



Memo

To: Commissioners, First 5 Ventura County

From: Jennifer Johnson, Director of Operations

Date: February 28, 2019

Re: Recommendation to allow use of unspent funds for close-out activities related to contracts that sunset June 30, 2019 and approve criteria for extending contracts

Background

Beginning in July 1, 2019, the Commission's strategic plan dictates a major shift in strategic investments and as a result of decreased resources available, most funded programs will sunset on June 30, 2019. The Administration/Finance Committee has been considering strategies and recommending funding where appropriate to facilitate the process of this transition and ensure that it is as smooth as possible. Recognizing that there are close-out activities that may need to occur after contracts end on June 30, 2019, the Committee is recommending that the operating budget for FY 2019-20 include up to \$500,000 in available unspent funds from FY 2016-19 for requests from existing contractors that need resources to complete close-out activities between July 1, 2019 and September 30, 2019, such as completing progress reports; data entry; completing the invoice/expenditure report; and follow-up with F5VC staff on data entry and final reports.

Criteria

- Unspent funds may be requested for close-out activities to be performed between July 1, 2019 and September 30, 2019.
- Allowable costs include resources required to perform close-out tasks, e.g., completing progress reports; data entry; completing the invoice/expenditure report; and follow-up with F5VC staff on data entry and final reports. Extension of program services is not an allowable activity.
- The maximum amount a contractor can request is 10% of the funded program's approved annual allocation from FY 2016-19.

Request and Approval Process

- Funded partners whose program will sunset June 30, 2019, may submit request to F5VC between March 1, 2019 and April 30, 2019.
- The request shall include a description of the close-out activities to be performed between July 1, 2019 and September 30, 2019, along with a proposed budget.
- The Executive Director shall approve requests in accordance with the established criteria and amend contracts accordingly.

Recommendation

The recommended action is to allow contractors whose programs sunset June 30, 2019, to request funding for resources that are needed to complete close-out activities that would occur between July 1, 2019, and September 30, 2019. The pool of resources available would not exceed a total of \$500,000 and the Executive Director would have the authority to approve extensions and increase contracts in accordance with the approved criteria.