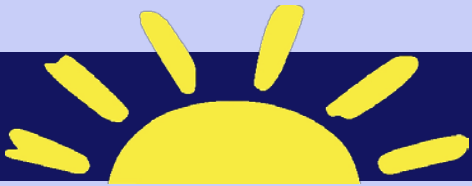




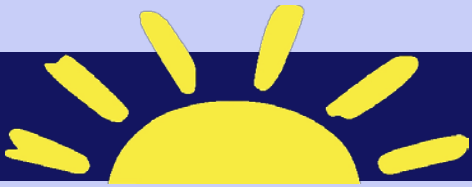
Social Services Block Grant – 2008 Disasters Applicant Workshop

Alfred Claud
*Program Manager,
Social Services Block Grant*



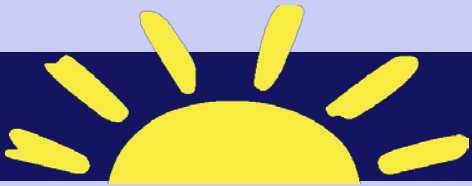
Overview

- **US Dept. of Health & Human Services' Administration of Children and Families**
- **Florida Department of Children & Families**
- **Disaster relief funds for non-government organizations, counties, and municipalities serving disaster survivors.**
- **2005 SSBG - \$3.7 million provided**



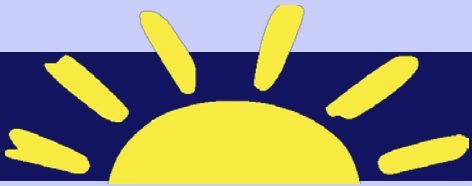
Notice of Funding Availability

- Available on the Volunteer Florida website: www.volunteerflorida.org
- Accepted now through July 15, 2010.
- Uniform Definition of Services
- Eligible expenses from the time of the disaster through June 30, 2010.

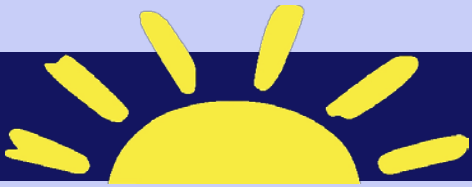


Overview

- **Eligible Services**
 - **Case Management**
 - **Congregate Meals**
 - **Counseling Services**
 - **Health-related and Home Health Services**
 - **Housing Services**
 - **Information & Referral**
 - **Protective Services – Adults & Children**
 - **Special Services for Persons with Disabilities**
 - **Transportation Services**

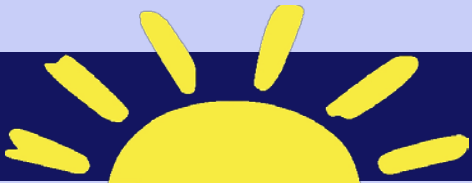


- **Ineligible Services**
 - **Construction labor**
 - **Travel outside of Florida**
 - **Loss of income due to the disaster**



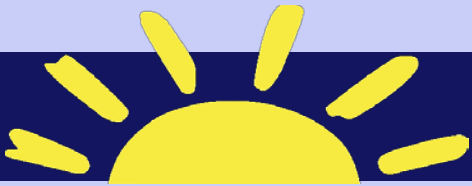
Technical Assistance

- **The only competition is TIME.**
- **E-mail, phone, conference call, or workshops.**
- **The ADVANTAGE of submitting early.**
- **Before you disqualify your organization, it's worth giving Volunteer Florida a call.**



Documentation

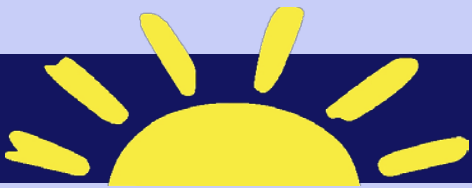
Proof of payment made by the organization must be properly documented to be reimbursed.



