

**Children's Board of Hillsborough County  
FY 16 Budget Process / Contract Timeline**

Scheduled Date	January 2015 - Project/Tasking	Responsible Party	Completion Date
1/22/15	January Board Meeting – Annual Program Outcome Reports	Program Team ASO Supervisor	

Scheduled Date	February 2015 - Project/Tasking	Responsible Party	Completion Date
Feb 2015	Update FY 16 CB Budget Process / Contract Timeline	Maria/Slake/ Tonia	

Scheduled Date	March 2015 - Project/Tasking	Responsible Party	Completion Date
March 2015	Providers receive excel spreadsheets and enter demographic AND attach indicator data (if available) for Q1 participants.	Christine / Providers	
3/10/15	Review budget development process in Sr. Staff meeting	Sr. Staff	
3/4/15	Provider Forum	Slake	
3/27/15	Packets to Directors to review operating expenditures – FY 2015 YTD spending through February 28 and FY 2016 budget forms	Dept. Directors	

Scheduled Date	April 2015 - Project/Tasking	Responsible Party	Completion Date
4/7/15	Planning around Program Budget: <i>How much \$\$ do we want to include in this section of the budget?</i>	Program Support/ED	
4/7/15	Preliminary Continuation List Developed ( <b>bold</b> items) <ul style="list-style-type: none"> <li>• <b>Review FY 2015 amounts</b></li> <li>• <b>Review FY 2016 annualizing contracts</b></li> <li>• <i>Add new grantees - TBD</i></li> <li>• <i>Add Emerging Needs allocation(s) - TBD</i></li> <li>• <i>Add Technical Assistance allocation - TBD</i></li> </ul>	Fiscal/Program	
4/6/15 to 4/17/15	Meet with Sr. Staff to develop FY 2016 dept. operating budgets including FY 2015 estimated actual spending & FY 2016 budgets	Dept. Directors	
4/13/15	Request Estimated FY 2015 Lapse of provider contracts ( <i>Deadline April 24</i> )	Fiscal Staff	
4/24/15	Draft Preliminary Budget <ul style="list-style-type: none"> <li>• <i>Estimated actual spending for FY 2015</i></li> <li>• <i>Estimated budget for FY 2016</i></li> </ul>	Tonia	
4/28/15	Review total department operating budgets by each line item in Sr. Staff Meeting	Sr. Staff	
4/24/15	FY 2015 Program budget lapse projections to Tonia	Fiscal/ CM's /Providers	
4/30/15	Obtain 6 mo. update report from Non Profit Leadership Center	Irene	
4/30/15	Fiscal Site visits completed (reports due 10 days after visit)	Fiscal Staff	

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Scheduled Date	May 2015 - Project/Tasking	Responsible Party	Completion Date
May 2015	Update Contract Check List; Contract Letters/Templates; and Special Conditions	Slake/Rosemary	
5/1/15	Preliminary Hillsborough County Values Received	Tonia	
5/1/15	Collect Quarter 2 provider report forms and updated matrix	CM's	
5/12 /15	Discuss Identified Needs of program services/budgets	Program/Fiscal	
5/14/15	<b>Executive/Finance Committee Meeting</b> – Preliminary FY16 New Funding Recommendations.	Maria/Tonia	
5/28/15	<b>Regular Board Meeting:</b> -Approval of preliminary FY16 New Funding Recommendations	Maria / Tonia	
5/29/15	ASO <b>Estimate</b> of Program Allocation FY16	Rebecca	
5/29/15	Update General Terms & Conditions (for provider forum review)	Program Support / John	
5/29/15	<b>Evaluation Part 1 of 3:</b> Support Program Contracts with needs for improvement or at risk for Program of Concern	Program Support	

Scheduled Date	June 2015 - Project/Tasking	Responsible Party	Completion Date
June 2015	Contract Development and Contract Negotiations using RBA	Program Team	
6/1/15	Finalize outcomes menu & update FY 2016 Outcome Selections	Program Team	
6/3/15	Mandatory Provider training on FY 2016 Budget preparation & contract development (Lead Sub Training at end)	Tonia/Maria	
6/5/15	Mail Preliminary Budget Packets to Executive/Finance Committee	Nina	
6/11/15	<b>Executive/Finance Committee Meeting</b> <ul style="list-style-type: none"> <li>• <i>Preliminary FY16 Budget to be presented at June Regular Board Meeting</i></li> <li>• <i>Estimated Actual Spending for FY 2015</i></li> </ul>	Tonia / Maria	
6/17/15	Provider Forum - FY 2016 outcome selection.	Slake / Maria	
6/25/15	<b>Regular Board Meeting:</b> <ul style="list-style-type: none"> <li>• <i>Vote on Preliminary FY16 Budget</i></li> <li>• <i>Discussion for FY 2015 Outcomes Update</i></li> <li>• <i>Criteria for Provider Continuation Funding</i></li> </ul>	Tonia / Maria	
6/26/15	Notify providers of preliminary contract amount and to initiate budget development.	CM's	
6/30/15	ASO Provider Monitoring for CBHC funded agencies completed	CM's & ASO	
6/30/2015	Provider Data Integrity Checks Completed	CM's	

