

Instructions for Completing the CF-1

Place cursor over  box to see more information related to the subject.

To Begin:

Type in DHH number in top right hand corner if known

Type in CFMS number in top right hand corner if known

Heading

1. Select Agency name from Drop Down box in upper left corner. Tab.
This will automatically fill in the name of the agency in the header. Tab.
2. Select Agency number from Drop Down box in upper right corner. Tab.
3. Type in Program or Region name in line under Agency name. Tab.
4. Type in legal name of Contractor. Tab.
This will automatically fill in Box #1.
5. Select type of contract. Tab through selection. When you are on the type of contract that you want, put the cursor on the box and click for an "x" to appear.
6. There is an optional line under the type of contract to type in additional information if desired. Tab.

Box 1: Contractor Name

Will auto fill when contractor name is typed in header.

Box 2: Street Address

Type in Street Address. Tab.

Type in City. Tab.

The state default is LA, but this can be deleted and changed. Tab.

Type in zip code-this must be 5 digits but can also be 5+4. Tab.

Box 3: Telephone Number

Type in telephone number. Tab.

The number does not have to be formatted. It will auto format. For example, if you enter 2253424259 and then tab the phone number will auto format to (225) 342-4259.

Box 4: Mailing Address

Type in mailing address if different from Box 2. Tab.

Box 5: Federal Employer ID # or Social Security

Type in Federal Employer Tax ID # or Social Security #. Tab.

This must be 11 digits.

The last 2 digits indicate the location code for payments in ISIS. You will need to check for the location code in ISIS under the VENC screen. The federal employer ID or the social security number will be entered, followed by the 2 digit locator code.

Box 6: Parishes Served

Select parishes to be served from drop down box.

Box 7: License or Certification Number

You will have to put the cursor in Box #7. It will not automatically tab from Box #6.

Type in license or certification number if required. Tab.

Box 8: Contractor Status

Select yes or no on each of the 4 items listed. Tab through selection. Put the cursor on the "yes" or "no" box and click to select your choice.

Box 8a: CFDA#:

Type in federal grant number if applicable. Tab.

Box 9: Provide a brief description of services.

This is a finite area to type in a brief, concise description of services to be provided. If a scroll bar appears on the left side of the box, you have typed too much and it will not show when printed.

Box 10: Effective Date

The start date must be formatted. Tab.

The date must be entered in as month, date, and year. The year can be either 2 digits or 4 digits (example: xx-xx-xxxx or xx-xx-xx) and will auto format after you tab.

Box 11: Termination Date

The termination date must be formatted. Tab.

The date must be entered in as month, date, and year. The year can be either 2 digits or 4 digits and will auto format after you tab.

Box 13: Maximum Contract Amount

This will round off to the nearest dollar amount. There will be no cents. Tab.

There is an optional box to the right where FY amounts for multi year contracts can be entered. Tab.

Box 14: Terms of Payment

This is a finite area to type in the terms of payment. If a scroll bar appears on the right side of the box, you have typed in too much and it will not show when you print. Tab.

Payment Approval:

Type in first name, tab to type in last name, tab to type in title, tab to type in phone number. Phone number will auto format. Tab.

Box 15: Special or Additional Provisions

A selection of attachments is available.

Highlight the attachment or exhibit that you need, then click on the "<" arrow.

Attachments will appear on the left, exhibits will appear on the right.

You may select the blank attachment or exhibit as many times as needed for items that are not pre-formatted. You will type in the name of the attachment or exhibit.

If an error is made, you can delete the attachment or hit the reset button on the left.

You will have to label the attachments and exhibits. Set the cursor after "Attachment" and enter the label number: Attachment A, Attachment B, etc.

Signature Page:

The name of the contractor will auto fill from the header section on page 1.

The Program or Region name will auto fill from the header section on page 1.

The Agency name will auto fill from the header section on page 1.

Validation:

Once all information has been entered, click on the "Validation" box in the top right hand corner. If there are errors, it will give you a message indicating where the error is. Go back and make the correction, then click on the "Validation" box again. DO NOT FORGET TO RE-VALIDATE AFTER CHANGES.

NOTE:

If there is an error in a selection, you can place the cursor over the error, highlight it, and then delete it.

The intent of this form is to help to reduce errors; however, it is not foolproof!

Please take the time to review all the information to ensure accuracy.

Before printing, go to print set up and check that legal paper is selected as paper size.