



Children's Board
HILLSBOROUGH COUNTY

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FY 2016 Contract Development Training

June 3, 2015

AGENDA /PURPOSE

- FY 2016 Contract Development
 - Timeline
 - Matrix/Work Plan and Outcomes
 - Budget and Narrative
 - Other Attachments & General Terms and Conditions
- FY 2016 Contract Management
 - Programmatic
 - Fiscal
 - Contract Manager & Fiscal Assignments

Contract Monitoring

June 2015 to September 2015

- FY 2015 Contract Evaluation Part I completed by 05/30/2015:
Geographic Focus; Service Level Achievement; Community Engagement; Compliance with Terms & Conditions; Demonstration of CBHC Branding; Fiscal Reporting
- CBHC works with Providers when improvement may be needed.

Contract Development

June 2015 to September 2015

- June 25, 2015 – CBHC Regular Board Meeting
 - Preliminary FY 2016 Budget is presented for approval
 - Preliminary recommendations for FY 2016 Continuation Contract Funding is presented for approval
- June 26, 2015
 - CBHC staff will notify provider agencies of their preliminary FY 2016 contract amount
 - GOAL: Renewed Provider contracts will be fully executed September 29, 2015

Contract Development

June 2015 to September 2015

- Part II Contract Evaluation Completed by 8/1:
Service Level Achievement; Outcomes or Contract Deliverables; Accuracy of Data Integrity Check; Fiscal Site Review; Compliance with Terms & Conditions and Revenue Maximization.
- CBHC works closely with Providers to gather contract documents.
- *Note: regardless of contract execution date, the effective start date is 10/01/2015

Matrix Development

June 2015 to September 2015

- Provider must select the required outcome in their Primary Result Area
- Contract service levels and outcomes may be modified during negotiations
- DRAFT Matrix is developed and outcomes should not drastically change for FY 2016
- Provider due date to submit final DRAFT of Matrix to CBHC Contract Manager is **July 24, 2015**

Matrix Development Tips

June 2015 to September 2015

- **Objectives** – must have ages
- **Activities** – simplify to what you do: Monthly Home visits; Quarterly Support Groups; Individual Counseling; Family Support Planning; etc...
- **Responsible Party** – Write “Same as Above” in cases where the information is repeated exactly for every outcome
- **Outcome** – Use EXACT language from CBHC menu
- **Indicator** – Our “menu” will now have corresponding indicators, do not change without Christine’s prior approval
- **Performance** – Quarterly / YTD updates should go in this column with Service Level data AND Performance Level data based on the indicator.

Contract Development

June 2015 to September 2015

Contract Outcomes Determined

- Outcomes and Result Areas will become part of Attachment 1 Scope of Services in the Contract:

See section on Service and Performance Objectives

****Please share this information with ALL staff involved with contract.**

Contract Development

June 2015 to September 2015

Budget Development

- Final date to submit FY 2015 Budget Modifications **July 1, 2015 but must talk to contract manager first!**
- FY 2016 budget due to CBHC **July 24, 2015**
- Collaborative Contracts with Subcontracts
 - Subcontractors will provide budgets to the lead agency using Excel documents provided by CBHC
- Fiscal Team and Program Team review FY 2016 Budgets and Matrices 7/24 – 8/3/2015

Contract Development

June 2015 to September 2015

Budget Development

- General Information:
 - **Read the Fiscal Reporting Requirements Handbook**
 - The budget is developed based on the matrix and resources needed (human and otherwise) to meet the outcomes – please coordinate internally
 - The budget narrative should explain how the amounts were determined (not to validate expense)
 - If the amount is an allocation of a total expenditure, provide the total amount of the expenditure and how the percentage allocated was determined

Contract Development

June 2015 to September 2015

Highlights of Budget Development

- Revenue
 - Include:
 - All revenue sources for the program (not agency)
 - Describe what the revenue source pays for in the narrative
 - Is the revenue source time limited?
 - Collaborative Contracts –
 - All revenue sources in the subcontractor budget should also be included in the lead agency budget

