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# DEPARTMENT OF SOCIAL SERVICES

## IMPLEMENTING AND RENEWING PROGRAMS

- Funding
- Procuring Services
- Proposals
- Agreement
- Next Steps
- Questions

# FUNDING

- FUNDING PROCESS
- NDI FUNDING SOURCE
- OTHER FUNDING SOURCES
- TANF BLOCK GRANT REQUIREMENTS
- TANF BLOCK GRANT PURPOSES
- GR & BUDGET STABILIZATION
- PROCURING SERVICES



# NDI FUNDING PROCESS

- Proposed by a member of the General Assembly
- Included within a Department's House Bill (HB) section – Social Services is HB 11 - with a general description of the program, demographics, and the funding source
- Example:

*For a program located in a city not within a county, for the purpose of providing year-round paid jobs and internship opportunities and job training for youth residing in the city*  
*From Temporary Assistance for Needy Families Federal Fund (0199) (one-time)..... 2,500,000*
- May or may not be included, or included at a lesser amount (due to veto) in the final budget
- If included in the final budget, the Department contacts the General Assembly for any clarifications needed for the intended recipient

# FUNDING SOURCE

- The funding source determines the requirements
- DSS NDIs are generally funded with:
  - TANF Block Grant – Federal Funding
  - GR
  - Budget Stabilization

# ADDITIONAL FUNDING SOURCES

- There are a variety of other funding sources that have their own requirements, such as:
  - Community Services Block Grant
  - Victims of Crime Act
  - Family Violence Prevention and Services Act
  - Low Income Home Energy Program
  - Food Distribution
  - Medicaid

# TANF BLOCK GRANT REQUIREMENTS

- Federally funded through the Administration for Children and Families
- Cannot be used for brick and mortar, or medical services
- Provides funding for cash benefits and the employment and training program – a small percentage of the entire grant
- The remaining funds are used for a variety of programs including mentoring, employment and training, child welfare, youth programs, pregnancy resource centers, etc.
- All programs must meet the TANF block grant requirements including means testing (when applicable) and part of a qualifying household, 16-24 years old or 25+ with a minor child

# TANF BLOCK GRANT PURPOSES

Purpose	Means Testing	Types of Programs
1. Assisting needy families so that children can be cared for in their own homes	Yes	Basic needs
2. Reducing the dependency of needy parents by promoting job preparation, work and marriage	Yes	Employment and training
3. Preventing out-of-wedlock pregnancies	Not Required for the Block Grant – If Program Will Meet FPL Requirements, will Capture to Earn Maintenance of Effort	Youth programs
4. Encouraging the formation and maintenance of two-parent families		Responsible parenthood programs

# UNIFORM GUIDANCE

- For federal funds, uniform guidance is in the process of being updated for new contracts, contract amendments, and contract extensions beginning October 1, 2024 and after
- Major Changes:
  - DeMinimus Indirect Cost Rate increasing from 10% to 15%
  - Supplies dollar threshold purchases increasing from under \$5,000 to under \$10,000
  - Equipment dollar threshold of purchases over \$5,000 increasing to over \$10,000
  - Subcontracting threshold of each contract increasing from the first \$25,000 to the first \$50,000 in calculating the DeMinimus

