

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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