

# Contracts Section



Contract Highlights  
Budget Revisions/Amendments  
Quarterly Report: Program Match

DSP In-Service 2019/2020  
August 12, 2019

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# Contract Highlights

- Effective Period
- Authorized Use of Funds
- Identifying Funding Source
- Contract Monitoring Checklist
- Contract Packages



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# Effective Period

July 1, 2019 – June 30, 2020

## Authorized Use of Funds

- Direction related to Authorized Use of Funds is provided in Attachment III, Smart Start Cost Principles
- Among the restrictions on the use of funds is the use of those funds to purchase or pay for services provided by PFC
  - i.e.: Rent, IT Services, PD&C Survey Services



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# Identifying Funding Source: Community Engagement Policies



Should be used on banners, fliers, mailings, posters and any other materials printed in the interest of supporting the Smart Start funded activity. See Attachment IV to the Contract.



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# Contract Monitoring Checklist



Each Direct Service Provider (DSP) is monitored both Programmatically and Fiscally. There are terms and conditions of the contract not covered by the monitors in those areas. The Contract Monitoring Checklist is designed to fill in the gaps and ensure that the DSP is in full compliance with all of the terms and conditions of the contract.

Forms will be emailed to DSPs and made available on our website soon.



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# Contract Packages

Contracts are available today for review and signature (if authorized signers are present).

**GOOD NEWS:** We were authorized to begin the year at 100% of anticipated services allocation!



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# Budget Revisions and Amendments

## A Quick Overview



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# Budget Revision

- Any change to an individual activity's budget that does **not** result in a change in the total amount of funds budget for the activity.
- A budget revision alone does **not** require a Contract Amendment, except when the budget revision is a result of or effects an amendment to the Contract Activity Description (CAD).



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# Budget Amendment



- Any change to an individual activity's budget that **does** result in a change in the total amount of funds budgeted for the activity.
- A budget amendment **always** requires a Contract Amendment.



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# The Approval Process

## Submit

- DSP submits request by 10<sup>th</sup> of month to Contracts Coordinator
- Budget Change Sheet & Amendment/Revision Request Form

## Review

- Finance Cmte Reviews & Executive Cmte Approves OR
- Board of Directors Reviews & Approves

## NCPC

- After Executive or Board approval, submitted to NCPC by end of month
- If approved by NCPC, effective 15<sup>th</sup> of following month

# Approval Process Example





# Forms to Use?

- DSP Amendment/Revision Request Form

**AND**

- DSP Budget Revision/Amendment Request

Forms will be emailed to DSPs and will be available on the website soon.



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# Program Match Cash & In-Kind



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Smart Start 19% (13% must be cash)  
DSP 5% of Smart Start funding\*

## **Due Dates:**

1<sup>st</sup> Quarter (07/01-09/30/19): 10/10/2019

2<sup>nd</sup> Quarter (10/01-12/31/19): 01/10/2020

3<sup>rd</sup> Quarter (01/01-03/31/20): 04/10/2020

4<sup>th</sup> Quarter (04/01-06/30/20): 07/10/2020



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# Types of Contributions

- Cash Match
- In-Kind Goods
- In-Kind Services
- Non-Professional Volunteer Services (\$23.55/hour\*)
- Program Income

\*2019/2020 rate not yet released



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# Supporting Documentation



- Copies of Checks and/or Deposit Slips for Cash Donations and Program Income
- Copies of Checks and/or Deposit Slips, Attendance Records and Parent Contracts for Parent Fees
- Receipts, Invoices or Packing Slips for supplies/materials donated
- Copies of Utility/Facilities bills/statements/invoices (include proof of payment)
- Calculations for Office/Classroom Space (include floor plan indicating space used by activity)
- Time Sheets & Certification of value of time for Staff Support
- Letter documenting donation or Invoice reflecting donation or discount for Professional Services
- Signed receipt vouchers for Professional and Non-Professional Volunteer Services\*



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# Hints & Tips

Could it be paid for with Smart Start funds?

oYes = ALLOWABLE

Was it paid for with State funds?

oYes = UNALLOWABLE

•Can we document the contribution?

oYes = ALLOWABLE

•Was it used by the activity in this quarter?\*

oYes = ALLOWABLE

\*Forgot to report a contribution? That's OK! Simply report the contribution in the next quarter, but be sure to use the *correct* date in the "Date Received" column!



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# Questions?



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