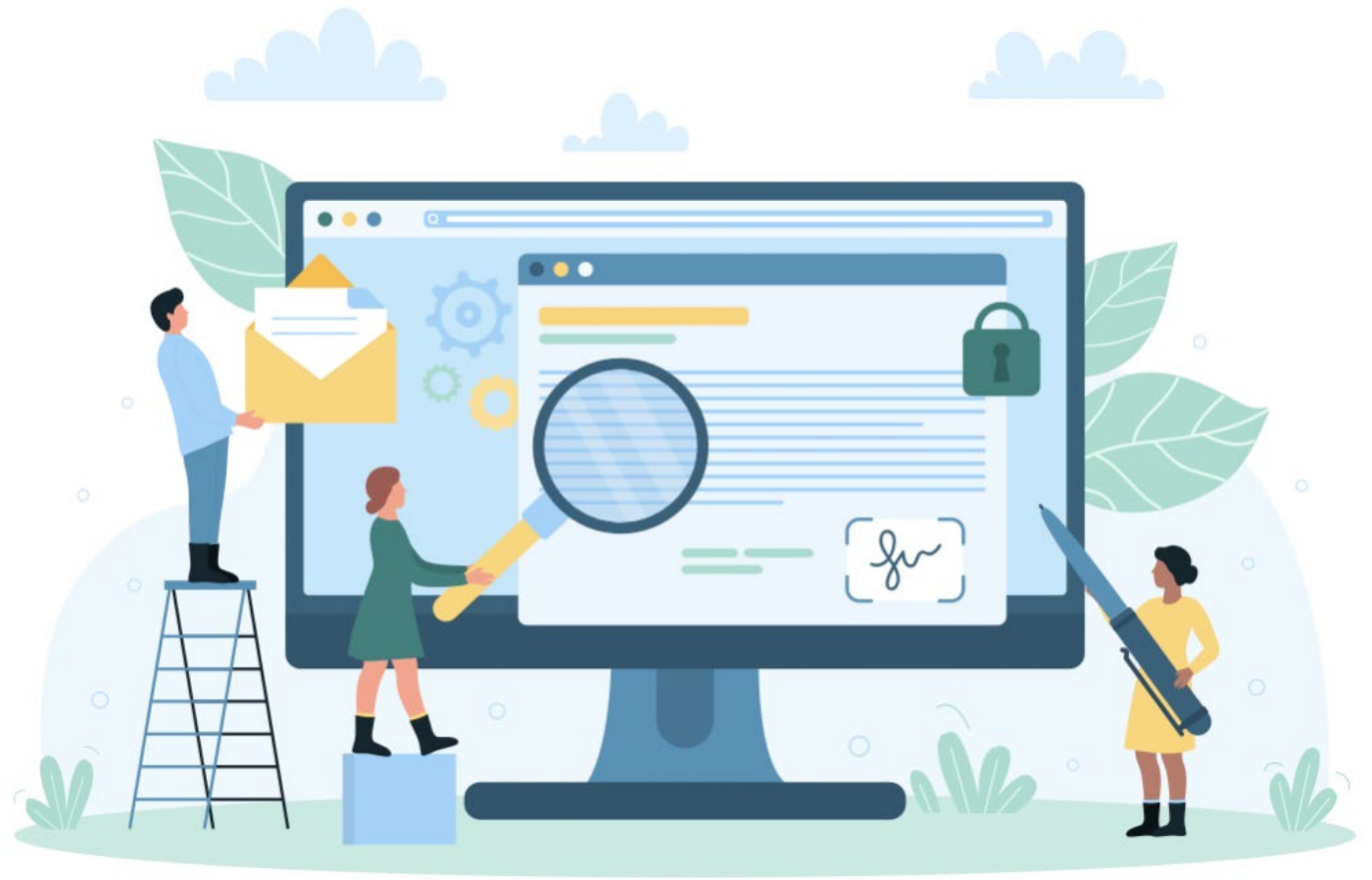
Reference: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=I>



# GR & BUDGET STABILIZATION

- General Revenue (GR) is state funding that can be used for a variety of projects and has fewer restrictions.
- Budget Stabilization funding is used in the same manner as GR
  - Funds received from the federal government due to the reduction in Medicaid charges

# PROCURING SERVICES



# PROCURING SERVICES

Single Feasible Source (SFS)	Request for Proposal	Community Partnership (CP)
Only if the HB language is specific	Competitive bid process	DSS has statutory authority to contract with CPs
Agency must provide a document indicating why are an SFS	Can take 12 – 18 months	CP will assist entity with proposal
Office of Administration must approve	Bids are evaluated to determine service provider	DSS must review and approve proposal
Must be posted for 5 days:		Agreement is between DSS and the CP
Expenditures Expected: Under \$100K – MOBuys Only \$100K + - MOBuys & KC/St.Louis Newspaper		CP is responsible to ensure program is implemented according to the proposal, budget and budget narratives, and all federal and state requirements are meet

