



The Massachusetts Department of Public Health Office of Preparedness and Emergency Management is pleased to provide the following outline of changes included within the Budget Period 1 (BP1) Grants Management Manual as of 9/15/17. Noted below in red italics are some key changes that have been made for BP1. This summary should not take the place of reading the entire manual or referencing the appropriate Federal or state regulations or policies when needed. Sub-recipients with specific questions related to grants management may contact Steve O’Neil at 617-624-5734 or via email at steve.oneil@massmail.state.ma.us.

SECTION 2 – CONTRACT ADMINISTRATION

Payment process. Payments will be made directly to each Sponsoring Organization. Payment Vouchers will be provided to the Sponsoring Organization and a signed, original payment voucher must be received by DPH OPEM to process payment. Electronic signatures are not acceptable. DPH OPEM will make every effort to notify programs of upcoming payments, but Sponsoring Organizations can also check upcoming payments and payment history at <http://massfinance.state.ma.us>

Payment vouchers shall be mailed to DPH OPEM, 250 Washington Street, Boston MA 02108.

To ensure compliance with federal requirements, payments will be disbursed in five allotments. Payments 1-3 will be consistent with the funding allocated in each quarter of the BP1 approved budget, including any modifications. *Payment 4 will be seventy percent of the fourth quarter budget.* The final payment will be based on projected year end expenses, including a final modification, to reduce the potential for reversions. The target payment dates for vouchers are as follows:

1 st Payment	July 1, 2017
2 nd Payment	October 1, 2017
3 rd Payment	January 1, 2018
4 th Payment	April 1, 2018
Final Payment	<i>May 21, 2018</i>

SECTION 4 – FISCAL RESPONSIBILITIES AND REPORTING

Budget modifications.

Budget modifications: Allowed four times during the fiscal year. Budget modifications shall be sent via email to: dphmcc@massmail.state.ma.us

1 st Modification:	September 1, 2017
2 nd Modification:	December 1, 2017
3 rd Modification:	March 2, 2018
4 th Modification:	April 27, 2018

SECTION 5 – SUBCONTRACTS

All sub-recipient subcontracts must:

- Be submitted to DPH OPEM for approval prior to execution. *Start dates of subcontracts cannot precede the date of DPH OPEM approval.*
- Be comprised of an *un-signed* contractual agreement, a scope of service tied to a DPH OPEM approved sub-recipient budget, and if subcontract is with an individual, a resume.

SECTION 7.2 – ALLOWABLE PROGRAM EXPENSES

Conference and training costs. Costs of attending or hosting trainings and conferences, the primary purpose of which is the dissemination of technical information related to public health or healthcare emergency preparedness, are allowable if consistent with the Conferences and Trainings Policy and approved through the *Request for Training /Conference Form (Appendix G)*. This includes costs of transportation, rental of facilities, speaker fees and other items incidental to such meetings or conferences. Expenditures for out-of-state trainings must be approved by DPH OPEM in advance. See Appendix E for the Conferences and Trainings Policy.

Planners: Planners may be hired as sub-contractors to support the completion of grant deliverables. Their scopes of work must tie directly to an approved workplan and budget. Scopes of work may not overlap and supplanting of contract services is not permitted. A sub-contract review of planners' services is required bi-annually *by the sponsoring organization*.

SECTION 8 – UNALLOWABLE COSTS

Trainings and exercises. HPP funding may not be provided to individual health care entities for individual health care organizations' trainings and exercises. HPP funding may be used to plan and conduct trainings and exercises at the regional or HMCC level.

All training, exercise and conference requests must be preapproved by DPH OPEM prior to the funds being expended. Trainings/conferences that are offered at no charge cannot be supported with *grant* funds. *Grant funds may not be used to reimburse regular salary costs of conference or training attendees.*