Contract Development

June 2015 to September 2015

Budget Development

- Salaries
 - Include the positions directly involved in producing outcomes/services
 - Include a brief description of the duties of each position in the narrative
 - If the position is not 100% allocated to the program, provide the method of determining the percentage allocated in the narrative

Contract Development

June 2015 to September 2015

Budget Development

- Salaries
 - Executive Director (ED) position allocation can be between 5% and 50% (as a direct expense)
 - Exceptions may be made for ED of newly funded programs or those with budgets under \$300,000
 - Include in narrative if amount includes merit or cost of living increases

Contract Development

June 2015 to September 2015

Budget Development

- Occupancy
 - Rent – Include in the narrative:
 - Cost per square foot
 - Square feet of the space
 - Example Narrative:
 - The building is 6,000 total square feet at a cost of \$12 per square foot. Annual rent is \$72,000. The program uses 40% of the space therefore program rent is \$28,800 per year.

Contract Development *

June 2015 to September 2015

Budget Development

- When the agency owns the building - Occupancy Allocation
 - If the agency has a method of gathering costs directly related to maintaining the space owned by the agency and allocating the costs to a program - budget in this line
 - Costs can include utilities, security, repairs, maintenance supplies, building insurance, and janitorial service
 - Do not include mortgage payments or depreciation, maintenance staff, or lawn maintenance.

Contract Development

June 2015 to September 2015

Budget Development

- Travel
 - Local Travel is only for the mileage expense when staff in the budget detail are traveling within the county for business purposes
 - Reimbursement will not be made for travel from or to the person's residence and the destination that is a regularly assigned work location
 - Training/Conference Expense can include:
 - Travel (air/ground) and conference registration fees
 - Hotel and staff meals not provided by conference
 - Alcohol is never reimbursable

Contract Development

June 2015 to September 2015

Budget Development

- Other Operating Costs
 - Review instructions for what type of expenses are included in each category
 - Food – Only allowed for participants
 - * Should always ask “Is this a Necessary Cost?”
 - ** Should be based on program model
 - *** Participant should be connected to an objective and outcome in the matrix

Contract Development

June 2015 to September 2015

Budget Development

- Other Operating Costs
 - Client / Participant Supplies -vs.- ASO Flex Funds
 - If there is an ASO allocation for the program – items accessible through the ASO should be paid for with the ASO allocation as payer of last resort
 - Client/participant/community activities - (graduations, field trips, etc...) should always be planned with moderate expenses and all field trips should be educational
- *ASK YOURSELF: Is this necessary or can I find a donor?

Contract Development

June 2015 to September 2015

Budget Development

- Admin / Indirect Cost
 - Costs not directly related to providing services
 - Budget up to 10% of total direct expenditures
 - Lead agencies also receive up to 10% of first \$25,000 (\$2,500) for each subcontract (see Handbook for example)
 - Subcontracts receive up to 10% of total direct expenditures in their budget
 - Items generally included in admin:
 - Executive Staff, IT, Fiscal, HR, and Agency Audit
 - A narrative is not required for this line item

Contract Development

June 2015 to September 2015

Budget Development

With Board approval there may be an increase in FY2016 Provider budgets to enhance services.

Note: If approved, this may not apply across all contracts.

