Job Aid – Accessing the Global Uplift Program Budget and Cover Sheet

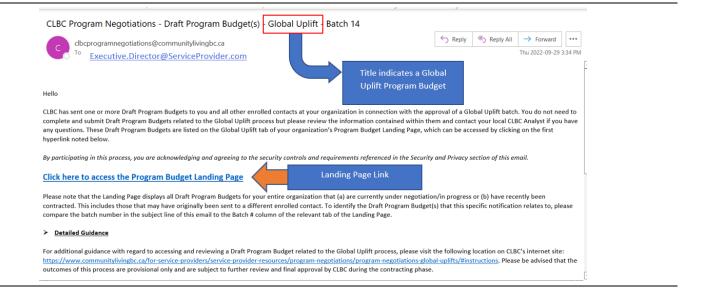


What is this job aid about?

The Job Aid provides guidance for Service Providers in the Program Negotiation – Global Uplift (PN – GU) process. It will help you find Program Budgets that have been applied to your programs and contracts through the Uplift process.

This Job Aid provides awareness and supplements the Service Provider e-Learning Module for the Program Negotiations – Global Uplift (PN – GU) process. This document provides a quick reference to the key changes as a result of the Global Uplift Process (PN-GU) being applied to Program Budgets. Additional questions you may have can be directed to your liaison analyst.

Program Budgets for a
 Global Uplift can be
 accessed through the
 same methods as a
 regular negotiation.
 When the Uplifted Budget
 is approved, you will
 receive an automated e mail with a link to your
 landing page.

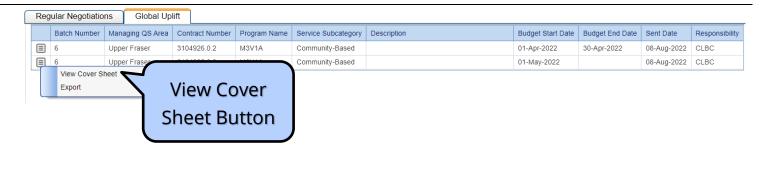


2. The Service Provider Landing Page will include a tab for both your Regular Negotiations and your Global Uplifts. It will open showing your Regular Negotiations. The Uplifted Budgets can be found on the Global Uplift tab at the top of the page.

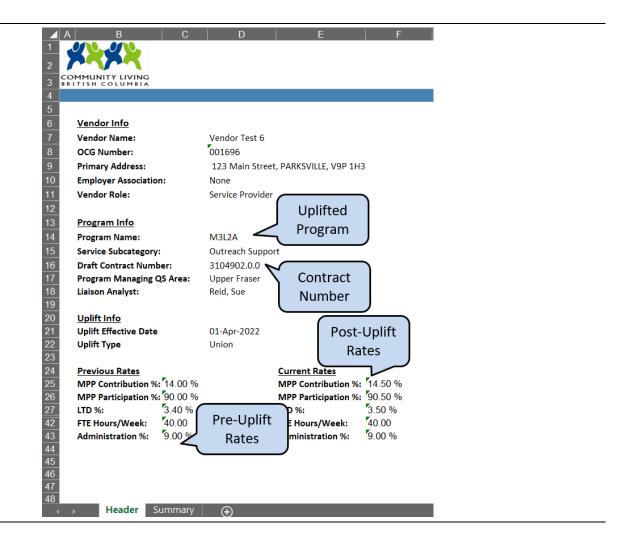


3. On the Global Uplift tab, each Uplifted budget is listed. The budgets are read-only, and the menu icon can be used to download records.

Each budget will have both a cover sheet and a full export available to download.

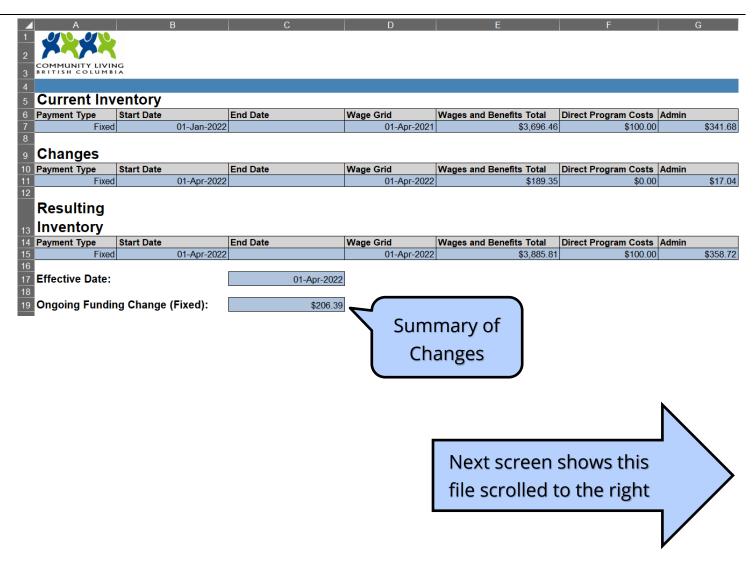


4. The Cover Sheet will include two tabs. The first tab is the Header. This includes a summary of the uplifted program and contract details as well as a table of previous and current rates following the uplift.

