

LOCAL HEALTH DEPARTMENT INFRASTRUCTURE ENHANCEMENT GRANTS
FREQUENTLY ASKED QUESTIONS OF GRANTS MANAGERS

1. *Can project expenses be incurred prior to the start date of the award?*

No. Pre-award costs are not allowable.

Refer to the Project Period section of the Grant Award Agreement.

2. *How should Grantees track MFH funds?*

There is no specific way required to track grant funds. However, all grant funds and records of expenditures should be easily identifiable on the Grantee's financial system for ease of reference and verification.

Refer to the Records section of the Grant Award Agreement.

3. *What are the grant reporting periods?*

Depending on the Project Period, reporting periods vary. All reports are due on the next business day if original due date is a weekend or holiday

Refer to Interim and Final Reports section of the Grant Award Agreement.

4. *When are disbursements sent to Grantees?*

The initial disbursement is sent near the project's start date. Subsequent disbursements are sent after receipt and approval of Interim Reports. The final disbursement is released after receipt and approval of the Final Report, which also must include appropriate supporting documentation.

5. *What happens when the next disbursement is due, but the Grantee has not completely spent the previous disbursement?*

Subsequent disbursements are released when 85% of cumulative disbursements have been spent at the end of Year 1 and thereafter. If the 85% level has not been met, subsequent disbursements are temporarily held by MFH until expenditures reach the target percentage. An updated financial report must be sent to MFH when expenditures meet the 85% threshold. After the updated financial report is reviewed and approved, the held disbursement is then released to the Grantee.

6. *Can I extend the project if all funds are not spent?*

No. All funds must be spent by the end of the project period.

Refer to Extension of Project Period section of the Grant Award Agreement.

7. *If we designated a percentage towards a particular line item in Attachment A, can it be modified?*

Yes. The percentage stated in Attachment A is an estimate. Funds can be used for any line item, as stated in the Allowable Use of Enhancement Funding section of Attachment A.

8. *Can Interim Reports be submitted electronically?*

Yes. Interim Reports may be submitted electronically as e-mail attachments.

9. *Can the Final Report be submitted electronically?*

No. Final Reports must be accompanied by supporting documentation and therefore cannot be submitted electronically. The required supporting documentation is outlined in the Grant Award Agreement.

Refer to Interim and Final Reports section of the Grant Award Agreement.

Note: Only one copy of supporting documentation is required with the submission of the Final Report.

Supporting documentation is to be provided in the form of paid invoices.

For any other questions related to Local Health Department Infrastructure Awards, contact your assigned Program Officer or Deena Lauver Scotti, Grants Manager, at 314.345.5556 or via email dlauverscott@mffh.org.