



Subcontractor Annual Meeting

8/4/2011



The Senior Alliance – Area Agency on Aging 1C

Meeting Agenda

- A. Required Documentation
- B. Annual Budget & General Contract Work Plan
- C. Monthly Cash Requests
- D. Quarterly Reports
- E. Evidence Based Disease Prevention Work Plans
- F. FY 2012 Goals
- G. Subcontractor Speakers
- H. Wrap Up



Required Documentation

- ▶ Incomplete, not filled out correctly and/or late documentation.
- ▶ Due dates are set to ensure that TSA's state reporting is completed on time.
- ▶ TSA can provide technical assistance.
- ▶ Attention to detail and ensuring that documentation is completed correctly saves time for everyone!
- ▶ Instructions are located on TSA's website and technical assistance can be provided by TSA staff.
 - ★ <http://www.aaaloc.org/contractor.htm> ★



Annual Budget & Work Plan

- ▶ Budget should reflect the costs associated with running the program that your organization received a TSA grant for.
 1. Calculating Match – cash vs. in-kind
 2. Program Income or donations
 3. Other Resources.
- ▶ Budget Summary page MUST match amounts provided in the Service Categories pages.

FY 2012 Budget is due to Amanda D'Angelo no later than August 26, 2011.



Monthly Cash Request

- ▶ **Only original, signed cash requests are accepted.**
 - ▶ Faxes, emails, etc. not accepted.
 - ▶ If you make a photo copy of the submission, make sure you mail the original. TSA suggests signing original in blue ink.
- ▶ Column labeled “contracted amount” and “unit” section are derived from budget.
- ▶ Cumulative Total Requests (Oct. thru previous month)
- ▶ Current Month
- ▶ Year to Date (YTD) is Cumulative Total PLUS Current Month (automatically calculated)
- ▶ Remaining Balance automatically calculated.



Monthly Cash Request Cont.

- ▶ Reference the previous month's cash request when filling out the current month.
 - ▶ Less chance of errors.
 - ▶ Separate Excel documents cannot calculate/auto sum.
- ▶ Monthly, you must report match, program income, other resources.
 - ▶ Usually this data will be 1/12 of the figures provided in the current FY budget.
 - ▶ TSA reports these amounts to the State of Michigan

If a subcontractor does not comply with TSA guidelines, cash requests will be sent back for correction. Payment may be delayed.



Quarterly Reports

1. Narrative Reports

- ▶ Importance of this report
- ▶ Quality and detail has been lacking.

2. NAPIS Report Form

- ▶ Importance of this report
- ▶ How to properly fill out

3. Unduplicated by Community

- ▶ Importance of this report
- ▶ Why correct YTD totals are important with #2, #3.
- ▶ Why these reports are important related to funding.



EBDP Work Plans

- ▶ In order to keep EBDP subcontractors on target, TSA is again requiring work plans.

Please include:

1. Dates for workshops for entire fiscal year.
 2. Number of participants that you expect to serve.
 3. Outline marketing plans for the fiscal year to ensure program success.
 4. What are your marketing plans to increase participation?
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- ▶ **Work Plans are due to Maggie Watson no later than August 26, 2011.**



FY 2012 Goals & Plans

- ▶ On-site assessments discussed goals for the final year of the multi-year.
 - ▶ Where are you at with your goals?
 - ▶ How do you plan to achieve your goals?
 - ▶ Have you reviewed your contracted units? What is your plan to ensure that they are all utilized?
 - ▶ Was your FY 2011 contract under spent? What is your plan to ensure all funding is utilized?
 - ▶ What new programming are you planning for FY 2012?
 - ▶ Are you able to demonstrate progress for the new RFP process that will begin next year?



Downriver Community Conference

Nicole Chavez, Fiscal Manager

Transportation Services

- ▶ Grant through TSA offers transportation services for non-emergency medical appointments for people 60 years and older.
- ▶ New Freedom Grant allows DCC to serve any adult with a self reported disability (no income requirements). There are some residency requirements and there is an emphasis on medical appointments.

Dispatch for both programs: 734-362-7029



Presbyterian Villages of Michigan

Matter of Balance

- ▶ **An evidence based disease prevention program**

Kristen Conte, Wellness Coordinator

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Summary and Due Dates

- ❖ FY 2012 Budgets due to TSA no later than 8/26/2011
- ❖ EBDP work plans are due to TSA no later than 8/26/2011
- ❖ Looking for improved 4th Quarter Reports. Data must be accurate!
- ❖ Double check cash requests before submission.
- ❖ Review FY 2011 assessments and goals for FY 2012 planning.

Questions, Comments?

Thank you for attending. TSA is looking forward to another great year of programs and services!

