

ATTACHMENT 4a

CHILDREN’S BOARD OF HILLSBOROUGH COUNTY (CBHC) – COLLABORATION FUNDING

Roles and Responsibilities of Lead Agencies and Sub-Contracted Agencies

Overview:

- Funder holds Lead Agency contractually responsible for the scope of work and fiscal accountability performed by the collaborative.
- Subcontractor(s) are responsible to the Lead Agency for their performance under their contractual obligations.
- If the Lead Agency has concerns with the performance of a sub-contractor, the Lead Agency is responsible for coordinating meetings to address the issue(s) with their Subcontractor(s), and to take appropriate actions to resolve the concerns with their Subcontractor(s).
- If the Funder has concerns with the performance of the collaborative, the Funder will dialogue with the Lead Agency and/or the Subcontractor(s) as necessary and may take appropriate actions to resolve the concern(s) by way of a Provider Improvement Plan.
- Lead Agency Request for Extensions: Submit in writing an extension request with appropriate justification to the Funder prior to deadline.
- Sub-Contractor Request for Extensions: Submit in writing to the Lead Agency an extension request with appropriate justification prior to deadline.

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Communication / Notifications	<p>Notify Lead Agency with any communication that impacts the collaborative contract.</p> <p>Notify the Lead Agency in writing of personnel changes to their Contract Manager or fiscal contact within a week of the change.</p>	<p>All communications to CBHC regarding the contract should be addressed with the Contract Manager</p> <p>Disseminate all CBHC communications to Subcontractor(s).</p> <p>Share all reports with the Subcontractors prior to submitting reports to the Funder.</p> <p>Notify Funder in writing (and include in next reimbursement request) of any personnel changes in the budget salary detail from their respective agency or sub-contractor within a month of the change.</p> <p>Notify Funder in writing of any personnel changes in Attachment 5 from their respective agency or sub-contractor within a week of the change.</p>	<p>Address all verbal and written communication concerning the contract to the Lead Agency.</p> <p>Inform in writing to the Lead Agency of any personnel changes in the budget salary detail within a month of the change.</p> <p>Notify Lead Agency of any personnel changes in Attachment 5 within a week of the change.</p>

ATTACHMENT 4a

CHILDREN’S BOARD OF HILLSBOROUGH COUNTY (CBHC) – COLLABORATION FUNDING

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Engagement	Attend collaboration meetings at the request of the Lead Agency.	Attend meetings at the request of the Funder and Subcontractor(s). Attend Funder quarterly Provider Forums. Attend Funder hosted training that relate to contract deliverables/obligations.	Attend meetings as requested by the Lead Agency and Funder. Attend Funder quarterly Provider Forums. Attend Funder hosted training that relate to contract deliverables/obligations.

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Data Collection	Develop a schedule for data entry deadlines.	Enter demographic and outcome data according to the schedule or other instruction from the CBHC Contract Manager.	Enter demographic and outcome data according to the schedule or other instruction from Lead Agent/Funder.

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Annual Programmatic Integrity Check / ASO Site Visits	The Contract Manager or ASO Supervisor will give agency at least 1 week notice of program files to be reviewed.	Notify sub-contractors to provide documentation regarding files to be reviewed. Collect participant data prior to site visit.	Collect participant data prior to site visit.

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Quarterly Reports	Responsible to review all submitted reports and provide timely feedback.	Submit all reports to CBHC Contract Manager. Submit all reports in the proper format by contractual deadlines or as requested from CBHC Contract Manager.	Provide Lead Agency with information they request and comply with requested deadlines.

