This document will guide you through creating and submitting a Spend Plan in the Technical Assistance and Grant Management Equity Portal, "Equity Portal".

California Department of Public Health
Office of Health Equity
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Spend Plan User Guide
Spend Plan Submission as an Awardee

Selecting a Spend Plan Template

Your Award Manager will distribute a Spend Plan template several weeks before you need to complete the Spend Plan in the Equity Portal. This Spend Plan will either be the Advanced or Simplified version. In this User Guide, please be sure to follow the instructions for the Spend Plan that is distributed to you.

Submitting a Spend Plan as an Awardee

1. Navigate to the **Equity Portal** homepage
2. Select **Sign In** from the top right header of the Homepage
   a. If you forget your username, reach out to EquityPortalSupport.ca.gov for assistance
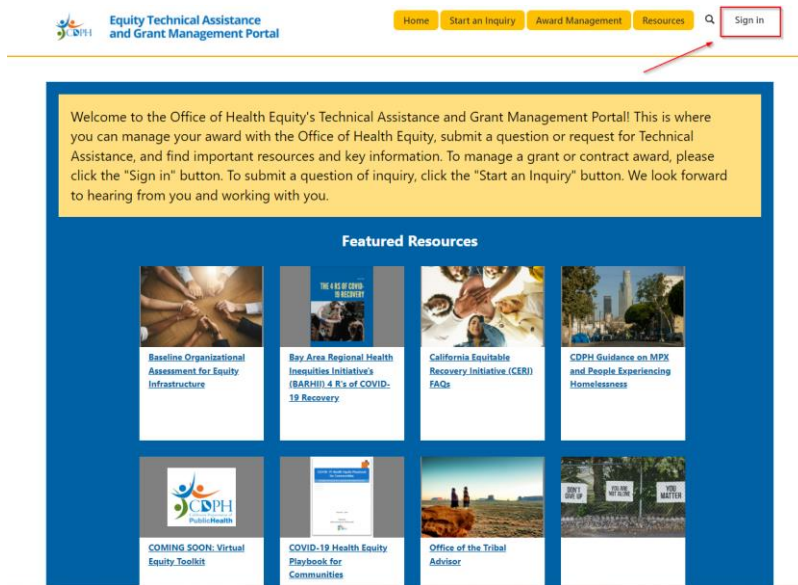
3. Navigate to your Award from the dropdown arrow on the **Award Management** button in the menu

4. Locate the **Spend Plan** section and select the dropdown arrow next to your Spend Plan
   a. Choose **Edit**. Spend plans are only editable in **Draft** and **Returned** status. Once you submit, you are not able to edit unless it has been returned to you by your Award Manager

5. Enter your current **Indirect Cost Rate** into the Indirect Cost Rate % field

Additional guidance:

- You can use the Spend Plan template (either the Simplified or Advanced version) provided by your Award Manager to prepare the information that required to complete the Spend Plan in the Equity Portal. This template will serve as a guide to entering all required information found in the following steps
- Make sure you enter the same Indirect Cost Rate from your official budget that was approved in the contract; they need to match. If your Indirect Cost Rate changes in future years, you will be able to update that in the Spend Plan, through the amendment process
- Indirect Cost Rate will need to be entered as a whole number (1, 2, 3) not a decimal (0.1, 2.1, 3.22)

6. Add **Budget Item**s to each category on your Spend Plan, beginning with Personnel. To add a new Personnel budget item, navigate to the Personnel table and click **Add New Personnel Budget Item**

   a. Advanced Spend Plan:

Personnel

Add New Personnel Budget Item

Award Year ↑	Title	Total Salary	Total Benefits	Combined Salary & Benefits	
Year 1 (7/1/20 - 6/30/21)	Supervisor	$16,666.67	$3,333.33	$20,000.00	⌄
Year 1 (7/1/20 - 6/30/21)	Project Manager	$8,333.33	$1,666.67	$10,000.00	⌄
Year 2 (7/1/21 - 6/30/22)	Supervisor	$50,000.00	$10,000.00	$60,000.00	⌄
Year 3 (7/1/22 - 6/30/23)	Analyst	$50,000.00	$10,000.00	$60,000.00	⌄
Year 3 (7/1/22 - 6/30/23)	Supervisor	$50,000.00	$10,000.00	$60,000.00	⌄

Salary Subtotal	Benefits Subtotal	Salary & Benefits Subtotal
$ 175,000.00	$ 35,000.00	$ 210,000.00

b. Simplified Spend Plan:

Personnel

Add New Personnel Budget Item

Award Year ↑	Title	Combined Salary & Benefits	
Year 1 (3/14/22 - 6/30/22)	Staff	$1,375.00	⌄
Year 1 (3/14/22 - 6/30/22)	Supervisor	$2,750.00	⌄
Year 1 (3/14/22 - 6/30/22)	Staff 2	$50,000.00	⌄
Year 2 (7/1/2022 - 6/30/2023)	Staff	$5,500.00	⌄
Year 2 (7/1/2022 - 6/30/2023)	Supervisor	$11,000.00	⌄
Year 3 (7/1/23 - 6/29/24)	Staff	$5,500.00	⌄
Year 3 (7/1/23 - 6/29/24)	Supervisor	$11,000.00	⌄

Combined Salary & Benefits
$87,125.00

7. Fill out the required fields
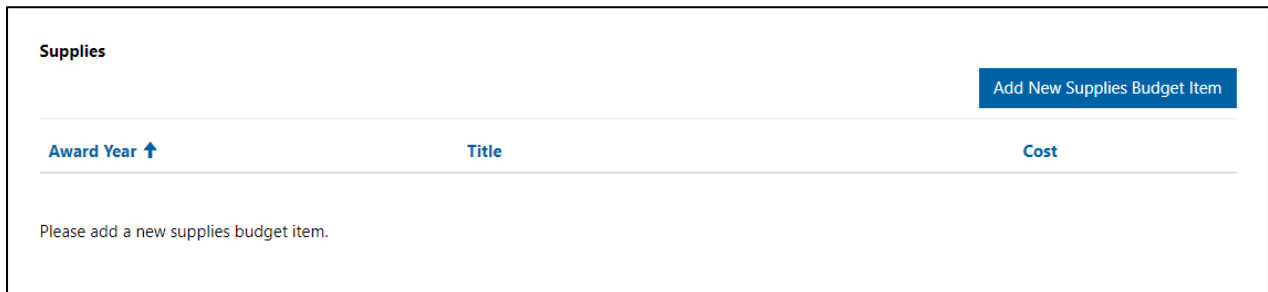   a. For Advanced Spend Plan:
      i. Some fields are calculated automatically (such as Total Salary), and these fields are <u>not</u> editable
      ii. You will select the Year for each budget item. Make sure that the **Budgeted Months** value you enter reflects the number of months within that year. Year 1 may be shorter than a full 12 months, given that the State fiscal year ends on 6/30
      iii. The **FTE %** is the percent of time that particular FTE dedicates to the program and will be applied to their **Total Salary**. Enter it as a whole number percent, not a decimal
      iv. **Total Benefits** and **Total Salary** will calculate automatically

b. For Simplified Spend Plan:
    i. Enter the Position Title
    ii. Enter the whole number you have budgeted for that Position in that Award Year