Contract Development

June 2015 to September 2015

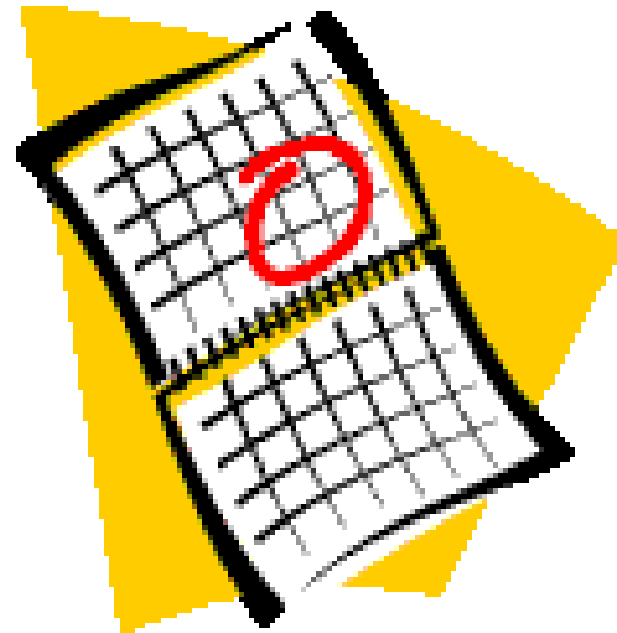
- The budget is reviewed by the respective Fiscal and Program team members.
- This is one reason we provide this provider training to both fiscal and program representatives.

Contract Development

June 2015 to September 2015

August 10, 2015 – help us meet the goal of fully executed contracts on Oct. 1, 2015.

Provider deadline to submit all final contract information.



Components of a Contract

June 2015 to September 2015

Agreement Cover Sheet (pg. 1) and Agreement (pg. 2)

- 1 - **Agency** – Legal Name
- 2 - **Program** – Name of this CBHC Funded Program
- 3 – **Countywide, Zip Code or Neighborhood** – Geographic reach
- 4 – **Funding** – Amount of Annual Funding and Type
- 5 – **Term** – The effective date of the Agreement and dates during which the Agency will provide services
- 6 – **Special Conditions** – Additional factors that are outside of those described in Attachment 3 General Terms and Conditions
- **Agreement** – Narrative which describes in detail each of the Terms above

Contract Development

June 2015 to September 2015

Scope of Services

- Attachment I: Scope of Service/Service And Performance Objectives
 - 1. **Overview** – narrative which describes the program, who it serves, Annual numbers projected, collaborative partners, best practice(s) or models and the Focus Area(s) being utilized by the program.
 - 2. **Services:** Programmatic Performance – lists each Outcome as described in Column 4 of the EE Matrix/Work Plan
 - 3. **Reporting** – CBHC reporting requirements to include: Demographic information, Outcome and Indicator Information, Current EE Matrix, Provider Contract Report and Reports on the status of the program's revenues and expenditures and report due dates.
 - 4. **Empowerment Evaluation (EE) Matrix Representative** – the CBHC and the Provider will designate a representative to serve as lead for purposes of modifying the EE Matrix/Work Plan as described in Attachment 3 General Terms and Conditions, paragraph 5.

Contract Development

June 2015 to September 2015

Modified General Terms and Conditions

- Letters of Agreement – Receive a modified General Terms and Conditions document therefore some of the following highlights may not apply to those contracts.
- If you are not sure, simply communicate with your contract manager.

June 2015 to September 2015

Highlights Only:

General Terms and Conditions

- **Modifications and Required Notifications - Section 5**
- 5.b. The PROVIDER must obtain the prior written approval of the CHILDREN'S BOARD to:
 - 5.b.i. Change the number or assignments of staff providing the Services or the percent of time individual staff members spend performing services or administering the program...

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Modifications and Required Notifications - Section 5 pg. 3**
- 5.g. 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...

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Program Monitoring – Section 8**
- Program Monitoring: The PROVIDER will submit progress reports and other information in such formats and at such times as may be prescribed by the CHILDREN'S BOARD, cooperate in site visits and other on-site monitoring...and if the PROVIDER receives accreditation reviews, they must be submitted to the CHILDREN'S BOARD within thirty (30) days after receipt by PROVIDER.

Contract Development

June 2015 to September 2015

General Terms and Conditions

Insurance Requirements - Section 10

- Allocate cost of insurance to CBHC budget
- Include any additional cost based on requirements to CBHC budget
- Include CBHC as additional insured with respect to general liability AND auto liability.

