



2017 - 2019
APPROVED
TWO YEAR BUDGET

2405 Tulare Street, Suite 200
Fresno, CA 93721

(559) 558-4900
www.first5fresno.org

Table of Contents

Introduction_____	2
Approved Two Year Budget Activity Summary_____	5
Approved Two Year Budget Breakdown_____	6
Approved Two Year Budget Summary Detail_____	7
Detail Budget Line Items Cost Analysis and Justification_____	8
4 Year Budget and Expense History_____	16

FIRST 5 FRESNO COUNTY 2017 – 2019 APPROVED TWO YEAR BUDGET INTRODUCTION

At First 5 Fresno County (F5FC or the Commission), we focus on the first 5 years of life. We want all children to have a strong foundation so they can reach their full potential. F5FC is committed to ensuring all children ages 0-5 are born healthy and raised in nurturing homes and communities.

Research proves that a child's brain develops most dramatically during the first five years than any other time. Based on this research, California voters passed Proposition 10, the California Children and Families Act, in 1998. Proposition 10 added a 50-cent tax on all tobacco products to fund programs and invest in efforts that support children ages 0-5 and their families across the state. Proposition 10 funds are distributed to local counties based on a formula that includes the number of babies born in each county.

F5FC is responsible for developing a strategic plan which guides local funding decisions that are consistent with the intent of the California Children and Families Act. Since inception, F5FC has received an average of \$11 million annually and invests an average of \$9 million annually through leveraging philanthropic, State and local funding.

FIRST 5 FRESNO COUNTY'S COMMITMENT

At F5FC, we take our budget, fiscal responsibility and transparency seriously. Wise resource management allows us to make a greater impact in our community and helps ensure a bright future for our children in Fresno County.

First 5 Fresno County Commissioners and staff are confident the developed budget and long term financial plan will provide a stable base for the Commission's strategic investments for FY 2017-2019.

PREVIOUS BUDGET INVESTMENT HIGHLIGHTS AND ACCOMPLISHMENTS

1. Funded two-year (FY 2016-2018) commitments to service providers and community partners for direct services for approximately \$10.6 million.
2. First 5 Fresno County formed Lighthouse for Children, Inc., a non-profit tax-exempt entity. The Lighthouse for Children, Inc. applied for the New Markets Tax Credit Program established by Congress to spur revitalization efforts of low-income communities across the United States. Through this program, financing assistance was obtained for the construction of the Lighthouse for Children (LFC) facility in downtown Fresno. This three-story community building houses a child development center, the Community Learning Center, conferencing and office space for community agencies, as well First 5 Fresno County's administrative offices. Fiscal Year 2016-2017 marked year two of occupancy of the facility.
3. The Lighthouse for Children Child Development Center (CDC) celebrated its first anniversary of occupancy in April 2017. The Center, operated and managed by Fresno County Superintendent of Schools, features six state-of-the-art classrooms and a natural playground designed to maximize learning indoors and out for infant, toddler and preschool aged children. Additionally, it offers observation areas and on-site training opportunities for professionals to learn about the program's approach to high-quality care and utilization of a blended-funding model. The Commission committed more than \$200,000 to aid in the success of the CDC's funding model in the form of income eligible scholarships.
4. Another project at the Lighthouse for Children is the Community Learning Center (CLC), a network of community partners working together to provide classes, workshops and services that aims to increase early literacy, language and school readiness skills. The Commission's investment in the CLC includes providing F5FC AmeriCorps

members to aid in services and provides the space for services. Additionally, through a partnership with California State University, Fresno Foundation's Central California Children's Institute, Central California Center for Health and Human Services, and the University of California, San Francisco – Pre-term Birth CA Initiative the CLC will host a Group Prenatal Care pilot Project. The Commission will act as the fiscal agent for the program.

