

6/14/2017 AGENDA /PURPOSE

Leading and Uniting Grants

- Developing the FY 2018 Contract
 - who
 - what
 - when
- Managing the FY 2018 Contract
 - Programmatic
 - Fiscal
 - Contract Compliance

Important Note

- It is your responsibility to share today's information and the fiscal handbook with the designated program and fiscal contact at your agency.
- Contract related documents will be posted on the CBHC website following the training.
- CBHC contract manager and fiscal staff may ask for clarifying information throughout the year in addition to required reporting.

Contract Development

June 2017 to September 2017

- May 25, 2017 – CBHC Regular Board Meeting
 - Preliminary recommendations for FY 2018 Leading and Uniting Grants were approved by the Board.
- May 27, 2017
 - Provider agencies notified of their FY 2018 contract amount. *If your budget request was renegotiated, you have been asked to resubmit budget forms with revised amounts.*

CBHC Contract Assignments



Finalizing the Matrix

June 2017 to September 2017

- The matrix submitted with the proposal will be reviewed by CBHC and will require you to submit a revised version.
- Provider due date to submit final DRAFT of EE Matrix / Work Plan to CBHC Contract Manager is **July 21, 2017**.

*Special Note – Lead Agencies

**Share Matrix with ALL staff involved with contract

June 2017 to September 2017

Finalizing the Budget

- CBHC will provide program specific feedback on your proposed budget submission
- Provider due date to submit final DRAFT of Budget to CBHC Fiscal Staff is **July 21, 2017.**
- Please do not alter the budget forms.



June 2017 to September 2017

Budget Development

Budget Tips:

- Make sure that you have a copy of the final CBHC approved budget. It will be included with the executed contract.
- The budget narrative should explain how the amounts were calculated (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 calculated

Contract Development

June 2017 to September 2017

Highlights of Budget Development

- Revenue
 - All revenue sources for the program (not agency)
 - Describe what the revenue source pays for in the narrative
- Lead Agency Contracts –
 - All revenue sources in the subcontractor budget should also be included in the lead agency budget

June 2017 to September 2017

Quick Budget Overview

- Salaries - Positions directly involved in producing outcomes
 - Narrative includes a brief description of the duties
 - If position is not 100% allocated to the program, provide the method of determining the percentage
- Instructions specify positions not allowed as a direct expense (they can be paid for using the administrative/indirect line)
- 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 agency budgets under \$300,000

Contract Development

June 2017 to September 2017

Quick Budget Overview

- Occupancy /Rent:
 - Example Narrative: 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**.
- When the agency owns the building / Occupancy Allocation
 - Agency must have a method of gathering costs related to maintaining the space owned by the agency.
 - 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

June 2017 to September 2017

Quick Budget Overview

- 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 to hotel and airport)
 - Conference registration fees
 - Hotel (taxes only outside of Florida)
 - Staff meals not provided by conference
 - Alcohol is never reimbursable

June 2017 to September 2017

Budget Development

- Operating Costs
 - Client / Participant Supplies -vs.- Administrative Service Organization (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 - (special events, field trips, etc...) should always be planned with moderate expenses and all field trips should be educational
 - Food – Only allowed for participants

June 2017 to September 2017

Quick Budget Overview

- Administrative / Indirect Cost
 - Costs associated with managing the contract that are not directly related to providing services
 - All contracts receive up to 10% of total direct expenditures
 - In addition, lead agencies also receive up to 10% of first \$25,000 (\$2,500) for each subcontract
 - Items generally included in admin:
 - Executive Staff, IT, Fiscal, Data and Data Staff, HR (including background screening & fingerprinting of staff), Fund Development and Agency Audit
 - A narrative is not required for this line item

Components of a Contract

September 2017

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

- 1 - **Agency** – Legal Name on <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- 2 - **Program** – Name of this CBHC Funded Program
- 3 – **Countywide, Zip Code or Neighborhood** – Geographic focus
- 4 – **Funding** – Amount of Annual Funding and Type
- 5 – **Funding Platform** – funding level and # of outcomes expected
- 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 (pg. 2)** – definitions of each of the items above

CBHC Contract

June 2017 to September 2017

Special Conditions

- A Special Condition is wording on the Cover Sheet of the contract specifying specific roles or responsibilities to carry out contract requirements
- If the Contract is with a Lead Agency then the Special Condition may impact some or all of the Subcontractors within the contract

Components of a Contract

September 2017

Attachment 1: Scope of Services

1. **Overview** – narrative which describes the program, who it serves, annual numbers projected, collaborative partners, best practice(s) or models, the Focus Area(s) being utilized by the program, when and how first funded and ASO if applicable
2. **Services:** Programmatic Performance – lists each Outcome as described in Column 4 of the EE Matrix/Work Plan
3. **Reporting** – CBHC reporting requirements may include: Demographic information, Outcome and Indicator Information, EE Matrix, Provider Contract Report and Budget to Actual Reports 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 monitoring the EE Matrix/Work Plan as described in Attachment 3 General Terms and Conditions, paragraph 5

Attachment 3: General Terms and Conditions



CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions - Highlights Only:

- **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...

