

Expenditure Reporting:

- 1. Is it possible to provide an overview of reporting requirements for Block Grant (BG) and Non-Block Grant (NBG) Counties?**
 - A. *At this point, the Department does not expect any major changes in the reporting requirements for BG and NBG Counties for 2014-15.*

- 2. The Homeless Assistance Program (HAP) is currently requesting a year-end report for client counts. Is it necessary for the Bureau of Financial Operation (BFO) to ask for client counts also in their report?**
 - A. *It is the Department's goal to streamline the reporting requirements for the Counties. BFO will work with HAP to determine if HAP client reporting needs can be included in the BFO Annual Expenditure Report.*

- 3. Is it necessary for counties in a local collaborative arrangement (LCA) to complete and send in separate expenditure reports for each county if they are both in the Block Grant?**
 - A. *Since the funding no longer is given directly to the LCA and to the county directly, it is necessary to submit two reports reflecting revenue and expenses associated with the specific counties in order for excess funding to be accounted for appropriately. For the current counties in an LCA, the Department has been flexible in the various methodologies used to allocate these costs.*

County Plans:

- 4. When are a plan and budget amendment required and what are the deadlines for submission?**
 - A. *Once the county plan is approved, a revision of the plan and budget should be submitted in the following cases:*
 - a) *If the final enacted budget includes significant changes to the allocations, the BFO will notify the county that a revised budget and plan are required.*
 - b) *If the shifting of funds result in the county not meeting their minimum expenditure levels, a waiver request must be requested and approved by the Department. A revised budget and a detailed narrative must be submitted to the BFO Block Grant resource account. The narrative must include the specific circumstances creating the local needs to provide service that cannot be met without a waiver, demonstrate that adequate and appropriate access to other human services will remain available and specify the amount of funds and the human services on which those funds will be transferred and expended. The county will receive a formal response from the Department if the request is approved.*

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c) If a new service that was not identified in the original plan is being offered, a revised budget and a detailed narrative should be submitted to the resource account. If there are questions or concerns, the Department will notify the county within two weeks.

d) For Block Grant Counties: If expenditures in any one cost center or service category within a program is changing by more than 20% from the approved budget/plan, the county is required to submit a revised budget and narrative to the resource account. If there are questions or concerns regarding the revised budget and narrative, the Department will notify the county within two weeks.

e) For Non-Block Grant Counties: Counties should follow the current processes established for each Program Office if funding is moved between costs centers or service categories in excess of the current re-budget procedures. Counties should contact the Program Office to determine if a revised budget and narrative are required.

f) The deadline for submitting any plan/budget amendments is June 30th of the current fiscal year.

5. What is the approval process when re-allocating funds specified in the original plan by more than 20% or in excess of the current re-budget procedures?

A. See the answer given above in Question 4e.

6. We plan to offer Specialized Services for FY 15-16; however, what if our Plan does not get approved until 2016?

A. The Department recommends contacting the Program Office to begin the process for approval as soon as you are aware of the services to be offered.

Local Collaborative Agreements:

7. There is language in the Block Grant legislation that funds are to be allocated to individual counties. Can funds be addressed individually within each LCA based on formal letters of agreement between counties?

A. For fiscal year 2015-2016, the Department will continue to allocate funds according to guidelines set forth in the Block Grant legislation; however, counties may establish more specific agreements on the use of the block grant funds and the amount contributed by each county in the LCA as long as the provisions set forth in the legislation are met.

8. What flexibility between LCA counties is there in terms of making decisions with respect to the reallocation of retained revenue?

A. There is no specific language in the Block Grant legislation regarding decision making privileges of the LCA counties, only how the funding is spent. The flexibility and ability to do so is a matter of relationship between the counties.

Funding/Allocations:

9. Does any of the funding in the Block Grant retain the identity of the original line item allocation, and therefore cannot be spent in another manner/line?

A. *With the exception of federal funds, Block Grant counties may shift funds between service categories and cost centers but must adhere to minimum expenditure levels as identified in the Block Grant legislation. All expenses must comply with the Department policy and regulations established for the service categories/cost centers in which the expense occurred. See the Fiscal Year 2015/16 County Human Services Plan Guidelines Bulletin for more details.*

10. Allocations/letters are still in silos; do you ever see the counties getting funding in a lump sum?

A. *For fiscal year 2015-2016, the Department will continue to allocate and disburse funds as well as issue correspondence according to the manner and guidelines set forth in the Block Grant legislation. The Department does not foresee the allocations being a lump sum as long as allocation funding needs to occur for the Non-Block Grant counties.*

11. Do you envision more funding lines in the BG?

A. *The Department does not foresee the inclusion of additional funding streams in the Block Grant for fiscal year 2015-2016.*

Retained Earnings:

12. Is the 3% retained earnings subject to county match?

A. *The 3% retained earnings is subject to county match in the year funds are expended. So if a county has retained earnings in FY2013-14, these retained earnings would be subject to county match in FY2014-15 when expended.*

13. Must retained earnings be spent only according to the regulations of the seven funding lines?

A. *Block Grant funds, including reinvestment funds (retained earnings) must be spent solely on the provision of county-based human services and used within the established guidelines for each of the funding lines.*

14. Please explain the process for retaining earnings in excess of the 3% maximum?

A. *The 3% limitation may be waived by the Department upon a showing by the county that it has a specific and detailed plan to reinvest the funds to expand access to human services on local need and that adequate and available human services will remain available in the county. In addition to the plan, the waiver request must include all of the following:*

- 1. The specific amount of funds the county seeks to reinvest.*
- 2. An explanation why the funds were not expended for human services during the fiscal year.*

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3. *An explanation how the reinvestment will support the county Human Services Block Grant Plan submitted to the Department.*
4. *The projected time period for expenditure of the funds.*

A county that seeks a waiver of the 3% limitation must submit its waiver request with its annual expenditure report to the Bureau of Financial Operations. Specific details are contained in the annual expenditure report instructions.

15. Will counties be required to submit plans for the spending of retained revenue?

- A. *Currently, there are no requirements to submit a plan unless a request is made for a waiver of the 3%. The instructions for the 2014-2015 Annual Expenditure Report will require the county to submit a plan for the spending of all retained revenue to be spent in 2015-2016.*

16. Can counties submit a waiver request (with program description) enabling the spending of retained revenue over multiple years?

- A. *The waiver request must be based on spending the funds in the next fiscal year as specified in the Block Grant legislation.*