5. Fiscal year 2016-2017 marked the fourth year of the Birth-through-Third Grade (B3) Initiative in partnership with five Fresno County School Districts (Fresno Unified School District, Central Unified School District, Fowler Unified School District, Kings Canyon Unified School District and Firebaugh Las Deltas Unified School District). The B3 Initiative's objective is to promote the establishment of a comprehensive birth to age eight continuum of services to transform how children are supported through integrated systems, quality early learning experiences and increased family and community engagement opportunities. F5FC and its partners commissioned Harder+Company Community Research to conduct a B3 Exploratory Study to identify lessons learned and opportunities to sustain and scale the model in Fresno County. The study highlighted the participating school districts' commitment to continue advancing some of their efforts to improve its organizational infrastructure, initiated as part of the B3 work as well as underscored the need for continued support from F5FC to strengthen connections between the districts and early childhood service providers throughout the county.
6. To ensure community and communication related activities align with the 2013-2020 Strategic Plan, F5FC updated the Commission's Communications Plan. Nearly all the communications strategies identified in the previous Communications Plan, linked to the previous strategic plan which expired in 2013, were successfully implemented. As a blueprint, the 2016-2020 Communications Plan ensures all future community relations activities and communications efforts will be developed, implemented and measured to support the goals identified in the 2013-2020 Strategic Plan.
7. The Esta En Ti Campaign, a year-long Spanish-language media partnership, helped the Commission reach parents, caregivers and the broader community with messages about issues impacting children ages 0 to 5 and their families. Messaging spread to the community through various platforms. Monthly public service announcements were developed airing on Univision 21, messaging was posted on social media about each topic, and both television and radio interviews with community leaders took place to help increase awareness of early childhood development among Spanish-speaking parents, caregivers and the general community.
8. Since the completion of the African American Infant Mortality Needs Assessment in December 2016, the Commission implemented key recommendations from the study which include the creation of a Parents' Council, a Blue Ribbon Panel, and a Group Prenatal Care efforts. By forging these partnerships, F5FC will leverage additional resources to ensure a greater impact can be achieved in reducing adverse birth outcomes and racial disparities in Fresno County.
9. Beginning in fiscal year 2015-2016, F5FC has served as the lead fiscal agency for two multi-million dollar grants through First 5 California – 1) First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) and the Region 5 IMPACT Regional Coordination and Training and Technical Assistance Hub (Hub). First 5 IMPACT forges partnerships between First 5 California and counties with the goal of increasing the number of high-quality early learning settings through the state's Quality Rating and Improvement System (QRIS). The primary focus of the Hub is to provide coordination and specialized support to regional county partners implementing IMPACT grants (Fresno, Kern, Kings, Madera, Mariposa, Merced and Tulare).
10. To deepen its understanding of the experiences of rural Fresno County families, F5FC partnered with Harder+Company Community Research to conduct a needs assessment of two rural communities in Fresno County, Huron and Mendota. The primary goal of the needs assessment was to provide critical information and recommendations to F5FC and other stakeholders about the needs of families living in the rural communities and identify opportunities to improve existing service system in the two communities. Based on the findings from the needs assessment and community stakeholder input process, Commission staff has been working with key

community leaders both in Huron and Mendota to prioritize recommendations for implementation. Funding recommendations for this initiative will be developed in FY 2017-2018.

PREPARATION OF APPROVED TWO YEAR BUDGET

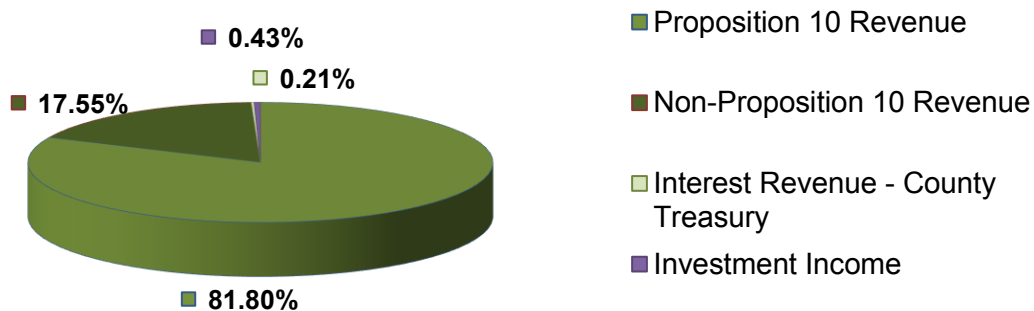
The budgeting process is in alignment with the intention of strategic plan investments contractual awarding as outlined in the 2013-2020 Strategic Plan. The Commission continues its commitment to collaboration with community partners and leveraging resources to maximize funds. With the consistent and gradual reduction in funding and resources, it becomes increasingly important to leverage available expertise and knowledge of the community and to build from initiatives that have a strong foundation of evidence. This unified approach not only allows for more effective uses of resources, but it also allows for the furthering of collective impact. The following are the financial topics, strategies and outcomes established with the adoption of the 2013-2020 Strategic Plan for the approved two year budget:

FINANCIAL TOPIC	OUTCOME	RATIONALE
Term of the Strategic Plan	7 Year Plan (FY 2013-2020)	Aligns with the Commission’s efforts on the Birth to Third Grade Reading
Multi-Year Budget	2 Year Budget	<ul style="list-style-type: none"> ▪ Integrate goal-setting and budgetary process ▪ Reinforce the Commission’s commitment to long-term fiscal health by looking beyond a one-year term ▪ Retain the fiscal control provided by annual budgets ▪ Reduce time and effort in preparing annual budget
Establish percentage limits by funding areas: Administration Program Evaluation	Percentages should be within the following percentages: <ul style="list-style-type: none"> ▪ Administration – 10% ▪ Program – 80% ▪ Evaluation – 10% 	Demonstrates the Commission’s ongoing commitment to direct the majority of Proposition 10 funds to community investments
Tracking and reporting Strategic Plan Program Investments	<ol style="list-style-type: none"> 1. Tier 1: Children & Families 2. Tier 2: Community Partners 3. Tier 3: Early Childhood System of Care 	Aligning all expenditures with the 2013-2020 Strategic Plan as legally required
Level of Funding	Maintain a constant level of program funding throughout the duration of the 2013-2020 Strategic Plan	Minimize any interruption of services to the children in Fresno County
Contingency	Maintain a contingency fund in amount not to exceed 6 months of operational budget of both the Commission and the Lighthouse for Children facility, of which the Commission is the Master Lease Holder	Safeguard against any unplanned, emergency expenditures

**FIRST 5 FRESNO COUNTY
2017-2019
APPROVED TWO YEAR BUDGET ACTIVITY SUMMARY**

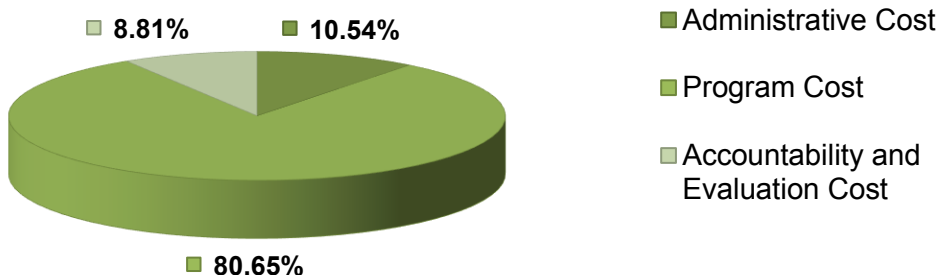
TOTAL FUNDS AVAILABLE

Line Items	Budget Amounts
Proposition 10 Revenue	\$19,073,196
Non-Proposition 10 Revenue	\$4,092,926
Interest Revenue - County Treasury	\$50,000
Investment Income	\$100,000
	<u>\$23,316,122</u>



TOTAL ALLOCATION

Line Items	Budget Amounts
Administrative Cost	\$2,457,422
Program Cost	\$18,803,839
Accountability and Evaluation Cost	\$2,054,860
	<u>\$23,316,121</u>



FIRST 5 FRESNO COUNTY
2017-2019 APPROVED TWO YEAR BUDGET BREAKDOWN
(by: Evaluation/Program/Administration)

REVENUES	
Revenues	Two Year Total
Prop 10 Revenue	\$19,073,196
Non-Prop. 10 Revenue	
First 5 CA IMPACT Revenue	\$2,816,650
UCSF Grant	\$1,276,276
Interest Revenues - County Treasury	\$50,000
Investment Income	\$100,000
Total Revenues	\$23,316,122

