



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Fiscal Administration
SUBJECT: Funding Formula

POLICY: The ND Family Planning Program funding formula shall be used annually to allocate federal grant dollars to delegate agencies.

GUIDELINES:

1. Upon receipt of the grant award notice from the DHHS Region VIII Regional Grants Management Office, the state staff of the ND Family Planning Program shall apply the approved funding formula to grant monies available.
2. The funding formula criteria used are:
 - a. base
 - b. $\leq 250\%$ of federal poverty limit client numbers
 - c. satellite clinic base (dependent on type of services provided, frequency of clinic days/hours, and $\leq 250\%$ of federal poverty limit client numbers)
 - d. program sustainability
3. The calculations used in the formula shall be based on previous years Family Planning Annual Report (FPAR) data.
4. Each delegate agency shall be notified of the fiscal year grant dollars awarded to them for program services through their agency contract.
5. A signed and dated contract must be on file with the ND Department of Health's Division of Accounting before any grant funds are released as reimbursement.
6. Each delegate agency must submit a revised budget to the state office by stated due date in contract.