

Frequently Asked Questions

Johnson County Empowerment

Billing and invoices

Q: Where do I send invoices?

A: Refer to your contract, Section 5.0 Compensation, Item B. Send the original invoice and all supporting documentation to Empowerment Administrative Assistant, 1150 5th Street, Suite 261, Coralville, IA 52241.

Q: What format do I need to use for my invoice?

A: Line items must be the same as those in the original grant proposal and the contracted budget. The invoice must include the agency name, the name of the program, the invoice number, the invoice date, the time period covered by the invoice, the specific line item breakdown, and the signature of the person submitting the invoice. The invoice number should be unique and used only once. The invoice date is the day the invoice was prepared and sent.

Q: What do I need to include with my invoice?

A: Invoices must be accompanied by original receipts and detailed documentation for all expenditures. Paperclip all documentation to the invoice; do not staple.

Q: When are invoices due?

A: There is no specific due date for 1st and 3rd quarter invoices. Invoices for the period of **July – December must be received by January 20. Final invoices (refer to your contract, Section 5.0 Compensation Item D) must be received by the Empowerment office by July 15.** Invoices received between July 15, 2009, and July 31, 2009, will be assessed a 10% penalty and invoices received after July 31 will not be paid. For FY2010, invoices received between July 15, 2010, and July 31, 2010, will be assessed a 50% penalty and invoices received after July 31 will not be paid.

Q: When are invoices paid?

A: In general, invoices that are received by 9:00 am on a Thursday will be paid two weeks later on Friday, unless a Johnson County Board of Supervisors' meeting is cancelled or rescheduled. The final invoice will be held in the Empowerment office pending the receipt of a complete, accurate, on-time final report that demonstrates 100% compliance with the contract terms.

Q: Can I shift funds in my budget?

A: Refer to Section 5.0 Compensation Item E in your contract. Changes may be made within line items of up to \$100 without specific prior approval from Empowerment, but you must notify Empowerment of the changes, either prior to or with your invoice. This is a **total** of \$100 during the contract period and does not represent any change in overall budget amount. Changes beyond \$100 require **prior approval** from Empowerment. Line item changes from \$100 to \$3,000 (or up to 10% of program budget, whichever is less) require prior approval from the Empowerment Board Chairperson, Treasurer, and Early Childhood Specialist. Changes greater than \$3,000 or 10% require approval of the full Empowerment Board. Any change in the total contracted budget amount requires the approval of the full Empowerment Board.

Q: How do I request a budget change?

A: To request a budget change between \$100 and \$3,000 (or up to 10% of program budget, whichever is less), contact the Early Childhood Specialist. To request budget changes greater than \$3,000 or 10% of the program budget, contact the Empowerment Chairperson to request to have the change included on the next Executive Committee meeting agenda. All requests should be in writing and include the contracted budget amounts, the requested budget amounts, and the reasons for the request. Requests must be received **prior to submitting the invoice. End of year requests must be received by June 15.**

Q. What happens if I submit an incomplete invoice or one that does not follow the contracted budget?

A. Incomplete invoices will be returned to the agency, even if this results in bills being returned after the cut-off date. Empowerment will pay only the line item amounts contracted. Any requested changes in contracted line items must be received by Empowerment prior to submitting the invoice.

Reports

Q: Is there a report format I must use?

A: Yes. The report format can be found on the website at www.jcempowerment.org and then go to Empowerment Programs on the left, then Grantees at the top.

Q: When are reports due?

A: Refer to your contract in Section 4.0 Scope of Services for your specific due dates. Most reports are due on November 1, February 1, May 1, and August 1. Family Support Program reports are due February 1 and August 1.

Q: What needs to be included in my report?

A: You must submit an **electronic copy and 5 hard copies** of your report. Report all items you included in the Evaluation section of your original grant proposal. Report on all items identified in your contract in Section 4.0 Scope of Services, Expected Outcomes. Report all state required information. Report all items included in the Summary Table provided to you by Empowerment. Include the Summary Table as provided. Include Appendix A Reporting Sheet. Include budget pages. Include your plan for evaluation and your progress in collecting evaluation information. The Empowerment Board is required to report this information to the state in order to receive funding for next year.

Q. Are there different reporting requirements for different programs?

A. Yes. Additional information about reporting requirements for specific funding can be found on the Iowa Empowerment website at www.empowerment.state.ia.us and go to **Tools at the top and then Tool Kit Tools**. Tool CC(Matrix) identifies state reporting requirements for Preschool Funds. Tool FF(A) identifies state reporting requirements for Family Support/Parent Education Funds. Tool II identifies reporting requirements for Quality Improvement Funds. The Empowerment Board is required to report this information to the state in order to receive funding for next year.

Q: What needs to be included in the budget section of the report?

A: The **quarterly** budget report must include contracted amounts, quarterly Empowerment expenditures, year-to-date spent of Empowerment, and total year-to-date spent. The **final** budget report must include contracted amounts, amount spent for Empowerment, amount spent from other funding, and total amount spent. Include a detailed listing of other income utilized for the program in Detail Chart A Other Income. You must use the Excel spreadsheet provided by Empowerment.

Program Implementation

Q: Can we change the activities we provide?

A: Typically, activities are specified in the contract and cannot be changed. Any request to change activities must go to the Work Groups and/or Board. To request a change in contracted activities, contact the Early Childhood Specialist.

Appeals

Q. How do I appeal a decision made by the Early Childhood Specialist?

A. A written appeal on any decision/action of the Early Childhood Specialist may be submitted to the Empowerment Chairperson. The Chairperson may have the issue included on the next Executive Committee meeting agenda. All requests should be in writing and include as much detail about the issue as possible.

Q. How do I appeal a decision made by the Empowerment Board?

A. A written appeal on any decision relating to the Grant made by the Board may be submitted **within 15 working days** of that decision/action to the Executive Committee for review. New or additional information may be attached to the appeal. The Executive Committee will make a recommendation to the Board and the Board will issue a written response within 30 working days of receipt of the appeal.