

Funding Guidelines – FY 2010

Oklahoma Commission on Children and Youth

Office of Planning and Coordination – Community Partnership Boards

Qualifications for Funding

Community Partnership Boards (CPBs) submitting a request for funding must:

- be *formally affiliated* with the OCCY Office of Planning and Coordination;
- be a functioning body which is holding regular meetings in compliance with the *Open Meeting Act* guidelines, with prepared and posted agendas, minutes, and a current list of active members;
- if proposing a special project, have *a current strategic plan or plan of action* reflecting goals to be met by the special project, and the project must be responsive to an identified community need(s), as demonstrated by *community data or a needs assessment*;
- reflect a *collaborative effort* rather than supportive of a particular agency, project, or program.

MUST HAVE AN EMPLOYER IDENTIFICATION NUMBER (FEDERAL TAX ID NUMBER) OR A FISCAL AGENT

Funds Available & Approval

Each CPB will be allocated five hundred dollars (\$500.00) for basic board operations and meetings, upon request. In addition, up to Two Thousand Dollars (\$2,000.00) per CPB may be requested in Additional Operations for Board Operation and Special Projects (See "Categories of Expenditures and Required Documentation" for explanations of categories).

OCCY reserves the right to award less than the requested amount. Requests (Form 1 & 1a) are subject to approval by the OCCY Office of Planning and Coordination. Approval will be confirmed in writing to the board. Expenditures for Additional Operations or Special Projects made prior to confirmation of an approved budget (Form 1 & 1a) will not be reimbursed. OCCY may negotiate a modification of the final budget as necessary.

Deadlines

- Applications to request special project funds (Form 1a) must be submitted by.....June 5, 2009
- All funds must be spent and receipts must be dated no later than.....June 30, 2010
- Final requests for reimbursement must be submitted byAugust 16, 2010

Funding Request Modifications

Each board may transfer funds within their budget up to a maximum of 10% of the greater amount without contacting OCCY. Transfers between categories of more than 10% must be requested in writing and are subject to approval of OCCY.

Reimbursement

Funds are paid on a reimbursement basis only. An Invoice Form (Form 2) must be submitted. Form 3 is required for travel in addition to a Form 2.

All payments will be made to one entity: the CPB, if it has an Employer Identification number (Federal Tax ID) or the designated fiscal agent. All expenses must be incurred and reimbursement requested by either the CPB or the fiscal agent.

Prior to incurring any reimbursable expenses, the CPB or designated agent (if applicable) must receive written notification from OCCY in the form of a purchase order or change order to the purchase order.

Any expenses occurring before the Purchase Order is issued WILL NOT be eligible for reimbursement from OCCY.

Unallowable uses of funds

- The operation of an individual agency or program
- Purchase of direct services
- Support of an ongoing program
- Equipment purchase, lease, lease-purchase, or rental (an item which is \$100 or more and has a life expectancy of over one year)
- Creation of permanent assets such as savings bonds, capital investments, buildings, etc
- Lobbying activities which seek to influence particular legislation or endorse certain political candidates
- Items that are considered as ‘gifts’
- Fund raising events and activities

Denial or withdrawal of funds

Funds may be denied or withdrawn under any of the following circumstances:

- The board ceases to function or becomes inactive
- The board is not complying with the Open Meeting Act requirements
- Funds are misused or not utilized in accordance with stated guidelines
- The board has not submitted or is not preparing a local strategic plan

Forms required for expenditure reimbursements, to be completed by CPB and approved by the Office of Planning and Coordination:

Form 1 Request for Operations

- Submitted to request funds for operations, up to \$500
- Must be submitted and a purchase order received prior to making any reimbursable expenditures

Form 1a Request for Special Project Funds

- Submitted to request up to \$2,000 for Special Projects and/or Additional Operations for Board Operation
- Must be submitted and a purchase order or change order received prior to making any reimbursable expenditures
- Deadline for submission: June 5, 2009. Apply early for best chance at available funds – first come, first served, based on evaluations