8. Select **Save** when completed. All your data is saved at this point. Even if you turn off our computer or lose power, you work will be saved!
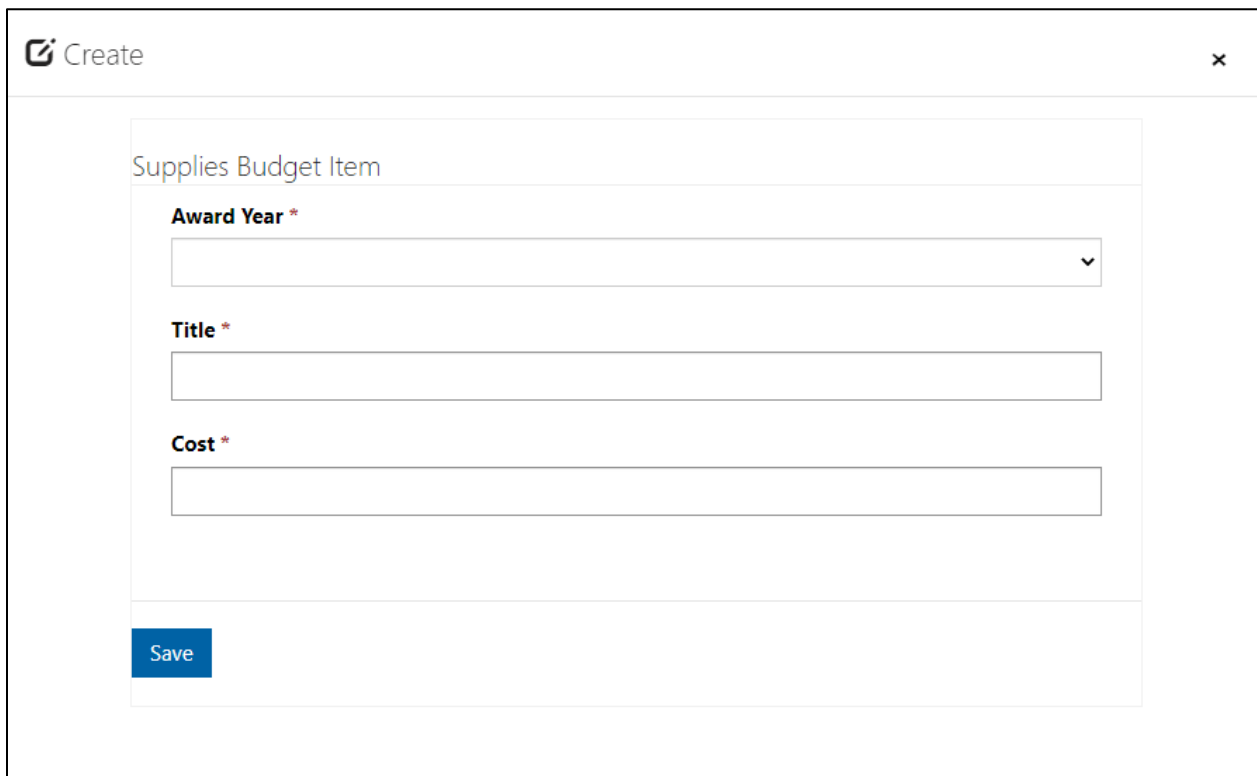
9. Navigate to the next Budget Item section and select the **Add New Supplies Budget Item** button.

Supplies

Add New Supplies Budget Item

Award Year ↑	Title	Cost

Please add a new supplies budget item.

Note: Ensure the correct **Award Year** is selected. There will be as many Award Years to choose from as there are years in your grant period. If you have one budget item that spans all Award Years, you will need to enter it each time for each Award Year.

10. Fill out the required fields.

 Create   ✕

Supplies Budget Item

Award Year *

[⌄]

Title *

[ ]

Cost *

[ ]

Save

11. Select **Save** when completed.

12. Repeat for the Travel Budget Category, clicking **Add New Travel Budget Item.**

Travel

Add New Travel Budget Item

Award Year ↑	Title	Type	Number of Travelers	In-State or Out-of-State	Cost

Please add a new travel budget item.

