

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 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: In general, invoices that are received by 9:00 am on a Thursday will be paid two weeks later on Friday, unless a Board of Supervisors' meeting is cancelled or rescheduled. 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 and July 31 will be assessed a 10% penalty and invoices received after July 31 will not be paid.

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 must notify Empowerment of the changes. 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.

Reports

Q: Is there a report format I must use?

A: Yes. The report format was e-mailed to you and can also 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: 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. Include Appendix A Reporting Sheet. Include budget pages. 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. 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 through the Early Childhood Specialist.