Form 2 Invoice

- Submitted to request reimbursement
- Invoice form will be sent to CPB or fiscal agent with purchase order
- Submit early, on a monthly or quarterly basis, as expenditures are made – this will help us justify more funds for next year
- No expenditures made after June 30, 2010 will be reimbursed
- Receipts must be dated between the date the purchase order is issued and June 30, 2010 to be considered for reimbursement
- Deadline for OCCY receipt of final invoice is August 16, 2010

Form 3 Travel

- Required when travel reimbursement (mileage, per diem, hotel, registration fee, etc.) is part of Form 2, Invoice

- must be submitted by CPB in order to receive reimbursement for operations and special project expenses if the CPB does not have a federal employer ID number
- Must be submitted and a purchase order received prior to making any reimbursable expenditures

Index of Expenditure Types and Invoice Categories

<u>Type of Expense</u>	<u>Category/Subcategory</u>
Binders.....	I. Basic Board / 3. Supplies
Consultant fees.....	II. Additional Operations - Special Projects
Copies	I. Basic Board / 2. Copying/Printing
Envelopes.....	I. Basic Board / 3. Supplies
File folders.....	I. Basic Board / 3. Supplies
Light food and drink items	I. Basic Board / 5. Refreshments
<i>(Used as refreshments and required in connection with meetings held for the general public...see page 5)</i>	
Long distance phone calls.....	I. Basic Board / 6. Other
Long distance fax calls	I. Basic Board / 6. Other
Meeting room rental	I. Basic Board / 6. Other
Name tags	I. Basic Board / 3. Supplies
Napkins *	I. Basic Board / 5. Refreshments
Newsletters, publishing	I. Basic Board / 2. Copying/Printing
Paper	I. Basic Board / 3. Supplies
Paper plates*	I. Basic Board / 5. Refreshments
Paper cups*	I. Basic Board / 5. Refreshments
Pencils.....	I. Basic Board / 3. Supplies
Pens	I. Basic Board / 3. Supplies
Plastic utensils*	I. Basic Board / 5. Refreshments
Postage.....	I. Basic Board / 1. Postage
Printed postcards.....	I. Basic Board / 2. Copying/Printing
Refreshments*	I. Basic Board / 5. Refreshments
<i>(*Required in connection with meetings held for the general public...see page 5)</i>	
Registration fee.....	I. Basic Board / 4. Travel or II. Additional Operations - Special Projects
Speaker fee (including travel).....	II. Additional Operations - Special Projects
Staffing expenses	I. Basic Board / 6. Other
Stationery	I. Basic Board / 3. Supplies
Trainer fee.....	II. Additional Operations - Special Projects
Travel	I. Basic Board / 4. Travel or II. Additional Operations - Special Projects

***** ALL Expenses Require Form 2 Invoices for Reimbursement and Travel Claims Require a Form 3 attached to a Form 2 *****

(This list is not inclusive of every expense which may be reimbursed. If you expect to expend funds for a purpose not on this list, please contact your OCCY area liaison prior to expending funds to determine if you can be reimbursed.)

Index of Non-Allowable Expenditures

Type of Expenses

- Awards
- Backpacks
- Building purchase
- Car seats
- Dinners
- Equipment
- Fund raising events or activities
- Gifts
- Helmets
- Lobbying expenses
- Lunches
- Meals
- Savings bonds
- Scholarships
- School Supplies
- T-shirts

This list is not an inclusive list of all expenses that are considered ‘non-allowable.’ Please refer to your funding approval letter for allowable expenses.

Categories of Allowable Expenses And Required Documentation

I. Basic Board Operations and Meetings:

Community Partnership Boards can request up to **\$500** in Board Operations for expenses which are specific to the operating and meeting expenses of Community Partnership Boards, such as postage, copying/printing, and supplies, etc.

1. Postage:

What qualifies:

- Postage to mail documents related to Community Partnership Board business

Proof required:

- Paid to Post OfficePost Office receipt
- From Postage MachineCopy of Log, accounting summary including all postage, or signed statement regarding amount of postage used for Community Partnership Board business.
- Paid to FedEx, etc.Paid receipt; or statement with amount circled and copy of check
- For all types of postage.....Statement signed by CPB coordinator verifying that the postage requested was for Community Partnership Board business and the general purpose of the postage (such as mailing meeting notices, newsletters, invitations to public event, etc.)

