

# Overview of FY 2022 -2023 Budget/Contract Development

## SPECIAL NOTE

The Training for FY 2022-2023 Leading & Uniting Grantees was conducted on June 16, 2022 from 9-11am. It was required that all Leading and Uniting grantees send one representative.

The PowerPoint is posted for review only and is not a substitute for the *official documents* that are listed on slide 34 or in the executed contract. If you have any questions, please contact your assigned Contract Manager.

# Overview of FY 2022 -2023 Budget/Contract Development

Welcome!

- Write your name and program in chat box
- Submit questions in the chat box
- Keep on mute
- Evaluation link

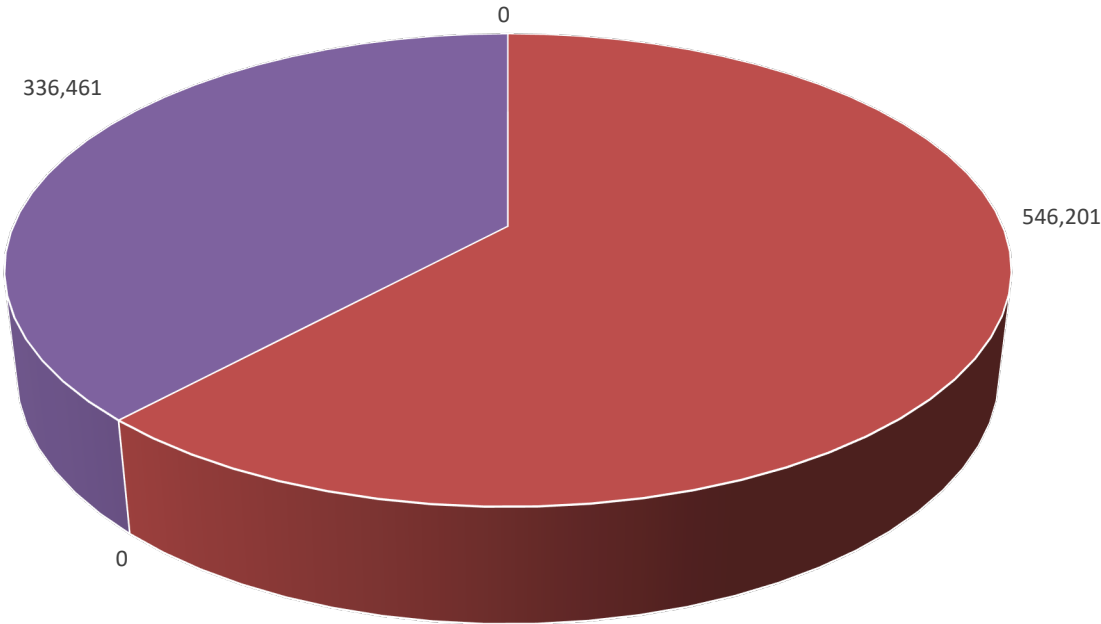
[https://www.surveymonkey.com/r/BudgetContractTraining\\_6\\_16\\_22](https://www.surveymonkey.com/r/BudgetContractTraining_6_16_22)

# Preparing for Contract Development

- The program design should not change from what was proposed.
- The matrix and budgets are being reviewed and subject to change based on negotiations with the CBHC team.
- **June 6, 2022 – CBHC Regular Board Meeting**
  - Preliminary recommendations of Leading and Uniting Grant Contracts were approved
  - Funding notifications for preliminary FY 2022-2023 were sent.