Documenting Personnel

Properly Placing Personnel

- **People**
- **Performance (grant-related duties)**
- **Percentage of Time**
- **Period Worked**
- **Proof of Payment**



Documentation

01431

ABC, Inc.
100 Main Street
Sunshine, FL 32000

Date 02 October 2008

*Pay to the
order of*

EZ Payroll Services

3,500. 00

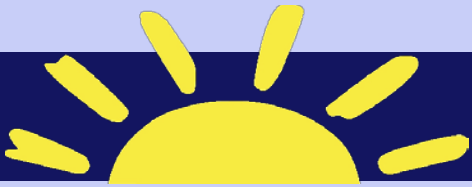
Three thousand, five hundred only -----

Big Bank!

A. Smith

Memo Payroll 09/14 – 09/27/2008

01234567 00000000123454 01431



Documenting Personnel

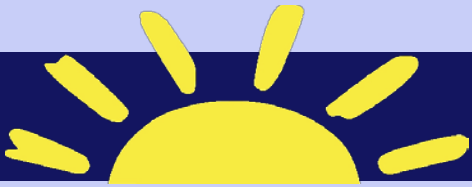
\$3,500

Figuring out the algebra...

$$x + y = 3,500?$$

$$x + y + z = 3,500?$$

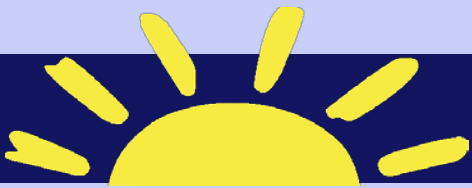
$$x(.75) + y + z(.50) + a(.33) = 3,500$$



Documenting Personnel

Write out the equations in your documentation.

Let us know how you came up with what you're seeking in reimbursement.



Documenting Personnel

01431

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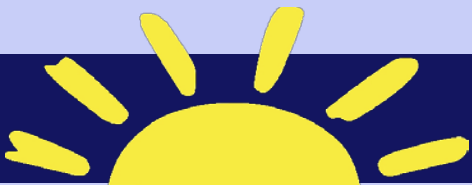
Three thousand, five hundred only -----

Big Bank!

A. Smith

Memo Payroll 09/14 – 09/27/2008

01234567 00000000123454 01431



Documenting Personnel

Pay Period: 9/14 – 9/27/2008

J. Martinez Lead Case Manager – connect clients with assistance

gross pay: \$1,500

% of time on TS Fay clients: 50% $\$1,500 \times .50 = \750.00

P. Johnson Assistant Case Manager – connect clients with assistance

gross pay: \$1,000

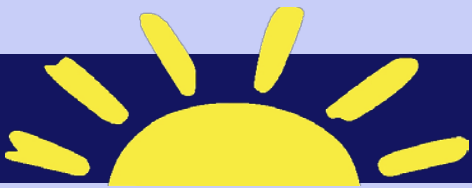
% of time on TS Fay clients: 100% $\$1,000 \times 1 = \$1,000$

D. Beauchamp Crisis Counselor – provided mental health services

gross pay: \$1,000

% of time on TS Fay clients: 33% $\$1,000 \times .33 = \330

Reimbursement Total: \$2,080



Documenting Personnel

01431

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Sunshine, FL 32000

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Pay to the
order of

EZ Payroll Services

3,500. 00

Three thousand, five hundred only -----

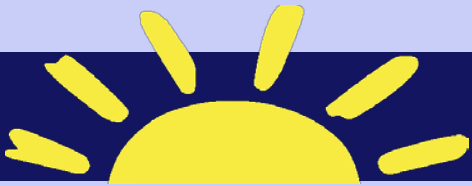
Big Bank!

A. Smith

Memo Payroll 09/14 – 09/27/2008

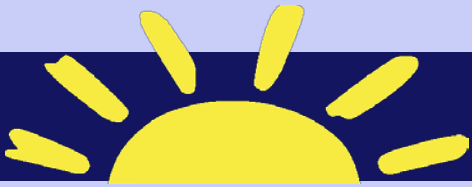
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SSBG Reimbursement: **\$2,080** of \$3,500



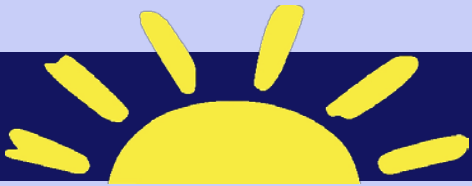
Documenting Personnel

- **Employee Time Certification w/supervisor signature (note the percentage of time to be claimed for reimbursement)**
- **Payroll report/proof of payment to the employee or a payroll company.**



