

## Smart Start Grant Expectations and Requirements FY 2022-2023

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>Current Logic Model</u> : The 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 are needed to any section of the Logic Model.	<input type="checkbox"/>	<input type="checkbox"/>

### 2. General Requirements of all Grant Agreements

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

	Quarter Dates	Due Date to PFC	Due Date to NCPC
1 <sup>st</sup> Quarter	July 1 through September 30, 2022	October 14, 2022	October 31, 2022
2 <sup>nd</sup> Quarter	October 1 through December 31, 2022	January 16, 2023	January 31, 2023
3 <sup>rd</sup> Quarter	January 1 through March 31, 2023	April 14, 2023	April 30, 2023
4 <sup>th</sup> Quarter	April 1 through June 30, 2023	July 14, 2023	July 31, 2023

#### b. General Requirement Agreements

Initials	Description
	1. Target Report and/or program reported data 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 POC 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. *Soiree is returning in October 2022. We also provide monthly Diaper Banks.

	<p>5. Use PFC-approved logo on all materials related to the program and submit a copy of those materials to the Community Engagement &amp; Development Administrator for approval <i>before publication</i>. <i>*It is required that we document that programs market/communicate that funding for the program is provided by Smart Start.</i></p>
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### 3. Modifications in Budget- How to Request and Justify Changes to Your Budget

- a. If used, incentive payments/items must be tied to the recipient, meeting specific outcomes.
- b. If you anticipate a change to your contracted activity, discuss it with the P&E Vice President via phone or email. She will determine if this activity modification requires a CAD and/or budget change. Applicable PFC staff will be notified if budget changes are needed.
- c. Notify P&E Vice President and copy the PFC President of any reduction in key personnel **within five days**.
- d. Submit all budget revisions/amendments to the Contracts Coordinator by the **10<sup>th</sup> of the month only as needed**.

### 4. Evidence-Based or Evidence-Informed Practice:

Notify P&E Vice President of any changes to the EB/EI model in use by the program.

## 5. Programmatic Requirements

Collection & Reporting Activities	QTR1			QTR2			QTR3			QTR4		
	Jul 15*	Aug	Sept	Oct 14	Nov	Dec	Jan 16	Feb	Mar	Apr 14	May	Jun
<b>Email:</b> <input type="checkbox"/> Job Descriptions and/or Resumes for <b>ALL</b> Smart Start Funded positions if different from the prior fiscal year. <input type="checkbox"/> Diplomas or Certificate of Completion for the current fiscal year ( <i>related to</i> the individual's job description). <input type="checkbox"/> Professional Development Form for continuing education <i>related to</i> program implementation and services. <input type="checkbox"/> Program eligibility criteria, if applicable. <input type="checkbox"/> Program rules, regulations, policies, and procedures if changed during the FY. <input type="checkbox"/> "Blank" validated instruments (AAPI, Environmental Rating Scales). <input type="checkbox"/> At least two (2) completed instruments unless otherwise communicated by P&E. <input type="checkbox"/> "Blank" surveys <input type="checkbox"/> At least two (2) completed surveys unless otherwise communicated by P&E. <input type="checkbox"/> Advertising materials, including those with logos.	*Prior FY 4 <sup>th</sup> Quarter and Year-End Reports <b>DUE by July 14<sup>th</sup></b>  Quarter 1 ends September 30 <sup>th</sup>			1 <sup>st</sup> Quarter data is <b>DUE by October 14<sup>th</sup></b>  Quarter 2 ends December 31 <sup>st</sup>			2nd Quarter data and Mid-Year Reports are <b>DUE by January 16<sup>th</sup></b>  Quarter 3 ends March 31 <sup>st</sup>			3 <sup>rd</sup> Quarter data is <b>DUE by April 14<sup>th</sup></b>  Quarter 4 ends June 30 <sup>th</sup>		
<b>Additional Information needed as applicable</b>	Email sample completed documents per request during each Quarter (as applicable) <input type="checkbox"/> Application/Intake Form/Commitment Agreement <input type="checkbox"/> Roster/Attendance Sheet/Contact Logs <input type="checkbox"/> Consent for release of information <input type="checkbox"/> Contracts, MOA/MOU, or letters of agreement <input type="checkbox"/> Collaborative meetings - agenda, sign-in sheets, minutes											
<b>Email – a copy of a signed Media Consent and Release form authorizing PFC to use submitted pictures</b>	As new releases are signed each Quarter.											
<b>Target Reports (GEMS Users)</b>	Review counts (outputs) and data related to outcomes <b>before</b> submitting to P&E.											
<b>Program Progress Report (PPR) – Narratives, Special Stories, etc.</b>	<i>Narratives and Special Stories are due every Quarter if appropriate.</i> GEMS Users: Please note that PPR reports are NOT officially submitted until you hit SUBMIT. This includes any attached files submitted with the PPR. NON-GEMS Users: Please submit your reports via email to your QA Specialist.											

Reporting Due Date	PPR Instruction – GEMS Users *System Narratives Required	Non-GEMS Users
October 14, 2022	Click Quarter 1	<i>Submit to your Quality Assurance Specialist each Quarter in the program-specific spreadsheet provided by P&amp;E.</i>
January 16, 2023	Click Quarter 1 & 2	
April 14, 2023	Click Quarter 1, 2 & 3	
July 14, 2023	Click Quarter 1, 2, 3 & 4	

## 6. PFC Planning & Evaluation Department Contact Information

If you have questions related to programmatic content, outputs, outcomes, technical problems with entering in data or 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>Quality Assurance Specialist I - Vacant</b></p>
<p><b>Heather Gallagher, Quality Assurance Specialist II</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>          Cell: 910-813-3051  <i>*Lydia works fully remotely</i></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.

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Direct Service Provider Program Contact Signature

Date