

Overview of FY 2023 -2024 Budget/Contract Development

- This presentation only contains highlights of contract development and monitoring activities.
- Please refer to the contract, CBHC letters and notifications, fiscal handbook and other documents shared on the CBHC website or the CBHC team.

Budget/Contract Development

- Contract Term:
October 1, 2023 to September 30, 2024
- Total Program Continuation Amount:
up to \$51,316,395.
- CBHC budget pending approval at June Board meeting.
- All grants subject to contract compliance.

Overview of Funding Platforms

Unless otherwise notified:

- Level (1) - Investment Grants (more than \$600,000)
 - *End 9/30/2024 unless otherwise notified.*
 - *New and Re-application process in Quarter One of 2023*
- Level (2) - Uniting Grants (between \$150,000 and \$599,999)
 - *End 9/30/2027*
- Level (3) - Leading Grants (up to \$149,999)
 - *End 9/30/2026*
- Level (4) - Technical Assistance Grants (under \$10,000)
 - *Time-Limited / One-Time Grants*

Preparing for Contract Development

- Funding notices w/budget forms - sent after June 22.
- Program activities may change but the model should not from what was proposed.
- The matrix and budgets will be reviewed and subject to change based on negotiations with the CBHC team.
- If you are thinking of making changes, discuss with CB before submitting!

Successful Contracts / Successful Families

- Consistent communications with CBHC Team.
- Administrative Compliance (read/share whole contract).
- Program Performance – Track your data and practices
- Financial Accountability – Compliance with fiscal components.

Administrative Compliance

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.
- CBHC Team Members

Ex: W-9 and Electronic Funds Transfer form is required annually if there are changes.

Program Performance / Matrix

Objective: Who, Main Purpose and Where

Activities: Short but Specific (Paid by CBHC):

- Involve staff/partners.
 - Align with outcomes you are trying to achieve.
 - What does participant receive?
 - *(6) Workshops, (1) hour per week*
“Happy Home Series”
 - *1:1 Monthly home visit education (up to 6 mo).*
- Operationalize Matrix – Ask CBHC (optional)*

Contract Due Dates

Final Draft Budget and Matrix/Workplan:

- Direct contracts due to CBHC by **July 7, 2023**
- Lead Agencies with Sub-contractors due to CBHC by **July 14, 2023**
- Other Documents will be requested by the CBHC team and due dates provided.

Budget Development - *Daniel*

- The FY 2023-2024 Fiscal Reporting Requirements Handbook serves as a reference (posted on website)
- Develop the budget based on the Matrix and resources needed to meet outcomes (improved forms)
- Use current budget as a reference
- The budget narrative explains how the amounts were calculated (**show your math**)
- If amount is difference from last year, show how/why calculation changed, i.e. *Annualized amount*.
- 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)

Budget Development - *Daniel*

Salaries

- List positions (in the same hierarchical order) in the Salary Detail and Budget Narrative

Administrative / Indirect Cost

- Costs associated with managing the contract that are not directly related to program services:

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).

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)
- Attachment (1) Agreement / Scope of Service

Contract Attachments

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

General Terms & Conditions

Read all (34) General Terms and Conditions.

No significant changes for 2024 so you can reference your 2023 version now if you have any questions.

Assignments and Subcontractors

- All Subcontracts will also be subject to the General Terms and Conditions.
- Subcontractor agreements due from Lead to CBHC within thirty (30) days of an executed contract.
- Attachment (4.a.) Roles and Responsibilities is included in Lead Agency contracts.
- Special Conditions in Lead Contract may need to be included in subcontract agreement(s).

Assignments and Sub-contractors

- Funder holds Lead Agency contractually responsible for program and fiscal accountability performed by Sub-contractor(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

GOAL: All contracts signed by 10/1/2023

We appreciate your cooperation in advance:

- Stay in touch/Check your email
- Do not make changes that are not agreed upon
- Tell us about changes, vacations, other hold ups as soon as you are aware

Contract Compliance

10/1/2023 to 9/30/2024

Due with return of executed contract:

- Updated Emergency Management Services Plan

Submit within thirty (30) days of an executed contract:

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

Provider Forums

10/1/2023 to 9/30/2024

CBHC hosts (3) forums each Fiscal Year. If you would like to present let us know.

SAVE THE DATE:

October 25, 2023 Provider Forum

Contract Management

10/1/2023 to 9/30/2024

- CATS Authorization
- CATS Set Up for Data Entry
- Quarterly Reports
- 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)

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).*

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 line items or over the budget for prior approval
- Contract/Program Manager and Fiscal Representative 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/Program Managers
 - 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*)
 - *Budget Modification requests must be received by July 1, 2024

Thanks Everyone!

Grateful for your service.

Enjoy a safe summer!

Stay Hopeful!