Colorado Department of Human Services Domestic Violence Program

Financial and Contract Requirements Webinar FY 2014

Welcome!



- Introductions
- Webinar logistics
 - Chat feature
 - Recording
 - Muted lines
 - Handouts recording available online

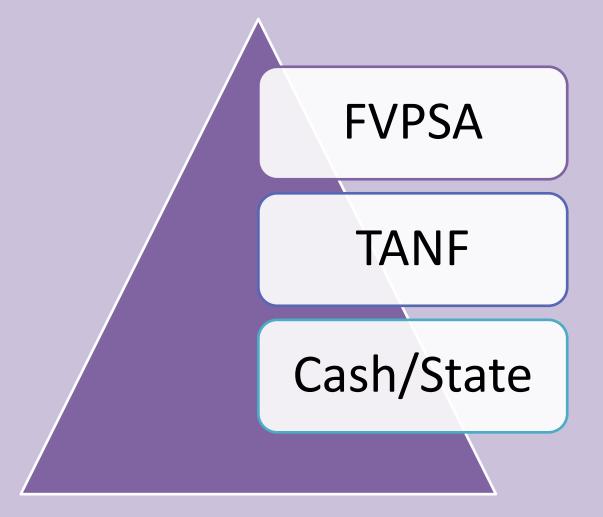
Topics



- DVP funding sources
- Importance of financial and contractual obligations
- Allowable/unallowable costs
- Reimbursements
- Budget modification requests
- Contractual requirements
 - Financial backup
 - Audits/financial reviews
 - Site visits general
 - Misc.
- Others?

DVP Funding Sources





Financial Reporting





Fraud Prevention



- Under funded/over funded personnel
- Bank statement reconciliations
- Bonuses/salary increases not approved by the BOD
- Credit cards
- Travel/mileage reimbursement

Requirements



- Sarbanes-Oxley Act (2002) Public Law 107 204; 116 Stat.
 745
- Federal Funding Accountability and Transparency Act (<u>www.ffata.org</u>)
- Generally Accepted Accounting Policies (<u>www.fasb.org</u>)
- OMB Circular A-122 (CFR 230) Cost Principles of Nonprofits (<u>www.whitehouse.gov/omb</u>)
- FVPSA Statute (http://www.acf.hhs.gov/programs/fysb/programs/family-violence-prevention-services)
- CDHS Contract
- DVP Rules (<u>www.colorado.gov/cdhs/dvp</u>)

ALLOWABLE AND UNALLOWABLE COSTS

Personnel



Allowable

- Salary and benefits
- Pro-rated for time spent related to DV services, programming, or admin
- Paid time off/leave balances (when documented)

Unallowable

- Activities performed for other crime victims/populations
- Benefits paid directly to staff
- Fundraising/grantwriting
- Lobbying

General Operating



Allowable

- Printing
- Postage
- Rent
- Equipment rental/maintenance
- Insurance
- Communications
- Travel

Unallowable

- Equipment purchases
- Mortgage
- Capital campaigns
- Down payments
- Late fees
- Taxes

Direct Client Needs



Allowable

- Motel vouchers
- Food pantry items
- Shelter supplies
- Personal supplies

Unallowable

- Direct payments
- Purchases on behalf of individual client
- Prescriptions
- Medications for individual clients
- Gift cards (gas, grocery, etc.)
- Non-DV clients

Professional Services



Allowable

- Bookkeepers/accountants
- Contract staff
- Audit costs
- Therapists
- Translation services

Unallowable

Max = \$10,000 total

Other Unallowable Costs



- Any program that is supported by client fees –
 includes sliding scale and suggested contributions
- Fee for services contract for a program component also supported by DVP
- Victim comp reimbursement for a program also supported by DVP
- Income standards
- Religious activities
- Transitional housing

QUIZ!