ATTACHMENT 4a

CHILDREN’S BOARD OF HILLSBOROUGH COUNTY (CBHC) – COLLABORATION FUNDING

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Fiscal Site Visit	<p>Conduct a fiscal site review of the Lead Agency.</p> <p>Conduct a joint site review of a sub-contracted provider as requested by the Lead Agency.</p>	<p>Maintain complete and accurate fiscal records.</p> <p>Provide back-up documentation for billing and program information to the Funder at the time of the review (to include subcontractor information)</p> <p>Conduct a fiscal review of their Subcontractor(s). Lead Agency may request technical assistance from the Funder.</p> <p>Provide written documentation to Funder of completed sub-contract fiscal review(s).</p>	<p>Prepare for fiscal site review at the request of the Lead Agency.</p> <p>Maintain complete and accurate fiscal records.</p> <p>Provide back-up documentation for all expenses invoiced to the Lead Agency.</p>

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Reimbursement Requests / Budget to Actuals	<p>Review reimbursement requests and back-up documentation of the Lead Agency.</p> <p>Process invoices in a timely manner.</p> <p>When issues have been identified with the reimbursement request or budget to actuals, the Funder will discuss them with the Lead Agency.</p>	<p>Require Subcontractor(s) to submit at a minimum the back-up documentation that the Funder requests from the Lead Agency.</p> <p>Submit timely reimbursement and budget to actual reports to the Funder only for incurred budgeted expenses and that have been properly invoiced by the Lead Agency or the Subcontractor.</p> <p>Submit budget to actual (for overall collaborative) in the proper format.</p>	<p>Invoice the Lead Agency on a time schedule established by the Lead Agency for budgeted expenses.</p> <p>Submit timely budget to actual reports to the Lead Agency.</p> <p>Make any corrections requested by the Lead Agency according to the deadline requested by the Lead Agency.</p>

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
Budget Modifications	<p>Funder will review all budget modifications for final approval only when submitted by July 1.</p>	<p>Lead Agency and/or subcontractor budget modifications (if discussed with CBHC and reviewed by the Lead Agency) will be submitted to the Contract Manager by July 1.</p>	<p>Submit budget modification requests to the Lead Agency allowing time for their review before Funder due date.</p>

Area	Funder Role	Lead Agency Role	Sub-Contractor Role
------	-------------	------------------	---------------------

ATTACHMENT 4a

CHILDREN’S BOARD OF HILLSBOROUGH COUNTY (CBHC) – COLLABORATION FUNDING

<p>Subcontract Agreements</p>	<p>Review and file all subcontract agreements within 30 days of contract being signed.</p> <p>Review for prior approval all requests for changes in sub-contractor(s) or change in scope of services delivered by a sub-contractor.</p>	<p>Submit subcontractor(s) completed Attachment 5 to the Funder.</p> <p>Execute written agreement with all Subcontractor(s) and provide Funder a copy within 30 days of contract being signed.</p> <p>Attach the Funder’s General Terms and Conditions (Attachment 3) to Subcontractor(s) agreements.</p> <p>Include all applicable Special Conditions in sub-contractor agreement.</p> <p>Notify Funder in writing of any changes to the scope of service that any of the subcontractor(s) are requesting prior to changes occurring with subcontractor(s).</p> <p>Requests that require Funder approval- The Lead Agency will respond in writing to the Subcontractor(s) requests once the Funder has responded in writing to the Lead.</p> <p>Forward Lead Agency and Sub-contractors(s) audits to Funder within 180 days from the end of the agencies fiscal year unless a Special Condition for Audit Extension exists.</p>	<p>Complete Attachment 5 and submit it to the Lead Agency.</p> <p>Notify the Lead Agency in writing of any changes that will impact their scope of service.</p> <p>Request prior approval in writing to the Lead Agency if they are subcontracting out any of their work under their sub-contract agreement.</p> <p>Submit agency audit to Lead Agency within 180 days from the end of the agencies fiscal year unless a Special Condition for Audit Extension exists.</p>
<p>Required Attachments and Information to obtain/verify from Subcontractor</p>	<p>Make available via e-mail and/or website</p> <ul style="list-style-type: none"> -Matrix (with subcontractor’s outcomes highlighted) -CBHC General Terms and Conditions -Insurance -Provider Disaster Verification Form -Participation in 2-1-1 -Audit/Management Letter -Board Members and Contact Information 	<p>Provide instructions to access documents by e-mail and/or CBHC website</p>	<p>Use current forms to notify and update Lead Agency</p>