

## **Division of Public Health Administrative Manual**

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<b>Chapter:</b>	<b>Business Operations</b>
<b>Title:</b>	<b>Grant Budget Review Policy and Procedure</b>
<b>Current Effective Date:</b>	<b>9/17/10</b>
<b>Revision History:</b>	<b>Revision 1</b>
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### **PURPOSE**

To establish a monthly grant review process in the Division of Public Health (DPH) that will ensure all necessary programmatic and administrative actions are taken to maximize the effectiveness of all grant funding to eliminate avoidable reversions, minimize the number of budget revisions, reduce budgeting delays, and address cost allocation requirements. This is an integral component of the DPH Quality Improvement initiative.

### **POLICY**

All DPH grants are reviewed monthly to document the grant's budget and expenditures, and to identify administrative issues or problems. If expenditures or program activity shows a significant variation from the plan for the period under review, the team develops strategies, with specific dates, assigned responsibility and actions to remedy the variation.

The team for each grant usually includes the branch head, operations manager, and assigned business officer.

### **ROLES AND RESPONSIBILITIES**

Program staff coordinates grant activities, involves appropriate administrative personnel on a timely basis, and monitors grant activity and accomplishments. Program staff develops forecasts of projected costs, identify output targets, provide activity reports and measures data.

The DPH Business Officer participates in grant planning, budgets funds expeditiously, tracks expenditures, and provides reports. The business officer provides a monthly budget tracking spreadsheet, budget expenditure reports, and available funds reports.

DPH Section Chiefs ensure the active participation of appropriate personnel in the reviews, monitor periodic reports, and address unresolved issues.

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### PROCEDURES

1. Program staff establish the monthly meeting schedule and agenda, allowing at least three days notice to allow for adequate preparation.
2. Monthly reviews should take place in the third week of the month, to ensure that the previous month's expenditure and budget information is available.
3. Business office and program staff prepare items for each monthly meeting.
4. Other business areas such as personnel, contracts, or purchasing are invited to participate as necessary in order that the grant may be managed effectively.
5. The review meeting addresses:
  - a. status,
  - b. accomplishments,
  - c. plans, and
  - d. issues.
6. Over/under expenditures are analyzed and explained.
7. If over/under expenditures are anticipated to cause funding issues at the end of the grant period, a plan is developed to correct the spending irregularity no later than the sixth month of the grant period.
8. If a redirection is necessary to implement the plan, the grant manager and the business officer coordinate and agree on whether it may be handled internally or must proceed to the grantor for approval.
9. If a redirection is necessary and external approval is required, a budget revision is prepared upon approval of the redirection by the funding agency.
10. If a redirection occurs which may be processed internally, the revision is processed immediately.
11. As a grant nears the end of a funding cycle, the review addresses carry forward or other adjustments necessary for the next funding period.
12. The review also covers status of the planning process for the upcoming period, to ensure that application deadlines are met.

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13. Should a significant issue arise during the month, the identifying party (program manager or business officer) promptly communicates with and involves the appropriate personnel in addressing the problem.
  
14. Program staff prepares a report following each meeting using the [DPH Business Operations Meeting Agenda Template](#). The report summarizes status, decisions, and follow up actions, and is sent to all participants, the appropriate branch heads, section operations managers and the business office team leader.

### CONSEQUENCES

Failure to properly monitor and communicate program status within the Division could lead to serious consequences. Programs that are over spending will exhaust funds prematurely and be unable to complete the planned work. An under spending program may not have fully engaged the resources as planned to meet the program goals, and will likely revert funds that were designated for program use.

A lack of timely well communicated oversight could cause the division to miss goals established for the grant.

### DOCUMENT HISTORY

4/27/09: Initial Approval of Procedure  
9/17/10: Revision 1