

**Georgia Division of Family  
& Children Services**  
Promoting Safe & Stable Families Program  
FFY2018 Contract Documentation  
Bobby Cagle, Director

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**Vision, Mission and Core Values**

Vision  
Safe Children. Strengthened Families. Stronger Communities.

Mission  
Prioritize the safety of Georgia's children in the decisions we make and the actions we take. We strengthen families toward independence and build stronger communities with the caring, effective and responsive service.

Guiding Principles/Values  
As the Division of Family and Children Services we...  
Demonstrate our commitment to the safety of our children in the decisions we make and the actions we take.  
Empower, strengthen and support families on their path toward independence.  
Serve with compassion.  
Provide caring, responsive and effective service.  
Engage, listen and respond to our participants, communities and each other.  
Collaborate with our communities to create systems of support.  
Develop a competent, professional and efficient workforce that never stops learning and growing.



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**WELCOME**

- **Introductions**
  - PSSF TA Team
- **Housekeeping**
  - Sign in using your name and SoN
  - Mute your phone or laptop microphone
  - If you have any problems, comment in the space provided or contact us at 770-642-6722 Ext 310
- **Q&A**
  - Type your questions in the space provided. We will try to answer them at the end of each document (so don't get ahead!)
  - We may ask you to follow up on your question if there isn't time to respond.



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## AGENDA

- PSSF Award Decisions
- Contract Documentation
  - Requirements
  - Inconsistencies & Deficiencies
  - SDS, Budget & Service forms revisions
- DHS/PSSF Contract Distribution
- DHS/PSSF Contract Execution



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## PSSF Award Decisions

- 187 Proposals received
  - 15 Non-Compliant
  - 23 Not Funded
- 8 FFY2017 PSSF providers did not re-apply
- 149 Awards
  - 7 returning programs
  - 5 new programs for current PSSF providers
  - 3 first time PSSF providers



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## Contract Documentation

- Issues identified during the compliance review that DID NOT disqualify proposal but MUST be resolved BEFORE a contract can be prepared

**PSSF NETWORK**  
Promoting Safe & Stable Families

LOG OUT

**Contract Preparation**

Agency: Carroll County Board of Education  
 Program: A CSI Test Case Program  
 Program ID: 329-2575  
 SoN ID: 10100  
 Model: FSSPEI



Provider: 
  
 Renewal: 
  
 Address:

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## Contract Documentation

- Most frequent issues:
  - Identification of agency on forms inconsistent with Registration screenshot
  - Typos (math)
  - Inconsistent identification of officers
  - Missing, incomplete or incorrect information (ie. required PL or lapsed coverage)



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## Contract Documentation

- All programs have one or more of the following issues to address:
  - Tax Compliance form and W9
  - Revisions or new forms
  - SDS/Budgets revisions

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## Important Reminders

1. New or revised “forms” (Match, History, Resolution/Authorization or Verify) that required, must be scanned and uploaded for review and approval, as directed. The original, signed and notarized form that is “approved” should be kept in a safe place until you receive your contract for execution as the original documents must be included as annexes in the final contract.
2. Be sure to “fix” whatever was identified as the problem. Please make sure everything else on the form remains the same as the document that was submitted with your proposal!
3. New documents to be uploaded are named the same as the original submitted with proposal except that a “2” is added.  
 Example: son10100\_insurance2




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### Contract Documentation

**Tax Compliance & W9 - Everyone**

- Both a Tax Compliance form and a W9 must be completed.
- Instructions are provided. Follow them carefully.
- Signed W9 must be scanned as a pdf to upload.



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### Contract Documentation

Application Cover (7)

– Most frequent issues:

- Agency name inconsistent with Registration screenshot
- **Amounts**
  - Typos or adjusted award amount
  - Must be consistent with amounts on award notice
- Individual signing not authorized or identified on Registration screenshot or officer's title inconsistent



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### Contract Documentation

Cash Match (*original!!!*) (14) See page 86 of SoN for instructions.

– Most frequent issues:

- Amounts
  - Errors or adjusted award amount
  - **Must be consistent with amounts on award notice**
- Individual signing form not identified on Registration screenshot or identified with a title that is not consistent with the information on the registration screenshot
- Agency name inconsistent with Registration screenshot



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### Contract Documentation

- Criminal History (*original!!!*) (6)
  - Most frequent issues:
    - Individual signing form not identified on Registration screenshot or identified with a title that is not consistent with the information on the registration screenshot
    - Agency name inconsistent with Registration screenshot

See SoN page 87 for instructions



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### Contract Documentation

- Resolution: NP (10) or Authorization PE (1) (*original!!!*)
  - May need to be resubmitted if:
    - Individual authorized (or individual signing document) not identified as officer on Registration screenshot
    - Individual signing form not identified by corresponding title on Registration screenshot
    - Change of officers or authorized individual

*If officers have changed since proposal was submitted, a new registration screenshot will be required as well.*



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### Contract Documentation

- Verify Affidavit (18) (*original!!!*)
  - May need to be resubmitted if:
    - Incomplete information (date of authorization or account #)
    - Individual authorized (or individual signing document) not identified as officer on Registration screenshot
    - Individual signing form not identified by corresponding title on Registration screenshot



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### Contract Documentation

• Certificate of Liability Insurance  
 Issue: No Workmen's Comp coverage described, PL \$1M/\$3M not stipulated.  
 Action: Submit new Certificate describing ALL required coverage.

