



PIMA COUNTY

# OUTSIDE AGENCY

Program and Fiscal Technical Assistance

FY2016-2017



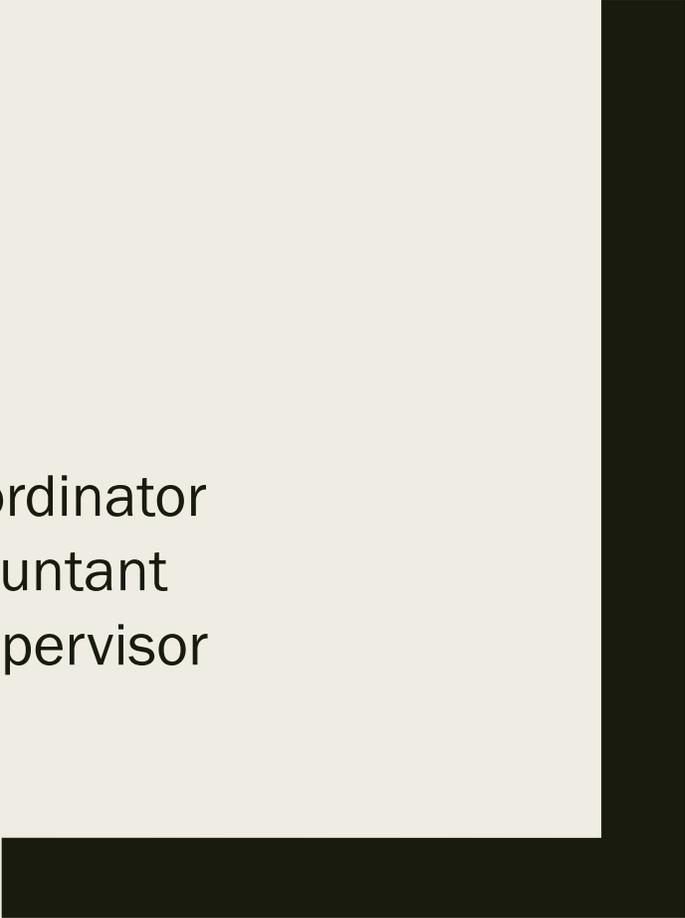
# WELCOME

## *Introductions*

Ana Durazo, Outside Agency Program Coordinator

Leigh Havins, Grants Management Accountant

Maggie Crowdes, Grants Management Supervisor



# Agency Contract Staff Communication

Executive Director

Program Staff

Finance Staff

Grants Staff

- ZoomGrants Contacts (Agency must update contacts to receive OA notifications)
- Add additional staff you want notified



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# CONTRACT PROCESS AND TIMELINES

July 5, 2016-July 30,2016

# 79 Programs funded for FY16/17 Contracts

1. The OA funding recommendations were approved on 06/21/2016.
2. Agencies cannot incur OA costs until contract is fully executed.
3. Agencies will receive an award letter.
4. Agencies will then receive a request to submit a modified budget detail and deliverable form based on the new award amount.
5. Staff will prepare DRAFT contract with County Attorney.
6. Agency will review DRAFT contract.
7. Contract will be signed by County Attorney, Director, then Agency, then BOS.
8. Agency responsible to have contract signed at CDNC.
9. First come first served.
10. Timelines (July 1-July30)

