

## Smart Start Grant Expectations and Requirements 2021-2022

Smart Start Activity Name: \_\_\_\_\_

### 1. Scope of Work - What You Are Required to Do and Achieve with Grant Funds

Please review the documents and determine if any changes are needed.

Initials	Description	YES	NO
	1. <u>Documentation Match</u> : Activity name on the CAD document and the Logic Model match.	<input type="checkbox"/>	<input type="checkbox"/>
	2. <u>Current CAD</u> : Changes needed to the Contract Activity Description.	<input type="checkbox"/>	<input type="checkbox"/>
	3. <u>Current Logic Model</u> : Changes needed to the Logic Model.	<input type="checkbox"/>	<input type="checkbox"/>
	4. <u>GEMS Users</u> : Changes/updates needed to outputs or outcomes in the activity's Target Report.	<input type="checkbox"/>	<input type="checkbox"/>

### 2. General Requirements of all Grant Agreements

a. Dates for Reporting Outputs, Outcomes, and Program Progress Reports.

	Quarter	Due Date to PFC	Due Date to NCPC
1 <sup>st</sup> Quarter	July 1 through September 30, 2021	October 15, 2021	October 31, 2021
2 <sup>nd</sup> Quarter	October 1 through December 31, 2021	January 15, 2022	January 31, 2022
3 <sup>rd</sup> Quarter	January 1 through March 31, 2022	April 15, 2022	April 31, 2022
4 <sup>th</sup> Quarter	April 1 through June 30, 2022	July 15, 2022	July 31, 2022

b. General Requirement Agreements

Initials	Description
	1. Target Report will be reviewed quarterly by the PFC Planning & Evaluation Department with Managers. (More frequently for programs on System of Support).
	2. Submit a copy of a signed Media Consent and Release form authorizing PFC to use submitted pictures (include with other Quarterly Program Progress Report documentation).
	3. Program point of contact will attend ALL scheduled meetings with PFC and/or NCPC.
	4. Participate for a minimum of three (3) hours on-site at a PFC event. Discuss with P&E and/or volunteer through Community Engagement & Development.*
	5. The PFC-approved logo is required on all materials related to the program. A draft of the materials must be submitted to the Community Engagement & Development Administrator for approval <i>before publication</i> . *It is required that we document that Smart Start provides funding for the program.

### **3. Modifications to the Budget- How to Request and Justify Changes to Your Budget**

- a. If used, incentive payments/items must be tied to the recipient to meet specific outcomes.
- b. Copy P&E Vice President on the communication of any increases or decreases of more than 15% of any single budget line item when submitting to PFC Contracts Coordinator.
- c. Inform P&E Vice President via email of changes to the following line items: (11) Personnel; (12) Contracted service; (15) Service related supplies; (17) Travel; (22) Meeting and Conference expenses; and (43) Non-Cash Grants and Awards, which may result in a CAD amendment **by the 5<sup>th</sup> of each month.**
- d. Notify P&E Vice President of any reduction in key personnel **within five days.**
- e. Submit all budget revisions/amendments to the Contracts Coordinator by the **10<sup>th</sup> of each month.**