- We serve 300 individuals yearly. 150 (50%)
 are DV clients. Our total costs for our phone is
 \$1,000 annually. What is the maximum DVP
 can support of this cost?
 - A. \$500
 - B. \$250
 - C. \$1000
 - D. None of the above

QUIZ!



- Our rent is \$10,000 annually. Eight of our ten staff members work only with DV clients.
 What is the maximum percentage of rent costs that DVP can support?
 - A. 80%
 - B. 20%
 - C. 100%
 - D. It depends.

Allowable Costs – Compliance



- If DVP makes a finding of an unallowable cost during a site visit we will request one of the following:
 - Reallocation of funds to another allowable costs
 - Repayment of funds

REIMBURSEMENTS FOR DELIVERY OF SERVICES

Reimbursement Procedures



- Personnel
- General Operating
- Professional Services
- Direct Client Needs
- Miscellaneous

Spend Contract Dollars (10/1/13 – 9/30/14) Maintain Back-up
Documentation

- Sound accounting procedures
- Timesheets, paystubs
- Cancelled checks
- Travel expense forms
- Receipts/invoices

- Deadline: 20th of following month
- Use Excel form
- Review and sign
- Email and scan

Send Form to DVP

Policies

- Make the expenditure first and then requestreimbursement – no funding advances.
- Dollars spent must correlate exactly to contracted line item expenditure. For example:
 - ✓ If contracted for Shelter Advocate salary dollars cannot be used for office supplies
- All dollars must be spent during the contract period – or risk forfeiture.
- Funded programs are responsible for meeting deadlines, accurate spending, and reporting.

Policies (continued)



- All payments made via EFT (unless extenuating circumstances) – notify DVP of banking changes
- Notify DVP & CO Sec. Of State of any name or address changes
- State of CO may withhold payment if money is owed to the state
- Retain all timesheets, pay stubs, invoices, receipts, and proof of matching funds

Deadlines to Turn in Forms



- October Expenses 11/20/13
- November Expenses 12/20/13
- December Expenses –
 1/20/14
- January Expenses 2/20/14
- February Expenses 3/20/14
- March Expenses –
 4/20/14

- April Expenses 5/20/14
- May Expenses 6/20/14
- June Expenses 7/20/14
- July Expenses 8/20/14
- August Expenses 9/20/14
- September Expenses 10/20/14

Using the DVP Reimbursement Form



- Functions like an invoice
- Type only no handwritten copies
- Use only copy emailed from DVP staff
- Signed by authorized individual
- Dated correctly not within same month
- Check all calculations

Quiz!



- Who is authorized to sign the monthly reimbursement form?
 - A. The Executive Director
 - B. The Finance Director
 - C. The Bookkeeper
 - D. The Board Treasurer
 - E. It depends

Sending the form to DVP



- Print the spreadsheet and have authorized official sign
- Scan and email directly to DVP Shelly Marquez
 (Shelly.Marquez@state.co.us) PREFERRED METHOD
- Mail hard copy:
 - CDHS Domestic Violence Program, Attn: Shelly Marquez 1575 Sherman Street, 2rd Floor; Denver, CO 80203
- Allow 3 5 business days
- If dropping off in-person, phone ahead (303) 866-3150
- Do not email AND send hard copy
- Email reminder sent if 15 days past due
- Notice of noncompliance sent if 30 days past due

Quiz!



Colorado Department of Human Services - Office of Children, Youth, and Families
Domestic Violence Program - 1575 Sherman Street, 2rd Floor; Denver, CO 80203
Contract Approved Budget and Reimbursement Request Form
Award Period: October 1, 2013 - September 30, 2014

