



Division of Child Development and Early Education
5 Star Rated License • Prekindergarten • Subsidized Early Education for Kids

NC Pre-K Contracts



NC Pre-K Contracts

CONTRACT DOCUMENTS

DUE: JANUARY

Private Non-Profit Contractors must submit annually the following document:

- Authorization to Sign Contracts
- Authorization to Sign Financial Status Report (FSR)
- State Certification
- Conflict of Interest Verification
- No Overdue Tax
- 501(c)(3) Status Verification

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CONTRACT DOCUMENTS

DUE: JANUARY

Public Contractors must submit annually the following documents:

- Authorization to Sign Contracts
- Authorization to Sign Financial Status Report (FSR)
- State Certification

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EXPANSION CONTRACT DOCUMENTS

Private and Public Contractors must resubmit if applicable the following documents:

- Authorization to Sign Contracts
- Authorization to Sign Financial Status Report (FSR)

*If the signature authority that was listed in January no longer assumes that role or position you are required to resubmit the Authorization to Sign Contracts / FSRs to Sharon R. Johnson immediately upon receipt of your Expansion Budget Template.

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CONTRACT BUDGET

CURRENT CONTRACT DUE: FEBRUARY (ANNUALLY)

EXPANSION CONTRACT DUE: 9/30/2014)

- Contractors must complete / and submit a line Item Budget for all contracts and amendments.

- All budgets must include a detail narratives for each line item describing the following:
 - Position Title, FTE and staff name (if already hired). Brief description of duties to be perform by staff as they pertain to NC Pre-K.
 - How the funds will be utilized, by whom, and supporting calculations where applicable.

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CONTRACT BUDGET

CURRENT CONTRACT DUE: FEBRUARY (ANNUALLY)

EXPANSION CONTRACT DUE: TBD)

Sample Narratives:

- Supplies – General office supplies to include pens, pencils, paper clips, etc. to be used by 36 NC Pre-K office staff for a period of 12 months.
- Equipment – (IT) Five laptops at \$200.00 each to be used by 5 NC Pre-K office staff to conduct site visit reports.
- Travel - Program Coordinator and Program Assistant to attend required NC Pre-K training. Mileage: 100 miles @ 0.56/mile = \$56.

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CONTRACT BUDGET

CURRENT CONTRACT DUE: FEBRUARY (ANNUALLY)

EXPANSION CONTRACT DUE: TBD)

Sample Narratives (cont.):

- Salary/Wages - NC Pre-K Coordinator (Jane Doe): Duties as it relates to NC Pre-K includes xyz.
- Fringe Benefits - (see attached FTE worksheet)
- Other- Temp. Position: \$10.00/hr. x 200hrs. - (Accounting Tech) - duties include xyz.

Note:

Human Resource Narratives - should include a brief detail of the FTE's duties as they relate to NC Pre-K.

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CONTRACT BUDGET

CURRENT CONTRACT DUE: FEBRUARY (ANNUALLY)

EXPANSION CONTRACT DUE: TBD)

Sample Narratives (cont.):

Must include the number of children to be served:

- Direct Services Contractor - Funds budgeted for the Contractor to provide direct services to 100 eligible children.
- Subcontracting and Grants Direct Services - Funds budgeted for the subcontractor to provide direct services to 35 eligible children.

Note:

It is not necessary to give a calculation breakdown as it relates to the children & rates in this narrative.

However, it's important that you maintain these calculations for your own records as supporting documentation may be requested at a later date.

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CONTRACT BUDGET

CURRENT CONTRACT DUE: FEBRUARY (ANNUALLY)

EXPANSION CONTRACT DUE: TBD)

Sample Narratives (cont.):

- Direct Services Contractor - Funds budgeted for the Contractor to increase rates due to teacher raises.
- Subcontracting and Grants Direct Services - Funds budgeted for the subcontractor to increase rates due to teacher raises.

OR

- Direct Services Contractor - Funds budgeted for the Contractor to provide direct services to 100 eligible children and to increase rates due to teacher raises.
- Subcontracting and Grants Direct Services - Funds budgeted for the subcontractor to provide direct services to 35 eligible children and to increase rates due to teacher raises.



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Column A Category	Column B Line Item	Column C Amount	Column D Narrative
A. Human Resources			
	1. Salary/Wages	\$ 21,560	NC Pre-K Coordinator (Tom Jones) - Duties include xyz; Executive Director (Tom Thumb) - Duties include xyz
	2. Fringe Benefits	\$ 458	(see FTE worksheet attached)
	3. Other	\$ 2,000.00	Position: \$10.00/hr. x 200hrs. - (Accounting Tech) - duties include xyz.
A . Total Human Resources		\$ 24,018	
B. Operational Expenses/Capital Outlays			
1. Supplies and Materials			
	a. Furniture	\$	
	b. Other	\$ 1,500	General office supplies to include pens, pencils, paper clips, etc. to be used by 36 NC Pre-K office staff for a period of 12 months.
2. Equipment			
	a. Communication	\$	
	b. Office	\$	
	c. IT	\$ 1,000	Five laptops at \$200.00 each to be used by 5 NC Pre-K office staff to conduct site visit reports.
	d. Assistive Technology	\$	
	e. Other	\$	

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REMEMBER TO



SUBMIT BUDGET TIMELY

Note: It is important & beneficial to prepare and submit your budget prior to the deadline.

Early preparation allows time for:

- Contractor to review and correct any possible errors
- Contractor to ensure that all decision makers are in place to bless the budget prior to scheduled deadline
- DCDEE to review / process / execute contract in a timely manner

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REMINDERS:

NC Pre-K Budget Templates can be found on the DCDEE website at http://ncchildcare.nc.gov/general/mb_ncprek.asp

Documents Include:

- NC Pre-K Line Item Budget Template
- Line Item Budget Instructions
- NC Pre-K Line Item “Sample” Budget



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