**Q&A for 2018-2021 CA Higher Ed**

**CalFresh Outreach (CFO)**

**CSU, Chico’s Center for Healthy Communities**

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| **Programmatic Questions** |
| **Q1. What are the Civil Rights and Confidentiality Trainings? Who is required to complete them, and how often?** |
| *The civil rights training is a requirement of California Department of Social Services (CDSS) and is required for all staff and volunteers working with the CalFresh Outreach contract. It is a 20 minute video that can be viewed individually or as a group. It must be viewed annually by the end of the 1st Quarter.*  *The confidentiality training is also a requirement of CDSS and is required for all staff and volunteers working directly with client personal information through the CalFresh Outreach contract. It is a document that must be reviewed and signed. This takes about 15 minutes and can be done individually or as a group annually by the end of the first quarter. There is no cost for either of these trainings.*  *For additional resources and information about these trainings, please visit the* [*Confidentiality & Civil Rights Training page*](https://www.csuchico.edu/calfresh/subcontractor-resources/confidentiality-civil.shtml) *on our website.* |
| **Q2. Could we *do* an event with free food and swag for all, if we offer it to anyone not just those who apply?** |
| *Yes, as long as you don’t use CFO funds to pay for the food or swag.* |
| **Q3. If an expense is considered “unallowable” does that mean it can’t be done at all, or just that we can’t get reimbursed for it?** |
| *Unallowable expenses cannot be claimed for this funding stream. For example: you decide to hold an event and offer free food at that event. Because free food is an unallowable expense, you cannot get reimbursed for the food through Federal Share and the free food cannot be captured as State Share. However, you are still more than welcome to offer free food at the event.* |
| **Q4. What do the acronyms SARS and ARs stand for?** |
| *SARs – Semi-Annual Reporting – simple form required to complete 6 months after one has CF benefits.*  *ARs – Annual Recertification – Essentially like updating initial application completed after one has benefits for 1 year.* |
| **Q5. For the master log and the contact sheet can we change some of the fields?** |
| *The contact sheet and master log are used to aggregate data across the state so we do need to keep consistency, although we may be able to make an exception. If you have ideas, please email* [*chccalfreshoutreach@csuchico.edu*](mailto:chccalfreshoutreach@csuchico.edu)*. We also update the contact sheet and master log annually late summer and are open to suggestions.* |
| **Q6. Please provide clarification regarding the statement referencing disaster relief in the CalFresh contract.** |
| *When there is a disaster (e.g., huge wildfire), the Governor of California submits a request to the President to declare a disaster. This enables many federal resources, including D-SNAP, to become available in CA. In the event of a disaster, all surrounding CFO contractors are asked to provide assistance. Assistance may include accepting and disseminating Disaster CalFresh materials at your organization or campus. It may also include tabling and/or providing outreach at events. Subcontractors are required to help with these activities, but only within their capability.* |
| **Q7. Please provide us with the CalFresh logo, tagline, etc.** |
| *Visit the* [*CDSS Brochures and Materials page*](http://www.cdss.ca.gov/inforesources/CalFresh-Outreach/Resources/Brochures-and-Materials) *for CalFresh logos as well as other CalFresh resources. The* [*CalFresh Style Guide*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/CalFreshBrandingGuide2019.pdf?ver=2019-04-19-090648-177) *contains information about the CalFresh name, logo and tagline usage.* |
| **Q8. Can drop-in assistance be done with student staff workers?** |
| *Yes! Student staff are a great option for drop-in assistance. In many cases students interested in applying for CalFresh find it easier to interact with one of their peers.* |
| **Q9. Who do I reach out to if I have general questions?** |
| *Please reach out to your assigned Program Manager with any questions you may have.* |
| **Q10. How long does the in-person meeting take?** |
| *The initial CalFresh Outreach Training is approximately 6 hours. Trainings typically run from 8:30am-3pm and include a lunch break.* |
| **Q11. DPSS outreach is coming to campus. How do we capture the info? Should they fill out the contact sheet before they work with DPSS?** |
| *Yes. Have them fill out the contract sheet before they move onto working with DPSS so that you can keep track of participants and document them for the purposes of the grant.* |
| **Q12. Are the Pre-screen form and the contact form two different forms?** |
