

# Washtenaw Coordinated Funders Program Operations Contracting Checklist – Year Three

Most requirements will be collected via the Foundant Program Operations Agreement Form for each program.

Electronic signatures will be collected via the Adobe Sign system for the contracts and partnership agreement.

This checklist is meant to be a helpful reference for you when preparing to complete your program's contracting process.



## Materials Needed from Agencies for Contracting Process

### *STEP ONE: Submitted via Foundant Year Three Program Operations Agreement Form*

#### Scope of Services Form

- Scope of Services form details completed in Foundant:
  - Program Components (if any changes)
  - Revised or confirmed Service Projections for each Outcome Indicator
  - Budget Changes submitted in narrative (if applicable)
  - Narrative Explanations of Shifts related to COVID-19

#### Contact Information

- Program Contact Information
- Finance Contact Information

#### Uploads Section

- MOU(s) for Collaborative Programs (if applicable)
- Explanation of Budget Changes (if applicable)

### *STEP TWO: Contract signatures collected via Adobe Sign after Funder Approval of Year Three Program Operations Agreement Form Submission*

- Signed Private Funder contract (if applicable): Contract between Agency and AAACF and/or UWWC, and/or SJMHAA
- Signed Public Funder contract (if applicable): Contract between Agency and the Office of Community & Economic Development, for those receiving funds from the City, County or Urban County