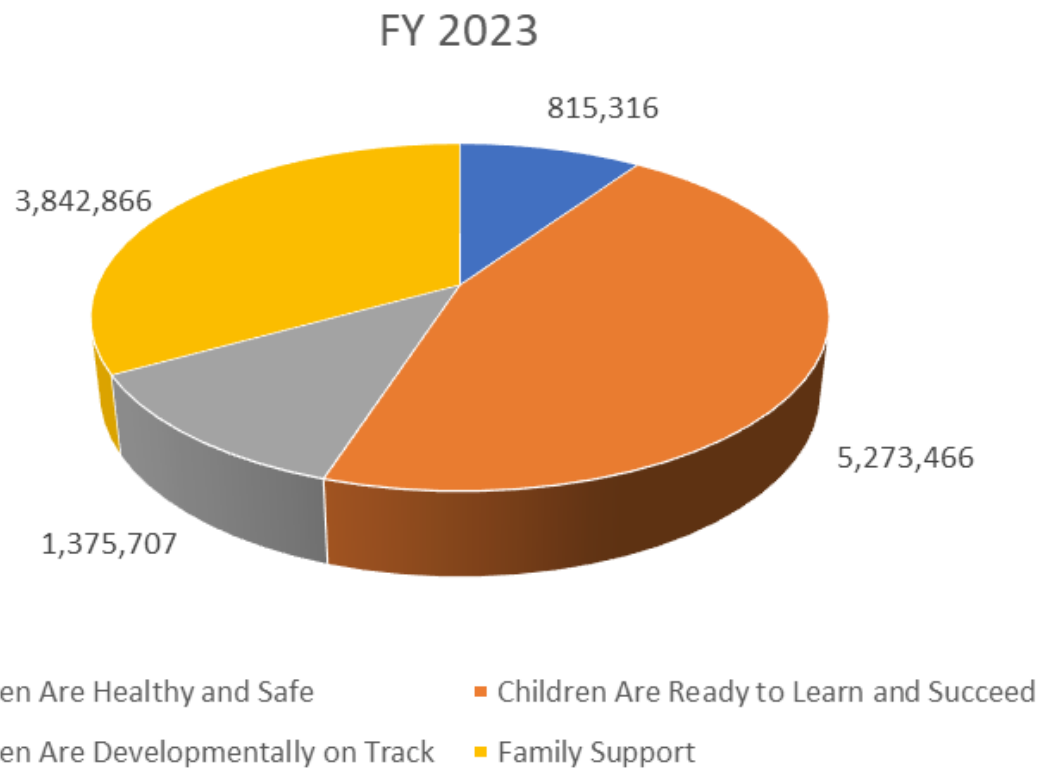
# Leading Grants

FY 2023



- Children are Healthy and Safe
- Children are Ready to learn and Succeed
- Children are Developmentally on Track
- Family Support

# Uniting Grants



# Contract / Program Highlights

- Relationships – CBHC Team
- Difference between FY and Grant Period
- Purpose of multi-year funding
- Successful Contracts:
  - Administrative Compliance
  - Program Performance
  - Financial Accountability

# Administrative Compliance - Maria

Requests for Administrative documents or notices may be required or requested from:

- General Terms and Conditions (please read)
- Cover or Executed letters attached to contract.
- Contract itself
- Contract Managers or Administrative Specialist
- *Ex:* W-9 and Electronic Funds Transfer form is required if receiving funds for the first time, annually or if there are changes.

# Program Performance - Maria

## Matrix Recipe.

Objective: Who, Main Purpose and Where

Activity: Short but Specific (Paid by CBHC):

- Involve the staff.
- They align with what you are trying to accomplish with each outcome.

What does participant receive (Name or Type) with frequency:

- *Guest Speakers for “Staying Active” Quarterly workshops (2)s*
- *1:1 Coaching at weekly Home Visit.*

*Operationalize Matrix – How once Final? (optional)*



# Fiscal Highlights - Daniel

- Fiscal Handbook - Updated fiscal policies/procedures to include: employee overtime, accrued time off payout, computer reimbursement amount increased to \$600
- The handbook further outlines instructions related to Lead Agencies with sub-contracts.
- E-Verify
- Pre-approved spending outside of the budget

# Contract Development Due Dates - Daniel

## **Final Budget and Matrix/Workplan**

- Direct contracts due to CBHC by **June 30, 2022**
- Lead Agency with Sub-contractors due to CBHC by **July 8, 2022**
- Other Documents will be requested by the Contract Managers and due dates provided.

# Budget Development - Daniel

- The FY 2022-2023 Fiscal Reporting Requirements Handbook serves as a reference (posted on website)
- The budget is developed based on the Matrix and resources needed to meet outcomes
- The budget narrative explains how the amounts were calculated (**show your math**)
- If the amount is an allocation of a total expenditure, provide the total amount of the expenditure and how the percentage allocated was calculated (ex. Occupancy Allocation line)
- List positions (in the same hierarchical order) in the Salary Detail and Budget Narrative

# Budget Development - Daniel

## **Administrative / Indirect Cost**

- Costs associated with managing the contract that are not directly related to providing services
  - Costs such as: Executive Director and Finance staff salaries, IT/data entry staff salaries, costs for fund development, agency-wide audit, HR costs (including background screening and fingerprinting of staff),
  - For agencies with total budgets of more than \$500,000, administrative/indirect costs budgeted may not exceed 10% of total direct expenditures budgeted (20% for agencies with total budgets of less than \$500,000).

# Budget Development - Daniel

## **CBHC Budget Review and Approval Process:**

1. Review by the Fiscal Representative for completeness; *if complete,*
2. Team review (Fiscal Representative, Contract Manager, Director of Finance, and Director of Programs) & *feedback given to Provider.*
3. The Provider re-submits budget according to instructions, for final review by Fiscal Representative; *if complete,*
4. Director of Finance reviews updated budget; *if accurate,*
5. Budget is attached to a draft complete contract packet and reviewed by Director of Programs; *if accurate,*
6. Contract is reviewed by Executive Director; *if approved,*
7. Contract is sent to Provider Agency for review and signature.

