



Request to Utilize Unspent Funds

To request the use of unspent funds from the 3 year funding cycle, FY 2016/17 – FY 2018/19, submit this form and the documents detailed below. You must receive prior approval before implementing proposed services and/or expending any funds that are part of this request. **Final requests for any remaining unspent funds must be submitted to the Operations Manager no later than December 31, 2018.** Unspent funds which have not been requested by December 31, 2018, in accordance with the unspent funds policy, will no longer be available.

Funded Partner requests to use unspent funds in FY 2017-18 and FY 2018-19 will be considered for:

- One-time expenditures, i.e., funds to complete a project from the prior year or funds for a special project that is time-limited and in alignment with the contractor’s scope of work.
- Ongoing services when services can be implemented in a reasonable timeframe in order to reach intended outcomes. For ongoing services to be considered, there must be a plan for sustaining services or a justification demonstrating the benefit of providing services on a short-term basis.
- Staffing and operating costs, subject to a maximum increase of 15% of the line item amount per year.
- Projects or services that have the ability to leverage additional resources on an ongoing basis, e.g., preschool classroom facilities development/set-up with First 5 funding that operates with State Preschool funding.

Available funds must be utilized by June 30, 2019 and are subject to the minimum match requirement.

Requests for services that are otherwise funded by First 5 resources (e.g., oral health prevention services are funded regionally rather than at the NfL level) or ongoing operating expenses for new infant/toddler/preschool spaces will not be considered.

First 5 staff will review requests and give notification to Funded Partners within 45 days of receipt. Requests of \$50,000 and over will also require approval by the First 5 Commission.

Submit your completed unspent funds request or any questions to John Anderson, Operations Manager, by email at janderson@first5ventura.org (tel: 805-648-9989 x.223). All requests must be submitted no later than December 31, 2018.

For Office Use Only	Date Received:
Program Manager Approval:	Date:
Executive Director Approval:	Date:

A. Please complete the following:

Contract Agency:	Program Name:
Contact Person:	Date Requested:
Amount of unspent funds available:	
FY 2016/17:	FY 2017/18:
Amount of unspent funds requested:	
FY 2017/18:	FY 2018/19:
Will this request modify your service provisions? <input type="checkbox"/> Yes <input type="checkbox"/> No	

B. Please respond to the following questions:

1. Explain why there are unspent funds.
2. Provide a brief description of the proposed activities/expenditures, including a timeline for implementing project(s)/service(s).
3. Describe the need(s) that will be addressed and the rationale for selecting the proposed activities/expenditures.
4. Detail any additional resources (cash and/or in-kind) that the request would leverage.
5. If this request is for ongoing services, provide either a plan for sustaining services or a justification demonstrating the benefit of providing services on a short-term basis.
6. Describe the role of the governance board in decision-making for this proposed use of unspent funds. (To be completed by NfL programs only)

C. Please attach the following:

- Revised line item justification budget for each fiscal year affected by this request.
- If applicable, revised service provisions (or added provisions, using the current format) with a description for each activity, service levels, and performance measures.