



To: Commissioners, First 5 Ventura County

From: Jennifer Johnson, Director of Finance & Administration (on behalf of the Administration/Finance Committee)

Date: March 25, 2021

Re: Recommendation to allow use of unspent funds for close-out activities related to contracts that sunset June 30, 2021 and approve criteria for extending contracts

Background

Similar to the Close-Out Funds Policy approved by the Commission in February 2019 for funded programs that would sunset June 30, 2019, staff is recommending to continue this strategy to facilitate the close-out process and ensure a smooth transition for funded programs that are scheduled to sunset June 30, 2021.

Recognizing that there are close-out activities that may need to occur after contracts end on June 30, 2021, staff proposes that the operating budget for FY 2021-22 include up to \$200,000 in available unspent funds from FY 2019-21 for requests from existing contractors that need resources to complete close-out activities between July 1, 2021 and September 30, 2021, 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, 2021 and September 30, 2021.
- 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. For the Neighborhoods for Learning program, costs may also include actual unemployment costs incurred during this close-out period when Contractor's unemployment cost is on claims-made basis.
- The maximum amount a contractor can request is 5% of the funded program's approved annual allocation from FY 2019-21.

Request and Approval Process

- Funded partners whose program will sunset June 30, 2021 may submit a request to F5VC by May 14, 2021.
- The request shall include a description of the close-out activities to be performed between July 1, 2021 and September 30, 2021, 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, 2021, to request funding for resources that are needed to complete close-out activities that would occur between July 1, 2021, and September 30, 2021. The pool of resources available would not exceed a total of \$200,000 and the Executive Director would have the authority to approve extensions and increase contracts in accordance with the approved criteria.