13. Enter total cost for one travel type and the number of travelers included in that total. You will need to enter budget items per type of travel, not per traveler. Travellers can be lumped together in one Budget Item

☑ Create   ✕

Travel Budget Item

Award Year *

Title *

Number of Travelers *

Type *

Cost *

In-State or Out-of-State *
◉ In-State ○ Out-of-State

Save

14. Repeat for the Equipment Budget Category by clicking **Add New Equipment Budget Item**

Equipment

Add New Equipment Budget Item
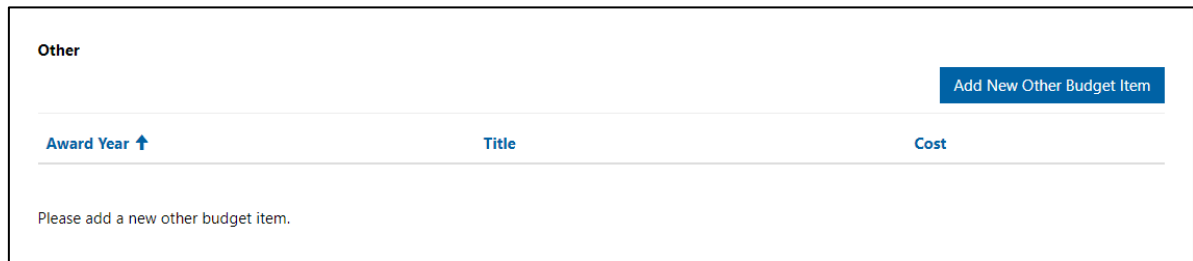
Award Year ↑	Title	Cost

Please add a new equipment budget item.

15. Equipment is defined as material goods that costs more than $5,000 per unit. If it is less than $5,000 it can be considered a supply and will be captured in the supplies section found above in Step 9

Create ✕

Equipment Budget Item

Award Year *

Title *

Cost *

Save

16. Repeat for the Other Budget Category by clicking **Add New Other Budget Item.**

Other

Add New Other Budget Item

Award Year ⬆   Title   Cost

Please add a new other budget item.

17. **Incentives** should be captured in the Other budget category

Create ✕

Other Budget Item

Award Year *

[⌄]

Title *

[   ]

Cost *

[   ]

[Save]

18. Add new Items to the Subcontracts Budget Category by clicking the **Add New Subcontract Budget Item**

Subcontracts

[Add New Subcontract Budget Item]

Award Year ↑	Title	Cost

Please add a new subcontracts budget item.

19. Fill out required fields.

Additional guidance:

- If you have questions about what budget items belong under each category, contact your Award Manager
- For each budget item, the **Title** should be specific enough for the reviewer to know exactly what it is. You can use up to 100 characters

20. Navigate back to the Spend Plan Details section to review **Total Direct Cost, Indirect Cost Rate**, **Indirect Cost**, and **Total Budget Amount.** They will have auto-populated with the information you provided in **Personnel**
    a. Make sure the **Total Budget Amount** does not exceed the value of your award