# PROPOSALS

- Introduction
- Form



# PROPOSAL INTRODUCTION

- The Project Proposal must be in line with the services described in the House Bill section, and meet all state and federal requirements
- Completing this document does not constitute an agreement, but only describes the proposal for DSS to review
- In order to receive funds DSS must agree the proposed project meets all requirements and will need to determine the procurement mechanism
- No federal funding can be used to support programs that are already funded

# PROPOSAL FORM: 1<sup>ST</sup> HALF

## New Decision Item Implementation Department of Social Services House Bill 11

If your organization received funding through House Bill 11, you will need to complete a project proposal for the Department of Social Services (DSS) to review. The project must be in line with the services described in the House Bill section, and meet all state and federal requirements.

Completing this document does not constitute an agreement, but only describes the proposal so DSS can review it. In order to receive funds, DSS must agree the proposed project meets all requirements and will need to determine the procurement mechanism. If there is an agreement met and then signed by both parties, a budget and budget narrative must be completed and submitted. (Note: Agencies should already be aware of costs due to the request for funding.)

No federal funding can be used to support programs that are already funded. Funding can be used for new programs or expansion. TANF funding cannot be used for construction and medical services.

Enter Information from  
HB 11

House Bill:

Section:

Language:

Amount:

Type of Funding:

1 Project Description

1.1 Name of Program

1.2 Location of Project – Must be located in Missouri and match HB language

1.3 Overall Project – Must match HB language

1.4 If TANF funded – Which TANF purpose will the project meet, and how does it meet that purpose.

1.5 Ages served – TANF programs must meet requirements

1.6 Project Description – Overall, in More Detail

1.7 Project Description – How the Project will be Implemented (i.e. staff administering the project, what these staff will do, how this serves the customer, etc., etc.)

1.8 Project Description – When the Project will be Implemented (i.e. Stages, or already being administered and this)

High level overview of project –  
Must include the components  
outlined in the House Bill Language.

More detailed description of project.

This should be very detailed description  
of how the project will be implemented.

This should include an  
implementation timeline.

Location of where project will occur.  
May be a county, multiple counties, a  
city, or other geographical region.

Must include the TANF purpose that  
most closely relates to the program  
and how it meets the purpose.

If TANF funded, must include the  
ages as required by the grant.

# PROPOSAL FORM: 2<sup>ND</sup> HALF

## Project Objectives and Expected Outcomes

- Correlate with measures that are in the Department's budget books that are presented to the General Assembly.
- For examples of measures, please see the Department Budget Requests: [Budget Information | Office of Administration \(mo.gov\)](#)

### 2 Project Objectives and Expected Outcomes

Below are measures that must be developed and agreed upon with DSS. To find previous Department requests for examples of measures, go to: <https://oa.mo.gov/budget-planning/budget-information>

- 2.1 ☐ Activity Measure – Is the program doing what it said it would do?
- 2.2 ☐ Measure of Program's Quality – Is the activity done well?
- 2.3 ☐ Measure of Program's Impact – Does it deliver? Is the activity causing meaningful impact?
- 2.4 ☐ Measure of Program's Efficiency – Is it worth it? How much effort is invested to achieve the impact?

Note: Community Partnerships must include further information as there is a base agreement. Other entities will have their requirements within their agreement.

Community Partnerships complete a slightly different template with additional information on funding levels and requirements as they already have a base contract.



