

## Performance Measures

1. What is the difference between duplicated and unduplicated?
  - a. Unduplicated is the count for a single client over the whole contract period, not each quarter.
2. Outputs should be reporting city portion only
  - a. Outcomes are all outcomes of the total clients served in the program, not a city portion calculation.
3. If the variance is +/-10% or more, we need to have detailed rate notes, why?
  - a. Rate notes should address detailed reasoning/explanation for why performance was off, if there is a plan to get/stay on target, and if annual targets are still likely to be met
  - b. If CTK alerts you that you are “underreporting”, when you are within the program expectations. Please note in the rate notes that this was completely expected/in-line with expectations.
4. In order for CTK to calculate the inputted value, you have to tab to the next field.

## Budget Reporting

1. If, the match funding/ or program budget changed from what was agreed upon. Please consider implications on program and/or determine other non-COA sources.
  - a) It is at this point that you will need to email the COA contract finance SPOC to: 1) inform of the change 2) detail the impact to the program 3) recommend solutions including other sources to address change in funding.
  - b) City staff will review and evaluate to recommend options for either 1) amending the contract 2) revising the matching fund/program budget.
2. Exception handling for expenditure report and payment request when an error is made.
  - a) The expenditure report will need to be deleted when: 1) there are unapproved expenditures (sales tax, liability insurance, beer/wine, not-approved travel) 2) when the internet browser settings were not configured per guidelines 3) when multiple reports are submitted at once.
3. Funds will need to be fully expended by contract term end.
  - a) A request for approval must be submitted to the City Contract Administrator for expenditures that are outside of the Program Budget, to expend the remaining grant award funding. A FINAL payment request may be generated to support this expenditure type.
4. Billing detail documentation Guidance (to be uploaded with the Month Expenditure Report)
  - a) Billing Detail Upload Cover Sheet (\*Page 3 provides guidance to generate a freeform coversheet)
  - b) Current Month General Ledger Report;
  - c) Month Profit & Loss Report;

### **Monthly Financial Reporting**

- a) By the **15th of each month**, to commence upon 1st month of actual expenditures until contact expires (submit (\$0) amount request even if no expenditures)
- b) By the **15th of each month**, Matching Funds Statement to reconcile actual(s) against proposed matching funds leveraging or supporting the program

### **Quarterly Program Performance Reporting**

- d) By the **15th the month following each quarter**, Jan 15th; April 15th; July 15th; October 15th (for Quarterly Program Performance)
  - i. Includes Quarterly Zip Code and Demographics form (please let us know if you have questions as to the requirements or populations you need to capture for this form)
  - ii. For Reporting Quarterly Program Performance Reports: For All GTOPs Contracts, Reporting Quarter Number will start with Q1
  - iii. All contractors will report (4) Total Quarters for the Contract Period
  - iv. If you have a variance – please include “rate note variances” to demonstrate actuals. Do not adjust numeric reporting to accommodate variances that arise from quarter-based report

### **Annual Reporting**

- e) **Mid-Year Spending Plan due after December Report** (with December approved and forwarded to accounting) but before January Expenditure Report/Payment Request
- f) Administrative and Fiscal Review (Each Agency's Financial Audit and Administrative and Fiscal Review (AFR) are due no later than 270 days after completion of agency's own Fiscal Year End (FYE).

### **Closeout Reporting**

- g) **Within sixty (60) calendar days** following the expiration or termination of this Agreement.
- h) An Agreement Closeout Summary report using the forms shown at (<http://www.ckodm.com/austin/>) shall be completed by the Grantee and submitted to the City

### **Billing Detail Upload Cover Sheet**

Please use the guidance below to generate a freeform document to detail line item expenditures as reported in the Monthly Expenditure Report.

- a) The line item detail should match the amount reported in the Expenditure Report
- b) If no expenditures for any category, please note as N/A

### **Salaries plus Benefits**

*This is required for those programs with staff allocated to funding from the grant award)*

- a) Position Title
- b) % of Time Charged to the Program,
- c) % comparison of Budget to Actual Allocation,
- d) Total Salary and Benefits Expenditure for each position.

### **General Operating**

- a) General Operating Line Item Detail
- b) Consultants/Contractual (Program Subcontractors) Line Item Detail
- c) Staff Travel Detail

### **Direct Assistance and/or Other**

- a) General Operating Line Item Detail
- b) Consultants/Contractual (Program Subcontractors) Line Item Detail
- c) Staff Travel Detail

### **Capital Outlay (over \$5000.00/unit)**

- a) Capital Outlay Line Item Detail