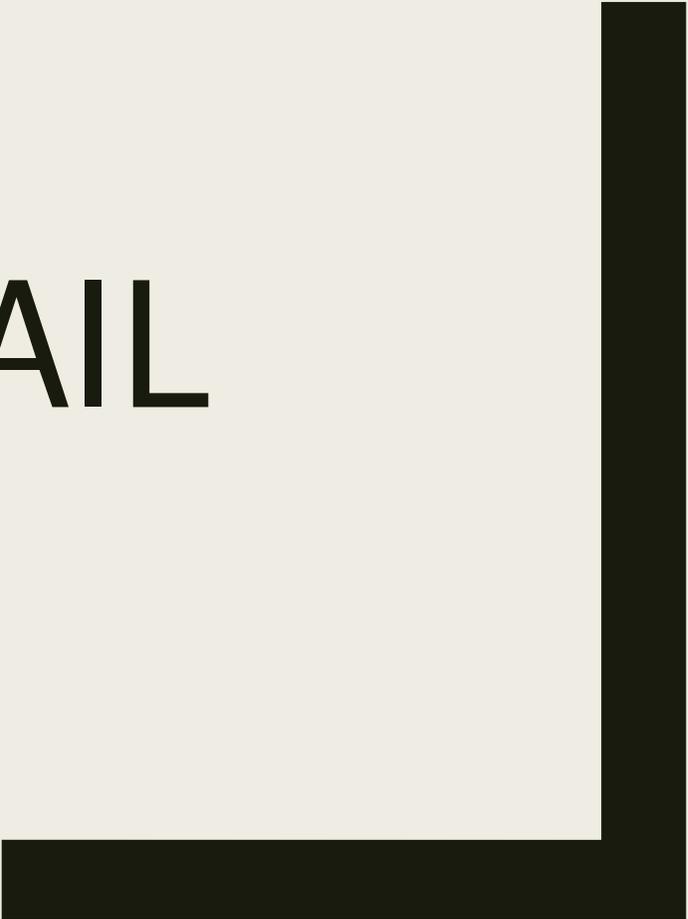
# Scopes of Work Outputs and Outcomes

- Scopes of Work are put together based on proposal submitted.
- Agency may only bill on what is stipulated in the Scope of Work.
- Outputs based on funding amounts.
- Outputs and Outcomes may only be those from OA matrix.
- Outputs are reported quarterly.
- Scopes of Work cannot be revised once contract is executed.



# BUDGET DETAIL

2016-2017



# Outside Agency Budget Detail

- Revised Budget Detail Form 2016-2017
- Personnel (Salaries and Fringe Benefits)
- Administrative Expenses (15% of Award)
- Support Services
- Staff Development
- Professional Services
- Materials and Supplies
- Operating Expenses
- Equipment
- Rent/Utilities (include mortgage)
- Budget line items that only pertain to program charges
- May only bill for who and pay rate on budget (variances must be approved by Staff BEFORE bill is submitted)
- If services were not noted in scope of work they cannot be on budget detail
- Materials and Supplies must be clearly defined
- Back-up documentation must be submitted with invoice
- Mileage rates are approved by County
- Staff Development only for staff in budget

# ARTICLE III-COMPENSATION AND PAYMENT

**ORIGINAL invoices with proper back-up documentation are due the 15<sup>th</sup> of the following month.**

*Emailed invoices will be used to speed up review process but payment will not be released until original is submitted*

# Budget Modification

- Agency may REQUEST a budget modification and may move no more than 10% of the TOTAL award amount from one or more existing budget line items.
- In order for request to be considered, agency must provide a detailed justification for the NEED to move said funds.
- Agencies cannot ADD a new budget line item during budget modification. This request would be separate and must be approved by Staff.
  - Deadline is May 15, 2017



# QUARTERLY REPORTS

ZoomGrants online reporting



- Reports will be submitted via ZoomGrants
  - (under Reporting tab)
- Agencies will be responsible for allowing access to OA reports
- Reports due quarterly (October 30, January 30, April 30 and July 30)
  - If Agency does not submit quarterly report on time, no payments will be processed until report is submitted.
  - Reports are reviewed and monitored to see if agency is meeting contractual numbers.

# PROGRAM MONITORING

All NEW programs will be monitored first year.

All programs will be monitored once every two years.

Programs considered “At-Risk”

- Monitoring (Agency/Program Capacity)
- OA QUARTERLY Advisory Committee Reports-Reallocation of Funds
  - ❖ *Invoicing Timely*
  - ❖ *Delay in requested documents*
  - ❖ *Reporting Submitted Timely and Complete*
  - ❖ *Expending accordingly (25% per quarter)*
  - ❖ *Staffing Changes*
  - ❖ *Underperforming*
  - ❖ *Budget Modification*

# Fiscal Requirements



- Leigh Havins and Maggie Crowdes
- Finance and program functions at Pima County
- Our goal: to get you paid timely and to ensure the requirements of your contract are met and adequately documented.
- Inadequate and inaccurate supporting documentation, or insufficient match result in delays to getting you paid.
- We look forward to working with you.

