Women's Wellness Connection One-time Funding Opportunity Invoice Training

March 2, 2015

COLORADO
Department of Public Health & Environment

Agenda and Goals of Meeting

1. CDPHE Program, Contract & Fiscal Staff Introductions
2. Roles and Responsibilities
3. How to fill out an invoice

Key CDPHE Program, Fiscal, & Contracts Staff

Emily Kinsella
WWC Section Manager
Emily.Kinsella@state.co.us
303-692-2511

Ivy Hontz
Program Coordinator
Ivy.hontz@state.co.us
303-691-4002

Kris McCracken
Program Coordinator
Kris.mccracken@state.co.us
303-692-2599

Krystel Banks-Thomas
Fiscal Officer
Krystel.banks@state.co.us
303-692-3012

Alice Hayes
Contracts Administrator
Alice.Hayes@state.co.us
303-692-2553

Who Should You Call?

INVOICING QUESTIONS

Call Krystel Banks-Thomas,
Fiscal Officer
Or
Your assigned Program
Coordinator

Statement of Work Questions

Call you assigned
Program Coordinator

Ivy Hontz
Kris McCracken

Additional Purchase Order Item to Highlight

When Can I Start Work?

CDPHE has notified your agency that your purchase order has been executed and the work can begin.

Make sure you know the start date of your purchase order! You should not start work prior to the effective start date and cannot bill for work that occurred prior to the effective start date.

Communication Expectations

- Communication will be facilitated by phone and email.
- It is expected that both CDPHE and Recipient agency will exercise quality business relations, including providing prompt responses and follow up to inquires.
- It is expected that inquires will be acknowledged and followed up on within three (3) business days.

Budget and Invoicing

- You should only bill for expenses approved in your budget.
- In the event that your budget or Scope of Work must be changed, contact Program Staff as soon as possible.
- Recipient agencies and CDPHE are required to act as stewards of state and federal money, ensuring it is used in the most effective way possible.
- Food / meal costs will be subject to scrutiny.

Invoice Expectations

- A signed CDPHE standardized invoice must be submitted to request reimbursement.

- Quarterly invoices must be **received by CDPHE within 45 days of the service billing period.**
  - For example:
    - The invoice for services provided in March 2015 is due by May 15, 2015.
    - The invoice for services provided April through June 2015 is due by August 15, 2015.
- All invoices should be submitted to cdphe_wwc@state.co.us. Invoices may be scanned and emailed, or sent via standard mail.
- Requests for additional information on invoiced expenditures may be requested. If so, it will be provided in a timely manner.

Guidance On Filling Out the Standardized Invoice

CDPHE will provide each agency with a customized, pre-populated invoice. We will complete the following:

- Contractor Name
- PO/Encumbrance#
- Contact Information For Both CDPHE and the agency
- PO Budget Amount

Guidance On Filling Out the Standardized Invoice

Your agency will need to complete the following information on the invoice:

- Invoice # (*Note: if you submit more than one invoice the numbers MUST be different*)
- Invoice Period
- Final Invoice *(Note: if it is the last invoice for the project select yes. If not, select no.)*
- Complete the itemized Expenditure Categories section. This needs to be inline with your budget.

Required Documentation

With your final invoice submit a fiscal progress report that briefly explains the work that was done. Also, know that you can be subjected to a desk or site review. So keep all of your receipts.

Desk and Site Reviews

Purpose

- Desk and Site Reviews can include an analysis of the accounting polices and procedures of the contractor and their internal controls.
- Desk Reviews involve the review of invoices
- Site Reviews allow for visualization of how the contractor operates

Desk and Site Reviews

CDPHE reserves the right to conduct a desk audit to review questionable invoices and to review receipts.

Scope of Work Review

The WWC One-time Funding Opportunity provides an opportunity for agencies to enhance an agency's ability to increase the number of women screened for breast and cervical cancer.

Scope of Work Review

All WWC funded one-time grants have a specific scope of work to achieve.

Scope of Work Expectations

- Expenditures should be reasonable, necessary, allocable and must benefit the current scope of work.
- Ensure work is completed and purchases of goods or services are made by June 29, 2015.

Questions?