| *Yes. The pre-screen form and the contact form are two different forms. The pre-screen is the half-sheet that helps guide conversations with the applicant. The contact form is used after the pre-screen.* |
| **Q13. Could we turn our contact sheet into an electronic form?** |
| *Yes. You could potentially make your contact sheet into an electronic form as long as it includes the same information as the paper version of the form that you were provided by CHC.* |
| **Q14. Can you tell us more about the portal we’ll be taking screenshots from?** |
| *There are three different online portals in the state of California:* [*CalWIN*](https://www.mybenefitscalwin.org/)*,* [*C4Yourself*](https://www.c4yourself.com/)*, and* [*YourBenefitsNow*](https://www.yourbenefits.laclrs.org)*. Visit* [*benefitscal.org*](https://www.yourbenefits.laclrs.org) *to determine which portal your county uses. A fourth online portal,* [*GetCalFresh.org*](https://www.getcalfresh.org/)*, was recently made available in certain counties (visit the* [*website*](https://www.getcalfresh.org/) *for a list of those counties).* |
| **Q15. What if my campus doesn’t have many numbers for Q1?** |
| *That’s ok! We realize that it may take some time to get things rolling.* |
| **Q16. While assisting with paper applications, do you go back and enter them into the system as an application, take the paper application to the county office, or upload them in the secure document transfer to the county?** |
| *Since there is a spot where the student needs to sign off on the application, you will need to turn in the paper application to the county directly. The best and most expedient option is to deliver the applications directly to the county.* |
| **Q17. What should we do with a Release of Information (ROI) document, once we receive one from a student?** |
| *Keep them on file and submit them to the county eligibility worker if a situation arises in which a student needs our assistance.* |
| **Q18. We plan to have volunteers helping out at our CalFresh Outreach Day. Is there any training or protocol that we should go through with them if they will be collecting confidential information?** |
| *We don’t recommend having volunteers conducting the prescreening or taking the actual applications. Instead, we suggest having them help with other aspects of the event.* |
| **Fiscal/Budget Questions** |
| **Q1. What are beginning and ending dates for the federal fiscal year? Can funds roll over from year to year?** |
| *The federal fiscal year begins on October 1 and ends on September 30 each year. The three federal fiscal years in the current CFO contract are: Year 1: 10/1/2018-9/30/2019; Year 2: 10/1/2019-9/30/2020; Year 3: 10/1/2020-9/30/2021. No, this contract requires annual close-outs and unspent funds cannot roll over year to year.* |
| **Q2. Are student health fee-funded programs or staff considered State Share?** |
| *Yes, they could be. Any funding that is non-federal in origination may be used as State Share, even if it’s not coming from the state of California. Be sure to maintain documentation to verify that your sources of State Share are non-federal. Additionally, there are restrictions around using private cash donations or in-kind donation from a private entity. See pages 23-24 of the* [*USDA Guidance*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/SNAP%20Outreach%20Guide%20July%202017.pdf?ver=2017-07-31-121809-800) *for details.* |
| **Q3. What kind of documentation will be required with the invoice to verify State Share?** |
| *The Time & Effort Forms are due with each quarterly invoice as back-up documentation for all personnel time, both Federal Share and State Share. All other back-up documentation for operating expenses, travel, promotional supplies, etc. are to be retained on file in case of a fiscal desk review or audit. If/when a fiscal desk review or audit occurs, we will be reviewing expenses for an entire quarter and you’ll be notified at least 3 weeks prior to the review to gather and submit all supporting documentation. Unpaid interns or volunteers can only be reported as State Share. For those individuals, either an activity log OR duty statement will be required along with the time and effort form.* [*Here*](https://www.csuchico.edu/calfresh/subcontractor-resources/fiscal-docs.shtml) *is the link to our website that has the activity log and duty statement templates. Please reach out to your Fiscal Analyst if you have further questions.* |
| **Q4. How do we capture and document the hours put in by the Basic Needs Working Group folks? Assume at minimum we have 15 committee folks who show up once/month for an hour. Just capturing that would be helpful. However, each of those folks puts in some number of hours during their regular work that could also be captured for this purpose.** |
