

## Social Sector Transformation Fund

### Direct Allocation Payment Annual Accountability - 2020/2021

#### Introduction

Social Sector Transformation Fund (SSTF) accountability is a mandatory process that ensures SSTF grant recipients are accountable for the funding they receive and the projects they have agreed to deliver.

Three rounds of funding were released to the Health and Social Services sector through the SSTF:

- Direct Allocation Payment
- Open grants
- Select grants – Advisory and Information Services

This document is guide to **Direct Allocation Payments only**. A separate document is available for Open Grants.

This document will guide users in completing accountability tasks through the DCJ contracting portal. Each SSTF grant recipient must complete the acquittal template and submit it to DCJ for approval.

#### Key points to remember

- This guide is to support SSTF grant recipients who received an Direct Allocation Payment through the SSTF on DCJ acquittals process for 2020/21
- All SSTF Direct Allocation Payment recipients must complete the 2020/21 accountability process regardless of whether they spent the funds in that financial year
- A separate guide for SSTF acquittals is available for SSTF grant recipients who received an Open Grant
- SSTF grant recipients have until 31 October 2021 to complete accountability requirements
- If you can't access the DCJ Contracting Portal please email [COMSNGOsupport@facns.nsw.gov.au](mailto:COMSNGOsupport@facns.nsw.gov.au)
- If you have queries on the acquittal process please email [sstf@facns.nsw.gov.au](mailto:sstf@facns.nsw.gov.au)

## Accessing templates on the DCJ Contracting Portal

User access and permissions are managed by the nominated Service Provider Portal administrator in your organisation. Access should only be given to those Portal users that have the authority within your organisation to prepare and submit documents and request extensions to submit the acquittals.

All SSTF recipients were sent access information in July 2021. If you can't access the contracting portal please contact [COMSNGOsupport@facs.nsw.gov.au](mailto:COMSNGOsupport@facs.nsw.gov.au)

Once you have access:

- On the home page, navigate to the Acquittal **TAB** in the middle of your screen
- Locate the SSTF PLA/Contract and click the '**View**' link on the left hand side
- In the list the SSTF template will be labelled 'DCJ Annual Accountability Social Sector Transformation Fund FY 2020/2021 Direct Payment'
- Click the **Edit** button on the right hand side

This will open the template for the Direct Allocation template. The template contains the following sections:

- Contract Details
- Budget/Expenditure
- Grant Categories and Outcome Measures
- Additional Information

### Contract Details

This section will pre-populate. Check details are correct. All fields are mandatory in this section as indicated by the red **M**.

Contract Details		
Service Provider Name.	M	Oxley Dog Training Club Inc
Program Contract ID.	M	1-11471180221
Financial Year.	M	2020-2021
SSTF Grant Received	M	<input type="text" value="\$0.00"/>
Are you claiming any expenditure/retrospective for this financial year ?	M	<input type="radio"/> Yes <input type="radio"/> No

Complete the question asking whether you are claiming retrospectivity funding, or have expended funding, in the 2020/21 Financial year in line with what you nominated in your funding deed.

- If you answer no you will be taken to the Additional Information section
- If you state yes, the form will open the Budget/Expenditure section

### Budget/Expenditure

Complete this section only if you nominated retrospective funding or spent funding in the 2020/21 FY

**Budget/Expenditure**

*Please provide the amount expended in the sections below as applicable*

1	Funding expended retrospectively in FY 2019/2020	<input style="width: 90%;" type="text"/>
1.1	If the retrospective amount (FY 2019/2020) reported in question 1 is different to the amount agreed in the Funding Deed. Please provide the original amount	<input style="width: 90%;" type="text"/>
2	Funding expended retrospectively in FY 2020/2021 Prior to SSTF approval and Funding Deed execution date	<input style="width: 90%;" type="text"/>
2.1	If the retrospective amount (FY 2020/2021) reported in question 2 is different to the amount agreed in the Funding Deed. Please provide the original amount.	<input style="width: 90%;" type="text"/>
3.	Funding amount expended in FY 2020/2021	<input style="width: 90%;" type="text"/>
3.1	If the amount expended (FY 2020/2021) reported in question 3 is different to the amount agreed in the Funding Deed. Please provide the original amount	<input style="width: 90%;" type="text"/>
4.	Remaining Funding Amount to be expended in FY 2021/2022	<input style="width: 90%;" type="text" value="\$0"/>

### Instructions for Retrospective Funding

- Populate the fields with the retrospective funding amounts claimed for 2019/20 and/or 2020/21 (questions 1.0 and 2.0), if applicable
- Advise if this differs from the amount nominated in your Funding Deed for each of the years (questions 1.1 and 2.1)
- Remember total retrospectivity cannot be more than 50% of your grant
- DCJ may request providers to submit evidence of claims of retrospectivity
- If you have claimed retrospectivity, you must be able to demonstrate to DCJ, if requested, that additional service delivery outcomes were achieved.

### Instructions for 2020/2021 Expenditure

- Advise how much was expended from the date your funding deed was signed to 30 June 2021 (3.0), if applicable



- Advise if this differs from the amount nominated in your Funding Deed (3.1)

### Instructions for Remaining Funding for 2021/22

- Question 4 will then pre-populate as the amount remaining to be spent in 2021/22 FY. This should match your Funding Deed amount. If this does not match the amount on your funding deed, please note it in the **Additional Information** section, question 1 as a variation to your funding deed
- Any unspent funds roll over automatically into the 2021/22 FY

### Grant Categories and Outcome Measures

Please refer to your Funding Deed to complete this section as you will need to have a copy of the categories you nominated.