# Components of a Contract - Maria

- Cover Sheet Agency Name; Program Name; Service Area (Geographic); Funding Amount and Funding Platform
- Contract Term – (Effective date of the Agreement and dates during which the Agency will provide services and request reimbursement)
- Special Condition(s) – Additional to Attachment (3) General Terms and Conditions
- Agreement
- Scope of Service
- Each contract has applicable attachments.

# Contract Attachments

1. Budget
2. General Terms & Conditions
3. Assignments & Sub-contractors (if applicable)
  - 4a. Lead / Sub-contractor Roles
5. Contact List
6. E-Verify Affidavit
7. FERPA (if applicable)

## **Notes:**

The Provider Improvement Plan process is sent with the executed contract.

# General Terms & Conditions

Service Area: PROVIDER will maintain service sites which are accessible and convenient to the clients. PROVIDER will advise the CHILDREN'S BOARD in writing prior to any change in the location of service sites designated in paragraph (3.) Service Area, on the Agreement Cover Sheet.



# General Terms & Conditions

## Modifications Requiring Prior Approval by the CHILDREN'S BOARD:

- Change the percent of time, number or assignments of staff providing the Services
- Expend funds in a manner or an amount that is inconsistent with the Budget

# General Terms and Conditions

## **Required Notifications –**

- Work of an assignee (vendor) or sub-contractor ceases or materially changes
- Budgeted funds from other sources to provide the Services are not available
- PROVIDER does not provide the scope or level of Services planned
- Employees working in the program are terminated, reassigned, or resign
- cancellation or revision to the PROVIDER'S insurance
- a written complaint by any person receiving Services funded in whole or in part
- Any change to information on Attachment (5) (address/names)
- Agency or subcontractor cyber-attacks, data or security breaches

# General Terms and Conditions

## Modifications and Required Notifications

- Notifications of Critical Incidents Affecting Health, Safety, or Welfare: Within one business day of PROVIDER knowing of a Critical Incident, PROVIDER shall notify the CHILDREN'S BOARD by telephone and in writing...

(Abduction; Abuse; Arrest; Death; Illness; Service outside Area; Suicide Attempt; Unplanned Law Enf/Media; other Serious Inc).

# General Terms and Conditions

- All Provider reports will be as detailed as may be reasonably requested by the CBHC and will be deemed incomplete if not satisfactory to CBHC.
- Provider will maintain financial and accounting records (including electronic storage media), all original invoices and other documentation supporting the Reimbursement Request Forms submitted to the CBHC

# General Terms and Conditions

- Misspent funds are funds received by the PROVIDER from the CHILDREN'S BOARD which are not spent in accordance with the attached budget or the terms of this Agreement.
- Misspent funds are subject to refund or other resolution as determined in the sole discretion of the CHILDREN'S BOARD.
- Cost of required audits may be paid for with funds from the CBHC from the overhead/indirect cost expenditure in the contract Budget.

# General Terms and Conditions

## Publicizing Children’s Board Support



Children’s Board  
HILLSBOROUGH COUNTY

[www.ChildrensBoard.org](http://www.ChildrensBoard.org)

- Acknowledge support on any agency and program materials (electronic and print) with a statement such as “Funding for services generously provided by” (insert CBHC LOGO) or “the Children’s Board of Hillsborough County.”
- Display the Children’s Board logo in service locations, administrative offices and on agency website.
- Establish a link from the agency website to the Children’s Board website.
- Request that media acknowledge the financial support received from the Children’s Board (e.g., radio, television, online publications, or newspapers.)
- Provide information about the Children’s Board each year to employees and governing Board of Directors.
- Contact CBHC before deviating from branding instructions.

# General Terms and Conditions

## **Participation in 2-1-1 Human Services Data Base**

- The PROVIDER agrees to keep agency and CBHC funded program profile current in the online data base. There may be exceptions, *talk with your Contract Manager if you are unsure.*
- PROVIDER will maintain and update a policy and related procedure regarding background screening of paid and unpaid (volunteer) staff.

# General Terms and Conditions

## **Assignments and Sub-contractors**

- All such assignments and subcontracts will be subject to the conditions of this Agreement and to any conditions the CHILDREN'S BOARD deems necessary.
- Sub-contractor agreements due to CBHC within thirty (30) days of contract execution.
- Attachment (4.a.) Roles and Responsibilities is included in Lead Agency contracts.
- Note: Special Conditions in Lead Contract may need to be included in subcontract agreement(s).