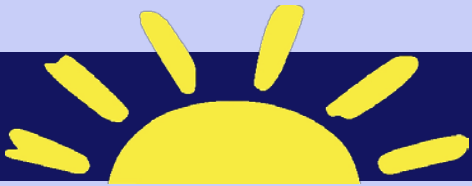
Documenting Travel

- **State of Florida Travel Form**
- **Only travel within Florida is allowable.**
- **If the traveler was reimbursed, proof of payment made by the organization to the traveler must be provided.**
- **Must be in accordance with State of Florida travel regulations.**
- **Submit a copy of the board-approved travel policy.**



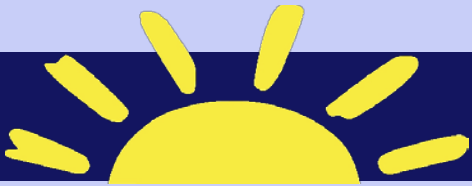
Documenting Expenses

- **Invoice or Receipt & Copy of Check or Credit Card Statement.**
- **Use different highlight colors to match receipts with checks/statements or circle with a pen.**
- **All receipts should be legible and indicate the purpose of the purchase.**



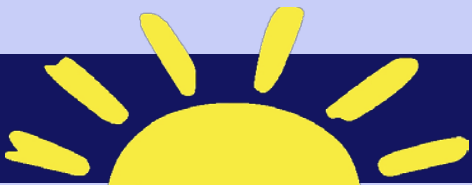
Documenting Health Services

- **Same rules for documenting expenses applies.**
- **All names of clients should be blacked out.**
- **Use Patient Identification Numbers**
- **If any grant reimbursement application contains sensitive patient information, the entire package will be returned and not reviewed.**



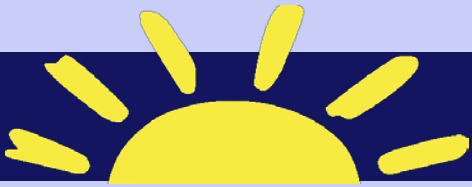
Planning to Apply

- **Notify Volunteer Florida your intention to apply if you haven't already done so.**
- **Remember that applications are received on a rolling basis and reimbursements are contingent on availability of funds.**
- **When compiling your application, if you have any doubt, ask us.**



Application Review Process

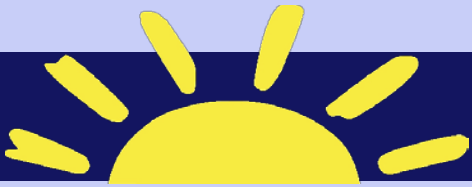
- Technical Review
- Documentation Review
 - Volunteer Florida reviews for 100% documentation.
 - Incomplete or insufficient documentation will delay the application.
- Recommendation for funding
- Submit application to DCF.



Looking Ahead

Will this funding opportunity be offered again in the future?

Will your organization be prepared to document your expenses?



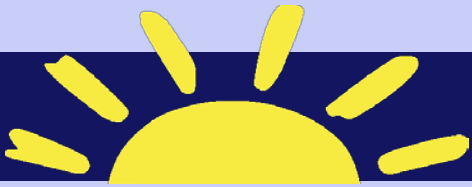
Looking Ahead: Important Tips

Maintain timesheets or time certifications that indicate % of time on disaster-related work.

Keep work journals that detail the type of work performed.

Properly record proof of payment that is legible.

Use State of Florida forms to document travel.



Looking Ahead: Important Tips

Track clients served and locations of service delivery. (Helpful hint – State ESF 15 Agency Reporting Form)

Ask vendors to include information on its invoices specific to the disaster, or note how the expense is related to the disaster.

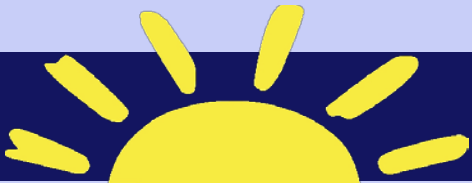
Itemize construction costs – materials and labor. (Only materials would be reimbursable.)



Looking Ahead: Important Tips

It is important to make notes and keep accurate records during the disaster!

Why?!?



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