21. Review the total cost of each Award Year and ensure they are accurate, using the **Award Years** table

22. When you are ready to submit your spend plan, click **Submit Spend Plan**

23. You will receive an Email confirmation that your Spend Plan has been received by the CDPH Office of Health Equity team.
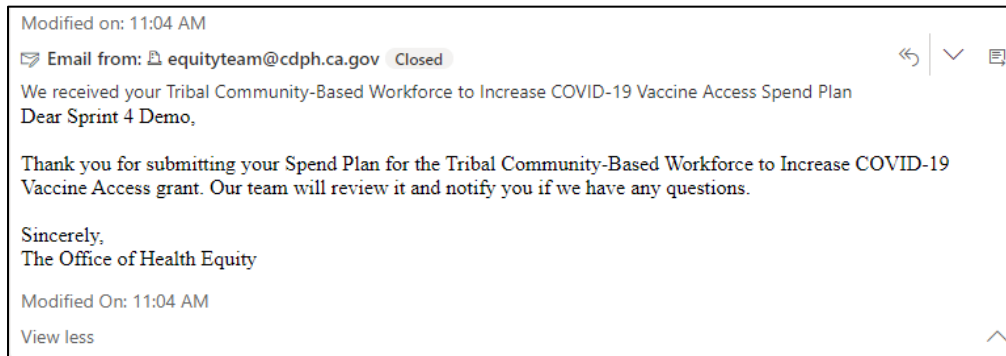
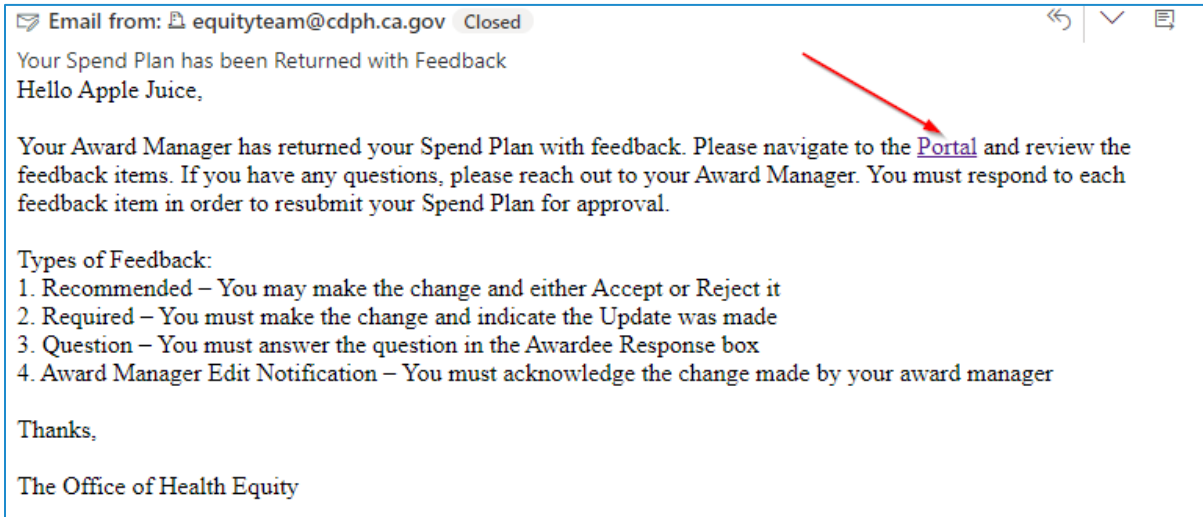Congratulations, your Spend Plan has been submitted!

Reviewing and Responding to Feedback as an Awardee

When reviewing Spend Plans, Award Managers may want to provide feedback on the report, prior to approving. There are four types of Award Manager feedback that can be provided:

- **Recommended:** A change that is not required, but is recommended
- **Required:** A change that is required before the Spend Plan can be approved
- **Award Manager Edit Notification:** Your Award Manager made a change to the Spend Plan that you need to acknowledge
- **Question:** Your Award Manager has a question about your Spend Plan that you need to answer

If your Award Manager returns your expenditure report with feedback, you will receive an email notification that links you to the portal and prompts you to review the feedback, *as shown below*

1. Select the hyperlink to the Equity Portal and sign-in

2. Navigate to your Returned Spend Plan

3. Review the Award Manager Feedback
   a. **Recommended:** A change that is not required, but is recommended
      i. Your awardee Feedback Status options are:
         1. Accepted
         2. Rejected
   b. **Required:** A change that is required before the Spend Plan can be approved
      i. Your awardee Feedback Status options are:
         1. Updated
   c. **Award Manager Edit Notification:** Your Award Manager made a change to your Spend Plan that they need you to acknowledge
         1. Your awardee Feedback Status options are:
            a. Acknowledged
   d. **Question:** You Award Manager has a question that you need to answer before the Spend Plan can be approved
      i. Your awardee Feedback Status options are:
         1. Answered

Feedback

To respond to Feedback, first read the Feedback from your Award Manager. Then, scroll up to the item your Award Manager commented on. Update, review, or acknowledge your item as per instructions, then return to the Feedback table. Respond to the feedback as applicable in the Awardee Response field, then choose an updated Feedback Status to reflect your actions. Finally, Submit your Spend Plan again to your Award Manager. You must update the Feedback Status for each piece of Feedback in order to be able to re-submit.

