Contract Expectations – FY 2017

Presented by Prevent Child Abuse Iowa July, 2016



General Contract Guidelines

- Your contract file consists of the RFP, your project proposal, contract, contract attachments, and any subsequent amendments
- Please read your contract carefully Pay particular attention to sections 1.3.1 *Deliverables, Performance Measures,* and Monitoring Activities
- Funds may only be used to support project activities for the fiscal year in which they were awarded
 - Funds may not be carried over to another fiscal year or used to support activities that are not outlined in the contract file
- Any significant changes to the project's scope of work or budget require written approval from PCA lowa and DHS in advance
 - Changes in choice of program/curricula, target population
 - Budget changes in excess of 10% of the total award



Identifying Participants

- Monthly Service Reports
- If this contract funds 100% of the project, report 100% of the program participants
 - If your project proposal/budget identifies a discrete population, report the discrete population (i.e. if your proposal states you will serve 5 families with these funds, report 5 families)
 - Report totals cumulatively through fiscal year, clearing totals each new fiscal year
 - If your project utilizes blended funding, report 100% of the program participants
 - Indicate other funding on a quarterly basis



County: Contract #:	Month:
Completed by (include person's name and phone number):	

PART ONE: Due the 10th of the following month or the first business day after the 10th.

	Please provide the following information for your ICAPP- funded Parent Development Program beginning 7/1/16*.	This month Only:	Year To Date:
1.	Total unduplicated families (group)		
2.	Total unduplicated parents/caregiver (group)		
3.	Total unduplicated children (group)		
4.	Total unduplicated families (in-home or 1:1)		
5.	Total unduplicated parents/caregiver (in-home or 1:1)		
6.	Total unduplicated children (in-home or 1:1)		
7.	Number of NEWLY ENROLLED participants - (This applies only to families enrolled this fiscal year)		
	7a. New families		
	7b. New parents/caregivers		
	7c. New children		
8.	Total number of group sessions provided to parents		
9.	Total number of in-home sessions provided to parents.		
10.	Total number of one-on-one sessions (NOT in-home) provided to parents.		

*If ICAPP funds 100% of the project budget, report 100% of the project participants. If your proposal/budget identifies a discrete participant population, report the discrete participants. If your project utilizes blended funding, report 100% of the project participants and complete Part Three, number 11 quarterly.

<u>PART TWO:</u> If no services have been provided for the month and yet you will be requesting funds, please provide a brief description of your activities.



Evaluation

- Protective Factors Survey
 - Identify and collect data from at least the number of participants supported by funds
 - (for example, if funds support 50% of the project budget, collect and submit PFS data from at least 50% of the project participants)
 - Per contract 1.3.1.3, all protective factor surveys should be entered within 10th of the month following the end of the FY quarter they were collected in. (For example, surveys completed in January, February, or March should be entered by April 10th)



Section 1.3.1 Performance Measures

- Contractual Requirements:
 - Service and financial reports will be submitted timely
 - You agree to complete a minimum of measures by the end of the fiscal year
 - 60% of measures will be completed by the end of Q3
 - Failure to meet goal(s) may result in a Performance Improvement Plan for FY 18, if renewed (may result in non-renewal)
 - Maintain participant records in a confidential location for at least 7 years



Section 1.3.1 Performance Measures

Continued:

- Service and financial reports will be submitted timely
- Service reports due by 10th of next month, regardless if any services were provided during the month, or if project will submit billing for month
- 100% of completed PFS surveys will be submitted within 10 days of the end of each quarter in which they were completed
 - A minimum of 80% of new participants shall have PFS data completed and entered. Pretest surveys should be completed at the time of enrollment.
 - For short term services, post test surveys should be administered after
 6 months, or at the conclusion of services, whichever is first
 - For long term services, follow-up surveys should be administered between 6-12 months for the duration of the services



Budget Compliance

General Budget Compliance

- All billing should be reflective of the original project proposal and amended budget
- If a site manages more than one contract, funds may not be shifted from one contract to another
- Sites may shift up to 10% of budget line items without approval
- Any line item shift greater than 10% of the total award will require written consent from both Prevent Child Abuse Iowa and the Iowa Department of Human Services in addition to a newly amended budget before funds are shifted/expended- Retroactive budget shifts will not be allowed
- Any change to the project activities as outlined in the original proposal/amended budget will require <u>written</u> consent from both Prevent Child Abuse Iowa and the Iowa Department of Human Services <u>before</u> funds are shifted/expended



General Reimbursement Guidelines

- A State of Iowa GAX form or vendor sheet is required for reimbursement of project expenses
- Seek reimbursement only for expenses already incurred
 - For example, if a project expense is incurred in July, submit a State of Iowa GAX form after the end of July for reimbursement of that expense
- Sites are encouraged to submit GAX forms or vendor sheets on a monthly basis (instead of saving billing until end of fiscal year)
- Your contract must be in compliance with all required documentation before payment of your claim can be processed