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Scheduled Date	July 2015- Project/Tasking	Responsible Party	Completion Date
July 2015	Data collection system training for staff and providers	Slake	
7/1/15	Preliminary Budget Due to the County	Tonia	
7/1/15	Final date to submit Budget Modification Requests	Providers	
7/24/15	Collect final draft FY 2016 Provider budget	Fiscal Team	
7/24/15	Collect final <i>Draft</i> of Matrix Work Plan	CM's	
7/31/15	<b>Final</b> Continuation list and new funding recommendations	Tonia/Maria	
7/24 – 8/3	CBHC Review of Budgets and Matrices	Fiscal team & program team	

Scheduled Date	August 2015 - Project/Tasking	Responsible Party	Completion Date
8/3/15	Collect Quarter 2 provider report forms and updated matrix.	CM's	
8/3/15	Evaluation Part 2 of 3 Due	CM's	
8/14/15	Preliminary Spreadsheet of FY 2015 program evaluation scores	Program Team	
<b>8/10/15</b>	Provider deadline to submit <b>ALL</b> contract information <ul style="list-style-type: none"> <li>• <b>Final</b> Matrix; Attachments; and Budget</li> </ul>	CM's	
8/27/15	<b>Budget Workshop/Board Meeting</b> <ul style="list-style-type: none"> <li>• <i>Final Approval of FY 2016 Budget</i></li> <li>• <i>Approval of Continuation Contracts</i></li> <li>• <i>Projections of FY 2016 through FY 2017</i></li> </ul>		
8/29/15	Notify providers of <b>preliminary</b> budget approval.	CM's	
8/28/15	ASO ( <b>final</b> ) Program Allocation FY 2016	Rebecca	
8/28/15	ASO site visits completed for RFA providers	Rebecca	
8/28/15	Finalize Provider Contract documents	CM's	

Scheduled Date	September 2015 - Project/Tasking	Responsible Party	Completion Date
Sept. 2015	Draft/Edit 2016 Family Guide	Paula	
9/9/15	Provider Forum	Slake / Maria	
9/TBD/15	Preliminary Trim Meeting: <i>Vote on FY16 Budget</i>		
<b>9/4/15</b>	<b>Contracts due to Admin Specialists</b>	CM's	
9/7 - 9/11/15	Provider Contract Cover Letters, Print Contracts/Budget and <b>final</b> Contract review	Tracy / Slake & Maria	
<b>9/14/15</b>	Contract / Cover Letters to Kelley for signature.	Tracy / Maria	
9/15/15	Send Provider Contracts for signature <b>with 9/29/15 due date.</b>	Tracy	
9/24/15	<b>Regular Board Meeting:</b> <ul style="list-style-type: none"> <li>• <i>Final TRIM Meeting (TBD)</i></li> <li>• <i>Vote on FY16 Budget</i></li> </ul>		
9/30/2015	Provider Evaluation Part III Completed	CM's	

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**October 2, 2015** All contracts fully executed; mailed to providers and saved in CBHC P Drive / contract files.

Scheduled Date	November 2015 - Project/Tasking	Responsible Party	Completion Date
11/1/15	Collect FY15 Quarter 4/Final Provider Contract report & YTD Matrix Update.	CM’s	
11/1/15	Final FY15 Provider Demographic and Outcome data upload	Providers	
11/3/15	Finalize / authorize print of 2016 Family Guide	Paula/Maria	
11/16/15	Final FY15 reimbursement requests due	Providers	
11/14/15	Final Provider Evaluation Score Calculated and score list prepared for Board meeting.	Program Support	
11/19/15	<b>Regular Board Meeting</b> <ul style="list-style-type: none"> <li>• Final Provider Evaluation score sheet</li> </ul>	Maria	
12/10/15	<b>Provider Forum</b> <ul style="list-style-type: none"> <li>• <i>Year End Meeting</i></li> <li>• <i>Distribute Family Guides</i></li> </ul>	Slake / Maria / Paula	