# BUDGET

- Process
- Budget Form
- Budget Narrative
- Budget Narrative Instructions





# PROCESS

- Organization will complete a budget and budget narrative
- GR has a 3% withhold for the Governor's Reserve – Section 22.390, RSMo
- Programs coded as one-time during the legislative process by the House or Senate must be core cut the next State Fiscal Year (SFY)
- Even though the SFY ends June 30 - All one time programs must have final invoices in by the first of June since the state's accounting system shuts down at the end of June, and all invoices must be paid in the SFY of the appropriation
- Federal funds cannot be used to supplant current programs costs that are already in place
- Department provides recommendations with New Decision Items, Governor then has recommendations, followed by a final Truly Agreed and Finally Passed budget, Governor Vetos, and a Final Budget
  - [Budget Information | Office of Administration \(mo.gov\)](#)

# BUDGET FORM: 1<sup>ST</sup> HALF

Enter Agency Name –  
Needs to Match Contract

Automatically  
Calculates

Costs Budgeted  
for Program

Missouri Department of Social Services Division of Finance & Administrative Services SFY 20XX Budget Form	
Agency: (agency)	Contract Number:
Program Year (date) - (date)	
Budget	
Allocation Base (Contract Amount)	\$
Indirect Administrative Costs	
Federally Negotiated Indirect Cost Rate (FNICR) (Documentation Required) Base to which FNICR is to be applied, per supporting documentation Enter FNICR %	\$ -
Total Indirect Administrative Costs:	\$ -
If Agency has never had a FNICR:	
Indirect Administrative Costs - De Minimis: Modified Total Direct Administrative Costs (See Calculation Below) 10% De Minimis	\$ -
Total Indirect Administrative Costs:	\$ -
Cost Allocation Plan (CAP)	
Total Indirect Administrative Costs:	\$ -
Administrative Costs	
Approved indirect Rate (amount from C11, C18, or C21)	\$
Program Costs	
Salaries/Wages and Benefits	\$ -
Sub-contracting	\$ -
Supplies (under \$5,000)	\$ -
Travel	\$ -
Rent/Space	\$ -
Equipment (over \$5,000)	\$ -
Other	\$ -
Total Program Costs:	\$ -

Will be updated by  
DSS.

Will be updated by  
DSS.

Enter your FNICR or Cost  
Allocation Plan Rate:  
If you have one

Automatically  
Populates

# BUDGET FORM: 2<sup>ND</sup> HALF

Participant Costs –  
May or May Not Have

Automatically  
Populated

Enter Amount

Participant Services	
TRE - Transportation	\$ -
WRE- Work related	\$ -
Training/Tuition Assistance	\$ -
OJT/Subsidized Employment	\$ -
Participant Incentives	\$ -
Other (list)	\$ -
<b>Total Participant Costs:</b>	\$ -
<b>TOTAL BUDGET</b> \$ -	
Calculate Modified Total Direct Administrative Costs:	
Total Program Costs	\$ -
Less: Rent	\$ -
Less: Equipment	\$ -
Less: For each contract that exceeds \$25,000, the amount over \$25,000	\$ -
<b>Modified Total Direct Administrative Costs:</b>	\$ -
<i>I hereby certify that the budget is taken from the original Books of Account and that budget amounts are valid and consistent with the terms of the contract.</i>	
<b>Signature of Authorized Representative of [Insert Agency Name]</b>	<b>Date</b>
<b>Signature of Authorized Representative of [Insert Agency Name]</b>	<b>Date</b>
<p>If a vendor provides any "personal information" as defined in §105.1500, RSMo concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the vendor understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. The state will treat such personal information in accord with §105.1500, RSMo</p>	

Must Match  
Allocation

Reminder GR has  
a 3% Governor's  
Reserve

# BUDGET NARRATIVE: PAGE I

Include  
contract  
number

Contract #:

## SFY 20XX TANF Budget Narrative

Provide a narrative description of the proposed costs associated with the provision of services and the administration of the DSS contract. Break down each cost category by line item as entered on the "Budget Form". Provide specific information regarding how the expense was calculated and ensure that the total of the break down equals the cost category on the Budget Form.