Compliance Requirements

- Monthly Report: due the 10th of the following month
 - Submit report monthly, even if no services were provided
 - Part Three required for quarterly reports
 - Whenever possible, share stories that demonstrate primary and/or secondary prevention
 - Include contract number on each report
- Monthly Expense Report: submit with GAX form
 - Available on PCA lowa's website
 - Submit via mail (i.e. with GAX form or vendor sheet) printed IN COLOR
 - Submit via email within 1 week of submitting the GAX form



Monthly Expense Report

- Customize according to your amended budget (Attachment 3.2 of your FY 16 contract)
 - These fields stay the same unless you have submitted a formal, amended budget
- Over-spending in a particular line item will be flagged (red)
- Monthly Expense Report will correspond with the accounting period identified on the GAX form
 - (if the accounting period is for July, the Monthly Expense Report should be for the month of July as well)

Expenses:

SFY 2016 ICAPP Monthly Expense Report

Contractor: Child Abuse Prevention Council of Central Iowa Contract #: ACFS 18Service Type: Community Development County or Counties:
Month/Year: Jun-16 Expenses:

	INDIRECT EXPENSES		DIRECT EXPENSES							
Budgeted A mount	Admin	Facilities	Direct Staff (Salaries & Benefits)	Direct Staff Training	Direct Staff Travel	Program Supplies	Participant Incentives	Contracted Services	Other: (Specify Below)	TOTAL
		<u> </u>	1		l .					
Jul-15										\$ -
A ug-15										\$ -
Se p- 15										\$ -
Oct-15										\$ -
Nov-15										\$ -
Dec-15										\$ -
Jan-16										\$ -
Feb-16										\$ -
Mar-16										\$ -
Apr-16										\$ -
May-16										\$ -
Jun-16										\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	s -	s -	s -	s -	s -	s -	s -	s -	s -	s -

Do not change budgeted amount line amounts **unless** you have an approved budget amendment



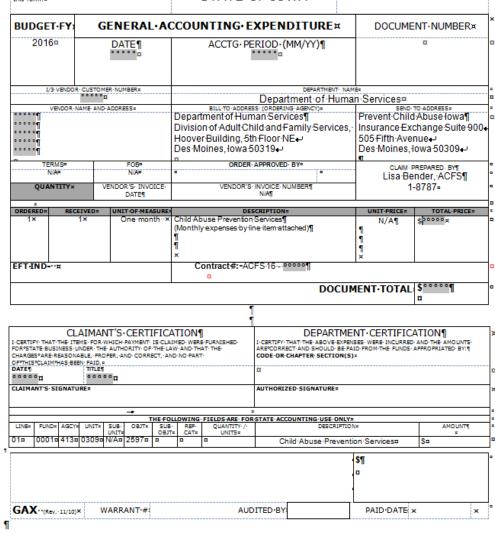
General GAX Information

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GAX¤

Attach supporting documentation to the back of

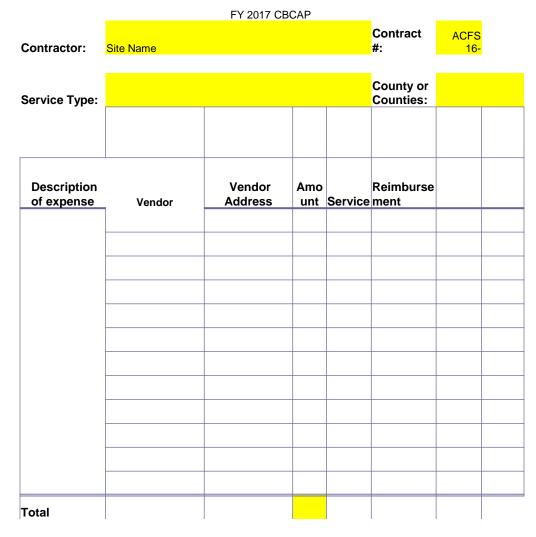
- Use FY 2017 GAX form only (found on PCA lowa's website)
- Details the total of expenses claimed for that month
- Original signature of site representative required
- Accounting period reflective of month/year being billed





General Vendor Sheet Information

- Vendor Sheets are ONLY for CBCAP Sites who have been issued the state fiscal agent (this can be determined by your billing process from 2016).
- Communicates to whom payments will be made
- Accounting period reflective of month/year being billed





Contract Monitoring

- Prevent Child Abuse Iowa will perform random site visits to a minimum of 12 sites (contracts) in FY 17
- Site visits will involve a review of, at minimum, the following:
 - all contract-specific financial records and expense documentation (applicable accounting records, invoices/receipts, payroll and tax information, etc.)
 - all contract-specific service delivery documentation (participant sign-in sheets, enrollment forms, or other applicable documentation of service delivery)
- Sites are required to maintain financial records for a minimum of seven years



Questions?

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