| *Capturing Basic Needs Workgroup time and effort for CFO is a great idea. You would need to collect time and effort forms from each person contributing to CFO, just as you do now. However, when we starting talking about this for our campus, we thought the best way to do it would be to bring the time and effort forms to each meeting and have people sign off on them at the meetings to eliminate having to track people down later. Also, if they will need any cost share commitment forms for your foundation office (107b?), you would want to coordinate the completion of that form at the same time if possible. Below is an example you can use for calculations to help determine if this might be worthwhile.*  ***University Faculty/Staff during basic needs meetings:***   1. *Faculty/staff hourly rate and fringe benefits captured (no actual money exchanged)*    1. *Faculty/staff $30/hr+ 52% FB x 2 hour/month x 10 months x 10 people =* ***$9,120*** 2. *Activities include:*    1. *Basic Needs Workgroup agenda includes CFO for around 15 minutes/mtg*    2. *Outside of mtg, workgroup members:*       1. *promote, share, refer students*       2. *post flyer, include with emails, add to syllabus, etc.*       3. *share information with other staff and faculty in their campus circles*       4. *add CFO information/discussion to their own team/department meetings* |
| **Q5. Can we include the VP of Student Affairs time as State Share?** |
| *If the VP of Student Affairs is contributing to CFO allowable activities (see* [*USDA Guidance*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/SNAP%20Outreach%20Guide%20July%202017.pdf?ver=2017-07-31-121809-800) *beginning on page 16) such as promoting CFO application assistance, encouraging various offices or programs to cross promote and refer students, etc. AND the position is not already included the calculation of your on-campus indirect (F&A) rate, then yes their time could be captured as State Share. Often times a campus will include various administrative staff in the indirect pool, but identifying which administrative staff can be tricky. We recommend working with your foundation or sponsored projects office to determine whether or not specific individuals and/or positions can be included in your personnel section of the CFO budget.* |
| **Q6. Can we include the location on campus where we do drop-in assist (i.e. food pantry, or health center) as State Share? What about the location where we are tabling or promoting CFO application assistance (i.e. Associated Students, campus farmers’ market, library, etc.)?** |
| *Typically, most campus owned space will be included in the facilities portion of the F& A or indirect rate. Only if that space is NOT included in the calculation of the on-campus indirect rate can it be direct charged and therefore listed in the budget detail as either State Share (non-reimbursable) or Federal Share (reimbursable).* |
| **Q7. Can stocking food and distributing food in our campus pantry count as State Share?** |
| *No, this is not an allowable CFO activity (see* [*USDA Guidance*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/SNAP%20Outreach%20Guide%20July%202017.pdf?ver=2017-07-31-121809-800) *beginning on page 16); however, if the individual is promoting CalFresh and/or pre-screening for eligibility while working in the pantry, that portion of time can be captured as State Share or Federal Share.* |
| **Q8. Are “unallowable CFO activities” (see USDA Guidance beginning on page 16) not allowed at all, or just not reimbursable through the CFO contract?** |
| *Unallowable CFO activities are not reimbursable through Federal Share, nor can they be claimed as State Share through the CFO contract.* |
| **Q9.** **I’d like to attend a conference or meeting in California where CalFresh will be one of the topics, but is not 100% of the conference schedule. Can I include this in my CalFresh Outreach budget?** |
| *For* [*conference travel*](http://www.cdss.ca.gov/calfreshoutreach/res/pdf/Travel_PerDiem_June2014.pdf) *within California where CalFresh content is less than 100% of the conference schedule, pre-approval by the California Department of Social Services is required and the travel costs must be prorated by both the percent FTE of the attendee(s) and the percentage of CalFresh Program Access content attributable to the conference or meeting. If you would like to include any conference travel beyond the CalFresh forum listed in the example budget, please let us know and we can work one-on-one with you to determine if it is an allowable expense.* |
| **Q10.** **I’d like to attend an out of state conference where SNAP/CalFresh will be one of the topics. Can I include this in my CalFresh Outreach budget?** |
| [*Out of state travel*](http://www.cdss.ca.gov/calfreshoutreach/res/pdf/Travel_PerDiem_June2014.pdf) *to simply attend a conference or event is not allowed. Any out of state travel must be pre-approved by the California Department of Social Services and must meet one of the following condition:*   * *USDA required* * *A staff person must be receiving an award or recognition for CalFresh Outreach efforts* * *A staff person is a guest, keynote speaker, or presenter on the topic of CalFresh Outreach*   *If any of the above criteria are met, the pro-ration guidelines must be used regarding the FTE and the percent of the agenda that covers CalFresh. All travel must follow Cal HR guidelines. If you would like to include any conference travel beyond the CalFresh forum listed in the example budget, please let us know and we can work one-on-one with you to determine if it is an allowable expense.* |
