



To: Orange County Outside Agencies
From: Tonya Walton, Budget & Management Analyst, Finance & Administrative Services
Date: July 2, 2014 (Revised September 23, 2014)
Re: FY 2014-15 Funding: Contracts and Reporting Guidelines

Contact information for all personnel can be found at the bottom of page 2. If your agency needs to update its contact information during the year, send the updated information via email to Allison Chambers.

1. FY 2014-15 Contract

The funding contract consists of the Performance Agreement, Attachment A: Orange County Certifications and Exhibit A: Agency Scope of Services. A signed original of each item must arrive at our office by Friday, August 8, 2014. If there are no problems with the contract, agencies can expect payment by September 1, via electronic funds transfer. Reports received after August 8 will receive their disbursement after September 1. Below is an overview of each contract item.

a. Performance Agreement

This form is located within the Adobe Acrobat file (PDF) file, along with Attachment A. This agreement outlines the terms and conditions for agency funding.

- Liability Insurance: Please return a copy of your revised certificate, which lists Orange County as an additional insured party and a certificate holder, with your contract. Section 6 of the Performance Agreement outlines the insurance coverage agencies must carry to receive their funding.

Insurance exemptions are granted in rare instances, such as having staffing levels below the statutory requirements (Worker's Compensation). Financial hardship or inability to pay is not a satisfactory justification. Agencies petitioning exemption should outline their requests via email to Tonya Walton by Friday, July 18. After an initial review, a formal waiver request must be made through the County's Risk Management Office. Please note that the exemption process may cause a delay in disbursement.

b. Attachment A: Orange County Certifications

This form is located within the Adobe Acrobat file (PDF), along with the Performance Agreement. The form outlines additional documentation an agency must submit with their contract, including agency contacts, a Board of Directors roster and annual budget.

c. Exhibit A: Scope of Services

Exhibit A is located within its own Microsoft Word file. Instructions for Exhibit A and a completed example follow this memorandum, on pages 4 and 5. Complete Exhibit A based on the program(s) outlined in your 2014-15 Outside Agency Funding Application. If your agency did not receive its full funding request, the quantity served may change, but the program objectives and services should not.

2. Outcomes and Expense Reporting

Agencies will receive one initial payment for a signed performance agreement, but the remaining payments will be reimbursements.

Agencies must provide performance outcomes and expense reports, as well as copies of receipts, three times during the year. Items received after the deadlines listed below will result in delayed disbursements.

Reporting Period	Receipt Deadline	Disbursement Date
Quarter 1: July 1 – September 30 Quarter 2: October 1 – December 31	January 9* (report on one set of forms)	January 30
Quarter 3: January 1 – March 31	April 15	April 30
Quarter 4: April 1 – June 30	July 10	July 31

*The January 9 Report will cover two reporting periods, Quarter 1 and Quarter 2. There will be space on the form to report each period, separately. Submit only one set of forms for this reporting deadline.

Use Exhibit A's Performance Measures and Anticipated Results data to complete Exhibit A. Exhibit A's Program Budget section should be used to complete the Quarterly Expense Report.

Email completed Outcomes Report Forms (Word format, only) and Expense Report Spreadsheets to Allison Chambers. Agencies may send copies of their receipts via postal services or as an email attachment.

3. Conclusion

The table on the next page summarizes deadline information. Please note that items must be received by the deadline.

Please direct questions and Liability Insurance Waiver requests to Tonya Walton at twalton@orangecountync.gov (through Friday, October 3). Send all contracts and forms to Allison Chambers at achambers@orangecountync.gov or:

Allison Chambers
Orange County Finance and Administrative Services
200 South Cameron Street
P.O. Box 8181
Hillsborough, NC 27278

Orange County Outside Agency Funding FY 2014-15 Deadlines

Item	Deadline	What to Submit	Submission Format
Insurance Exemption Request	July 18	Email outlining request & justification	Email
2014-15 Contract	August 8	1. Signed Originals of: <ul style="list-style-type: none"> - Performance Agreement - Attachment A - Exhibit A 2. Items Requested in Attachment A 3. Certificate of Liability Insurance <ul style="list-style-type: none"> - Must list Orange County an additional insured party and as a certificate holder 	Hard Copy
Quarterly Reports	January 9*	Outcomes Report Form	Email
	April 15	Expense Report Spreadsheet	Email
	July 10	Copy of Quarterly Receipts	Email or Hard Copy

Items must be received, not postmarked, by the deadline.

