FREQUENTLY ASKED QUESTIONS (FAQ)  
Contract and Grant Renewal FY 2013-14

Q: Would it be possible to email me the attachments?  
A: An email was sent out on Friday, March 1st containing links to the renewal documents and webinar materials.

Q: When is the new due date for invoices?  
A: For FY 2013-14, the due date for invoices will be the last business day of the month. The invoice will reflect services provided in the previous month.

Q: Who sent out the "exercises" to be discussed at the webinar?  
A: Please see an email from Gladis Del Valle, Contracts Administrative Assistant, sent the exercises on 2/22/13. We will resend the links.

Q: Is it okay to submit an estimate invoice by the due date and later an actual data invoice?  
A: Please contact your program officer to discuss this matter.

Q: Will you offer extensions to complete the performance matrix?  
A: Final exhibits (performance matrix and budget) are due no later than March 21st to your program officer. The Payment Schedule is also due if you are under a deliverables based contract. However, you can submit the three other documents for renewal. Please consult with your program officer or research analyst if you have any questions.

Q: Does the performance matrix apply to PAF and Matching Grant program grantees?  
A: Yes. The performance matrix applies to most contracts and grants renewing on or after July 1, 2013 with the exception of vendors and [non-program] consultants.

Q: For the contractor, do we fill out all three budgets – 1) deliverable-based budget, 2) detailed budget, and 3) hourly budgets?  
A: No. Only complete the budget form that applies to your agreement. Consult with your program officer or research analyst for the proper template.

Q: Which weblink should PAF contractors use?  
A: For PAF awardees, please use http://www.first5la.org/professional-services

Q: What paperwork exactly is due to be completed March 21st?  
A: Final Exhibits (Budget and Performance Matrix) are due March 21st. The Payment Schedule is also due if you are under a deliverables based contract.

Q: Can you elaborate on quarterly budgeting?  
A: Grantees and Contractors will be asked to provide an estimate on quarterly expenditures. Your program officer and research analyst will have more information on this in the near future.

Q: What about the scope of work document?  
A: For contractors and grantees, the Performance Matrix will be replacing the Scope of Work document.
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Q: Is each agreement type required to complete a Performance Matrix? Are there instances where performance objectives are on-going and should be reported as such?
A: A performance matrix is required for all contracts and agreements that will be renewing on or after July 1, 2013. Where performance objectives are on-going and not measureable, you should use “milestones” to track your progress. If the objective is on-going and measureable, you should include it as an output.

Q: Will the Performance Matrix replace the Scope of Work?
A: Yes, the Performance Matrix will be replacing the Scope of Work with the exception of vendors and some consultants.

Q: Will we be provided some guidance and sample templates for our contract renewal?
A: Yes. Weblinks which contain renewal documents and webinar materials will be sent to you.

Q: What happens if an agency meets its goals in an unintended quarter?
A: If you are having difficulty in meeting a performance objective and need to complete it at a later date, your program officer will work with you to develop a Corrective Action Plan to ensure that you are making progress towards the completion of stated goals. Your Program Officer will go over what is expected from a Corrective Action Plan prior to the start of the contract.

Q: Will contracts that only have one year remaining and are policy advocacy oriented be restructured to incorporate the performance matrix template?
A: If you are starting a new contract on or after July 1, 2013, then you will need to complete a performance matrix.

Q: What are the consequences if you do not meet your objectives as stated in the performance matrix?
A: Consequences will be detailed in the new agreements and Compliance Guidelines which will be sent to you in the near future. Once you have reviewed these documents, please contact your program officer or research analyst if you have further questions.

Q: Does First 5 LA require that there be different performance objectives each fiscal year; or is it possible that performance objectives might remain the same each year?
A: Performance objectives can remain the same each year depending on the level of service your program proposes.

Q: Can any unspent funds in this FY 2012-2013 be rolled over to FY 2013-14?
A: Please consult with your Program Officer regarding this matter.

Q: You mentioned earlier that invoices were due on the last business day of the month, what date is that end of month 30/31?
A: It is the last business day of the month following service delivery, not necessarily 30 or 31st.

Q: Can you repeat which renewal documents are due March 21st?
A: The performance matrix and budget are due on March 21st. If you can have the Signature Authorization Form, Agency Litigation Form, and Renewal Checklist signed, you can submit to your program officer. These three documents can be submitted later.
REPORTING
For FY 2013-14, grantees and some contractors will be asked to complete quarterly reports based on the performance matrix. In addition to quarterly reports, these grantees and some consultants will also complete their Getting Better Data report which is completed mid-year and year-end. These two reports will be incorporated into the quarterly reporting schedule.

Q: Is First 5 LA requiring some mid-year report as we are doing currently or does the performance matrix replace that?
A: All contractors and grantees will be moving to quarterly reporting beginning July 1, 2013. A quarterly reporting template will be sent to you in the near future by your program officer. Data reporting, “Getting Better Data” will still be done on a semi-annual basis.

Q: Why quarterly reporting?
A: At the direction of the Board of Commissioners, First 5 LA is moving towards quarterly reporting to better measure progress by our grantees and contractors.

Q: The mid-year report form was taken directly from the scope of work. Does that mean that we will now use this new performance “matrix” for the year-end report?
A: Performance matrices will be utilized for contracts and grants beginning July 1, 2013, so it will not be on this year-end report.

Q: The only difference between the mid year report and the year end report is the addition of the performance matrix – is this correct?
A: There will be no performance matrix for FY 12-13. Reporting will include the performance matrix in FY 13-14.

Q: Will there be a narrative portion required by the quarterly reports?
A: This has not been determined yet. More information will be sent to you by your program officer or research analyst.

Q: Do all vendors/consultants complete the “Getting Better Data” report?
A: Vendors and [non-program] consultants do not have to complete an online report.

Q: Can you clarify when performance matrix and mid year and end of year begin?
A: Performance Matrix begins on July 1, 2013. The mid-year report and year-end report are in affect now although some are reporting quarterly at this time as well.

Q: How many reports will there be in FY 2013-14?
A: Four (4) quarterly reports in total for FY 13-14. Getting Better Data’s mid-year and year-end reports will incorporate the quarterly reporting.

Q: We’re a public relations consultant and were not aware of this mid year or end of year reporting, do we complete a year end online although we haven’t done one for mid year?
A: Vendors and [non-program] consultants do not have to complete an online report.
Q:  Are any of the reports due on the same day?
A:  Yes.

Q:  Will we still be required to submit an end of year report?
A:  Yes.