

# Contracts Section



Contract Highlights  
Budget Revisions/Amendments  
Quarterly Report: Program Match

DSP In-Service 2022/2023  
August 16, 2022

Presented by:  
**Marie Lilly, VP of Finance**



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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, 2022 – June 30, 2023

## Authorized Use of Funds

- Direction related to Authorized Use of Funds is provided in Attachment III, Smart Start Cost Principles, updated July 1, 2022
- 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. For assistance with logos, language or other related matters, contact Community Engagement Department.



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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 will be executed via DocuSign, at 100% of anticipated/approved 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





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# Forms to Use?

- DSP Amendment/Revision Request Form
- AND**
- DSP Budget Revision/Amendment Justification Request Form

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



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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 (07/01-09/30/22): **10/11/2022**

2<sup>nd</sup> Quarter (10/01-12/31/22): **01/10/2023**

3<sup>rd</sup> Quarter (01/01-03/31/23): **04/11/2023**

4<sup>th</sup> Quarter (04/01-06/30/23): **07/11/2023**



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# Types of Allowable Contributions

- Cash Match
- In-Kind Goods
- In-Kind Services
- Non-Professional Volunteer Services (\$28.90/hour)
- Program Income



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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)



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# Supporting Documentation (cont.)



- 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?

○Yes = ALLOWABLE

Was it paid for with State funds?

○Yes = UNALLOWABLE

•Can we document the contribution?

○Yes = ALLOWABLE

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

○Yes = 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?



Temporary Contacts\*:

Marie Lilly – [mlilly@ccpfc.org](mailto:mlilly@ccpfc.org)

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*\*Contracts Coordinator position is currently vacant.*

*Updated contact information will be sent when the position is hired.*



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