CBHC Contract

October 1, 2017 – September 30, 2018

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...

Agency is also called the PROVIDER

Examples of Critical Incidents

- Abduction
- Abuse or Neglect
- Arrest
- Death of Participant
- Illness of Participant (may be result of abuse)
- Suicide or Suicide Attempt
- Prior Approval for Service Outside Designated Area Stipulated in Contract

CBHC Contract

October 1, 2017 – September 30, 2018

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.

CBHC Contract

October 1, 2017 – September 30, 2018

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

CBHC Contract

October 1, 2017 – September 30, 2018

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

CBHC Contract

October 1, 2017 – September 30, 2018

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.

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

- **Insurance coverage waiver**

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

Should a Provider certify that any portion of the insurance requirements cannot be obtained or cannot be obtained at a reasonable cost the CBHC may replace any portion of the insurance with such other requirements and program restrictions as deemed necessary by the CBHC.

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

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

- **Litigation Costs and Expenses- Section 13 pg. 7**

If any party institutes any legal suit, action, or proceeding against the other party arising out of or relating to this Agreement, the prevailing party in the suit, action, or proceeding shall be entitled to receive, and the non-prevailing party shall pay, in addition to all other remedies to which the prevailing party may be entitled, the costs and expenses incurred by the prevailing party in conducting or defending the suit, action, or proceeding, including any costs that are taxable pursuant to any applicable statute, rule, or guideline (including, but not limited to, the Statewide Uniform Guidelines for Taxation of Costs in Civil Actions), as well as costs not taxable thereunder and including all attorneys' fees and expenses, and court costs even if not recoverable by law including, without limitation, all fees, taxes, costs, and expenses incident to appellate, bankruptcy, reasonableness of the amount of attorneys' fees and costs and post-judgment proceedings. The prevailing party shall be that party which shall have prevailed on a majority, but not necessarily all, of the material issues which were adjudicated in such proceeding.

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

- **Return of Funds – Section 15**
- 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
- Example: you budgeted for two computers and you purchased four printers without prior approval

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

- **Audit submissions – Section 15 pg. 7**
 - 15. 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.)

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

- **Audit submission – Section 15**
- 15.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. **Note – if agency grows (may not have to have an audit this year but may require next year if over \$300,000)*
- An audit or review must be completed by the end of the contract period (September 30, 2018)

CBHC Contract

October 1, 2017 – September 30, 2018

Audit Tips

- If Agency is not able to comply with 180 day requirement then Agency is required to inform contract manager prior to contract execution in order to address in a Special Condition.
- For extensions: If your agency is not able to meet this requirement, contact your fiscal representative at least 45 days prior to the due date to request an extension. All extension requests must be approved by CBHC Executive Committee in order to continue payments after the audit due date.
- Audits that are not submitted timely could result in non-payment.

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

Other Financial Support – Section 22 pg. 9 & 10

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.

*Non Profit Leadership Center of Tampa Bay, Inc.

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

- **Confidential Information – Section 24 pg. 10**
- 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.

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

Publicizing of Children’s Board Support – Section 26 pg. 10

“funding for services generously
Provided by the Children’s Board
of Hillsborough County”



Children’s Board
HILLSBOROUGH COUNTY

www.ChildrensBoard.org

*If deviating from the approved CBHC logo or funding acknowledgement statement please contact Paula Scott, Public Relations Director and/or your Contract Manager

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

Participation in 2-1-1 Human Services Data Base – Section 27 pg. 10

- If not already a participant, the PROVIDER agrees to participate in the 2-1-1 human services data base by listing agency and program profile information
- 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

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

Assignments and Subcontractors – Section 28 pg. 10 & 11

- 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)

CBHC Contract

October 1, 2017 – September 30, 2018

General Terms and Conditions

Continuity of Operations and Emergency

Management Services – section 30 pg. 11

- 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.