### Administrative Cost

Indirect Administrative Cost:

Federally Negotiated Indirect Rate:

De Minimis:

Cost Allocation Plan:

### Program Costs

• Salaries/Wages and Benefits:

• Sub-Contracting:

• Supplies:

• Travel:

• Rent/Space:

• Equipment (over \$5,000):

• Other:

◦ Training:

◦ Utilities:

◦ Insurance:

◦ Communications:

◦ Professional Fees:

◦ Printing:

◦ Repairs and Maintenance:

◦ Other:

### Program Costs

All costs must be directly related to this program, and cannot be costs already incurred.

Costs must be allocated to the program according to accounting methodology (i.e. rent space is allocated based on space used).

DSS will review the cost to ensure they are appropriate, reasonable, and necessary to implement the project as outlines in the House Bill.

### Administrative Costs

Agencies with Federally Negotiated Indirect Cost Rates (FNICR) will use these rates in determining the Indirect Administrative Contract Cost.

Agencies without FNICR will use one of the following: Cost Allocation Plan (CAP), or the De Minimis rate of 10% of the Modified Total Direct Administrative Cost.

Modified Total Direct Administrative cost is equal to the Total Direct Administrative cost less equipment, rent and the amount of each contract over \$25,000.

Modified Total Direct Administrative costs are to be calculated at the bottom of the budget form.

# BUDGET NARRATIVE: PAGE 2

## **Participant Services**

The program outlined in the House Bill may not have participant costs.

If the program has participant costs, all payments must be reasonable, necessary, and justified. Outline the number of participants anticipated to receive services, the type of service, and the cost.

TANF funding is the funding of last resort. If there are other government or local funds already available for the program/services, this funding source should be used first. (i.e. Participant needs energy assistance, but can apply for the Low Income Home Energy Program.)

The organization must maintain a record of each payment.

## **Participant Services**

- Transportation Related Expenses:
- Work Related Expenses:
- Training/Tuition Assistance:
- On-The-Job Training/Subsidized Employment:
- Participant Incentives:
- Other (list):

Note: Information from Page 1 will continue to Page 2.

# BUDGET NARRATIVE FORM INSTRUCTIONS

## Budget Narrative Instructions

The Department of Social Services has an established policy that provides uniform procedures for allowance of contractor administrative rates. Administrative costs are those associated with the management and oversight of an organization's activities and are a result of all activities of the contractor, such as utilities, rent, administrative salaries, financial staff salaries, and building maintenance, etc. Agencies with Federally Negotiated Indirect Cost Rates (FNICR) will use these rates in determining the Indirect Administrative Contract Cost. Agencies without FNICR will use one of the following: Cost Allocation Plan (CAP), or the De Minimis rate of 10% of the Modified Total Direct Administrative Cost. Modified Total Direct Administrative cost is equal to the Total Direct Administrative cost less equipment, rent (including WIOA Infrastructure costs) and the amount of each contract over \$25,000. Modified Total Direct Administrative costs are to be calculated at the bottom of the budget form.

If a vendor provides any "personal information" as defined in §105.1500, ~~RSMo~~, concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the vendor understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. The state will treat such personal information in accord with §105.1500, ~~RSMo~~.

## Budget Category Definitions

Line Item	Definition
Indirect	Federally Negotiated Indirect Rate Cost Agreement applied to the base approved in the FNICR agreement.  If no negotiated agreement, then 10% of Modified Total Direct Administrative costs (to be calculated at bottom of the budget form)
Salaries/Wages and benefits	Salaries and benefits
Sub-Contracting	Payment to third party to provide MWA services
Participant Services	Expenses paid in order to serve a client such as Transportation Related Expense (TRE) and <u>Work-Related</u> Expense (WRE)
Travel	Mileage, car rentals, etc. The budget narrative must include a calculation for travel.
Training	Conferences, meetings, meals, lodging, registration
Rent	Rent for main and outreach offices
Utilities	Water, electric, sewer, trash
Insurance	Property insurance
Supplies	Postage, paper, file folders, pens/pencils, staplers, etc.
Equipment (Over \$5,000)	Fax machines, computers
Communications	Phone, internet
Other	Miscellaneous expenses

A close-up, shallow depth-of-field photograph showing several hands interacting with a document. One hand in the foreground is holding a pen, poised to sign. Another hand is visible in the background, also holding a pen. The document has some text and lines, but it is out of focus. The overall tone is professional and collaborative.

