

FY19 Agreement Addenda Training — Q&A

1. Is the NGA the same as the NOA?

NGA is *Notice of Grant Award* and NOA is *Notice of Award*. Different names are used by different federal agencies but they are essentially interchangeable terms.

2. What is FY18?

“FY” stands for fiscal year. “18” refers to the year 2018. Agreements from DPH have service periods that are one month in advance of the payment periods, and the payment periods align with the state’s fiscal year, which is July–June.

So FY18 refers to the 2017-2018 fiscal year, and the Agreement Addendum (AA) will have its service period June 1, 2017–May 31, 2018 (and the payment period July 1, 2017–June 30, 2018).

3. Are the AAs being prepared now for FY19?

The draft review period begins in August. All current Activities for FY19 have been assigned a specific due date for when the first draft (v1 draft) is due, and those dates begin in August 2017.

4. If you do a BE revision, do the period dates change?

New funds using new fund codes should use a date in the future. Adding funds to existing fund codes should remain using those dates already entered in prior BEs.

5. If the Feds send you a partially funded NOA, will you need to submit supplement forms for the remainder?

Generally, no. If elements such as the FAIN or the CFDA changes, the local health departments will need to know about those changes, so an additional Supplement form or forms providing that information is warranted. But if you have already provided the local health departments with the information in a Supplement form, and the only thing that is changing is a later date with a different “grand” total for the NGA or NOA, that is information that the local health departments would not need to receive. (That sort of information does not change the relevant information for the local health departments.) If you were able to inform them about the full amount of the funds they were receiving from the grant on the forms, there is no additional info they would need to receive.

6. If you have a FAIN with 3 different CFDA numbers, do you have to complete 3 different sets of supplement forms?

You will need to provide the local health departments with the information they need to know about the source of their funding. If they are receiving different amounts of funding from one FAIN that has three different CFDAs, then there would be three different Supplement pages.

7. Is it law that paper copies have to be submitted or do we not have the capability to send this via email?

We provide the Local Health Department with paper agreements at the start of each fiscal year as we are sending them many agreements at the same time. We require them to mail us two signed original AAs, so it is reasonable that we send them the initial set of agreements on paper. Each Local Health Department will receive AAs for between 18 and 36 individual Activities.

8. What happens if you have asked the LHD to complete a performance measure and find out that it is no longer required, will you have to reduce their funds?

This is a program-related question which is best addressed by your program manager. Contractually, measures that you require at the start of the agreement can’t be removed retroactively. If you would like to remove a performance measure that would be something completed in the future, you may do so with an AA Revision.

9. How do Supplement pages work when you have multiple federal grants for the same Activity?

Generally, you will have two Supplement pages for *each* federal grant as the federal grant years do not line up with our state fiscal year on the calendar. This means that part of one federal grant year (the later months) and part of another federal grant year (the earlier months) will be represented by those two Supplement pages.

If you have more federal grants, you will need to provide information for each, so your Supplement pages will be providing information about all of them.

10. What happens when the feds are cutting funds from a grant? Does it affect the Supplement pages?

Yes. If you are needing to reduce the funds to a Local Health Department, you will need to reduce the funds with a BE Revision. Reducing funds requires an AA Revision. And this would also include providing the Local Health Department with another Supplement page (the next numbered page in the sequence) to show the reduction in funds. The “Fed funds for this Supplement” column would show a negative amount and the “Total All fed funds for this Activity” would reflect the new, lower total amount of funds that the Local Health Department will receive for the fiscal year.

11. Do you need to restate the meaning of initials or acronyms in every AA section?

Generally, no it is not needed. Once defined, the initials or acronyms can be used from that point on. But for the sake of clarity you might decide to provide the meaning again in a later AA section, especially if you have had many pages of text between when the initials were last used.