



**City of Albuquerque**  
**Department of Family and Community Services**

**Summary of Substantive Changes in the  
Revised Administrative Requirements Effective July 1, 2019**

Purpose of Changes: Ensure consistency and clarity of the document and to ensure that what has evolved to be accepted process has become captured as Department policy.

Summary of Substantive Changes:

- Moved language pertaining to pre-contract execution (i.e., procurement) to *Social Services Procurement Rules*.
  - Moved information specific to procurement for services to appear in the *Social Services Procurement Rules*.
  - Removed “Award Procedures and Contract Expenditures” section as this document is specific to regulations after contract execution.
  
- Removed various sections that were funding-source specific to instead be added to specific contracts as pertinent.
  
- Added/updated following definitions pages 2 - 5:
  - Agency
  - Applicant
  - Bonus
  - Capital Expenditure
  - Concern
  - Cost Allocation Plan
  - Finding
  - Indirect Cost
  - Lower-income populations
  - Observation
  - Program Income
  - Social Services Agreement
  - Supplanting
  - Vulnerable Populations
  - Work Plan
  - Written Approval
  
- Renamed several headings to make more accessible and provide ease of navigation, such as “10. Social Services Contract Eligibility Compliance” on page 7 and “10.A. Eligibility Compliance” also on page 7.

## Summary of Substantive Changes in Revised Administrative Requirements, continued:

- Added language to “Background Clearance” on page 7.
- Added language to “Confidentiality and Disclosure” on page 8.
- “Retention of Contract Documentation” - Moved to a new section on page 10.
- Additional information about lobbying activities was added in both the allowable (p. 11 as “advocacy”), unallowable (p. 17) cost sections.
- Added language to “Personnel Costs” to ensure clarity of expectations under 12.A.(5)(d)(ii)(4) on pages 12-13.
- Changed food and beverage expense limit from \$100 to \$200 on page 14.
- Ensured that “Allowable Costs” section included all applicable categories from budget forms – pages 11-17.
- Clarified overtime documentation in writing on page 16.
- Moved internet costs from communication to utilities on pages 16-17.
- Added items to “Unallowable Costs”: alcohol, bonuses; cash advance, costs incurred through open ended contracts, electioneering (also includes lobbying), excessive travel costs on pages 17-18.
- Clarified language for indirect costs and cost allocation plan on page 19.
- Clarified language for dual signature on page 20.
- Shifted “Accounting for Programs with Multiple Funding Sources” as a subsection “Accounting for DFCS social Services Contract Funds” on page 21.
- Edited “Contractors shall submit appropriate supporting documentation with the Financial Status Report and Request for Reimbursement” from “may be required to submit” on page 28 Section 13.G.(4)
- Added the requirement that “With the exception of a request for payment of audit expenses, all requests for reimbursement shall be received by the City within ten (10) days of the end date of the contract. Requests received beyond ten days may be considered excluded from contract obligation resulting in non-payment.” On page 28.
- Added: (3) Budget Amendments: Request for budget amendments shall be submitted no later than (30) days prior to contract ending date on page 29.
- Clarified that budget amendment effective date is date submitted to City on page 29.
- Added fiscal monitoring will occur where fiscal records are maintained under I(1) on page 30.
- Added language around concerns and findings, and expectation of agency in both fiscal (page 30) and program (page 35) sections.
- Updated language on audits to meet current regulations (pages 31–32).
- Updated section 14 to “Program Performance for DFCS Social Services Contracts” to be more inclusive of program performance – section on recordkeeping of direct client services and specifics around monitoring on page 32.
- Clarified Progress Report signatures on page 34.
- Added “Subsequent Funding” Section, number 14.E. on pages 35-36.
- Added 14. F.(g), “Contract Closeout Section” on page 36
- Consolidated waiver procedures in Section 15 to apply to waivers referenced throughout the document. Pages 37-38.