

## Checklist for Developing Fiscal Partnerships for CBCAP State Lead Agencies

### Funding Sources and Partnerships

*When exploring potential partnerships...*

1. Identify areas of commonality, what each partner will contribute, and why the partnership could be beneficial.
2. Identify the shared vision and mission of the collaborative effort, including common goals and outcomes. Think carefully about how each system, prevention program, and any other parties can work together collaboratively.
3. Learn about the policies and rules of each partner's funding source (limitations, caps, how funds can be used and for whom, etc.).
4. Explore how each partner might maximize funding for all resources available.
5. Clarify whether there are any match requirements. If so, be sure to specify cash or in-kind, and the amount.
6. Identify roles and tasks for each partner.
7. Develop a fiscal or interagency agreement or memorandum of understanding that formalizes this relationship.
8. Determine who should sign the agreement. Are multiple signatures required? If so, each partner should receive a copy with original signatures.

### Blending and Braiding Funding

1. Specify how the partners will blend or braid the funds.
2. Reflect the amount and use of these funds.
3. Determine how the fiscal management systems will ensure the integrity of the separate funding streams.
4. Establish a process of braiding funds that will allow partners to address issues of quality and access.

### Fiscal or Interagency Agreement

1. Determine who needs to be involved in the development and approval of the fiscal or interagency agreement.
2. Identify which partner will be the fiduciary or have responsibility for the funding.
3. Determine if the agreement addresses service needs.
4. Clarify the details of the fiscal arrangements to be included in the partnership or interagency agreement.
5. Ensure that the fiscal agreement addresses the process and timeframes for payments, reports, and deliverables.
6. Specify any other conditions of the partnership.
7. Ensure that the agreement supports the partnership's goals.
8. Develop a process and timeline for reviewing and revising the agreement. Include an escape clause to ensure that funds are committed *based on the availability of funding* and that there is a process to address any needed changes.

## Fiscal Reporting

1. Identify the requirements for tracking and reporting the partnership expenditures, revenues, and match requirements for each partner.
2. Determine whether the partnership will develop fiscal reports and, if so, who is to receive, approve, analyze, and act on these.
3. Clarify any other fund source reporting or auditing requirements.

Adapted from *Spending Smarter*, National Center for Children in Poverty ([www.nccp.org](http://www.nccp.org))