# AGREEMENT

- DEVELOPMENT
- IMPLEMENTATION



The background of the slide features a black and white photograph of a grand, wide staircase made of light-colored stone steps. In the upper portion of the image, several large, fluted classical columns are visible, supporting a structure above the stairs. The overall composition suggests a formal, institutional, or governmental setting.

# NEXT STEPS

- IMPLEMENTATION
- INVOICING
- MONITORING



# IMPLEMENTATION


- New Program can provide services in accordance with the agreement
- Once awarded, the DSS Invoicing Team will provide a virtual PowerPoint presentation, and is available for questions
- A DSS Staff will act as a liaison for the fiscal year to assist with any questions, challenges, success, or concerns
- Approximately 3-6 months into the contract year, DSS will schedule a site visit to visit the program – this is not Monitoring visit
- DSS cannot extend contracts between state fiscal years

# INVOICING

FEIN# or the MOBuys Number  
when You Registered

Due by the date outlined in the contract,  
generally the 15<sup>th</sup> of the following month

- Two authorized representative signatures
  - The Provider name and Address must match what is registered with MOBuys
- The invoice form and expenditure report must contain two signatures.

		BILL TO: Department of Social Service: Division of Finance & Administrative Services PO Box 1643 Jefferson City, MO 65102-164 <a href="mailto:W&amp;CINVOICES@DSS.MO.GOV">W&amp;CINVOICES@DSS.MO.GOV</a>		PAY TO: Provider Name Address City, State Zip Phone Number Email address	
		REQUEST FOR PAYMENT OF SFY 20XX CONTRACT			
Vendor No. _____		Contract No. _____		Invoice #: _____	
Date: _____ (current month)					
DESCRIPTION					Current Period's Expenditure Amount
Administrative Services & Program Expenses for: <u>Month/Year</u>					\$ -
<b>TOTAL DUE</b>					<b>\$ -</b>
I hereby certify that this information is true and correct:					Monthly Expenditure Report Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Preparer's Signature _____		Date _____			
<b>Note: Monthly Invoice is due on or by the 15th day of the month.</b> <b>If invoice is emailed, retain original in your files.</b>					
FOR OFFICIAL USE ONLY:					
					Date Stamp
Signature _____		Date _____			
If a vendor provides any "personal information" as defined in §105.1500, RSMo concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the vendor understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. The state will treat such personal information in accord with §105.1500, RSMo					

Matches the  
Number on the  
Contract

# INVOICING

- Two authorized representative signatures
  - The Provider name and Address must match what is registered with MOBuys
  - Vendor number is your FEIN # or the MOBuys number received when registered.
- Invoices are due on the 15<sup>th</sup> of each month for the prior month's expenses
- The invoice form and expenditure report must contain two signatures

# MONITORING

- Federally funded programs are required to be programmatically and fiscally monitored
- One-time programs generally are not formally monitored since the program is less than a year due to start-up and the last invoice is due by the first of June
- Ongoing programs are fiscally and programmatically monitored based on a risk assessment

## ONE-TIME PROGRAMS

- The Department is required to core cut one-time programs, or remove them from the next year's budget request
- Final invoices must be sent with all required and accurate information to DSS by approximately June 5<sup>th</sup>
- The final invoice paid by the Department is May – this occurs since there is no appropriation authority for the next year and DSS cannot pay invoices for a program in the next SFY that does not exist

QUESTIONS