| **Q11. Our campus has its own time reporting forms. Can we use the one our campus uses or do we need to use your Time & Effort Form (TEF) template also?** |
| *CDSS has very specific requirements for Time & Effort reporting. Once funded, we can compare your time reporting forms with the CDSS TEFs and if comparable, we can explore options with CDSS to streamline time and effort reporting. An example TEF can be found* [*here*](https://csuchico.box.com/s/qrpe6ixm3xjb2yiq0jharzxxx0w2iz5c)*.* |
| **Q12. Are parking costs for eligibility workers to park on campus an allowable cost?** |
| *Yes. Parking costs for eligibility workers who are coming to the campus to support CalFresh application assistance is an allowable cost. It would be budgeted under travel.* |
| **Q13. Do we need to submit a Budget Adjustment Request (BAR) if we’re moving funds between salaries and benefits?** |
| *Yes. A BAR is required to move money between categories, but not line items. Since salaries and benefits are two separate categories, a BAR would be required.* |
| **Q14. Because this is not yet a core program to the colleges, and the accounting functions associated with the CFO are distinctly outside the scope of what college accounting departments would normally be doing, can some of that time be included in State Share (meaning above and beyond what is traditionally covered by indirect)?** |
| *If the individual is contributing to CFO allowable activities (see* [*USDA Guidance*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/SNAP%20Outreach%20Guide%20July%202017.pdf?ver=2017-07-31-121809-800) *beginning on page 16) such as reporting, invoicing, etc. AND the position is* ***not*** *already included the calculation of your on-campus indirect (F&A) rate, then yes their time could be captured as State Share or requested as Federal Share. We recommend working with your foundation or sponsored projects office to determine whether or not specific individuals and/or positions can be included in your personnel section of the CFO budget.* |
| **Q15. When will we get paid? Does our campus or organization have to come up with money to fund all of these expenses first and then get reimbursed?** |
| *State Share is what your campus or organization already pays for. The Federal Share expenses would need to be covered by your campus or organization and then reported quarterly via an invoice. This is a cost reimbursed contract, therefore, the campus or organization will cover the day-to-day Federal Share expenses and then invoice us at the end of each quarter (every 3 months) to request reimbursement. Typically invoices are due on the 30th of the month following quarter end. Once we receive a completed and signed invoice, we typically process the invoice within 2-4 weeks and payment is issued thereafter.* |
| **Q16. Can the CCC and CSU Hunger Free Campus Initiative funding (SB-85) be used as State Share so that we can increase the amount we are able to receive in federal reimbursement?** |
| *Yes, any* [*SNAP/CalFresh allowable activities*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/SNAP%20Outreach%20Guide%20July%202017.pdf?ver=2017-07-31-121809-800) *conducted with the Hunger Free Campus dollars can be used as State Share as long as your campus is using those funds to conduct CFO allowable costs and activities. Just a reminder that this contract starts Oct. 1, 2018. If you’d like to use some of those dollars as State Share you’ll need to hold off on those activities until after Oct. 1st or only capture the portion of those costs scheduled to occur after Oct. 1st.* |
| **Q17. As I understand this opportunity, these are “up to budgets”. If colleges build big budgets and don't wind up capturing the full State Share (and don’t wind up pulling down the full Federal Share) there no penalties right?** |
| *That is correct; there is no penalty. A large portion of subcontractor’s State Share supports program and fiscal oversight, training and on-going technical assistance (T&TA) from the prime team. In other words, the budgeted State Share in your subcontract is used to enable CHC to provide services to support you. At a minimum, it is our hope to report 80% or more of the total budgeted State Share each FFY. Overall, we aim to provide subcontractors with a realistic budget that is not too restrictive or overinflated. As a reminder, Federal Share reimbursement dollars can be up to 50% of the State Share reported. If less State Share is reported, you won’t be able to receive your full budgeted amount in Federal Share either. If you feel your budget is too large or small for your organization, please reach out to your assigned Fiscal Analyst so we may explore opportunities to shift funds between subcontractors.* |