- Insurance (COI) =#1 Documentation Issue
  - Non-Profits ONLY!

See SoN page 8 for insurance requirements

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### Contract Documentation

- Most frequent issues:
  - Insured not agency identified on application cover
  - Certificate holder (not identified as GA DHS or DHS/DFCS)
  - Date of one or more coverages expires before 10/01/2017
  - Amount of coverage insufficient (General Liability \$1M/\$3M)
  - Required coverage not specified
    - PL \$1M/\$3M
    - Business Auto \$1M
    - WC (if more than 2 employees)

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### Service Delivery Schedule

- If you have not already done so, email the name, phone and email for the person we should communicate with regarding SDS and Budget issues.
- You will receive an email with information on a date and time for your consultation.
- The primary issue with SDS is that most indicated that nothing was changing but SDS indicated had fewer services (inconsistent with FFY2017 levels), significantly less total hours or increased unit costs without justification (or obvious reason such as reduced funding)

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### Service Delivery Schedule

- You can go ahead and review and start thinking about what you might need but do not submit a revised SDS without a consultation
- **Please be patient.** We will get to you as soon as we can.
- Be sure all other documentation issues are addressed in a timely manner.



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### Budget

- If there are any specific budget issues they will be addressed at the same time as the SDS
- Primary issues include:
  - Budgeted staff hours vs. service hours on SDS
  - Insufficient support details to justify expense or cost
  - Expenses inconsistent with unit cost on SDS



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### More Important Reminders

- Read and follow instructions carefully.
- Be sure you address the problem issue.
- When correcting one issue be careful not to create another.
- Double check everything before you upload new document.
- **Be patient.**



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### Technical Assistance

- For all contract documentation issues, email:
  - [communications@pssfnet.com](mailto:communications@pssfnet.com)
  - Identify SoN# in subject line
  - Include contact name and phone #
  - Response usually within 24 hours

If there is going to be any delay in submitting a document, please inform the TA team and provide an estimated date when the document can be expected.



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### Submitting Corrected Documents

4. Uploading New Documents  
Follow instructions for uploading any new or revised documentation required for the preparation of your contract. When all documentation has been reviewed and approved by DHS, an email will be sent with information on downloading a copy of your contract.
- Go to: [www.pssfnet.com](http://www.pssfnet.com)
  - **Login as you did for your award notice** with SoN user name and password (*not your 2017 PSSFWeb reporting password*)
  - Make sure all new or revised documents are named correctly BEFORE you try to upload them
  - Go to "Uploading New Documents" screen and follow instructions.
  - Verify documents are uploaded. **Do not ask for email confirmation.**
  - Contact [communications@pssfnet.com](mailto:communications@pssfnet.com) if you experience any difficulties uploading documents.
  - **TIME IS OF THE ESSENCE.** Delays in submitting new documents may impact the start date of your contract.



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### PSSF FFY2018 Contract

- **Contract Period:** Oct. 1, 2017 – Sept. 30, 2018
- **Contract Distribution:**
  - Once all documentation has been received, reviewed and approved, an email notice will be sent directing you back to the website and award/contract login for instructions on preparing, signing and submitting your contract
  - *This communication is sent to the individual identified as the primary contact on your proposal unless you tell us otherwise*



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### FFY2018 Contract Documents

Download and print the following documents:

- **Contract**
- **Annex C** (Proposal)
- **Annex D** (Approved Services, SDS & Budget)
- **Forms** (Approved copies of Match, History, Resolution or Authorization & Everify to ensure that approved form is included in contract)
- Review to ensure that documents are complete and all information is correct, including agency and program identification, if you have multiple programs
- If any corrections are needed, do not correct yourself. Contact [communications@pssfnet.com](mailto:communications@pssfnet.com). Include your SoN# in subject line.



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### FFY2018 Contract

Signing & Submitting Contract

- Follow instructions carefully.
- Have **authorized officer date and sign** where indicated using corresponding title on resolution/authorization and registration screenshot
  - Signature page, Annex A, Annex B and Annex G
  - Replace Match (Annex I), History (Annex M), Resolution or Authorization (Annex J) & Everify (Annex L) with **original of approved copies included as "Forms"**
- Assemble as directed. Include ALL documents in full.



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### FFY2018 Contract

Provider

- **Return one, signed, complete original** contract by mail or courier to:

**PSSF Contract Documents**  
 1117 Perimeter Center West  
 Suite W300  
 Atlanta, GA 30338

**Do not send multiple copies.**  
 Contract documents are reviewed prior to submission to DHS for execution.



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### FFY2018 Contract

#### DHS

- Contractor will be notified by email when contract has been executed
- Original executed document will be mailed to the mailing address indicated on the application cover, and the contract.
- Copies will be emailed to county, regional and state fiscal offices



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### Communications

#### Regarding Contract

All communications regarding contract will be sent to the individual identified on the application cover unless we receive notification otherwise. We cannot communicate to multiple people at your agency.

It is important that you notify us at [communications@pssfnet.com](mailto:communications@pssfnet.com) if the contact information reported on your application cover has changed or does change between now and the time you receive a contract.



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### Final Words...

- Follow instructions carefully
- Be patient
- Thank you for participating!
- Questions
- Your Technical Assistance Team
  - Roger Hubbard, PSSF Grant Manager
  - Deb Farrell, PSSF Senior Technical Advisor
  - Libby Glass, PSSF Provider Support



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