Before you begin, please note the following:

- DCJ has observed that many grant recipients have nominated a high number of categories to report against in the funding deed.
- DCJ will allow you to reduce the number of categories for simpler and more effective reporting.
- As a rough guide:
  - those who received a \$20,000 grant should aim to report against 2-3 nominated categories
  - those who received a \$40,000 grant should aim to report against 3-5 nominated categories
- Grant recipients can also report against one additional category not previously nominated. Any new category must be listed in the **Additional Information** section. Question 1

#### Grant Categories and Outcome Measures

Please refer to the Funding Deed and select the grant category(s) you are going to report against. If it is not applicable select N/A.

- 1 Category: Personal technology and equipment for a flexible workforce M  Yes  
(Select yes if this was the grant category you agreed to report in the Funding Deed.)  N/A

- In this section you will see a red **M** next to the first category. This indicates that the question is mandatory.
- You must give a response to this category to progress to the next category.
- This will be the process for all ten categories.
- If you are not reporting on a category click 'N/A'.
- This will take you to the next category in the list.
- Where you are reporting against a category please click 'Yes'

**Grant Categories and Outcome Measures**

Please refer to the Funding Deed and select the grant category(s) you are going to report against. If it is not applicable select N/A.

1	Category: Personal technology and equipment for a flexible workforce (Select yes if this was the grant category you agreed to report in the Funding Deed.)	M	<input checked="" type="radio"/> Yes <input type="radio"/> N/A
1.1	Amount expended on the above category (Please enter the amount expended on the above selected grant category )	M	<input type="text"/>
1.2	Number of new personal IT devices purchased		<input type="text"/>
1.3	Number of new IT infrastructure purchased		<input type="text"/>
1.4	Number of new software purchased		<input type="text"/>
1.5	Proportion (%) of staff reporting a technology capability uplift.		<input type="text"/>
1.6	Are you reporting efficiency in savings ? (Please indicate savings in time/dollars)	M	<input checked="" type="radio"/> Time <input type="radio"/> Dollar <input type="radio"/> N/A
	Please provide efficiency savings in time based on average hours per month		<input type="text"/>
2	Category: Organisational infrastructure for a flexible workforce (Select yes if this was the grant category you agreed to report in the Funding Deed.)	M	<input type="radio"/> Yes <input checked="" type="radio"/> N/A
3	Category: Technology Training and support for a flexible workforce (Select yes if this was the grant category you agreed to report in the Funding Deed.)	M	<input checked="" type="radio"/> Yes <input type="radio"/> N/A
3.1	Amount expended on the category (Please enter the amount expended in the above selected grant category )	M	<input type="text"/>
3.2	Please provide numbers of staff that received training		<input type="text"/>
3.3	Please provide the proportion (%) of staff that reported a technology capability uplift .		<input type="text"/>
4	Category: Technology training and support for clients (Select yes if this was the grant category you agreed to report in the Funding Deed.)	M	<input type="radio"/> Yes <input type="radio"/> N/A

If you click 'Yes' to a category, the field will open up the relevant sections for that category as shown in the example above.

Choose which outcome measure you are reporting against for that category and fill in the text box.

There are different outcome measures for example dollar value, hours and percentages.

**Please Note:**

Some outcome measures where you enter an efficiency value will register as a dollar value. This is a system error. This anomaly will be rectified by DCJ following submission of your acquittal. Please enter the efficiency value you are reporting on.

Applicants are referred to the SSTF guidelines for further detail on each of the categories [here](#).

Remember, there are 10 categories. You must have entered either N/A or Yes to ALL of them to have completed this section.

## Additional Information

**Additional information**

- 1 Please provide details if there is any variation to the Funding Deed.   
[Edit](#)
- 2 Please upload your Income & Expenditure Statement. (If any other documents are requested you will be notified.) [Attachments \(0\)](#)

You will need to answer question 1 if you have sought a variation from DCJ to your Funding Deed OR you are reporting on categories or outcome measures not previously nominated in please list this information here.

If you have spent any funding in 2019/20 or 2020/21 you must respond to question 2 and upload your Income and Expenditure (I&E) statement for the SSTF funding. Please use your own I&E statement template. This does not need to be an audited account of funds. However, it will need to be signed by two authorised signatories declaring that it is a true and accurate record of the income and expenditure pertaining to this grant.

If however you have not spent any of the grant in the 2020/21 financial year and are not claiming any retrospective funding then you do not need to respond to question 2.

As part of the DCJ review process following the submission of the acquittals by your organisation, DCJ may contact you and request that you upload evidence of the retrospective funding (eg invoices) to substantiate your claim(s)

Following completion of the Additional Information section, you should review your responses and if correct press the 'Ready to Submit' button at the bottom of the page and follow instructions to submit the template.

**Additional information**

- 1 Please provide details if there is any variation to the Funding Deed.   
[Edit](#)
- 2 Please upload your Income & Expenditure Statement. (If any other documents are requested you will be notified.) [Attachments \(0\)](#)

[Ready to submit](#)

**Please Note:** If you are having difficulties submitting your acquittals, check to make sure all questions that are mandatory (M) have been completed.

DCJ will then review the acquittals and complete the process. An email will be automatically generated and sent to you once this has occurred.