| **Q18. Do you see these contracts continuing past 2021?** |
| *We’ve held this contract for the past 10 years and we anticipate if there is funding available that the contract would continue past 2021. There is no guarantee though.* |
| **Q19. Do we need to include full position descriptions in the budget or should it be a condensed list of their roles and responsibilities?** |
| *The position description should describe only the portion of time on the CFO budget and their roles and responsibilities related to allowable CalFresh Outreach activities ( i.e. Leads all application and verification assistance/SARS/ARS via CalFresh events and drop in assistance days, distributes materials and tabling, and  assists with tracking and reporting). See* [*example budget*](https://csuchico.box.com/s/3khs8ym0j90kxd85vw05tmwv1qq7wctz) *for more example position descriptions. In addition,* [*here is a document*](https://csuchico.box.com/s/oz0p1xpusnah3r1kwfhvq6kpwg30s5od) *with some more suggestions and examples for position descriptions.* |
| **Q20. When are Time & Effort Forms (TEFs) due? Is any other back-up documentation required for either State Share or Federal Share expenses claimed?** |
| *The Time & Effort Forms are due with each quarterly invoice as back-up documentation for all personnel time, both Federal Share and State Share. All other back-up documentation for operating expenses, travel, promotional supplies, etc. are to be retained on file in case of a fiscal desk review or audit. If/when a fiscal desk review or audit occurs, we will be reviewing expenses for an entire quarter and you’ll be notified at least 3 weeks prior to the review to gather and submit all supporting documentation.* |
| **Q21. Can we include CalWORKs staff on our CalFresh Outreach (CFO) budget as State Share?** |
| *Unfortunately, CalWORKs staff cannot be captured as State Share. While these positions are partially funded with state dollars, those state dollars are used as matching funds on the federally funded portion of these CalWORKs positions. Since this funding is already being used as match for CalWORKs federal funding, it cannot also be counted as State Share for your CalFresh Outreach budget. However, we still encourage you to partner with these individuals when implementing project activities—their time just cannot be captured as State Share. This applies to the portion of the position that is CalWORKs funded.* |
| **Q22. How do I determine and calculate the actual FTE as a percentage to include in the budget template for each individual listed? Do I use the hours worked on CalFresh Outreach (CFO)?** |
| *When calculating the FTE for each individual listed in the budget, you calculate the percent (i.e. portion of a 1.0 full time equivalent, or FTE) by totaling the anticipated hours over the course of the year the person will be working on CFO and divide that by 2080 hours (equivalent to the hours in a year for a 1.0 FTE). Sometimes we find it easier to estimate the number of hours per week and then multiple that by the number of weeks to estimate the total hours. This will give you the annual FTE to use in the budget template.*  *For example, if a person is contributing 2 hours/week over the course of the full year (52 weeks), you could do the following:*  *(2 x 52)/2080 = 0.05 FTE* |
| **Q23. Do you have a list of allowable expenses for direct costs aside from personnel costs?** |
| [*Page 16 of the USDA guidance*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/SNAP%20Outreach%20Guide%20July%202017.pdf?ver=2017-07-31-121809-800) *lists out allowable activities for CalFresh Outreach. Most materials needed to conduct these activities would be allowable expenses.*    The following are **NOT** allowable:  *· Food*  *· SWAG or giveaways*  *· Incentives to fill out an application (must be available for ALL, cannot persuade an individual to apply)*  *· Radio, TV, and billboard advertisements that promote CF benefits and enrollment*    Some common **allowable** items we often see are:  *· Operating expenses such as phone, internet, general office supplies, etc.*  *· Computers, tablets, printer/copier/scanner/fax*  *· Travel to meetings, events, or satellite sites for CFO activities*  *· Printing such as prescreen forms, flyers, brochures, contact sheets, etc.*  *· Outreach materials such as signage, tables, chairs, tablecloths, canopies, etc.*    *This is not a comprehensive list. If you are unsure about a specific item or activity, please reach out to us and we’d be happy to discuss it further.* |
| **Q24. What are allowable CalFresh Outreach activities that can be counted towards personnel time?** |
