



## ECEAP Contractor Financial Disclosure Certification

Due June 15, 2019

- Your ECEAP Director and Chief Financial Officer complete this form annually to certify that you followed all financial requirements in the ECEAP Contract.
- Sign, scan and email to [eceap@dcyf.wa.gov](mailto:eceap@dcyf.wa.gov).

### Contractor:

During the 2018-19 school year:	Yes	No	N/A
1. We had written fiscal policies, procedures and internal controls in place for: <ul style="list-style-type: none"> <li>○ Cash disbursements</li> <li>○ Cash receipts</li> <li>○ Payroll</li> <li>○ Travel</li> <li>○ Purchasing</li> <li>○ Purchase Cards (credit cards)</li> <li>○ Petty Cash</li> <li>○ Inventory, including safeguard of assets</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
2. We spent ECEAP funds only for costs directly related to ECEAP.	<input type="checkbox"/>	<input type="checkbox"/>	
3. We spent 15% or less of the total ECEAP funds from DCYF on administrative costs. This includes any subcontractors' administrative costs.	<input type="checkbox"/>	<input type="checkbox"/>	
4. We did not bill DCYF for work charged to or paid by other funding source. <i>Yes means, "We only billed DCYF."</i> <i>No means, "We billed DCYF and another source for the same work".</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5. We had a cost allocation plan for proportionately distributing costs between ECEAP and other programs. <i>NA means, "We do not share staff, space, equipment or other expenses with other programs."</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If we used ECEAP funds for travel, we paid at the Washington State government travel rate or a lower rate. <i>NA means, "We did not use ECEAP funds for travel."</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Will you have unspent funds received for ECEAP services for this year or any previous year? <ul style="list-style-type: none"> <li>• If yes, enter the approximate amount you will carry forward? _____</li> <li>• If yes, what is your plan to expend these funds for ECEAP?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If we used ECEAP funds as match for a federal program, we obtained prior approval from DCYF. <i>NA means, "We did not use ECEAP funds for federal match."</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. For contractors with sites in licensed child care settings: We did not bill any Washington state child care subsidy program for an ECEAP child for ECEAP classroom hours. <i>Yes means, "We did not double-bill."</i> <i>No means "We double-billed."</i> <i>NA means, "We do not have ECEAP sites in licensed child care."</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During the 2018-19 school year:	Yes	No	N/A
<p>10. We maintained an inventory list and supporting records for:</p> <ul style="list-style-type: none"> <li>○ All assets with a unit cost of \$5,000 or greater.</li> <li>○ The following assets with a unit cost of \$300 or more: <ul style="list-style-type: none"> <li>▪ Computer systems, laptops and notebook computers</li> <li>▪ Office equipment</li> <li>▪ Communication and audio visual equipment, including record players, radios, TVs, VCRs, DVD players</li> <li>▪ Cameras and photographic projection equipment</li> <li>▪ Appliances</li> </ul> </li> </ul> <p><i>NA means, "We do not own any items that must be on an inventory."</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. If we purchased one or more pieces of equipment or made facility or playground improvements with unit costs (or project costs for facility/playground) or combined purchase costs of \$5,000 or greater, including ancillary costs, we obtained prior written approval from DCYF.</p> <p><i>NA means, "We did not purchase items or make facility or playground improvements with unit costs or combined purchase costs of \$5,000 or greater."</i></p> <p>List equipment purchased and ensure they are added to your inventory list:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p>List facility improvements or playground improvement identified by location and total costs of project:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. If we sold or disposed of inventoried equipment that was purchased in whole or in part with ECEAP funds, we requested prior approval from DCYF.</p> <p><i>NA means, "We did not sell or dispose such items."</i></p> <p>List items from your ECEAP inventory you disposed of this year:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. If we sold ECEAP inventory items, we used the income for ECEAP services only.</p> <p><i>NA means, "We did not sell such items."</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I certify that, to the best of my knowledge, the above statements are true.**

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