Organization Legal Name: Rocky Mountain Safehouse

Address: Colorado
Total Contract Award: \$46,700

| Item | Total Cost | DVP Contract Amount | October Request | November Request | December Request | Year to Date | Balance |
|--------------------------|--------------|------------------------|--------------------|---------------------|---------------------|--------------|-------------|
| Shelter Manager Salary | \$35,000.00 | \$18,000.00 | \$1,497.00 | \$1,348.00 | \$1,589.00 | \$4,434.00 | \$13,566.00 |
| Shelter Manager Benefits | \$4,500.00 | \$2,500.00 | \$210.00 | \$205.00 | \$200.00 | \$615.00 | \$1,885.00 |
| Victim Advocate Salary | \$29,000.00 | \$12,000.00 | \$980.00 | \$1,000.00 | \$850.00 | \$2,830.00 | \$9,170.00 |
| Victim Advocate Benefits | \$3,900.00 | \$2,000.00 | \$167.00 | \$165.00 | \$160.00 | \$492.00 | \$1,508.00 |
| Postage | \$2,000.00 | \$500.00 | | \$29.00 | \$48.00 | \$77.00 | \$423.00 |
| Communications | \$10,000.00 | \$2,500.00 | \$300.00 | \$298.00 | \$310.00 | \$908.00 | \$1,592.00 |
| Utilities | \$8,500.00 | \$2,200.00 | \$129.00 | \$225.00 | \$157.00 | \$511.00 | \$1,689.00 |
| Maintenance and Repair | \$9,000.00 | \$1,000.00 | | \$810.00 | | \$810.00 | \$190.00 |
| Insurance | \$10,000.00 | \$2,000.00 | | \$500.00 | | \$500.00 | \$1,500.00 |
| Audit/Financial Review | \$4,000.00 | \$2,500.00 | | | | \$0.00 | \$2,500.00 |
| Household Supplies | \$2,000.00 | \$600.00 | \$325.00 | | \$275.00 | \$600.00 | \$0.00 |
| Children's Supplies | \$1,000.00 | \$600.00 | \$400.00 | | \$210.00 | \$610.00 | -\$10.00 |
| Personal Supplies | \$1,500.00 | \$300.00 | · | \$383.00 | | \$383.00 | -\$83.00 |
| TOTAL | \$120,400.00 | \$46,700.00 | \$4,008.00 | \$4,963.00 | \$3,799.00 | \$12,770.00 | \$33,930.00 |

Matching Funds: VALE-\$5604

"By signing the below, I certify that the above request accurately reflects dollars expended in accordance with the DVP contract for funding. I am responsible for maintaining accurate back-up documentation for a period of no less than two years."

Attestation:

Matching Funds



Examples of Proof

- Copies of checks used for deposits
- Award letters
- Bank statements
- Volunteer time sheets

Allowable Sources

- Private foundations
- Local VALE
- Volunteer hours
- In-kind contributions

Back-Up Documentation

Personnel



- Copies of pay stubs
- Timekeeping staff 100% with DVP funds
 - Timesheet/time and effort reporting not required
 - Certification required on a quarterly basis that staff worked only on DVP-allowable activities
- Timekeeping staff paid with combination of funds
 - Account for total actual time and activity by program area and/or funding source
 - Signed by both employee and supervisor

Other Documentation



- Receipts must be itemized
- Invoices
- Mileage logs/travel reimbursement forms signed by staff and supervisor

Budget Modifications

Reasons for a Budget Modification



- Staff vacancies
- Lower/higher costs than anticipated (audit, travel, etc...)
- Other funding sources lower/higher than anticipated or other funding not received
- Changes to match source(s)

Budget Modification Process/Policies



- All requests must be done in writing.
 - Send written notification explaining reason(s) for the request.
 - Outline the request. Ex: Decrease Advocate Salary by \$500, increase utilities by \$500
- Send requests to <u>Brooke.ElyMilen@state.co.us</u>
- Please allow 48 hours for a response.
- If changes are approved, programs will receive a revised reimbursement form.
- Do not modify reimbursement form.

Quiz!