| *Any time that you are working on allowable CFO activities (see* [*page 16 of the USDA guidance*](http://www.cdss.ca.gov/Portals/9/CalFreshOutreach/SNAP%20Outreach%20Guide%20July%202017.pdf?ver=2017-07-31-121809-800) *can be counted towards personnel time. This includes:*  *· Webinars*  *· Phone calls*  *· Training and Technical Assistance (T&TA)*  *· Invoicing*  *· Grant management activities*  *· Supervision of staff/interns*  *· Presentations on CFO (incl. at meetings)*  *· Outreach planning*  *· Outreach activities*  *· Talking, collaborating, or any task related to CFO allowable activities can be counted* |
| **Q25. How can I be added to the email distribution list?** |
| *We use your Contractor Information Form (CIF) to generate our email distribution list. Please feel reach out to your assigned CHC Program Manager or Fiscal Analyst if you need to be added to the CIF. We will then send the CIF to your CFO representative to be updated. Please make sure to indicate using the check boxes provided which types of distributions the individual should be receiving (i.e. Contract, Program, and/or Fiscal).* |
| **Q26. If we cannot claim an expense as Federal Share because it is unallowable, can we claim it as State Share?** |
| *No. If an expense is unallowable for Federal Share reimbursement it is also unallowable as State Share.* |
| **Q27. What is the benefit of capturing unpaid staff time?** |
| *Unpaid staff time can contribute to the State Share portion of your budget so that you claim additional Federal Share and be reimbursed for that Federal Share portion.* |
| **Q28. Do we put CFO accounts under a federal budget account number or state budget account number?** |
| *If your organization has different account numbers for federal dollars and state dollars then use a federal budget account number. (The Federal Share portion that is being reimbursed is Federal funding. It is passthrough funding that comes from USDA to CDSS to your organization.)* |
| **Q29. What fiscal reporting paperwork is due at the end of the each quarter?** |
| *You will need to turn in the Quarterly Entry Pages, the Quarterly SSDR and Invoice, and the TEFs for any personnel that are reporting hours in the State Share or Federal Share during the corresponding quarter.* |
| **Q30. Do you have a sample of the BAR form?** |
| *All budget revisions are completed in the budget workbook. In other words, there isn’t a BAR template/form. Instead, please refer to the* [*BAR instructions*](https://csuchico.box.com/shared/static/rpb353g7862keop6paydkjhia2ob2yv8.docx) *and make revisions/edits in your budget workbook for the year(s) in which you are requesting to make the changes.* |
| **Q31. Can we charge lunch for the in-person CFO training on our campus?** |
| *Unfortunately these CFO funds cannot be used to purchase food because food is an unallowable expense under this grant.* |
| **Q32: Can I use CalFresh Outreach (CFO) funding to pay to promote social media posts related to CalFresh application assistance?** |
| *Yes, this is an allowable cost and CFO funding can be used to pay for this expense. In the July 2017 Guidance Allowability Table it states “Informational websites and other social media sites that provide factual information that is not intended to persuade and individual to apply for SNAP” is and allowable cost.* |
| **Q33: Can I purchase pens, stickers, notepads, t-shirts, etc. using CalFresh Outreach (CFO) funding?** |
| *These items are allowable depending on their use. Because S.W.A.G. (Stuff We All Get) is banned in California, items that fall under this definition (i.e. items that are used as giveaways to students/the public) are unallowable. If outreach or application assistance information is being printed on the item, CFO funding can be used to pay for the printing of the item, but not the item itself. An example of this would be printing CalFresh Outreach application assistance information on bags that are being given out at a food pantry. In this example, CFO funding can pay to print the outreach information on the bags, but not the bags themselves. If an item is to be used by staff while doing CFO allowable activities, then the items are allowable. An example of this would be t-shirts for staff that identify them as outreach application assistors. In this example, the t-shirts and the printing of the t-shirts would be allowable costs.* |
| **Q34: Can I apply indirect (Facilities & Administrative costs) to both Federal Share and State Share budgeted direct costs?** |
| *Yes. When developing your CFO budget, costs are identified to be reimbursed by this contract (i.e. Federal Share) and other costs are identified which are already paid by your organization, by SB-85 funding or other non-federal funding (i.e. State Share). These two budgets together should represent the full cost of doing the CalFresh Outreach program. The budget is set up so that you’re not applying indirect to the same expenses twice; you’re applying it to those two separate budgets/funding to represent the full cost of doing business, regardless of whether its paid by this grant or another non-federal source. Therefore, State Share would typically have associated indirect just as the Federal Share expenses would.* |