



Johnson County Empowerment Board Additional Contract Management Policies

Policy changes will take place immediately (September 4, 2008). Contract changes will begin with the FY2010 contracts.

Late Bills

Contract change, Section 5.0 Compensation Item D. to read:

“All invoices must be received by the Empowerment office no later than July 15, 2010. Funds unexpended at the end of the Contract period will be returned to Johnson County Empowerment Board. Invoices received between July 15 and July 31 will be assessed a **50% penalty**. Invoices received after July 31 will not be paid. **All invoices must be complete, original invoices with appropriate documentation.**”

Policy change: The Early Childhood Specialist will send an e-mail late-June reminding agencies that final bills are due on July 15. This will be the only notice and will be stated as such in the e-mail.

Incorrect Bills

Policy change: Incomplete bills will be returned to the agency, even if this results in the bills being returned after the cut-off date. Empowerment will pay only the amounts contracted. Agencies still have the ability, with prior approval from Empowerment, to shift dollars between program line items not to exceed \$3,000 or 10% of the program budget, whichever is less and this is stated in the contract. However, Empowerment will no longer remind programs of this option nor will we suggest that they exercise this option. Agencies are responsible for their own budgets. Complete bills include an original invoice and documentation to support all charges.

Incomplete/Inaccurate Reports

Policy change: The final bill will be held in the Empowerment office pending the receipt of a complete, accurate, on-time report that demonstrates 100% compliance with the contract terms.

Periodic Reporting of Outcomes

Policy/reporting change: For Quarterly reports, we will ask programs to identify their plan for evaluation and their progress in implementing that plan, including the number of evaluation tools completed to date.

Early reports

Final reports received prior to the due date will be held until the due date. The Early Childhood Specialist will not review reports prior to the due date.

Johnson County is a safe and healthy community in which to learn, work, and live.

Johnson County Empowerment • 1150 5th Street Suite 261 • Coralville, IA 52241 • Telephone 319.339.6179 • Facsimile 319.339.7337

www.jcempowerment.com • Empower@JCEmpowerment.com