

## IPN/ARPA Budget and Personnel Guidance

The guidance provided below is intended to assist Integrated Provider Network (IPN) grant contractors when requesting budget revisions and personnel updates through IPN and ARPA funding in IowaGrants.gov. If additional guidance is needed, please contact the IPN Help Desk at [ipn@idph.iowa.gov](mailto:ipn@idph.iowa.gov).

### **BUDGET REVISIONS**

When requesting a budget revision for IPN/ARPA funding, the following details will need to be provided via IowaGrants.gov correspondence before a budget form will be renegotiated. Per the ARPA contract, budget revisions will only be allowed at certain dates during the contract year. Correspondence messages should be sent to the following IPN staff depending on the focus of the budget revision request:

- Aaron Swanson - Substance Abuse Prevention/ARPA Prevention
- Katie Bee - Problem Gambling Prevention and Treatment
- Tony Ortiz - Network Support and SUD Treatment/ARPA Treatment

Once the budget revision is approved via IowaGrants.gov correspondence, the budget form will be renegotiated for revision. Note that only the approved revision will be permitted to be changed in the budget form.

**Salary/Fringe** – Include staff name/s, FTE allocation/s, total annual salary/fringe amounts, and total amounts charged to the grant. Include the reason/s for the staff change within the IowaGrants.gov correspondence request (e.g. new hire, left the position, etc.). Requests for reduction of staff FTE must include a detailed justification and may require a meeting with the IPN team.

Revised budgets should reflect all staff persons funded by the grant during the contract year. Details should include the amount of time all staff persons were supported. Dates of employment can be used in the budget justification description line for clarification.

**Subcontracted Services** – IPN contractors who are requesting to subcontract for services must align with the legacy IDPH General Conditions.

Contractors will need to submit a draft subcontract via IowaGrants.gov correspondence for subcontracts totaling \$2,000 or more for Agency review/approval prior to funds being contracted and/or spent.

For subcontracts less than \$2,000, services must be listed in the subcontract section of the budget and must be reflected in the Subcontract Plan component in [IowaGrants.gov](https://iowagrants.gov).

Budget revisions to the subcontract line item must match the items and amounts noted in the approved Subcontract Plan component.

**Other** – Provide the category of requested items to be purchased, a brief description of how these costs support IPN funded services, the quantity of items to be purchased, and the total amount for each. Some examples include:

- For **cell phones, phone, office space allocation, etc.**, include a summary of the individual items funded, calculation to support the total for each item requested and total amount for each;
- For **supplies**, include a summary of items to be purchased, number of items, cost per item and total amount;
- For **training** (training costs should only support those staff funded through the grant), include the training title and a summary of other costs such as registration (note if training is virtual), number of staff to be supported, in-state travel costs (mileage, lodging, meals, etc.) and total amount;
- For **mileage**, include the amount of miles to be traveled, cost per mile, and total amount;
- For **materials**, include the types purchased, quantity to be purchased, cost per unit, and total amount.

All items to be funded through the IPN grant must directly support IPN funded services and be included within the approved budget prior to expenses being incurred.

**Indirect/Administrative Rate** – These are expenses for services which are used by multiple projects and are not directly related to a specific activity. See the Request for Proposal and contract for additional guidance. A federal approved indirect rate must be provided for any indirect rate higher than 15%.

## **REMINDERS**

- 10% of the total amount of one budget can be moved only between line items **that are currently approved and included in each budget**.
- All items claimed should be reflected in the IPN grant budgets, including funded staff. If an expense item is not clearly reflected in the approved budget, it may cause a delay in approval of the claim.
- Approval requests to add additional new line items/expenses not found in the current approved budget should be made **prior to** incurring those expenses.
- Plan accordingly when submitting a budget as revision as review by the IPN team may take five to seven business days.

## **PERSONNEL REVISIONS**

All IPN funded personnel (in Network Support, Substance Abuse Prevention, Problem Gambling Prevention, Program Gambling Treatment funding and ARPA) need to be specifically listed in the Personnel component.

When any IPN grant funded staff leave the contracted organization or no longer works on the IPN grant, Iowa HHS should be notified within ten business days through IowaGrants.gov

correspondence. Correspondence messages should be sent the following IPN staff depending on the focus of the personnel request:

- Emily Zalasky - Substance Abuse Prevention/ARPA Prevention
- Katie Bee - Problem Gambling Prevention and Treatment
- Tony Ortiz - Network Support/SUD Treatment/ARPA Treatment

After Iowa HHS is informed about this change, the Personnel component will be renegotiated for updates. The Personnel component should include all required staff per the IPN contract as well as those staff who are currently funded through the IPN grant. Staff members should be removed from the Personnel component once staff leave the contracted agency or no longer work on the IPN grant. If a position is vacant, please indicate this by writing "TBH" in the Title/Position Description field. When adding new staff, ensure all information is provided including

- Title
- Name
- Email
- Roles and Responsibilities
- Experience and Education
- Credentials/License #, and
- Resume.