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Insurance Requirements - Section 10**
- 10.b.(2) Automobile Liability Insurance for PROVIDERS that do not own vehicles used in carrying out this Agreement:
 - This is for coverage when staff drive to community events, attend training, transport families, etc... In their OWN vehicle

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Insurance Requirements - Section 10 pg. 5**
- 10. The PROVIDER will submit to the CHILDREN'S BOARD a certificate of insurance within 30 days of receiving an executed contract which describes the insurance maintained by the PROVIDER.
- The PROVIDER will provide written notice to the CHILDREN'S BOARD within 15 days of any cancellation or revision to the PROVIDER'S insurance applicable to the performance of the Services.
- Send renewal documentation during the year within two weeks of expiration

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **NEW insurance coverage waiver**

10. Insurance - Public Liability, Bodily Injury, and Property Damage:

If PROVIDER certifies that any portion of the insurance requirements cannot be obtained or cannot be obtained at a commercially reasonable cost to the funded program and provides such other information as requested by the CHILDREN'S BOARD in writing, the CHILDREN'S BOARD may replace any portion of the insurance requirements with such other requirements and program restrictions as determined by the CHILDREN'S BOARD.

If you have any challenges with insurance please call your contract manager.

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Return of Funds – Section 14**
- 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 to the CHILDREN'S BOARD, or other resolution as determined in the sole reasonable discretion of the CHILDREN'S BOARD.

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Audit submissions – Section 14 pg. 7**
 - 14. b. – Agencies funded in the previous year must submit audit or review within 180 days of close of fiscal year
 - Approval of the CBHC Board Executive Committee shall be required to continue payment under the contract agreement if not submitted within 180 days (CBHC Board Policy 2.13 E.)

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Audit submission – Section 14**
- 14.g. Audits or Reviews of Newly Funded or Small Providers (under \$300,000 budget):
Board Policy II-13, Audit Requirements, will be applicable as determined by the CHILDREN'S BOARD.
- An audit or review must be completed by the end of the contract period.

Contract Development

June 2015 to September 2015

General Terms and Conditions

Other Financial Support – Section 21

All providers must demonstrate efforts related to financial sustainability through funding diversification...

The CHILDREN'S BOARD will require that Provider develop a sustainability or strategic action plan that outlines organizational goals which include monitoring timelines for agency personnel and/or the Board of Directors.

Contract Development

June 2015 to September 2015

General Terms and Conditions

- **Confidential Information – Section 23**
- Unless required by the Florida Records Law, the PROVIDER will not disclose any information in writing to the CHILDREN'S BOARD which specifically identifies a client for any purpose not required by federal, state, or local laws and related regulations, except by written consent of the client, or his/her responsible parent or guardian where authorized by law.

Contract Development
June 2015 to September 2015
General Terms and Conditions

**Publicizing of Children’s Board Support –
Section 25**



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Contract Development

June 2015 to September 2015

General Terms and Conditions

Participation in 2-1-1 Human Services Data Base – Section 21

- If not already a participant, within 30 days of this Agreement's execution, the PROVIDER agrees to participate in the 2-1-1 human services data base by entering its agency and program information online at www.211atyourfingertips.org
- The PROVIDER agrees to keep such information current in the online data base.
- There may be exceptions to participate in 2-1-1 as it relates to the scope, purpose or limited population being served. See your contract manager if you are not sure.

Contract Development

June 2015 to September 2015

General Terms and Conditions

Assignments and Subcontractors – Section 27

- All such assignments and subcontracts will be subject to the conditions of this Agreement and to any conditions the CHILDREN'S BOARD deems necessary.
- A copy of CBHC General Terms and Conditions is available to attach to subcontracts
 - Subcontractor agreements due to CBHC within 30 days of contract execution (do not include the CBHC/Lead agency signature page)

Contract Development

June 2015 to September 2015

General Terms and Conditions

Continuity of Operations and Emergency Management Services – section 29

- The PROVIDER will submit to the CHILDREN'S BOARD a Provider Disaster Verification Form within 30 days of receiving an executed contract which attests that an Emergency Services Work Plan is in place and up to date.