2. Copying/Printing:

What qualifies:

- Copies, commercially printed documents, including monthly meeting notices, and printed stationary or envelopes, etc.

Proof required:

- From copy shopPaid invoice with printing description.
- From own copierCopy of log or copier counter readings. Maximum reimbursement \$0.08 per copy. Includes only copies specifically for CPB business.
- From printerPaid receipt or check and printing description.

3. Supplies:

What qualifies:

- Pens, pencils, markers, binders, paper, envelopes, file folders, name tags, etc.

Proof required:

- All suppliesPaid receipt

4. Travel:

What qualifies:

- Travel for regular board meetings, other approved meetings and training events, including mileage, tolls, parking, lodging and per diem as allowed by Oklahoma state law, for members or designees in good standing with OCCY Office of Planning and Coordination, or for other authorized individuals (i.e., unpaid guest speakers or trainers) with signed approval of the board chair.

Proof required:

- All travel for volunteers.....Signed and completed Form 3, plus receipts as required by Form 3
- Travel for paid speakers, etc.....Speaker fee must include all travel expenses. Travel will not be reimbursed separately.
- Per Diem..... Per Diem can only be requested for 24 hours before and after the time of the event. Signed and completed Form 3 plus receipts and event agenda.

5. Refreshments:

What qualifies:

- Purchase of light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drink, etc.) used as refreshments and required in connection with meetings or similar type activities held/conducted for and in the interest of the general public, to the extent that such purchases serve a public purpose. This may include purchase of related refreshment service items, such as disposable plates/flatware, stirrers, coffee cream, sweeteners, etc. A “public purpose” means activities or functions conducted/held in the interest of the general public at large. (These purchases are allowable pursuant to the Office of State Finance – Procedures Manual 7/03 – Chapter 300, Section 319, item A, as quoted above.)

Proof required:

- All refreshments.....Paid receipt from vendor noting the date and location of the meeting.

6. Other:

What qualifies:

- Long distance telephone calls or faxes for Community Partnership Board business
- Meeting room rental
- Staffing expenses
- Other board operations and meeting costs

Proof required:

- Long distance phone calls/faxes ..Paid phone bill with CPB calls marked
- Meeting room rentalPaid receipt or invoice and check. If refreshments are included, the cost of refreshments must be listed separately, as shown in Sub-Category 5, Refreshments on page 5, above.
- Staffing expensesDocumentation for a specific portion of a staff person's salary or hourly wage for work performed which directly supports the board activities (i.e., secretarial support)
- Other expensesPaid receipt; or invoice and copy of check; description of cost.

II. Additional Operations & Special Projects

These funds are requested by completing Form 1a Request for Special Project Funds.

Special projects should be:

- ✓ A collaborative effort of the Board
- ✓ Related to specific outcomes impacting children, youth and families in the board's geographic area
- ✓ Responsive to data supported identified needs or issues
- ✓ Outcome driven through program/project evaluations

Special projects should be listed as projects, with each project listed individually. Additional board operational funds should be listed as one project on the invoice. Each special project may include the following types of expenses:

INDEX OF SAMPLE SPECIAL PROJECTS

Positive Youth Development projects:

- After School Programs
- Youth Speak Outs
- Mentoring/Tutoring Programs
- Youth Conferences
- Prevention Programs and Activities
- Youth Driven Coalitions

Professional Development activities:

- Conferences
- Trainings
- Speakers
- Presentations
- Travel for Program Observation
- Training of the Trainers

Collaborative Efforts:

- Matching Funds for grants and projects/programs

Technical Assistance:

- Development of a Needs Assessment
- Facilitation
- Strategic Planning

OCCY Supported Programs:

- School Based Service Positions
- Systems of Care Expansion and Youth Development Activities
- Graduated Sanctions
- OICA Fall Forum
- Paid Staff Positions for Coalitions

***** *Program Supplanting is NOT considered as a Special Project* *****

(This list is not inclusive of every Special Project that may be approved. If you are considering a Special Project that is not on this list, please contact your OCCY area liaison prior to submitting a Request for Funding Form 1 & 1a.)