

NC Pre-K Contract Budgets Fiscal Year 2018-2019



Purpose

To provide guidance regarding the required components of budget submittals for the NC Pre-K Program for the 2018-19 State Fiscal Year (SFY).



Agenda

- ▶ What we learned 2017-18
- ▶ Budget Submittals – 2018-19
- ▶ Child Care Development Fund (CCDF)
- ▶ Who to contact at DCDEE



2017-18 Budget Process

Looking back

- 2017-18 expansion budgets included CCDF - new process
- 37% received AFTER the deadline
- 99% were sent back for revisions

Lessons learned

- Not enough training and/or support to contractors prior to submitting budgets
- CCDF budgets incorporated a new policy
- Contractors must adhere to deadlines

Goals

- Review the process
- 2018-19 - reduce the number of revisions
- No late budgets - **CONTRACT BUDGET DUE:**
(FEBRUARY 15, 2018)

Let's get started!



Pre-K Contracts Budget Submittals FY 18-19

CONTRACT BUDGET DUE: (FEBRUARY 15, 2018)

- You must submit the Excel workbook provided by DCDEE
 - Budgets submitted on different documents **will not** be accepted
 - Please **do not** use workbooks from previous years
- Workbook includes 4 tabs:
 - Contract Line Item Budget - FY18-19 base allocation + FY 18-19 expansion dollars
 - FTE Worksheet
 - CCDF Line Item Budget - FY18-19 CCDF quality activities only
 - CCDF FTE Worksheet



Workbook Tabs

| | | | |
|--------------|-------------------------|--|--|
| | b. Other | | |
| 2. Equipment | | | |
| | a. Communication | | |
| | b. Office | | |
| | c. IT | | |
| | d. Assistive Technology | | |
| | e. Other | | |
| 3. Travel | | | |

| | | | |
|-----------------------------|---------------|-----------------------|--------------------|
| Contractor Line Item Budget | FTE Worksheet | CCDF Line Item Budget | CCDF FTE Worksheet |
|-----------------------------|---------------|-----------------------|--------------------|



Pre-K Contracts Budget Submittals FY 18-19

CONTRACT BUDGET DUE: (FEBRUARY 15, 2018)

- All budgets must include a detailed narrative and calculation for each line item
 - Narrative - explains the need for the line item
 - Calculation - should be easy to follow and recreate

Include:

- What is it?
- How many?
- How much?
- For what purpose?



Budget Narratives

- Supplies and Materials: Routine office supplies at \$12 per person per month x 6 staff x 12 months = \$864. Postage to mail contracts, monthly FSRs, monitoring documents at \$22 per month x 12 months = \$264
- Staff Development: Conference, Workshops, Continuing Education Quarterly training costs for staff (2 staff x \$75 per class x 4 classes = \$600).
- Rent: Prorated rent: 25% of \$1,600 rent (12 months x \$400 = \$4,800).
- Professional Services: 1 organization membership to XYZ Association x \$250 = \$250.



Budget Narratives

CONTRACT BUDGET DUE: (FEBRUARY 15, 2018)

FTE worksheets - Indicate **total** annual salaries

Human Resource Narratives - should include a brief detail of the FTE's duties as they relate to NC Pre-K.

- Salary/Wages - NC Pre-K Coordinator (Jane Doe):
Duties as it relates to NC Pre-K includes xyz.
- Fringe Benefits - (example on the next slide)
- Other- Temp. Position: \$10.00/hr. x 200hrs. -
(Accounting Tech) - duties include xyz.



Budget Narratives (cont.):

CONTRACT BUDGET DUE: (FEBRUARY 15, 2018)

Direct Services Narratives - Include the number of children to be served:

- o Direct Services Contractor - Funds budgeted for the Contractor to provide direct services to **100** eligible children.
- o Subcontracting and Grants Direct Services - Funds budgeted for the subcontractor to provide direct services to **35** eligible children.

Note:

It is not necessary to give a calculation breakdown as it relates to the children & rates in this narrative.

However, it's important that you maintain these calculations for your own records as supporting documentation may be requested at a later date.



CCDF Budget Narratives

Review the CCDF Policy - *NC Pre-K Fiscal and Contracts Manual* – Section 3

- Does your narrative match one of the 8 approved uses?
- Only use #1 if you plan to hire or pay staff to partner with UNCC or ECU for mentoring and evaluation services for BK licensed teachers per EESLPD policies

Salary/Wages: NC Pre-K Provider Specialist to work 20 hours per week to provide mentoring services to EELSPD enrolled BK licensed teachers.



CCDF SAMPLE BUDGET

| NC Pre-K Contractor Budget Worksheet - SFY 18-19 | | | rev.11/13/17 |
|--|-------------------------------------|--------------------|-----------------------|
| Contract Number: | | | CCDF |
| Contractor: | | | |
| Program Name: | | NC Pre-K | |
| Column A Category | Column B Line Item | Column C Amount | Column D Narrative |
| A. Human Resources | | | |
| | 1. Salary/Wages | \$ - | |
| | 2. Fringe Benefits | \$ - | |
| | 3. Other | | |
| A . Total Human Resources | | \$ - | |
| B. Operational Expenses/Capital Outlays | | | |
| 1. Supplies and Materials | | | |
| | a. Furniture | | |
| | b. Other | | |
| 2. Equipment | | | |
| | a. Communication | | |
| | b. Office | | |
| | c. IT (\$5,000.00 Maximum) | | |
| | d. Assistive Technology | | |
| | e. Other | | |
| 3. Travel | | | |
| | a. Contractor Staff | | |
| | b. Board Members Expense | | |
| 4. Utilities | | | |
| | a. Gas/Electric/Water | | |
| | b. Telephone | | |
| | c. Other | | |

Contractor Line Item Budget

FTE Worksheet

CCDF Line Item Budget

CCDF FTE Worksheet



WHAT TO DO?

- Review the allocation amounts
- Review the CCDF Policy
- Review calculations for accuracy
- Submit budgets early and on time!
- Send to NCPreK2013Contracts@dhhs.nc.gov

WHAT NOT TO DO?

- **No food/refreshments for professional development - CCDF**
- Do not exceed the IT line item *limit of \$5000*
- *Don't be tardy!*



Who to contact

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