



Timeline for Close-Out Process of FY 2018-19

Timeline	Activity
September 10, 2018	F5VC mails letters to contract signatory (cc to program director) to remind them FY 2018-19 is the final year of the contract (sunsets June 30, 2019) and to share updates/information on the Commission's future investments.
February 12, 2019	F5VC shares proposed close-out process/checklist tools with NfL leadership.
February 15 to May 30, 2019	F5VC conducts analysis of equipment, furniture and supplies that were purchased with First 5 funds and determining to what extent the return of items can be waived or if they need to be returned.
March 1, 2019	F5VC mails letters to contract signatory (cc to program director and fiscal contact) regarding close-out process and important contract provisions that apply.
March 1, 2019	F5VC provides checklist tool to aid funded partners in the close-out process, referencing contractual provisions including maintenance of records, return of security deposit for property leased with F5VC funds, submission of final progress report due by July 30, 2019, completion of data entry (e.g., intake data, service data, outcome data) by July 30, 2019, submission of final invoice/expenditure report by July 30, 2019.
March 1 to April 30, 2019	Funded partner submits request for no-cost extension, if needed, to cover close-out activities occurring from July 1, 2019 through September 30, 2019 (e.g., progress reports, data entry, claim preparation).
March 30, 2019	Funded partner submits close-out tool to F5VC with action plan and designees completed.
April 1 to May 31, 2019	F5VC notifies contract signatory (cc to program director) of waivers and/or need to return First 5 property.
May 1 to May 31, 2019	F5VC reviews program files to ensure F5VC has copies of any needed work products developed under contract (e.g., educational and training materials, curricula, reports, printed materials, periodicals). <ul style="list-style-type: none"> Obtain file copy from funded partner, if needed.
July 30, 2019	Funded partner submission of final progress report due by July 30, 2019, including completion of data entry (e.g., intake data, service data, outcome data).
July 30, 2019 (or August 14, 2019 if submitted accrual)	Funded partner submission of final invoice/expenditure report by July 30, 2019. <ul style="list-style-type: none"> <i>Payment cannot be made until progress report and data are complete.</i> <i>Contractors may have an additional 15 days (due date: 8/14/19) to submit year-end invoice, so long as they submit an estimated accrual by 7/30/19.</i>
July 30 through August 30, 2019	F5VC review and approval of progress reports/data entry compliance.
August 14, 2019	Funded partner due date to return security deposits for any leased property paid for with F5VC.
August 15 through September 30, 2019	F5VC processes final payments due to funded partners.



Contract Close-Out Tool for Funded Programs

For a funded partner whose contract will soon sunset, this form is designed to facilitate the close-out process. Please complete the form filling in the yellow highlighted areas and provide a copy to John Anderson by **March 30, 2019**. You will retain this form to help guide you through the process.

Progress Report	
Submission of final progress report is due by July 30, 2019 via Persimmony.	
Designated Contact	Checklist
Designated contact person if F5VC has follow-up questions after report is submitted: [Insert Name, email, phone number]	<input type="checkbox"/> Report submitted by July 30, 2019

Demographic and Evaluation Data	
Completion of data entry (e.g., intakes, service data, outcome surveys) is due by July 30, 2019 via Persimmony.	
Designated Contact	Checklist
Designated contact person if F5VC has follow-up questions after data is submitted: [Insert Name, email, phone number]	<input type="checkbox"/> Data entry completed by July 30, 2019

Invoice/Expenditure Report	
Submission of final invoice/expenditure report by July 30, 2019 via Persimmony. <i>Note: Contractors may have an additional 15 days (due date: 8/14/19) to submit year-end invoice, so long as they submit an estimated accrual by 7/30/19.</i>	
Designated Contact	Checklist
Designated contact person if F5VC has follow-up questions after invoice/expenditure report is submitted: [Insert Name, email, phone number]	<input type="checkbox"/> Invoice/Expenditure report submitted by July 30, 2019

Security Deposits	
Security deposit(s) for property leased using F5VC funds must be return to F5VC within 45 days of the contract ending date.	
Action Plan	Checklist
Action Plan Were F5VC funds used to place a security deposit on leased property related to the program? Yes _____ No _____ If yes, notice to terminate lease is required by [inset date]	<input type="checkbox"/> If no, further action is not needed <input type="checkbox"/> If yes, security deposit funds have been returned to F5VC by August 14, 2019

Maintenance of Records

Records must be maintained for a 5-year period after final payment is made.
For records older than 5 years, please follow your agency's policy and procedures for records retention and destruction.
Note: If there are extenuating circumstances (e.g., agency closure) that prevent your organization from retaining the records, please indicate that below so that the Commission can take custody of the records.

