What's New with COP20 Work Plan Budget Requirements & Process?
Updated: May 28 2020

COP20 Budget Template Background and Updates

As part of the PEPFAR Financial Framework, SGAC is tracking if budgets are implemented as approved during the annual COP process. For the past two years, this has been done by comparing COP20 budgets as set in FAST against the reported expenditures by program area and beneficiary. This year, through the work plan process, SGAC is requesting that IPs provide a finer level of detail of budgets -- disaggregated by cost category in addition to program area/beneficiary designations. This information will be captured via a standardized template and uploaded to DATIM as well as go through an internal USAID submission/review process. The template and all guidance are available here.

Template Completion and Review Timeline

Implementing partners will be responsible for completing, uploading, and submitting their COP20 work plan budget template in coordination with their A/COR. The SGAC and USAID specific deadlines and expectations are outlined below:

Key Date / Deadline	Actions / Tasks
June 15	**IPs** submit completed all 3 work plan required deliverables to A/CORs for review: 1) IM Narrative, 2) Budget Narrative, 3) Budget Template
June 22	**USAID field teams** submit all 3 completed and reviewed work plan requirements to OHA via the Google folders
July 1	**USAID HQ** completes review of all work plan elements, providing edits for field consideration where relevant DATIM opens for budget template submission by IPs
July 15	**USAID field teams** and **IPs** finalize all work plan elements and submit final versions to OHA via the Google folders
July 24	Deadline for **IPs** to upload Budget templates into DATIM (open date July 1st) **USAID field teams** approves all templates in DATIM based on previous review **USAID HQ** ensures completeness of OU submissions and uploads all IM Program Narratives & Budget Narratives to SharePoint

For USAID Field Missions & Implementing Partners Only

Template Completion Tips

- During COP20, USAID field teams set anticipated COP20 budgets by intervention (program area and beneficiary) in the Financial Allocation Strategy Tool (FAST) which were subsequently approved by SGAC.
- At the end of April USAID/HQ shared IM-specific COP20 approved budgets by the intervention (program area + beneficiary) with USAID field teams for dissemination to partners. Each template contains IM budgets as approved by SGAC in each OU's FAST, and should be referenced to populate the associated part of the budget template. Partners should contact their A/COR/Activity Manager if they have not received this information.
- Partners should ensure that the total budget in each intervention category matches the approved COP20 FAST; no additional interventions should be added/modified. Should there be concerns or proposed changes to existing interventions and/or amounts by interventions, USAID field teams should reach out to their HQ points of contact to discuss as this may have implications for changes to FAST and / or other internal USG documentation.
- After IPs enter top-line budgets by intervention into the template, they will then need to populate the cost category portion of the budget template.
- While budgets likely be a best estimate, partners should recognize future expenditures may be compared against these figures and that they may be asked to explain why spending does not align with budgets
- The template looks very similar to Expenditure Reporting templates that partners and USAID teams are familiar with but there are a few notable changes:
    - DATIM will not accept an ER template. Please check that the template states FY21 as the reporting period on the metadata tab of the template.
    - New sub-program areas added:
        - PM: IM Closeout Costs
        - PREV: Primary prevention of HIV and sexual violence
        - SE: Food and nutrition
    - Revised personnel and contracted health care worker sub-cost categories to clinical or ancillary

Template Upload and Submission via DATIM

For COP20 work plan budget template collection, implementing partners will be uploading their work plan budget templates to DATIM, in addition to the USAID-specific requirements of submission to their field teams per the timeline articulated above.

SGAC will automatically reactivate all ER-DATIM accounts from ER19 with the intention of streamlining account provisioning. Users who already accessed DATIM for expenditure reporting (ER) should automatically be able to use their accounts for work plan budget template reporting. New users should submit a request for an DATIM account at https://register.datim.org/.

DATIM will be open July 1-24 for IPs to upload and submit their budget template for A/COR approval.
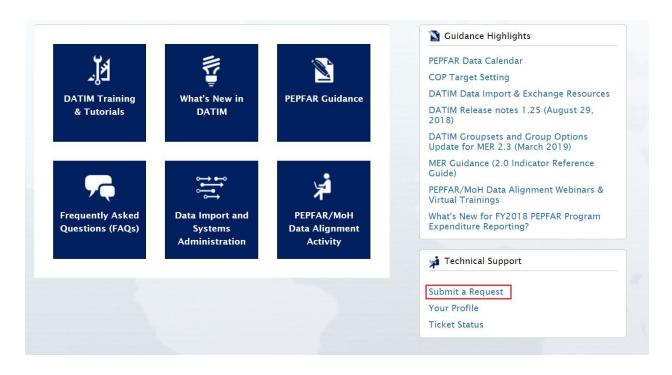
Training

A webinar for USG only is scheduled for June 2. Webinar link will be shared as possible.

Where can I go for resources?

SGAC will upload resource documents on a rolling basis at datim.zendesk.com, including the final version of the budget template, Classification Reference Guide with definitions of program areas and cost categories, and additional DATIM resources.

DATIM questions that require technical support should be submitted via a help desk ticket at datim.zendesk.com:

Frequently Asked Questions
Updated June 9, 2020

Q: Is there a template or guidelines on how the IM program narrative should be structured? Same for the Budget narrative.
A: The program narrative and budget narrative do not have a standard template. However, the program narrative must include target tables at the PSNU level.

Q: What are the expectations on the work plans for TBD mechanisms?

A: A budget template and budget narrative is <u>not required</u> for TBD mechanisms. However, an IM program narrative <u>is required</u> for all mechanisms with planned spending during COP20 (FY2021), regardless of Award start date.

Q: What sort of information are you looking for in the "Notes" row of the template?
A: Please indicate any changes or alterations to the COP 20 budgeted amounts in the Notes section.

Q: What goes into other cost category in the Budget and Projected Expenditure Template?
A: Other cost categories and sub cost categories should be rarely used. Rather, care should be taken to identify the appropriate classification and allocation to one of the specified direct cost categories. Other cost categories and sub cost categories should not be used where disaggregation to one of the specified direct cost, cost categories were not documented, i.e., as a replacement for the required reporting of the sub cost categories. Questions on how to allocate budget or expenses should be discussed with PEPFAR Implementing Agency personnel responsible for the IP award (e.g., Agreement or Contract Officer Representative or Project Officer or Activity Manager) prior to reporting.