



City of Albuquerque

Department of Family and Community Services

Summary of Substantive Changes in the Revised

Administrative Requirements

- Updated title to reflect the use of the Administrative Requirements for all City departments
- Updated objective and responsibility for administration to allow for use by all City Departments and subsequent citations throughout document for same purpose
- Updated definition of Authorized Official
- Added definition of For Profit Entity
- Updated definition of Program Income
- Updated definition of Social Services Contracts
- Added definition “Useful Life” shall be defined in accordance with Generally Accepted Accounting Principles (GAAP)
- Added clarifying language about applicability as it relates to those who are sub-recipients of City
- Updated language under eligibility compliance to match updated Social Service Procurement Regulations and provided additional clarification regarding eligibility
- Updated language specific to unresolved audit findings
- Added clarifying language regarding background clearance requirements related to waiver standards
- Added additional references to the waiver section and added clarifying headers in conflict of interest section
- Added “When there are changes in the Board of Directors, Officers and/or Directors, the City shall be notified within fifteen (15) business days of the change.”
- Clarified requirements regarding nepotism
- Removed insurance language and made reference to contract
- Clarified language of who can sign contracts
- Clarified language on compensation for personnel services
- Clarified language on PARs requirements
- Clarified direct assistance to beneficiaries
- Added language about depreciation and salvage as it relates to equipment
- Added tobacco and related products as an unallowable cost
- Clarified indirect costs
- Added language about generally accepted accounting principles (GAAP) and clarified accounting system requirements
- Clarified program income and program income reporting requirements
- Provided clarity as to how to account for multiple funding sources
- Clarified language on expendable property
- Clarified process of cost analysis needed for Contractor procurement
- Clarified language regarding subcontracts and added insurance coverage requirements for subcontracts
- Specified backup documentation needed for personnel costs
- Added language about process of increasing contract amounts
- Clarified when budget amendments would be accepted by the City
- Added allowability of maintenance of electronic records

- Provided clarification on audit work papers and reports
- Added requirement for program recordkeeping to be in compliance with all applicable laws and regulations
- Clarified board approval of quarterly reports
- Moved requirement to be in compliance with 90% of goals for two years from the social service procurement regulations to the administrative retirements under “E. Subsequent funding.”
- Added clarifying language to F. Contract Closeout
- Clarified waiver procedures
- Added provision to contract violations that may result in termination