*The January 9 Report will cover two reporting periods, Quarter 1 and Quarter 2. There will be space on the form to report each period, separately. Submit only one set of forms for this reporting deadline.

Please direct questions and Liability Insurance Waiver requests to Tonya Walton at twalton@orangecountync.gov (through Friday, October 3). Send all contracts and forms to Allison Chambers at achambers@orangecountync.gov or:

Allison Chambers
Orange County Finance and Administrative Services
P.O. Box 8181
Hillsborough, NC 27278

Instructions - Exhibit A: Scope of Services (DO NOT SUBMIT)

The example below is for guidance only. Exhibit A is located in a separate MS Word file.

Exhibit A submissions not complying with these guidelines will be returned to the agency for revision. If you would like Staff to review your Scope of Services agreement prior to contract submission, you may submit a draft by Friday, July 18.

- Agency Name:** Enter Agency's name in this field.
- Program Name:** Enter the program's name in this field. If you requested funds for multiple programs, you may list them on one Exhibit A form or use a separate form for each program. If your program does not have a formal title, please create an informal title.
- Funding Award:** Enter the agency's funding award for FY 2014-15.

Outline how the agency will spend Orange County's funding award.

Expense Description	Amount
Explain the administrative expense. The corresponding amount should reflect Orange County's portion of the funding award, only.	Orange County's Portion, only.

Critical Program Services

Outline the critical services (activities) the agency will employ to attain its anticipated results, by June 30, 2015.

- Summarize the major activities involved in executing this program. You may add additional program services bullets, if necessary.
- Limit each service description to 1-2 sentences. See example.

Anticipated Outcomes

The Anticipated Results column must include quantifiable results in the form of number of persons/units served within **Orange County, only** (all Towns and municipalities). If you use percentages, you must also provide the total number of participants within that measure's description or for an earlier performance measure.

- Performance Measures Column:** The measure should allow the reader to assess the degree of change, in a given area. This information also allows measurement of accomplishments, not just of the work that is performed.
- Anticipated Results Column:** This numerical figure should illustrate the service's quality level. No words or phrases are permitted in this column.
 - Using ratios is permitted, but you must state the total number of participants/services provided elsewhere in the table (i.e. within the performance measures column or the Anticipated Results for another performance measure).

Performance Measures	Anticipated Results
There is a 150-character limit for each row in this column.	

Certified by: _____ Title: _____ Date: _____
(Provider's Signature)

**EXAMPLE - Exhibit A: Scope of Services
(DO NOT SUBMIT)**

EXHIBIT “A”

Scope of Services – FY 2014 - 15
Outside Agency Performance Agreement

Agency Name: Orange County Workforce Development

Program Name: Employment Readiness Program

Funding Award: \$6,000

Outline how the agency will spend Orange County’s funding award.

Expense Description	Amount
Wages and FICA costs for program facilitators	\$ 2,250
Job Skills & Life Skills program supplies; includes duplicating expenses, textbooks, resume workbooks and software licenses	\$ 2,750
Rent & Utilities	\$ 1,000

Critical Program Services

Outline the critical services (activities) the agency will employ to attain its anticipated results, by June 30, 2015.

- Life Skills Program: Ten-week program offering weekly classes on financial literacy, healthy relationship, home ownership and goal setting.
- Jobs Program: 16-week program, providing job placement and employment training (e.g. computer literacy, customer service, testing and certification). Program works

Anticipated Outcomes

The Anticipated Results column must include quantifiable results in the form of number of persons/units served within **Orange County, only** (all Towns and municipalities). If you use percentages, you must also provide the total number of participants within that measure’s description or for an earlier performance measure.

Performance Measures	Anticipated Results
Enrollment in Employment Readiness Program (unduplicated persons served)	100
Enrollment in Jobs Program	50
Percentage of Jobs Program participants placed in jobs	80%
Enrollment in Life Skills Program	50
Percentage of Life Skills Program participants placed in transitional or permanent affordable housing	50%

Certified by: _____ Title: _____ Date: _____
(Provider’s Signature)