

DATE: October 27, 2010

TO: Project Directors and Fiscal Officers

FROM: Vanessa L. Daniels, Grants Manager
Maternal and Child Health

SUBJECT: Administrative Letter #11-01

This Administrative Letter is to address submission of invoices, budget modifications and/or amendments and other concerns related to your grant funding.

- Invoices are required to include:
 - Invoice Date: (required to be the date invoice is submitted, or resubmitted)
 - Purchase Order Number:
 - Fund Number:
 - Project Code:
 - Activity Code:
 - Contract Number:
 - Federal ID Number:
 - Contract Period:
 - Date of Services:
 - Description of Services:
 - Total Amounts
 - Final Invoice [Yes or No]
 - Signature and Date signed
- Invoices are to be submitted in arrears every month by the 20th day of the month, reflecting the actual costs during the previous month.
- If you do not have any expenditures for a particular month please submit an invoice showing “Amount to be paid by ISDH \$0.00”, for that month. Supporting documents and the Revenue and Expense Report or the Project Expenditures/Local Match Documentation Form will still be required.
- Any adjustments to invoices due to errors on an already submitted invoice should be explained and highlighted on the face of the invoice. A brief explanation should be included.
- Any adjustments made regarding omitted or missed expenditures on invoices already submitted and/or paid should be submitted as a “Supplemental Invoice” to the already submitted invoice with an explanation on the face of the invoice.

Description of services must be summarized on the face of the invoice. Please include the account numbers and terminology for each reimbursable line item as they are listed on the Revenue and Expense Report or on the Budget Narrative you submitted with your grant proposal. This affects grant funds only. Do not list matching and non-matching funds on the face of the invoice.

Additional Reminders:

- The only exception to changing your budget is that beginning October 1, 2010, each grantee will be allowed a 2% variance on line item categories without requiring a budget modification. It is the grantee's responsibility to determine how going over by 2% in one area will affect the other areas of your approved budget. This does not mean you can go over your total grant award by 2%, and you will not be allowed any variance over 2%.
- Any budget modification must be approved by the Grants Manager prior to expensing against them. The limit for any budget modification is \$5,000.00.
- Line Item category changes will be considered by completing and submitting a Request for Budget Change and justification forms with a cover letter to your program consultant. Only line item categories that are part of your original/amended approved budget can be modified. Upon approval you will receive a letter stating that the requested changes have been approved. This becomes your new budget and will be used for all budget tracking and invoice approvals. Only two budget modifications per contract period. **No expenses will be approved for payment unless supported by an approved budget.**
- Budget amendments require 90 days to processed. Only one amendment allowed per contract period. The last day to request any amendment is the 15th day of the 9th month of the contract period.
- It is expected that you adhere to the terms and conditions of your grant which includes performing all project services and all Performance Measures as specified and submitted in your grant application. This includes submitting Quarterly and Annual Reports on time as requested.
- Please notify MCH of any changes to staffing, personnel, location, services, phone numbers and email addresses as soon as possible. This helps to ensure that you receive correspondence/guidance and other important notifications from MCH in a timely manner.

Any invoices not adhering to the procedures listed above will be rejected and returned to you for appropriate corrections/documentation. * We will no longer accept email corrections to submitted invoices. You will have to resubmit your corrected invoice to finance with the new submission date. It is your responsibility to ensure that your invoices are resubmitted appropriately for payment. No invoices submitted 60 days after the end of the contract period will be paid. Do not submit invoices to the Grant's Management staff. Send invoices directly to the ISDH Finance Department by mail, fax @ 317.233.7477, or email to vendorinformation@isdh.in.gov .

If you have any questions or concerns regarding this guidance you may contact me at vdaniels@isdh.in.gov or 317-233-1241, Randy Gardner, Asst. Grants Coordinator at rgardner@isdh.in.gov or 317-233-9267, or Kathy McManus at KMcManus@isdh.in.gov or 317-234-6309.