

# SixTen and Associates

## MANDATE REIMBURSEMENT SERVICES

**PROGRAM: 455/02 PUBLIC CONTRACT CODE (K-14) PCC 1.0**

### CLAIM PREPARATION CONSIDERATIONS

First Year of Reimbursement: 01-2 02-3 03-4 04-5

Eligible Claimants: K-12 COE CCD

1. STAFF TIME: Where will the implementation effort (staff time) be significant?  
Planning/Policy/Procedures District Leadership Finance Office  
Schoolsites Program Directors Group Meetings vs. Individual Time
2. UNIT COST/TIME Are any of the mandate activities sufficiently repetitive to establish an average time and driven by workload (e.g. number of building inspections)?  
Yes: \_\_\_\_\_
3. SOURCE DOCUMENTATION: What type of documentation can we expect?  
Contracts Accounts Payable Board Policies  
Sign-in sheets Statistics Other: \_\_\_\_\_
4. STANDARD REPORTS: Are there reports prepared for another purpose which may be helpful (e.g., SAB forms, inspection reports)?  
Reports: \_\_\_\_\_
5. LEGAL/CONSULTING COSTS: Do the mandate activities generate the need for legal services, consultants, or consortiums (e.g., CASH)?  
Contracted Services: \_\_\_\_\_
6. PROGRAM FUNDING: Is this mandate program partially or fully funded by state or federal general / categorical / grants?  
Funding Sources: \_\_\_\_\_
7. FEDERAL MANDATES: Are there any relevant federal mandates?  
Yes: \_\_\_\_\_
8. POLITICS: Are any of the mandated activities politically sensitive (e.g., hazardous materials, state construction funding, shared governance)?  
Yes: \_\_\_\_\_