



PEER ADVISOR NETWORK GUIDELINES - FY 2008

CONTRACTS & PAYMENTS

- A. Clients pay 1/3 of the PAN \$300/day consulting fee, plus travel expenses, if any (see Letter E., below). The Commission pays the remaining 2/3 of the PAN consulting fee (\$200/day) upon completion of the contract and fulfillment of all final reporting responsibilities
- B. Maximum of 32 hours (for example: 4 days @ 8 hours each) total consulting assistance is available per year per Client. More than one PAN contract may be available in a one year period (see Letter D., below – length of PAN Contract)
- C. Maximum contract period with one specific Peer Advisor cannot exceed 24 hours per year

D. PAN contracts may be generated in the following increments only (Minimum one-half day to Maximum two days):

Duration	Client Pays	Program Pays
<i>0.5 Day (4 hours)</i>	<i>\$50</i>	<i>\$100</i>
<i>1.0 Day (8 hrs)</i>	<i>\$100</i>	<i>\$200</i>
<i>1.5 Days (12 hrs)</i>	<i>\$150</i>	<i>\$300</i>
<i>2.0 Days (16 hrs)</i>	<i>\$200</i>	<i>\$400</i>

E. Travel, lodging, meals, etc., where necessary, will be paid by the Client at the end of contract period. Costs are estimated when preparing the Memorandum of Understanding (MOU – see Letter H., below) and will be billed/validated by the Peer Advisor at the end of the contract

APPLICATION, MOU, FINAL REPORTING

- F. Applicants must complete an Application (including Narrative & Request for Service form) and an Organizational Assessment
- G. Precedent may be given to new applicants (not previously contracted)
- H. PAN contracts are limited by available state program funding
- I. Applications are reviewed based upon:
 - Appropriateness of the request
 - Prospects for a positive outcome
 - Applicant’s readiness to act in response
- J. Client activates a PAN contract by completing a Memorandum of Understanding (MOU) with the Peer Advisor plus direct payment to the advisor of the Client’s 1/3 of the total contract consulting fee. A copy of the signed MOU must be provided to the PAN Regional Office
- K. The Client must complete and file a Final Report with the PAN Regional Office within two weeks of the completion of the contract. Failure to comply will terminate eligibility for all CCT programs, grants, and grant payments until a properly completed final report is submitted

**CONFIDENTIALITY
& CONTRACT
MODIFICATION**

- L. Final report information and all other information related to a PAN consultancy is held in confidence by the Peer Advisor, PAN Regional Office representatives, and the Commission on Culture & Tourism
- M. At the time of contract activation (the MOU discussion/signing), the Client and/or Peer Advisor may decline the relationship (not a satisfactory match, etc.). The PAN Regional Office must be notified in order to resume the matching process
- N. Clients and Peer Advisors may opt out of a contract at any time. The following protocols must be obeyed if a current contract is terminated prior to the contractually agreed time period:
- Client requests a different Peer Advisor. Contact the PAN Regional Office & file a Final Report
 - Peer Advisor requests contract termination. Contact the PAN Regional Office & file a Final Report
 - An amended contract can be assigned with a new Peer Advisor, minus any consulting time already expended (at the rate of \$300/day = \$37.50/hour) at the discretion of the PAN Regional Office & CCT (based upon a review of the circumstances of the contract cancellation)
 - Client must have paid the one third contract activation fee at the signing of the MOU before a new contract can be instituted
 - Should consulting time expended not equal the Client's one third contract activation fee paid at the signing of the MOU, the Peer Advisor must reimburse the Client as necessary at the rate of \$100/day (or \$12.50/hour)
 - Should total expended consulting time amount to additional hours than paid via the Client's contract activation fee, an additional payment will be made by the PAN Program at the discretion of the PAN Regional Office & CCT (based upon a review of the circumstances of the contract cancellation).