

988 Crisis Centers Office Hours Financial Session

Overview and Welcome

- » Invoicing
- » Financial Compliance Review
- » Updated Budget Templates
- » Resources

Invoicing

Invoice Submission & Templates

» Submit Invoices Promptly

- Submit invoices by the 15th of each month for the previous month's expenses.
- Timely submission ensures faster payment processing.

» Use updated Templates

- New monthly templates are required starting with the January 2025 invoices.
- Email both the Excel workbook and the PDF invoice to 988networkca@ahpnet.com and ap2@ahpnet.com.

» Other Direct Costs Tab

- Now includes more detailed line items.
- Starting with February invoices, proof of payment/supporting documentation will be required for Other Direct Costs.

» Allowable Costs Reminder

- Invoices accepted by Advocates for Human Potential (AHP) and/or submitted for payment are not automatically considered allowable under the agreement.

Other Direct Costs Tab

» Description Details

- Column B: Include a clear description of the purchased item or service.
- Example: "Item: Pencils at Staples" under "Office Supplies"

» Category Selection

- Column C: Use the drop-down to select the budget category.
- A pivot table totals costs for each category.

» Accurate Documentation

- Provide detailed and accurate information to ensure timely processing.

Other Direct Costs cont'd

Item		Activity (Drop-Down Menu)	Unit Cost	Total Units	Total Requested	Category		Sum of Total Requested
1	Notepads - Office Depot	Office Supplies	10.99	1	\$ 10.99	Insurance	\$	981.00
2	12 pack Pencils - Office Depot	Office Supplies	10.99	1	\$ 10.99	Office Supplies	\$	38.19
3	Notebooks - Amazon	Office Supplies	12.99	1	\$ 12.99	Rent, Facility Main/Repairs	\$	3,850.00
4	Taxes/Fees - Supplies	Office Supplies	3.22	1	\$ 3.22	Telephone	\$	106.10
5	Lease	Rent, Facility Main/Repairs	3500	1	\$ 3,500.00	Grand Total	\$	4,975.29
6	Weekly Garbage Pickup	Rent, Facility Main/Repairs	150	1	\$ 150.00			
7	Weekly Cleaning	Rent, Facility Main/Repairs	200	1	\$ 200.00			
8	Worker's Comp - The Hartford	Insurance	469	1	\$ 469.00			
9	General Liability - The Hartford	Insurance	512	1	\$ 512.00			
10	ATT Monthly bill	Telephone	68.3	1	\$ 68.30			
11	VOIP Phone Service Monthly	Telephone	37.8	1	\$ 37.80			
12					\$-			
13		Program Costs			\$-			
14		Office Supplies			\$-			
15		Local Travel/Mileage			\$-			
16		Other Travel			\$-			
17		Rent, Facility Main/Repairs			\$-			
18		Insurance			\$-			
19		Training			\$-			
20		Meeting Expenses			\$-			
21		Telephone			\$-			
		Website/Database/Licenses/IT			\$-			
		Other (Specify)			\$-			
					\$-			
					\$-			

Financial Compliance Review

Financial Compliance Review

» Review of Past Invoices

- Advocates for Human Potential (AHP) will review documentation for previously submitted invoices.
- This may include payroll records, invoices, and allocation details.

» Process Lead

- Zach Fezzey will conduct reviews and initiate outreach.
- Please designate a primary contact to collaborate with Zach.

Updated Budget Templates

Budget Template Changes Overview

- » Eight Separate Tabs
 - The new budget template is split into eight tabs for structured data entry.
- » Application Information
 - Contact details (email, name, and phone number).
- » Budget Summary
 - Total funds and the budget components (salaries, fringe, indirect/direct costs).
- » Personnel Salaries
 - Names, monthly salary, total full-time equivalent (FTE), months employed, total personnel costs.
- » Subcontractor Consultants
 - Subcontractor names.
- » Other Direct Costs
 - Cost categories total cost, brief descriptions.
- » Total Indirect Costs
 - Reflects rate change from 10% to 15% on October 1, 2024 (if applicable).
- » Budget Narrative—See next slide.

Budget Narrative

Detailed Justification

Personnel—Salaries

- » Detailed description of the positions, salary ranges, and FTEs for all California 988 Crisis Center direct program staff.

Personnel—Fringe

- » Detailed description of taxes, fringe benefits, and rates provided to 988 program staff under grant funds.

Subcontractors/Consultants

- » Detailed description of the hours, rates, names, and services they will be providing for the Crisis Centers.

Other Direct Costs

- » Details describing the items and purchases that are going to be made for each category in the budget. For example, if “Office Supplies” is a category, then details would include the specific items (pens, notebooks, etc.) that will be purchased. All items are evaluated for their necessity and reasonableness to meet the 988 program deliverables.

Resources

Resources

- » [SAMHSA Budget Guidance](#)—General budget guidance, rules, and policies.
- » [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)—Federal government-wide framework for grants and management. Referenced in SAMHSA budget guidance.
- » [FY 2025 Award Standard Terms Final](#)—SAMHSA 2025 award terms and conditions.

Questions?

CONTACT US

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