Break Time



CBHC Contracts with Lead Agencies

June 2017 to September 2017

Lead Agency / Subcontractor Roles

- Attachment 4 and 4a – Assignments and Subcontractors and Roles and Responsibilities
- Leads must use the same Forms *i.e. Budget Detail, Narrative, Reimbursement Requests, and/or CBHC Budget Modifications* for their subcontractors
- Sub-Contractor Budget Modifications should be addressed with the Lead before submitted for CBHC approval

CBHC Contract

June 2017 to September 2017

Attachment 4a – Lead Agency

- Funder Holds Lead Agency contractually responsible for the scope of work and fiscal accountability performed by the collaborative
- The Lead Agency is responsible for addressing and resolving issues with subcontractors before they become concerns
- Requests for extensions for Lead Agencies require prior CBHC approval. Subcontractor extensions: (submit in writing to Lead Agency prior to deadline and Lead seeks CBHC approval)
- The Lead Agency is responsible for conducting fiscal site visits prior to the CBHC fiscal visit

CBHC Contract

June 2017 to September 2017

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 and their delegate, Program Contact, Fiscal Contact, Matrix Representative and Board Chair*)

CBHC Contract

October 2017 to September 2018

- **Administrative Services Organization (ASO)**
 - ASO Fund Allocation: For programs that provide case management
 - Case managers are trained on system
 - All case manager supervisors meet every other month
 - Training is provided quarterly or as needed and requested
 - ASO resource fair is held each year

Congratulations

October 1, 2017 – FY 2018 Contract is executed

- Two copies will be mailed in September for your review.
- No questions? Return both copies signed by the authorized official and a witness.
- After the September Board/TRIM Meeting a fully executed original document signed by CBHC will be mailed to you

Contract Compliance

October 2017 – September 2018

- Programmatic; Fiscal; and Administrative.
- Maintain accurate and complete financial / accounting records of invoices, purchases, and documentation supporting client services.
- Keep CBHC informed about any staff or budget changes you would like to propose. Contracts or budget changes require CBHC prior approval.

Contract Compliance

October 2017 to December 2017

Documents required within 30 days of contract execution for contract file:

- **CATS Authorized User Form**
 - **Provider Disaster Verification Form**
 - **Subcontractor Agreements** (*For Lead Agencies Only*)
 - **Insurance**
 - **Board Members, Affiliation and Contact Information**
-
- **Participation in 2-1-1 Human Services Data Base** (*template will be sent by Crisis Center*)

Contract Management

October 2017 to September 2018

- **Overview of Reporting:**
 - Data Collection & Matrix updates via CATS
 - Quarterly Contract Report
- **Overview of On Site Provider Visits:**
 - Contract Discussion Meetings (Jan/Feb – Q1, Apr/May – Q2, Jul/Aug – Q3 and Oct/Nov – Q4 Final)
 - Fiscal Site Review (conducted annually by **April 30**)
 - Data Integrity (verify data entered in CATS)
 - ASO Monitoring Visit (if applicable) (by **June 30**)

Measurable Outcomes

Children's Board Analytical Tracking System (CATS)

- CATS is designed as a tool for both Providers and the Children's Board staff to input, import, edit, and analyze outcome performance data
- A CATS User Form will be sent to Provider to identify staff in the funded program authorized to use the system (i.e. Data Supervisor, Data Entry or Read-Only access)
- Provider notification required to disable users
- CATS training or technical assistance is available

Contract Management Provider Improvement Process

- Three Levels:
 1. Contract Issue
 2. Performance Improvement Plan¹
 3. 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

Reimbursement Process

October 2017 to September 2018

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 2018
Reimbursement Form must have been:

- Incurred, provided or received during the contract term (*including salaries*)
- Expenses have to have been incurred in 2018

Reimbursement Process

October 2017 to September 2018

- Salary expenses for the months of September and October each year must be included in the right contract term.

September

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 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 6 pay day – for working Sept 17 – Sep 30

Oct 20 pay day – for working Oct 1 - Oct 14

- Include all of Oct 6 pay day expenses on Sept invoice

- Include all of Oct 20 pay day on Oct invoice

Oct 13 pay day – for working Sept 24 - Oct 7

Oct 27 pay day – for working Oct 8 - Oct 20

- Pro-rate Oct 13 pay day to Sept & Oct invoices based on days worked in each month
- Include all of Oct 27 pay day on Oct invoice

Reimbursement Process

October 2017 to September 2018

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

Reimbursement Process

October 2017 to September 2018

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.