Contract Development

June 2015 to September 2015

Special Conditions

- Administrative Services Organization (ASO)
- School Readiness/Early Learning Coalition
- Match requirement – contingency for CBHC funding may include sustaining funding from another Funder
- FERPA Compliance if working with Public Schools
- CBHC Family Resource Center Managing Partners
- Agencies who's audits are dependent upon obtaining other outside entities' information in order to complete (for example, agencies receiving state funding)
- Outreach

Contract Management

June 2015 to September 2015

Lead Agency / Subcontractor Roles

- Collaboration functioning is now scored on Annual Provider Evaluation
- Attachment 4 – Assignments and Subcontractors
- Leads must use the same Forms *i.e. Budget Detail, Narrative, Reimbursement Requests, and/CBHC or Budget Modifications* for their subcontractors.
- Sub-Contractor Budget Modifications should be addressed with the Lead before CBHC approval.

Contract Development

June 2015 to September 2015

Attachment 5 - Addresses

- Contact changes should be updated throughout the year
- These contacts are used to send out information to those individuals authorized by the Provider (*i.e. Agency Official, Program Contact, Fiscal, Matrix Representative and delegates if applicable, Board Chair*)

Contract Management

October 2014 to September 2015

- Part III (Final) Contract Evaluation Completed by November 14, 2015:
- *Includes Agency Audit; ASO; Collaborative Functioning/Lead Agent compliance.*

Contract Management

October 2015 to September 2016

- Provider Improvement Process
 - Three Levels:
 - Contract Issue
 - Performance Improvement Plan¹
 - Program of Concern²
- Provider Improvement Plan (PIP) Form
 - Describes Actions Steps, Due Dates and Progress to Date

1,2 Programs at the Provider Improvement Plan & Program of Concern levels will be reported to the Board of both the Provider Agency and Children's Board.

Contract Management

October 2015 to September 2016

- 2016 Program Monitoring:
 - Data Collection – Continuing use of customized spreadsheets
 - Quarterly Matrix and Contract Discussion Meetings (Jan/Feb – Q1, Apr/May – Q2, Jul/Aug – Q3 and Oct/Nov – Q4 Final)
 - Fiscal Review (conducted annually by **April 30**)
 - Data Integrity and ASO check (if applicable) – these visits CBHC and Provider staff verify the accuracy of data and timeliness of data entry.

Contract Management

October 2015 to September 2016

- Invite Us!

CBHC staff may participate in:

- Provider and/or Programmatic Meetings,
- Advisory Councils,
- Executive Teams,
- Community Events
- Collaborative/Partner Meetings, etc...

Contract Management

October 2015 to September 2016

Reimbursement Process

3. Term: **PROVIDER will perform the Services during the period designated in paragraph 5, Term, on the Agreement Cover Sheet.** This Agreement will terminate at midnight on the last date designated in paragraph 5, Term, on the Agreement Cover Sheet unless extended for an additional period by the CHILDREN'S BOARD by written notice to the PROVIDER prior to termination. If the CHILDREN'S BOARD elects to extend this Agreement, in each extension, the CHILDREN'S BOARD may increase or decrease the amount of the contract award or extend the term at no additional amount.

Expenses / services included on the FY 2016 Reimbursement Form must have been:

- Incurred, provided or received during the contract term (*including salaries*)

Contract Management

October 2015 to September 2016

Reimbursement Process

- Reimbursement for Salary Expense
 - Verify when completing the invoice for the months of September and October each year that the expenses are included in the right reimbursement request (contract term).

