



City of Albuquerque
Department of Family and Community Services

**Summary of Substantive Changes in
Revised Administrative Requirements**

- Moved language pertaining to pre-contract execution (i.e., procurement) to *Procurement Regulations*
 - Removed information specific to procurement for services, and added to procurement regulations.
 - Removed “Award Procedures and Contract Expenditures” section as this document is specific to regulations after contract execution.

- Added/updated following definitions:
 - Agency
 - Applicant
 - Bonus
 - Capital Expenditure
 - Concern
 - Cost Allocation Plan
 - Critical Emergency Needs
 - Finding
 - Indirect Cost
 - Lower-income populations
 - Material Failure
 - Material Weakness
 - Observation
 - Program Income
 - Risk Assessment
 - Social Services Agreement
 - Supplanting
 - Supplies
 - Vulnerable Populations
 - Work Plan
 - Written Approval

- Renamed several headings to make more accessible and provide ease of navigation.

Summary of Substantive Changes in Revised Administrative Requirements, continued:

- 10. “Retention of Contract Documentation” - Moved reference to Retention of Contract Records into this new section.
- Additional information about lobbying activities was added in both the allowable, unallowable cost sections.
- Added language to Personnel costs to ensure clarity of expectations.
- Ensured allowable cost section included all applicable categories from budget forms.
- Moved internet costs from communication to utilities.
- Added additional items to unallowable costs: alcohol, bonuses; cash advance, costs incurred through open ended contracts, electioneering (also includes lobbying), excessive travel costs.
- Improved language for indirect costs and cost allocation plan for greater clarity of expectation.
- Added to 12.: “Accounting for Programs with Multiple Funding Sources” a subsection “Accounting for DFCS social Services Contract Funds”.
- Added: (3) Budget Amendments Request for budget amendments shall be submitted no later than (30) days prior to contract ending date.
- Added fiscal monitoring will occur where fiscal records are maintained under I(1)
- Added language around concerns and findings, and expectation of agency.
- Updated language on audits to make current.
- 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
- Added “Subsequent Funding” Section
- 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 thirty days may be considered excluded from contract obligation resulting in non-payment.”
- Added 14. F., “Contract Closeout Section”
- Moved procedures regarding waiver referenced in various locations into one section titled 15. Waivers