### **4. Evidence-Based or Evidence-Informed Practice: Notify P&E Vice President of any EB/EI model changes.**

## 5. Programmatic Requirements

Collection & Reporting Activities	QTR1			QTR2			QTR3			QTR4		
	Jul 15*	Aug	Sept	Oct 15	Nov	Dec	Jan 15	Feb	Mar	Apr 15	May	Jun
<p>Email</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job Descriptions and/or Resumes for ALL Smart Start Funded positions if different from the prior fiscal year.</li> <li><input type="checkbox"/> Diplomas or Certificate of Completion for the current fiscal year (<i>related to the individual's job description</i>).</li> <li><input type="checkbox"/> Professional Development Form for continuing education <i>related to program implementation and services</i>.</li> <li><input type="checkbox"/> Program eligibility criteria if applicable</li> <li><input type="checkbox"/> Program rules, regulations, policies, and procedures if changed during the FY.</li> <li><input type="checkbox"/> "Blank" validated instruments (AAPI, Brigance, Environmental Rating Scales).</li> <li><input type="checkbox"/> At least two (2) completed instruments unless other communicated by P&amp;E.</li> <li><input type="checkbox"/> "Blank" surveys.</li> <li><input type="checkbox"/> At least two (2) completed surveys unless otherwise communicated by P&amp;E.</li> </ul>	<p>*Prior FY 4<sup>th</sup> Quarter and Year-End Reports DUE by July 15<sup>th</sup></p> <p>Quarter 1 ends September 30<sup>th</sup></p>			<p>1<sup>st</sup> Quarter data is DUE by October 15<sup>th</sup></p> <p>Quarter 2 ends December 31<sup>st</sup></p>			<p>2nd Quarter data and Mid-Year Reports are DUE by January 15<sup>th</sup></p> <p>Quarter 3 ends March 31<sup>st</sup></p>			<p>3<sup>rd</sup> Quarter data is DUE by April 15<sup>th</sup></p> <p>Quarter 4 ends June 30<sup>th</sup></p>		
Additional Information	<p>Email sample documents per request during each quarter (as applicable)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application/Intake Form/Commitment Agreement</li> <li><input type="checkbox"/> Roster/Attendance Sheet/Contact Logs</li> <li><input type="checkbox"/> Consent for release of information</li> <li><input type="checkbox"/> Contracts, MOA/MOU, or letters of agreement</li> <li><input type="checkbox"/> Collaborative meetings - agenda, sign-in sheets, minutes</li> </ul>											
Email – a copy of a signed Media Consent and Release form authorizing PFC to use submitted pictures	New releases are signed each quarter.											
Target Reports (GEMS Users)	Review counts (outputs) and data related to outcomes <b>before</b> submitting to P&E.											
Program Progress Report (PPR) – Narratives, Special Stories, etc.	<p><i>Narratives and Special Stories are due every quarter if appropriate.</i></p> <p>GEMS Users: Please note that PPR reports are NOT officially submitted until you hit SUBMIT (including any attached files submitted with the PPR).</p> <p>NON-GEMS Users: Please submit your reports via email to your QA Specialist.</p>											

Reporting Date	PPR Instruction – GEMS Users	Non-GEMS Users
October 15	Click Quarter 1	Submit to your Quality Assurance Specialist each quarter
January 15	Click Quarter 2	
April 15	Click Quarter 3	
July 15	Click Quarter 4	

## 6. PFC Planning & Evaluation Department Contact Information

If you have questions related to programmatic content, outputs, outcomes, technical problems with entering data, or if you need assistance with GEMS, please contact:

<p><b>Pamela Federline, Vice President P&amp;E</b>          Email: <a href="mailto:pfederline@ccpfc.org">pfederline@ccpfc.org</a>          Phone: 910-826-3109          Cell: 910-279-0925</p>	<p><b>Genelle Blue, Quality Assurance Specialist II</b>          Email: <a href="mailto:gblue@ccpfc.org">gblue@ccpfc.org</a>          Phone: 910-826-3113</p>
<p><b>Heather Gallagher, Quality Assurance Specialist I</b>          Email: <a href="mailto:hgallagher@ccpfc.org">hgallagher@ccpfc.org</a>          Phone: 910-826-3035          Cell: 910-920-8353</p>	<p><b>Lydia Wiles, Quality Assurance Specialist II</b>          Email: <a href="mailto:lwiles@ccpfc.org">lwiles@ccpfc.org</a>          Phone: 910-826-3035          Cell: 910-813-3051</p>

## 7. Signed Agreement

As the agency representative, I have attended the orientation on the monitoring process, documentation, expectations, and other requirements, as PFC deems appropriate. I understand and agree to comply with all the statements listed above.

---

Direct Service Provider Program Contact Signature

Date