Reimbursement Process

October 2017 to September 2018

- 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 in Case Management on 2/2/2018 for Wonder Woman*)

Reimbursement Process

October 2017 to September 2018

- CBHC does not pay sales tax for contract reimbursed expenses if purchases are made in Florida.
- Always contact us in advance of spending outside or over the budget as prior approval is required
- Your contract manager will approve or deny the request in writing and let you know if a budget modification is necessary

Reimbursement Process

October 2017 to September 2018

- CBHC pays on a cost reimbursement basis. Expenses must be paid prior to requesting reimbursement from CBHC.
- When using a credit card, the credit card bill must be paid prior to including the expense on the reimbursement request.
- A reimbursement request form will be customized for your program according to the approved budget line items. Do not use forms from previous years.
- Complete all fields on the back-up detail form for operating expenses and include a thorough description for each expense (*Office Supplies)

Reimbursement Process

October 2017 to September 2018

- Submit a separate reimbursement request for each month.
- Only include expenses from October 1, 2017 to September 30, 2018.
- Final reimbursement requests are due by November 15th.
- CBHC processes payments weekly.

Contract Management

October 2017 to September 2018

Budget Modification

- All Budget Modification requests must 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 outside of original approved budget require prior approval
- Contract Manager will then work with supervisor & fiscal staff to process request

Contract Management

October 2017 to September 2018

Budget Modification Tips

- Read budget modification instructions (Tab 2) and refer to the fiscal handbook for more details.
- Discuss possible spending outside of the budget with your Contract Manager and fiscal representative even if under the threshold requiring a budget modification.
- Justification MUST include:
 - Why is the change? (both increase / decrease)
 - How the new amount was determined?
 - Will the change impact service delivery?
- If submitting modification, it must be received by 7/1/18

Contract Management

October 2017 to September 2018

Budget to Actual Report

- Reports are cumulative year to date (e.g. Q1: Oct – Dec, Q2: Oct – Mar, Q3: Oct – Jun, Q4: Oct – Sept)
- 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 2017 to September 2018

Budget to Actual Report Tips

- Read the budget to actual instructions (Tab 2) prior to completing the form.
- Budget to actual reports are required in order to explain the differences between the approved budget and the actual spending for the period of time covered in the report.

Contract Management

October 2017 to September 2018

Budget to Actual Report

Due Dates

- Quarter 1 ending December 2017 is due February 1, 2018
- Quarter 2 ending March 2018 is due May 1, 2018
- Quarter 3 ending June 2018 is due August 1, 2018
- Quarter 4 ending September 2018 is due November 15, 2018

Contract Management

January 2018

Annual 2017 Presentation to the Board:

- Demographic Data
- Outcome Data
- Annual Contract Evaluation and Recommendation Scores

CBHC's Financial Audit:

- CBHC's contract files are reviewed. *They look at:*
 - Whether or not requirements in General Terms and Conditions met?
 - Verification of ASO back up documentation

Contract Management

January 2018 to March 2018

- **Fiscal Site Visits**

- CBHC fiscal representative will perform a site visit each year to review support documentation for a sample of reimbursement requests submitted.
- CBHC will send date for the annual fiscal visits
- Instructions and requested items for review will be provided to agency two weeks in advance of the scheduled site visit.
- Site Visit Interview Form will be sent to Agency and must be completed and submitted to CBHC three business days prior to the site visit.

Contract Management

January 2018 to March 2018

- **Fiscal Site Visits (continued)**
 - All CBHC fiscal site visits will begin in January and be completed by April 30
 - CBHC staff will send site visit reports within 10 days of receiving all information from Provider agencies
 - Lead agencies must complete fiscal site visits of subcontractors by March 31 (prior to CBHC site visit)

Contract Management

May 2018 to November 2018

- May 2018 - Annual Contract Evaluation Part I
- May/June 2018 - Data Integrity / ASO Site Visits
- June 2018 - Preliminary Funding Recommendation to the Board
- August 2018 - Annual Contract Evaluation Part II
- November 2018 – Annual Contract Evaluation Part III



Your Children's Board devotes 84% of each dollar to direct services for children in Hillsborough County.

- How We Fund
- Funding Timeline
- Partner Directory
- Links for Providers
- Links for Teens



 **FUNDING OPPORTUNITIES**

Get our  **eNewsletter**

 **Family Guide**

Our Family Resource Centers

What's New

Children's Board of Hillsborough County – Summer Services Grants 2016

Purpose: To increase access for youth and/or enhance summer services with high quality programming.

* PLEASE NOTE: Additional contracts are currently under negotiation. The Children's Board will provide updates to this chart regarding summer services information as it is received.

Register for MyOn



Documents Available

- 2018 PowerPoint Presentation
- CBHC Board Policies (on website)
- 2018 Budget and Contract Timeline
- CBHC General Terms and Conditions (to be added when approved)
- Disaster Plan Verification Form
- CBHC logo
- 2018 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
- CATS Manuals and Authorized Users
- 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 (to be added when approved)