



## POLICY FOR UNSPENT FUNDS

Unspent funds from FY 2016/17 and FY 2017/18 may be considered for use by June 30, 2019, with submission of a detailed plan and amendment request. Funded Partner requests for unspent funds will be considered for:

- One-time expenditures, i.e., funds to complete a project from the prior year or 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 and operating funding from State Preschool dollars.

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.

Approval of requests for unspent funds shall rest with the Executive Director. Requests \$50,000 and over shall be approved by the Commission.

The Executive Director shall execute amendments to incorporate approved unspent funds for use by June 30, 2019.



## Memo

**To:** Commissioners, First 5 Ventura County

**From:** Jennifer Johnson, Director of Operations (On behalf of the Administration/Finance Committee)

**Date:** January 19, 2017

**Re:** Recommendation to Adopt Policy for Use of Unspent Funds

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### Background

With the approval of three-year allocations (FY 2016-19) for funded partners, the Commission's approved boilerplate contract established that funded partners may be allowed to utilize unspent funds within this three year period based on criteria that would be developed and approved by the Commission. Unspent funds could occur as a result of leveraging other sources of funding and conversion of First 5-funded preschool spaces to State-funded, project delays, and/or as a result of staff vacancies.

The attached policy proposes the parameters for the use of unspent funds in FY 2017-18 and FY 2018-19 for use by June 30, 2019

Additionally, procedures for funded partners requesting unspent funds have been developed. A focus group was held on December 13, 2016 with several funded partners to discuss and receive input on the proposed policy and application procedures. The Administration/Finance Committee reviewed the proposed policy and application procedures at their January meeting.

### Recommendation

The recommendation is to adopt the policy for the use of unspent funds by funded partners, as attached. The recommended action would also authorize the Executive Director to approve requests and amend contracts to incorporate approved unspent funds for use by June 30, 2019. Requests \$50,000 and over would be approved by the Commission.