- Who can request a budget modification?
 - A. The Executive Director
 - B. The Bookkeeper
 - C. The Auditor
 - D. The Board Treasurer
 - E. Any of the above

Other DVP Requirements

Audits



- Minimum standard:
 - If total operating budget is more than \$500,000,
 OR
 - DVP funding is \$100,000 or more
 - Audit once per year
 - Audit for preceding year must be complete by December 31st (Example: 2012 audit – DVP must have a copy by 12/31/13)

Financial Reviews



- Minimum standard if operating budget is \$250,000 - \$499,999
 - Financial review every year
 - Review for preceding year must be complete by December 31st (Example: 2012 review – DVP must have a copy by 12/31/13)
- Minimum standard if operating budget is under \$250,000
 - Financial review every other year
 - Review must be complete by December 31st

Deadlines: Audits/Financial Reviews



- Send to <u>Brooke.ElyMilen@state.co.us</u>
- DVP must receive a copy 370 days after fiscal year end
- Example:
 - Fiscal year end is December 31, 2013
 - Audit/financial review due January 5, 2015
- Notice of noncompliance may result in loss of contract funding or withholding of payment

General Liability Insurance



- Minimum amount of coverage required: \$1,000,000.00
- Certificate holder:
 State of Colorado/CDHS/DVP
 1575 Sherman Street 2nd Floor; Denver CO 80203
- Send forms to <u>Shelly.Marquez@state.co.us</u>
- Notice of expiration sent within 7 days
- Non-compliance 30 days past expiration

Fire Safety Inspections



- Residential shelters only
- Send to <u>Shelly.Marquez@state.co.us</u>
- Report must include:
 - Date inspection occurred
 - Signature of official from fire department
 - Items reviewed
- If unsafe items/areas found, DVP will work with programs to determine timeline for repair
- DVP will send reminder:
 - 30 days prior to expiration
 - Schedule appointment with fire department
- Notice of noncompliance sent 15 days past expiration

Contact Forms



- Send to <u>Shelly.Marquez@state.co.us</u>
- Revisions allowed at any time
- Please inform DVP of Interim status of Executive Directors, if applicable
- If changing Executive Director (including interim), form must be accompanied by letter from Board of Directors

Communications



- Majority sent via email individuals on contact forms
- Response/deadline may be required
- Email <u>Brooke.ElyMilen@state.co.us</u> to have additional staff added to email communications

Site Visits



- Every 3 4 years, more often if necessary
- Electronic documents required prior to visit
- Site visit report prepared and sent to program
- Review:
 - Financial policies/procedures
 - Personnel policies/procedures
 - Board of Directors governance
 - Direct services policies/procedures

Miscellaneous Information

Appeals



- Funded programs may appeal certain decisions made by DVP:
 - Action plan (site vist compliance)
 - Funding restrictions
 - Denial of further funding
- DVP Rule: 12.200.6, F
- Appeals re: initial award decisions outlined in RFA

Client Complaints



- DVP Rule 12.200.7
- Dissatisfaction with services performed or denied
- Form/process available online soon
- Encouraged to access grievance/conflict resolution process available at funded program

DVP Staff



- Ruth M. Glenn, Director
 - Responsible for overall program management and direction.
 - Contact: (303) 866-2855 (<u>Ruth.Glenn@state.co.us</u>)
- Shelly Marquez, Administrative Assistant
 - Responsible for administrative support and processing reimbursement requests.
 - Contact: (303) 866-3150 (<u>Shelly.Marquez@state.co.us</u>)
- Chelsea Baldwin, Coordinator
 - Responsible for coordinating site visits, compliance, and data reports.
 - Contact: (303) 866-3408 (<u>Chelsea.Baldwin@state.co.us</u>)
- Brooke Ely-Milen, Specialist
 - Responsible for administering DVP budget and coordinating child welfare collaboration.
 - Contact: (303) 866-3321 (<u>Brooke.ElyMilen@state.co.us</u>)

Questions, Comments, Thoughts?