

TITLE V AND TITLE X CONTRACT MANAGEMENT

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CONTRACT MANAGEMENT FOR FFY17

- ▶ IDPH Contract management groups
 - ▶ MCAH Administrative Manual – New edition
 - ▶ IDPH/BFH/OH roles and assignments
 - ▶ IowaGrants management (contractor roles, contract responsibilities, location of external guides, etc.)
 - ▶ Changes to Special and General Conditions contract
- 

IDPH CONTRACT MANAGEMENT GROUPS

1. IDPH Grant Managers

- Quarterly Meetings of between Contract Managers and Bureau of Finance/IowaGrants administrators
 - Discuss IowaGrants processes to discover common issues, problems, and work toward effective and consistent fiscal and contract management across the Department
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IDPH CONTRACT MANAGEMENT GROUPS

2. Service Contract User Group

- Monthly meetings exploring areas of improvement related to broader service contracting as a whole (e.g. RFP/Competitive Selection Process,
- Broader group consisting of Program Consultants and Contract managers from each Department Division, and Bureau of Finance staff
- Subgroups are in place to:
 1. Develop a Special Conditions Contract template for use with Boards of Health and Boards of Supervisor's contracts.
 2. Develop an Application Guidance template for use with Boards of Health and Boards of Supervisor's application processes in IowaGrants.
 3. Review the IowaGrants Standard Application and Review Forms for quality and consistency improvements.
 4. Review the Site Visit Component in IowaGrants.

ADMINISTRATIVE MANUAL – NEW EDITION

- ▶ Previously called MCH Administrative Manual, last updated in 2012
- ▶ Completely Revised and Restructured
- ▶ Now Called **Iowa's Title V Administrative Manual for Community-Based Programs**
- ▶ Includes new policies to reflect programmatic changes and IowaGrants processes
- ▶ Will be located exclusively online in the MCH Portal

<http://idph.iowa.gov/family-health/mchportal>

BFH AND OHC ROLES

OVERSIGHT, FISCAL&CONTRACTUAL, PROGRAMMATIC

Name	Title	Roles and Responsibilities
Marcus Johnson Miller	Bureau Chief	Reviews contracts and amendments, approves exceptions to policy
Brenda Dobson	Division Director	Signs contracts, approves amendments and other changes
Misty Cook	Contract Manager	Approves MCAH/FP claims. Process amendment requests
Amy Janssen	Contract Manager	Approves OH claims. Process amendment requests
Assigned	Regional Consultant	Reviews subcontracts, reviews and approves reports, provides guidance for MH, CAH, and FP programs
Assigned	Oral Health Consultant	Provides guidance for OH and I-Smile™ programs

Contract Managers: Misty Cook (BFH) and Amy Janssen (OHC)

Regional Consultant

Bureau Chiefs

IOWAGRANTS ROLES

- ▶ Contractor roles in Cover Sheet/General Information
 - ▶ Authorized Official
 - ▶ Fiscal Officer
 - ▶ Grantee Contact
 - ▶ Additional Contacts
 - ▶ Claim Users (not in use at this time)
 - ▶ IDPH roles
 - ▶ Program Officer = Contract Manager
 - ▶ Additional Internal Contact = Program Consultants
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COMMUNICATION

IowaGrants Correspondence should be used for most communication between Contractors and IDPH staff.

- Communication that regards to the direct management of the contract
- Consult the MCAH Admin Manual for processes on specific communications such as budget revisions and requests for exceptions to policy
- Be sure to enter a minimal signature line in each Correspondence, as the system generated email shows sender as iowa.grants@webgrantsmail.com
 - Tip: A new subject line is generated for each new correspondence, even replies. So if replying, you can delete part(s) of the subject line so it's not repeated each time.

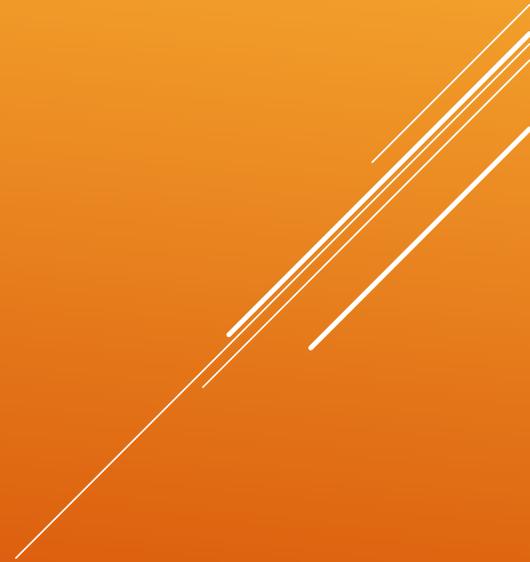
Subject:* Grant 5886MH07 - FFY16 MCHFP New Opportunities: |RE: Grant 5886MH07 - FFY16 MCHFP New Opportunities: **Hawk-i Budget Revisions**

- Please use specific, descriptive (but also concise) subject lines when sending correspondence.

