



Sub-Recipients Budgeting Procedures

Effective Date: 3/1/2013

Expectation

The budget for each projected service and administration will be included with the Request for Qualification (RFQ) and will include a line item budget and a narrative. The budget will include financial data as well as statistical data such as number of encounters.

Contracted Budget

The evaluation committee will review the budget with the RFQ proposal; the proposal will receive a score. Based on the scoring criteria the proposal will be accepted or denied. The grant administrator and administrative specialist will assign the final funding based on the proposal, the service category award amount and the number of existing/new sub-grantees included in the service category. The funding will be awarded via a funding letter issued by Clark County Purchasing. The sub-grantee will submit a budget based on the amounts listed in the funding letter per service category. The sub-grantee is allowed to allocated up to 10% of the award amount to administrative expenses. The sub-grantee has the primary responsibility for final budget development. The contracted budget will be detailed enough to provide separate funding by service category plus administration and must be submitted on the approved grantee budget form.

Once the budget is received the administrative specialist will review for accuracy. Once approved by administrative specialist the assistant manager will review and provide the final approval/denial.

Approved

The administrative specialist will format the Request for Reimbursement form/cost reimbursement invoices specific to the approved budget and send to the sub-grantee. The administrative specialist will also submit a Purchase Requisition to Clark County Purchasing via SAP (and the previously designated approval chain) based on service category and the approved budget. Clark County Purchasing will review information and create a Purchase Order.

Denied

The administrative specialist will correspond with the sub-grantee on required back up information, correction of numbers or detail.



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POLICY & PROCEDURES

Monitoring Performance

Financial data will be provided on a monthly basis to the administrative specialist showing current month budget compared to actual results, as well as a year-to-date comparison. It is anticipated this reporting control will provide accountability and responsibility by service category.

Budget Modification

Changes in the contract budget must be approved by the grantee. A revised budget showing requested changes must be submitted to the administrative specialist for review and approval. Revised budgets greater than 10% must also be approved by the assistant manager. Budget modifications between service categories must be approved by the Planning Council, and finalized through a contract amendment approved by the Clark County Board of County Commissioners.