

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title

Updated Instructions for Completion of the Quarterly Federal
 Financial Management Report

Deputy Director Approval

dave neilsen
Deputy Director
Program Services Division

Function:

- Information Management
- Quality Assurance
- Service Delivery
- Fiscal
- Administration
- Other

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PURPOSE

This bulletin is to notify counties of updated reporting requirements, effective immediately, to the Quarterly Federal Financial Management Report (QFFMR), and includes instructions for completion of the QFFMR.

DISCUSSION

The Substance Abuse Mental Health Services Administration (SAMHSA) directed the Department of Alcohol and Drug Programs (ADP) to track and report obligations and expenditures for each individual Substance Abuse Prevention and Treatment (SAPT) Block Grant Award, effective with the Federal Fiscal Year (FFY) 2001 SAPT Block Grant Award. ADP uses the QFFMR to collect data used to track the expenditure of the SAPT Block Grant funds, and to ensure that counties do not have more than 30 days worth of federal funds on hand, in compliance with the federal Cash Management Improvement Act.

In an effort to promote accurate reporting of expenditures on the QFFMR, ADP provided training to county fiscal staff during the September 2008 Quarterly meeting of the County Alcohol and Drug Program Administrators' Association of California. ADP provided counties with a formula-ready spreadsheet that can be used to track SAPT Block Grant Award funds by line item, in response to county requests during the fiscal training. ADP will continue to provide QFFMR training on an annual basis, and will supplement the annual training by providing Web-based training for any interested counties and their staff.

Information to be Reported on the QFFMR:

The question most frequently received by ADP from counties about the QFFMR is how to report their expenditures. Expenditures previously reported represented actual dollars paid out, and did not include obligated or encumbered funds. Beginning with FFY 2006 (October 1, 2005), expenditure reporting changed. Starting with FFY 2006, expenditures were to be reported on an accrued basis.*

The QFFMR should show the expenditures cumulatively for each of the funding categories for each FFY indicated (Exhibit 1, Columns E and I).

SAPT Block Grant funds are allocated in the following funding categories:

- Female Offender Treatment Services
- Discretionary
- Adolescent and Youth Treatment
- Friday Night Live
- Club Live
- Primary Prevention Set-Aside
- HIV Set-Aside
- Perinatal Set-Aside
- Substance Abuse Treatment, Testing, and Accountability Program (SATTA), and
- SATTA Additional Discretionary

For further information on how to report FFY 2009 expenditures, see the revised QFFMR instructions (Exhibit 2).

Due Dates for Submitting the QFFMR:

Beginning with FFY 2005 (October 1, 2004-September 30, 2005), counties are required to submit a 4th quarter QFFMR.

Counties are to submit their QFFMRs by the following due dates (Exhibit 3):

Quarter	Reporting Period	Due Date
1 st	July - September	December 1
2 nd	October - December	March 1
3 rd	January - March	June 1
4 th	April – June	September 1

*QFFMR reporting should include income, when earned, and expenses, when incurred, regardless of when cash is received or disbursed.

**Where to Submit the
QFFMR:**

Department of Alcohol and Drug Programs
ATTN: Program and Fiscal Policy Branch
1700 K Street, 4th Floor
Sacramento, CA 95811

ADP Procedures for Non-Submittal of the QFFMR:

Exhibit C, Article V. A.1., and A.2., in the FY 2008-09 Negotiated Net Amount (NNA)/Drug Medi-Cal (DMC) County/State contract requires the county to submit information required by the State, in a manner identified by the State, and by applicable due dates identified by the State. Exhibit C, Article III, B.6., allows the State to withhold monthly payments for inaccurate and/or late submission of reports, and only upon receipt of the reports shall monthly payments commence. The next regularly scheduled monthly payment shall include funds withheld. ADP will use the following process to ensure timely submission of the QFFMR:

- One week before the QFFMR is due, ADP will send out a reminder notice to counties that have not yet submitted the QFFMR advising them of the approaching due date.
- ADP will follow-up with counties regarding delinquent or inaccurate QFFMRs.
- The NNA/DMC County/State contract provides that ADP may withhold funds if accurate reports are not submitted timely.

REFERENCES

Title 45, CFR, Part 92
NNA/DMC/County/State contract, Exhibit C, Article V. A.1., and A.2.

BACKGROUND

Not applicable.

QUESTIONS/MAINTENANCE

The FY 2008-09 QFFMR form and instructions are available on ADP's website at http://www.adp.ca.gov/NNA/support_files.shtml.

If you have questions regarding this bulletin, require further information, or would like to schedule web-based training, please contact Thomas Quinn, Analyst, Program and Fiscal Policy Branch, at (916) 323-4620, or via e-mail to tquinn@adp.ca.gov. An additional copy of this document may be requested through the ADP's Resource Center at (800) 879-2772. This bulletin is also available on ADP's Web page at <http://www.adp.ca.gov>.

EXHIBITS

- Exhibit 1 — [Sample of FY 2008-09 QFFMR](#)
- Exhibit 2 — [FY 2008-09 QFFMR Instructions](#)
- Exhibit 3 — [Submission of the Quarterly Federal Financial Management Report](#)

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