September

Su	Mo	Tu	We	Th	Fr	Sa
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct. 2 pay day – for working Sept 13–26

Oct. 16 pay day – for working Sept 27-Oct 10

- Include all of Oct 2 pay day expenses on Sept invoice.
- Pro-rate Oct 16 pay day to Sep & Oct. invoice

Contract Management

October 2015 to September 2016

Reimbursement Process

4. Payment: To receive payment, PROVIDER must submit to the CHILDREN'S BOARD:
 - a. The CHILDREN'S BOARD Reimbursement Request Forms, as appropriate, **which if received by 5:00 p.m. on Friday, the payment will be released on the following Friday.**
 - b. Other reports and information requested by the CHILDREN'S BOARD, including those reports listed in Attachment 1, Scope of Service, Service and Performance Objectives.

6. Reimbursement Forms: **One reimbursement form must be submitted each month for each CHILDREN'S BOARD funded program. The final reimbursement form will be submitted to the CHILDREN'S BOARD within 45 days of the termination of this Agreement.**
 - We will pay more than one time per month if necessary for cash flow

Contract Management

October 2015 to September 2016

Reimbursement Process

4. Payment: To receive payment, PROVIDER must perform the Services to the reasonable satisfaction of the CHILDREN'S BOARD.

The CHILDREN'S BOARD will cost-reimburse the PROVIDER for expenditures incurred and paid for the provision of Services.

The CHILDREN'S BOARD will not reimburse the PROVIDER for any expenditures in excess of the amount budgeted by line without prior approval or notification as described in paragraph 5 d. and e.

Contract Management

October 2015 to September 2016

Reimbursement Process

- Required fields have not changed
 - Vendor Name
 - Check Date – includes direct deposit date
 - Check # - or voucher number or an identifying number if journal entry
 - Check Amount
 - CBHC Reimbursement Amount
 - Description (*Training November 2015 for Maria Smith*)

Contract Management

October 2015 to September 2016

Reimbursement Process

Always let us know when spending outside or over the budget as prior approval is required.

Your contract manager will let you know if it is allowed or if a budget modification is necessary.

Contract Management

October 2015 to September 2016

Budget Modifications

- All Budget Modification requests start with a discussion with your Contract Manager
 - If requesting more than 10% or \$500 (*which ever is greater*) in a budget category (*Salaries, Benefits, Contractual Services, Occupancy, Other*)
 - Any requests for spending in areas not covered by the approved budget
- Contract Manager will then work with supervisor & fiscal staff to process request

Contract Management

October 2015 to September 2016

Budget Modifications

- Justification MUST include:
 - Why the change is being requested – both the increase and decrease?
 - How the new amount was determined?
 - Whether the change will effect services being delivered?
- Budget Modification requests must be received by July 1, 2016

Contract Management

October 2015 to September 2016

Budget to Actual Report

- Include a variance narrative for differences of 10% or more
- Include both total program revenue and expenditures
- This alerts you to identify requests for modifications or changes to budget in next fiscal year

Contract Management

October 2015 to September 2016

Budget to Actual Report

Due Dates

- Quarter 1 ending December 2015 is due February 1, 2016
- Quarter 2 ending March 2016 is due May 1, 2016
- Quarter 3 ending June 2016 is due August 1, 2016
- Quarter 4 ending September 2016 is due November 15, 2016

Contract Process and Timeline – April 2016 to June 2016

- **Administrative Services Organization (ASO)**
 - Case managers are trained on system
 - All case manager supervisors meet every other month
 - Training is provided as needed and requested
 - ASO resource fair is held each year

Contract Management – Q1

October 2015 to December 2015

Contract Administrative Specialists contact providers to obtain documents required within 30 days of contract execution for contract file:

- **Provider Disaster Verification Form**
- **Program Abstract for our Family Guide**
- **Participation in 2-1-1 Human Services Data Base** (*Instructions will be e-mailed*)
- **Subcontractor Agreements** (*For Lead Agencies Only*)
- **Insurance**
- **Accreditation** (*For Accredited Agencies Only*)
- **Board Members and Contact Information**

Contract Management

January 2016

Annual Presentation to the Board:

- Demographic Data
- Outcome Data
- Provider Evaluation Scores

CBHC's Financial Audit:

- Review of CBHC provider files. For example, were requirements in General Terms and Conditions met?
- ASO review of back up documentation

Contract Management – Q2

January 2016 to March 2016

- **Fiscal Site Visits**

- Site visit questionnaire will be sent out for completion at the time the visit is scheduled – due back 24 hours prior to the site visit
- All CBHC fiscal site visits will begin in January and be completed by April 30
- Reports will be sent out within 10 days of receiving all information from provider agencies
- Lead agencies should complete site visits of subcontractors by March 31

Contract Management – Q2

January 2016 to March 2016

- **Fiscal Site Visits**

- What we review:

- Sample of reimbursement requests submitted
 - Review all back up for reimbursement request - Invoices, purchase orders, payments, bank statements
- Is there documentation of a process in place to review invoices to determine that the expenses were related to the contract?
- Were funds spent according to the contract budget?
- How allocations were determined
- Subcontract site visit reports
- Other monitoring reports available

Contract Management – Q3

April 2016 to June 2016

- **Administrative Services Organization (ASO)**

Site Visits will be:

- Completed by June 30
- In collaboration with the ASO Manager and Contract Manager
- 10% of the total families with ASO budgets, or a minimum of 10, are randomly selected for review

Contract Management – Q3

April 2016 to June 2016

- **ASO Site Visits –**
 - The client record is reviewed for the following:
 - Does the service or support purchased by the ASO relate back to a goal or a need in the Family Support Plan? (*Source: Family Support Plan*)
 - Is there evidence that the family actually received the service or support? (*Source: case manager progress notes, receipts, provider progress notes or report*)

Contract Management – Q3

June 2016

ASO Allocations for the next contract year are given to case management programs based on need

Contract Management

April 2016 to September 2016

This is where we are in present day, process will not change next year:

- May 2016 Program Evaluation Part I
- June 2016 Preliminary Funding Recommendation
- June 2016 Data Integrity / ASO Checks
- August 2016 – Program Evaluation Part II
- November 2016 – Program Evaluation Part III
- January 2017 – Program data for 2016 outcomes are presented to the Board.

Documents Available

- FY16 PowerPoint Presentation
- CBHC Board Policies (on website)
- FY16 Budget and Contract Timeline
- CBHC General Terms and Conditions
- FY15-FY16 Data Collection Process
- Disaster Plan Verification Form
- CBHC logo
- 2016 Fiscal Reporting Requirements Handbook
- Menu of Outcomes and Indicators
- Fiscal Site Visit Interview Form
- Procedure for Data Integrity Check
- ASO Monitoring Protocol
- ASO Monitoring Checklist
- Continuation Budget Detail Form
- Continuation Budget Narrative Form
- Cost Reimbursement Request Form
- Budget Modification Form – for Lead Agency
- Budget Modification Form – for Subcontractors
- Budget to Actual Form
- Annual Contract Evaluation Tool
- Provider Improvement Plan Procedure



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June 02, 2014



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The Children's Board of Hillsborough County has served children and families for over 25 years by granting funding for programs and services.



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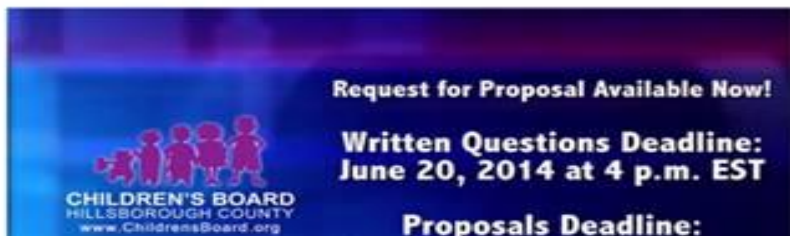
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Health & Safety Grant Now Available

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Request for Proposal Available Now!

**Written Questions Deadline:
June 20, 2014 at 4 p.m. EST**

Proposals Deadline:

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