

# Syndemic Contracts

Fiscal and operational Information

# Agenda

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- **Introductions**
- **Review Contract Language**
  - Contract timelines
  - Multiple tasks in one Statement of Work
  - Billing Language
- **Amendments and Budget Adjustments**
  - Timeline for amendments
- **Review invoicing – A19 and Expense Summary Form**
  - Invoices and expense summary form will come from the fiscal team
  - Aligning invoices to approved budget
  - Indirect
  - Submitting Timelines
- **Open Fiscal/Operations Q and A**

# Introductions & Roles in Operations

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**Contract Managers:** Krystal Cammarata – Syringe Services & Mail Order Naloxone

Lyndsey Logan – Syndemic Service Navigation, Integrated Testing, Innovative Projects and Prep Housing

**Operations Manager:** Summer Wurst

**Fiscal Team:** Jonathan Hanson and Christopher Sutton

# Review and know your contract language

## ITEMS OF IMPORTANCE

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- **Contract period – NonCon's** run January 1, 2023 – June 30, 2024  
**ConCon's** run January 1, 2023 – December 31, 2023 & January 1, 2024 – June 30, 2025
- **Tasks** – There may be multiple tasks in one Statement of Work. Budgets and funds may not be switched between tasks as they are often funded with different sources
- **Special Terms and Conditions** – Each contract has unique terms and conditions that you should read thoroughly and become familiar with this section
- **Submission of invoices and Documentation of costs** – Review the special terms and conditions section for specific dates, timelines and requirement

# Amendments and Budget Adjustments

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- Activities and Invoices must align to the budgets by task in your statement of work and correspond to your approved line-item budget for the contract period.
- Budgets and costs must align to the budget by fiscal year as listed in your contracts. Amendments to move funds between state fiscal years will not be permitted, as each year has a unique funding allocation
- Changes to budget amounts between tasks and fiscal periods will require prior approval from your contract manager and an official contract amendment.
- Changes to your approved line-item budget will require a revised budget and prior approval from your contract manager.

# Invoicing and Expense Summary Form

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## Contract Language States:

### 2. **Submission of Invoice Vouchers –**

- a. On a monthly basis, the CONTRACTOR shall submit complete and correct A19 invoice vouchers with amounts billable to DOH under this statement of work and the corresponding OID Expense Summary backup form. All A19 invoice vouchers must be submitted by the 25th of the following month. Prior approval is required for a different frequency of billing.
  - i. The CONTRACTOR must provide all backup documentation as required based on the assigned risk level and/or as identified by DOH program staff to determine allowability of billed expenses. Risk assessments are completed at the beginning of a new contract for all sub-recipient contracts. Contact your contract manager if you are unaware of your assigned risk level.
  - ii. DOH may ask for additional backup information to pay invoices based on the needs of the funding sources supporting the work.
- b. The CONTRACTOR shall submit all final claims for payment for costs due and payable under this statement of work by July 31, 2025. DOH will pay belated claims at its discretion, contingent upon the availability of funds.

# Invoicing Documentation

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## Salaries and Benefits

- A19 and a **detailed** general ledger expenditure report for all employees who are charged to the grant for the period with the following information:
  - Salaries and Wages
  - Employee Name
  - Employee Rates of Pay
  - Hours Worked
- Salaries and Benefits must be broken out as separate line items

## Equipment

- A19 and **detailed** general ledger expenditure report that provides vendor name and amount
- Pre-approval documentation must be provided for items over \$5000

## Materials, Supplies and Other

- A19 and **detailed** general ledger expenditure report that provides:
- Vendor Name
  - Item Description
  - Cost of item
- If you have a petty cash fund, you must supply 100% of the documentation

## Travel

- A19 and **detailed** general ledger expenditure report that provides:
- Employee name
  - Mileage, if applicable
- Pre-approval documentation from DOH for any out of state travel must be provided

# Indirect Costs

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Indirect costs included on A19s **must** include verification of the following:

- Indirect plan is on budget and on file with DOH
- Indirect rate is being applied accurately to allowable expenditures

DOH is unable to reimburse indirect costs without a current Federally Negotiated Rate, De Minimis Indirect Cost Rate Certification, or Cost Allocation Plan (reviewed and approved by DOH) on file with the DOH Fiscal Monitoring Unit.



## Common Return Reason: A19 and Expense Summary

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- A19 is not signed
- A19 signed by the preparer
- A19, Expense Summary, and/or backup document amounts do not match
- Expenses not invoiced to the correct task

DOH is unable to make any revisions to invoice documents on behalf of the submitting agency and a revised A19 and/or Expense summary form will need to be resubmitted.