# Other Contract Documents

## Attachment (4 & 4a) – Lead Agency

- Funder holds Lead Agency contractually responsible for program and fiscal accountability performed by Subcontractor(s)
- Subcontractor(s) should communicate with CBHC through Lead Agency
- Requests for extensions from Lead Agencies or Subcontractor(s) require prior CBHC approval.
- Lead and Subcontractors use the same forms *i.e. Budget, Reimbursement Requests, and/or CBHC Budget Modifications*
- Lead Agency is responsible for conducting Subcontractor fiscal site visit(s) prior to the CBHC fiscal visit

# On-Time Contracts!

GOAL: All contracts executed by October 1!

We appreciate your cooperation in advance:

- Stay in touch/Check your email
- Do not make changes that are not agreed upon
- Heads Up on vacations; addresses; other hold ups

# Contract Compliance

FY 2023 is 10/1/2022 to 9/30/2023

## **Due with return of executed contract:**

- Provider Emergency Management Services Plan

## **Documents required within thirty (30) days of contract execution:**

- Provider Disaster Communication Form & Contact Information
- Sub-contractor Agreements (*Lead Agencies Only*)
- Certificate of Insurance (COI)
- Board Members, Affiliation and Contact Information

# Contract Management

## 10/1/2022 to 9/30/2023

- CATS authorization
- CATS Set Up for Data Entry
- Quarterly Reports and Contract Discussions
- Service Observations
- Fiscal Site Visit (by **April 30**)
- Data Integrity Check and ASO Monitoring (if applicable) – (by **June 30**)
- Provider Improvement Plans (if applicable)

# Contract Management Reimbursement Process (Daniel)

- Per General Terms and Conditions:  
Expenses (services) included on the  
Reimbursement Form must have been:
- Incurred, provided or received during the contract term (including salaries)
  - Properly accrue and bill for salaries in the correct fiscal year

# Contract Management Reimbursement Process

- **First & Subsequent Reimbursement Requests** (including subcontractors): submit proof of the most recent background screening for *all personnel who will contribute time to a CBHC-funded program (include volunteers or those indicated in the “other vendor services” line item who will provide direct service to clients whose pay will be funded, wholly or in part, by CBHC).*
- Reference: <https://www.myflfamilies.com/service-programs/background-screening/who.shtml>
- Same type of documentation is required for any new employee/volunteer/vendor service added to the grant, as well as re-screening(s) conducted during the grant period.

# Contract Management Reimbursement Process

- Make every effort to submit reimbursement requests timely (once per month).
- CBHC does not reimburse for sales taxes paid if purchases are made in Florida.
- Always contact CBHC in advance of spending outside or over the budget for prior approval (including individual budget lines and positions on the salary detail).
- Note: The Contract Manager and Fiscal Rep will review request; approve or deny request in writing and let you know if a budget modification is necessary.

# Contract Management Budget to Actual Report

- Reports are cumulative year to date:  
Q1: Oct – December; Q2: Oct – March;  
Q3: Oct – June; Q4: Oct – September.
- Include a variance narrative for differences of 10% or more
- Include total program revenue **and** expenditures
- This alerts you to identify requests for modifications or changes to the next fiscal year budget



# Contract Management

## Budget Modifications

- All Budget Modification requests must start with a discussion with your Contract Manager
  - Modification required if requesting to overspend by more than 10% or \$500 (*whichever is greater*) in a budget category (*Salaries, Benefits, Contractual Services, Occupancy, Other*)
  - Any requests for spending outside of original approved budget require prior approval
- Contract Manager works with fiscal team to process request

\*Budget Modification requests must be received by June 30, 2023

# Documents will be posted

- CBHC logo
- CBHC Board Policies
- CBHC General Terms and Conditions
- Disaster Plan Verification Form
- Fiscal Reporting Requirements Handbook
- Menu of Outcomes
- Fiscal Site Visit Interview Form
- Procedure for Data Integrity Check
- ASO Monitoring Protocol
- ASO Monitoring Checklist
- CATS Manual
- CATS Authorized User Form
- Continuation Budget Summary, Salary Detail and Narrative Form
- Cost Reimbursement Request Form
- Budget Modification Form – for Lead Agency
- Budget Modification Form – for Sub-contractors
- Budget to Actual Form
- Annual Contract Evaluation Tool
- Provider Improvement Plan Procedure

# Thank You!

- *CBHC Staff and Board members are grateful for your service and partnership.*
- *Enjoy a safe summer!*

<https://www.surveymonkey.com/r/BudgetContract>  
[Training 6 16 22](#)