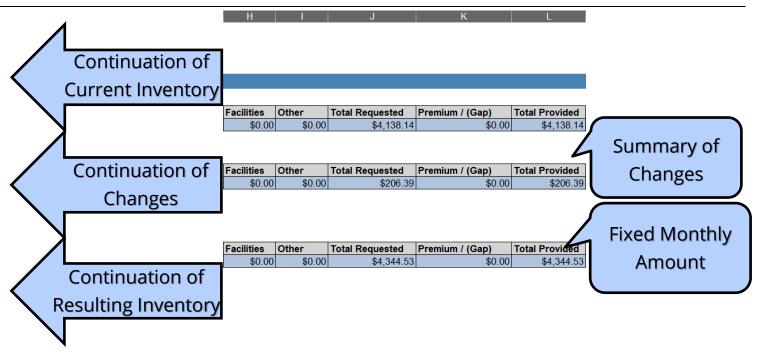


5. The Summary tab has three groups of rows, showing the Current Inventory, Changes, and Resulting Inventory. This shows the Program as it was before the Uplift, how each section of the Funding Tab was changed, and how the Program is after the Uplift.

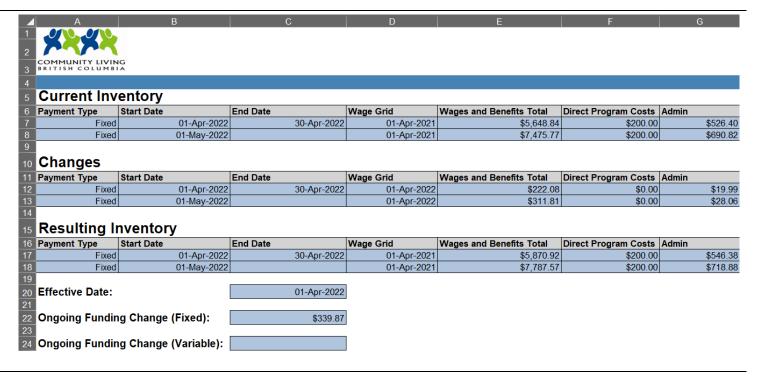
The Ongoing Funding
Change line at the
bottom of the page
shows the total
difference. This
corresponds to the
Program Changes section
of the usual Contract
Face Sheet. This is the
difference in funding
between the Pre-Uplifted
and Post-Uplifted
Program.



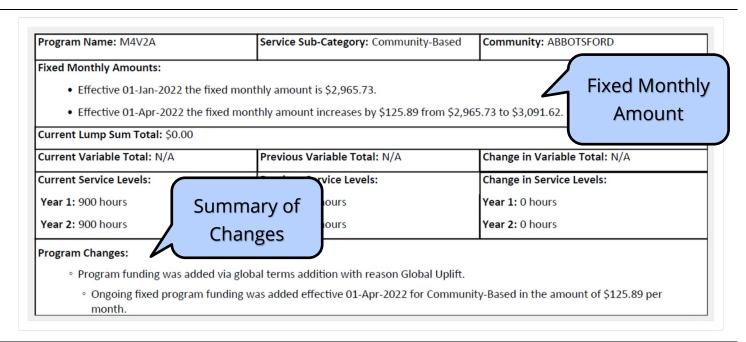
If we scroll to the right on the Summary Tab, it contains additional columns for each section of the Funding tab on the Program Budget: Wages and Benefits Total, Direct Program Costs, Admin, Facilities, and Other. At the end of these columns is the Total Provided Funding, which corresponds to the Fixed Monthly Amount section of the usual Contract Face Sheet.



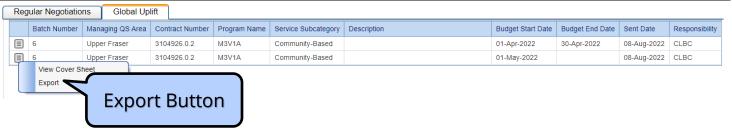
If an Uplifted Program had previously contracted changes with an effective date later than the date of the Uplift, then those changes will also be uplifted. Each period will have a separate row under Current Inventory, Changes, and Resulting Inventory. In this example, the Cover Sheet includes a row for April 1st and May 1st.



8. For reference, the contract face sheet for a usual, non-Uplift contract change contains both the monthly total and a summary of the program changes, including the difference between the previous and new contract values. This corresponds to the information that is available in an Uplift Cover Sheet.



9. After reviewing the Cover Sheet, you can return to the Landing Page and use the Export button to download the full Program Budget.



10. The Export from the Landing Page will download a summary of the budget. This file will be in the same format as an Export from the Regular Negotiations tab for a usual program change. The Global Uplift tab will have a separate row for each previous change, which will provide replacement records for each updated budget period.

You can click through each of the tabs of the Program Budget to see the Staffing Schedule, Funding, and other tabs related to the Uplift.