Action Plan	Checklist
<input type="checkbox"/> We are able to retain records and will house them at the following location: [Insert business name & address] <input type="checkbox"/> We are unable to retain records and need to arrange for First 5 Ventura County to take custody of the records. Estimated date in which records would be available: [insert date]	<input type="checkbox"/> Records have been stored <input type="checkbox"/> Records have been transferred to F5VC

Equipment, Furniture, Supplies

Unless waived by the Commission, any equipment, furniture, or supplies purchased in whole or in part with funds are to be returned.

Action Plan	Checklist
The Commission will be reviewing equipment, furniture and supplies that were purchased under the Agreements with First 5 funds and determining to what extent the return of items can be waived or if they need to be returned. Contractors will be notified between April 1, 2019 and May 31, 2019 of waivers/return of First 5 property.	<input type="checkbox"/> If waived, written notice received from F5VC and no further action is needed <input type="checkbox"/> If return, written notice received from F5VC and transfer complete

Reference Document – Relevant excerpts from F5VC Boilerplate Contract

“PROGRESS REPORTS. CONTRACTOR shall submit to COMMISSION progress reports in a format approved by COMMISSION, in accordance with the schedule outlined in Exhibit A. The report shall detail all work performed for the reporting period outlined in Exhibit A under this Agreement by CONTRACTOR.” **Refer to Exhibit A - If on semi-annual reporting:** The year-end and cumulative final for FY 2018-19 report covers period of January 1, 2019 – June 30, 2019. **Refer to Exhibit A - If on quarterly reporting:** The year-end and cumulative final for FY 2018-19 report covers period of March 1, 2019 – June 30, 2019.

“EVALUATION STUDIES. As requested by COMMISSION and State Commission (CCFC), CONTRACTOR shall participate in research and evaluation studies designed to show the effectiveness of CONTRACTOR services or to provide information about CONTRACTOR's Program.

1. CONTRACTOR shall collect process and demographic data on participants, where appropriate.
2. CONTRACTOR shall collect service and outcome data with measurement tools provided by COMMISSION.
3. CONTRACTOR shall enter data in the evaluation software system designated by COMMISSION.
4. CONTRACTOR shall submit complete data, in accordance with the schedule outlined in Exhibit A.”

“INVOICES/EXPENDITURE REPORTS. By the thirtieth (30th) calendar day following the close of each payment period as outlined in Exhibit A of this Agreement, CONTRACTOR through its authorized representative(s) shall submit to COMMISSION a complete invoice/expenditure report in accordance with Exhibit C for each corresponding funding period. CONTRACTOR may have up to forty-five (45) days to submit the final invoice/report for expenditures through the end of each funding period. Invoices/Expenditure Reports shall be submitted electronically with required supporting documentation in a software system designated by COMMISSION. CONTRACTOR shall designate authorized representative(s) to submit invoices/expenditure reports for the Program...” **Refer to Exhibit A:** The year-end and cumulative final for FY 2018-19 report covers period of March 1, 2019 – June 30, 2019. *Note: Payment cannot be made until progress report and data are complete.*

“SECURITY DEPOSITS. If CONTRACTOR uses COMMISSION funds as its security deposit for leasing property in relation to the performance of this Agreement, CONTRACTOR shall return to COMMISSION any balance thereof within 45 days of the termination of the lease. However, if CONTRACTOR'S contract term ends prior to the termination of the lease, then any balance of the security deposit shall be returned to COMMISSION within 45 days of the close of the CONTRACTOR's contract term.”

“MAINTENANCE OF RECORDS. CONTRACTOR agrees to maintain all records pertaining to service delivery and fiscal and administrative control for five (5) years after final payment has been made, or until all pending COMMISSION, state, or federal audits are completed, whichever is later. Upon request, CONTRACTOR shall make these records available within Ventura County to all authorized COMMISSION, state (including Auditor General) and federal personnel.”

“CLOSE-OUT UPON TERMINATION. Upon termination of this Agreement, the parties shall perform all closeout procedures that are reasonable and necessary to complete the obligations owed, but not yet performed under this Agreement.

1. All reasonable and necessary costs defined under this Agreement and incurred up to the point of termination will be reimbursed to CONTRACTOR by COMMISSION.
2. Any monies owed to COMMISSION by CONTRACTOR may be offset against any compensation due to CONTRACTOR for final payment from COMMISSION, as covered under this Agreement.
3. CONTRACTOR shall return to COMMISSION any equipment, furniture, or supplies purchased in whole or in part with funds provided under this Agreement and all related parts. COMMISSION retains the right to waive this requirement.”