Last Updated	Category (Budget Item)	Award Year (Budget Item)	Budget Item	Feedback Type	Feedback	Awardee Feedback Status	Awardee Response	
3/3/2023 12:45 PM	Equipment	Year 2 (7/1/2022 - 6/30/2023)	Laptop	Recommended	Test	Accepted	Test	▼
3/3/2023 12:46 PM				Required	Test	Updated	Test	▼
3/3/2023 12:46 PM				Award Manager Edit Notification	Test	Acknowledged	Test	▼
3/3/2023 12:46 PM				Question	Test	Answered	Test	▼
3/3/2023 1:34 PM	Travel	Year 1 (3/14/22 - 6/30/22)	Hotel	Question	How many nights?			▼

4. Make any necessary changes to the Spend Plan first. You will not be able to submit your Spend Plan unless you make the required changes

5. Respond to Award Manager feedback. You will not be able to resubmit your Spend Plan unless you respond to each Feedback item

3/3/2023 1:34 PM	Travel	Year 1 (3/14/22 - 6/30/22)	Hotel	Question	How many nights?	▼	
						Respond to Feedback	
						View Feedback	

6. Select an **Awardee Feedback Status**

Respond to Feedback   ✕

The "Feedback Type" describes whether the action you need to take is 1) a Required change 2) answering a Question 3) accepting or rejecting a Recommendation 4) acknowledging an Award Manager Edit Notification. Read the Feedback Type and the Feedback description, written by your Award Manager. Make the change or acknowledge the change. Then updated the "Awardee Status" from the drop-down menu. Finally, write any additional comments, notes, or answers in the "Awardee Response" box.

Feedback

Feedback Type *

Question

Feedback *

How many nights?

Response

Awardee Feedback Status *

Answered

7. Describe your response. Write any follow-up questions, comments, notes, etc that you have in response to your Award Managers feedback

the change or acknowledge the change. Then updated the "Awardee Status" from the drop-down menu. Finally, write any additional comments, notes, or answers in the "Awardee Response" box.

Feedback

Feedback Type *

Question

Feedback *

How many nights?

Response

Awardee Feedback Status *

Answered

Awardee Response *

2 nights

Submit Response

8. Select **Submit Response**

9. **Submit** Spend Plan

Feedback

To respond to Feedback, first read the Feedback from your Award Manager. Then, scroll up to the item your Award Manager commented on. Update, review, or acknowledge your item as per instructions, then return to the Feedback table. Respond to the feedback as applicable in the Awardee Response field, then choose an updated Feedback Status to reflect your actions. Finally, Submit your invoice again to your Award Manager. You must update the Feedback Status for each piece of Feedback in order to be able to re-submit.

Last Updated	Feedback Type	Feedback	Awardee Feedback Status	Awardee Response	
2/28/2023 10:35 AM	Question	What are the Other costs for?	Answered	Costs	⌄
3/1/2023 4:06 PM	Question	How many personnel were hired?	Answered	1 person was hired	⌄

Upload your invoice in the excel template provided.

Choose Files   No file chosen

Submit

10. You will receive a confirmation email that your Invoice has been submitted
    a. If it is approved, you will get an email notification when your Award Manager approves it
    b. If your Award Manager has additional feedback, they will return it again and the new feedback will appear underneath the original feedback. You will be able to identify different rounds of feedback by the "Last Updated" date next to the feedback