or line item
  - new cost category or line item(s)
  - a change in personnel
  - a change in the scope of services or activities (e.g. contracting for services that were to be performed by the contractor or moving funding from one subcontractor to another)
  - redirection of unspent subcontractor funding to support regional activities
    - A “Regional PHEP Activities Approval Form” for unspent subcontractor funding must be completed and submitted to OPHPR when changing award amounts of subcontractors to support regional activities. Based on the redirection of subcontractor funding, OPHPR staff will determine if a formal BRR is needed or not.
- The contractor must request prior approval from OPHPR before submitting a BRR via email to [HCC.DPH@ct.gov](mailto:HCC.DPH@ct.gov).

- If approved by OPHPR, the contractor will prepare the BRR with justification and submit through CORE-CT.
- Upon receipt, CGMS will review the BRR for financial accuracy.
- If the BRR is financially correct, CGMS will forward the BRR to OPHPR for review and approval.
- OPHPR staff will review, approve and submit a program approval form to CGMS to process the BRR.
- CGMS will adjust the budget categories or line items to reflect the BRR and submit the new approved revised budget through CORE-CT.
- If the BRR is NOT financially correct, CGMS will return the BRR to the contractor to correct through CORE-CT and copy OPHPR staff on correspondence.
- If the BRR is financially correct and OPHPR staff reviews and justifications do not align with preparedness deliverables and activities, OPHPR staff will contact the contractor directly to resolve.
- If contractor has questions regarding BRRs they should contact the OPHPR staff at [HCC.DPH@ct.gov](mailto:HCC.DPH@ct.gov).

### **Sub-Contractor - Financial Expenditure Reporting**

- The sub-contractor will submit FERs to the contractor based on the sub-contractor financial reporting schedule in their contract agreement.
- FERs should be submitted to a place and in a format provided by the contractor.
- The contractor will review the FER. If the FER is correct, the contractor will aggregate all sub-contractors expenditures, for total dollars spent contractually, and report on the UCOA through CORE-CT.
- CGMS will contact the contractor with issues, questions or requests for clarification.
- If the subcontractor FER is not financially correct, the contractor will return the FER to the sub-contractor for correction, copying OPHPR.
- The sub-contractor should submit a corrected FER within three business days. Delays in submission of corrected reports will result in payment delays.

### **Sub-Contractor - Budget Revision Requests**

- The sub-contractor agrees to spend funds according to the approved contract budget.
- The sub-contractor may incur expenses up to 20% over any budget cost category or line item without requesting prior approval from the contractor.
- The sub-contractor must submit a BRR for the following requests:
  - expenditures that exceed 20% of a cost category or line item
  - new cost category or line item(s)
  - a change in the scope of services or activities (e.g. contracting for services that were to be performed by the contractor)
  - change in personnel
- The sub-contractor should request prior approval in writing to the contractor.
- Budget revision requests can be submitted twice a year, on December 1, 2019 and March 31, 2020 and within any other contractor deadlines as appropriate.
- The BRR justification must include the reason for the BRR and how it supports the subcontractor's PHEP contractual activities and deliverables.

- If the BRR is financially correct and aligns with PHEP contractual activities and deliverables, the contractor will approve the BRR and send an approved revised budget to the sub-contractor, copying OPHPR staff.
- If BRR is not fiscally correct, the contractor will return to subcontractor for corrections.
- If BRR does not support PHEP contractual activities or deliverables, the contractor will contact OPHPR staff to discuss. After discussion, the contractor will then approve, disapprove or ask for additional information/justification to support the BRR and copy OPHPR staff on correspondence.