IOWAGRANTS.GOV EXTERNAL GUIDES

Located on Iowa Department of Public Health website

www.idph.iowa.gov



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SEP 12 **Healthy Child Care Iowa Child Care Nurse Con...**
 9:00 AM - 3:00 PM
 United Way of Central Iowa

SEP 13 **Childhood Lead Poisoning Prevention Progra...**
 8:30 AM - 3:30 PM
 Cedar Falls Public Library

SEP 14 **Iowa State Board of Health Meeting**
 10:00 AM - 12:00 PM
 Lucas State Office Building

SEP 22 **Iowa Nutrition Network Partnership Meeting**
 10:00 AM - 4:00 PM
 Greater Des Moines Botanical Garden

SEP 30 **Tobacco Use Prevention & Control Commissio...**
 9:00 AM - 12:00 PM
 Lucas State Office Building

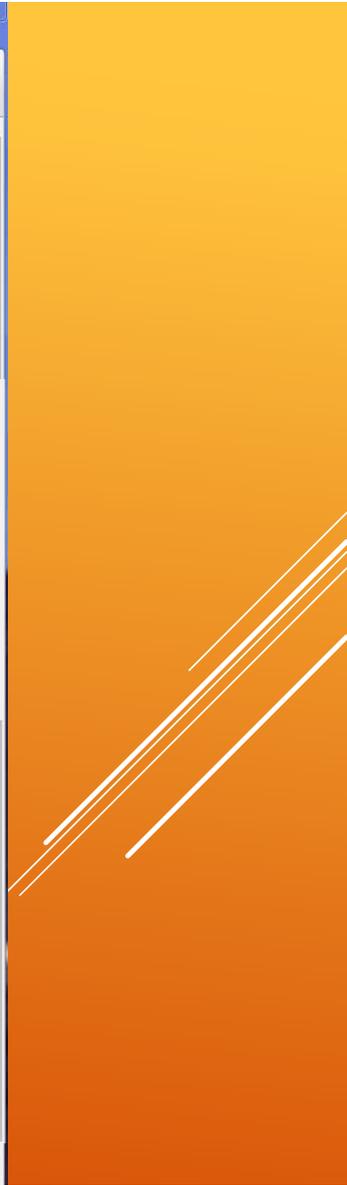
OCT 4 **Iowa Nutrition Network School Grant Program...**
 10/4/2016 - 10/5/2016
 Greater Des Moines Botanical Garden

OCT 5 **Healthiest State Walk**
 12:00 PM - 12:30 PM
 Iowa State Capitol



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IowaGrants.gov User Guides

- [Iowa Grants Registration Directions](#)
- [Completing a Negotiated Form Guide - External Users](#)
- [Correspondence Component Guide - External Users](#)
- [Site Visit Component Guide - External Users](#)
- [Standard Budget Claim Form Guide - External Users](#)
- [IDPH Application Instruction Guidance](#)

CHANGES TO GENERAL AND SPECIAL CONDITIONS

General Conditions. Overarching agreement between the Department and the Contractor. Includes compliance and agreement with State and Federal laws. Includes clauses covering (but not limited to):

- Equipment, Subcontracting Standards, Program Income, Data and Records Confidentiality, IT Standards, Conflict of Interest, Audits, Termination, and general Administrative requirements

Changes. Effective July 1, 2016

- **Federal Subrecipient Addendum:** replaces FFATA, required for programs with more than \$25,000 in federal funding
 - The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, **2 CFR Part 200**. (“Omni Circular”) defines IDPH Contractors status as a sub-recipient. The Omni Circular imposes additional disclosure and reporting requirements on both IDPH and the Contractor, effective December 26, 2014
 - http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
 - Also added to Special Conditions contract

CHANGES TO GENERAL AND SPECIAL CONDITIONS, CONT.

- Section 8 and 9: State ownership of data and data management requirements
- Section 16: Contract Performance: updated to reflect the Department's right to monitor contract performance
- Section 28: Contract Administration, Compliance with the law.

A comprehensive presentation on the General Conditions changes, as well as changes to Federal Rule Changes, can be viewed here:

General Conditions Training: <https://www.youtube.com/watch?v=TBIFYrnuoog>

CHANGES TO GENERAL AND SPECIAL CONDITIONS, CONT.

Special Conditions

- New programs: Adolescent Health, I-Smile™ @ School
 - WIC data system access. Contract adds that only WIC personnel (defined as funded by WIC grant funds) are allowed access to the electronic WIC data system
- 

QUESTIONS?

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