# *Fiscal Requirements: Required Backup*

Detailed G/L for the contract cost center or G/L showing the billed expenses

Ensure that supporting documentation is cost eligible and reimbursable per contract term and scope of work.

Copies of detailed receipts/invoices to support each GL expense. Receipts must clearly ID the item/s purchased.

Note that a credit card statement or payment only receipt will not replace need for detailed receipt/invoice.

Copies provided must be complete and legible-copies only not the originals.

Expenses listed on the invoice are in the proper budget categories they are billed for. Adhere to budget lines or submit timely requests for budget modifications.

# *Fiscal Requirements: Payroll Expenses*

In order to reimburse for valid payroll:

- 1) Time sheets;
- 2) Labor Distribution or Payroll Ledger
- 3) Detailed G/L or check register.

General Ledger must show payment of salary and fringe that are posting to the program.

Actual hours worked on the grant and 2 signatures on all billed time sheets-must be signed by both the employee and the supervisor.

Hours must be reported separately for each program, but provide documentation showing ALL paid hours. E.g. a labor distribution.

Employee pay rates must be available either on the time record or the payroll ledger.

Sick, personal leave and vacation time needs to be allocated based on actual hours worked-consistent and reasonable.

# *Fiscal Requirements Summary*

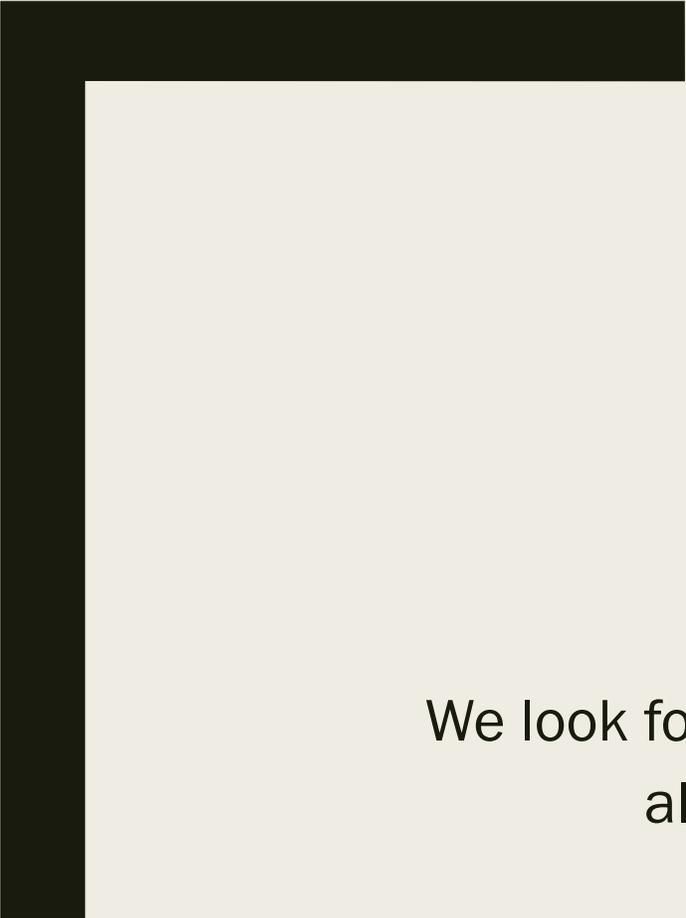
## General Fiscal Requirements:

In order to avoid delays in getting reimbursed, ensure that receipts and invoices are cost eligible and reimbursable per contract term. Legible and complete.

## Payroll:

Actual hours worked, wages, and signatures for all staff requests.  
Allocated time documented and reasonable and based on actuals.

**Questions: Call us!**



# THANK YOU!

We look forward to working with you and thank you for  
all your great work in our community.