OPERATING BUDGET				
Operating Budget	Evaluation	Program	Administration	Two Year Total
Salary Expense	\$132,503	\$1,545,874	\$530,014	\$2,208,391
Payroll Tax Expense	\$14,226	\$165,965	\$56,902	\$237,093
Retirement Expense	\$11,586	\$135,171	\$46,344	\$193,102
Employee Benefits Expense	\$54,403	\$634,699	\$217,611	\$906,712
Worker's Comp. Expense	\$317	\$3,696	\$1,267	\$5,280
Ed. Allowance/ Child Care Reimbursement Stipend	\$1,464	\$17,080	\$5,856	\$24,400
Total Salaries and Benefits	\$214,499	\$2,502,485	\$857,995	\$3,574,979
Advertising Expense	\$0	\$0	\$4,000	\$4,000
Audit Expense	\$0	\$0	\$50,000	\$50,000
Capital & Equipment Expense- Computers & Software	\$900	\$10,500	\$3,600	\$15,000
Commissioner/Advisory Expense	\$0	\$0	\$10,010	\$10,010
Dues & Subscriptions Expense	\$5,055	\$58,975	\$20,220	\$84,250
Equipment Rental/Maintenance Expense	\$3,915	\$45,671	\$15,659	\$65,244
General & Administrative Expense	\$0	\$0	\$30,000	\$30,000
Insurance Expense	\$1,435	\$16,742	\$5,740	\$23,917
Materials & Supplies Expense	\$1,320	\$15,400	\$5,280	\$22,000
Overhead Expense	\$10,800	\$126,000	\$43,200	\$180,000
Program Dev. Expense/Strategic Planning Implementation	\$9,900	\$9,900	\$10,200	\$30,000
Professional Services Expense	\$0	\$0	\$373,371	\$373,371
Staff Trainings & Conferences Expense	\$3,600	\$42,000	\$14,400	\$60,000
Telephone Expense	\$2,597	\$30,296	\$10,387	\$43,280
Local Travel Expense - Local Mileage	\$840	\$9,800	\$3,360	\$14,000
Total Services & Supplies	\$40,361	\$365,284	\$599,427	\$1,005,072
Total Operating Budget	\$254,860	\$2,867,769	\$1,457,422	\$4,580,051

Strategic Plan Investments	Evaluation	Program	Administration	Two Year Total
Tier 1: Children and Families	\$0	\$9,478,421		\$9,478,421
Tier 2: Community Partners	\$0	\$1,271,099		\$1,271,099
Tier 3: Early Childhood System of Care	\$0	\$1,093,624		\$1,093,624
Accountability and Evaluation	\$1,800,000	\$0		\$1,800,000
First 5 CA IMPACT Program	\$0	\$1,653,188		\$1,653,188
First 5 CA IMPACT Regional Hub Program	\$0	\$1,163,462		\$1,163,462
UCSF - Group Prenatal Care Program	\$0	\$1,276,276		\$1,276,276
Total Strategic Plan Investments	\$1,800,000	\$15,936,070	\$0	\$17,736,070
Operations Contingency Fund	\$0	\$0	\$1,000,000	\$1,000,000
Total Approved Budget Expenses	\$2,054,860	\$18,803,839	\$2,457,422	\$23,316,121
Total Approved Allocations and Percentage	8.81%	80.65%	10.54%	100%

**FIRST 5 FRESNO COUNTY
2017-2019 APPROVED TWO YEAR BUDGET SUMMARY DETAIL**

Revenues			
	Year 1 Budget Amounts 7/1/2017 to 6/30/2018	Year 2 Budget Amounts 7/1/2018 to 6/30/2019	Total Two Year Amounts
Prop 10 Revenue	\$9,636,598	\$9,436,598	\$19,073,196
Non-Prop. 10 Revenue			
First 5 CA IMPACT Revenue	\$1,408,325	\$1,408,325	\$2,816,650
UCSF Grant	\$638,138	\$638,138	\$1,276,276
Interest Revenue - County Treasury	\$25,000	\$25,000	\$50,000
Investment Income	\$50,000	\$50,000	\$100,000
Total Revenues	\$11,758,061	\$11,558,061	\$23,316,122
Operating			
Salaries & Benefits			
Salary Expense	\$1,090,564	\$1,117,828	\$2,208,391
Payroll Tax Expense	\$117,183	\$119,910	\$237,093
Retirement Expense	\$95,359	\$97,743	\$193,102
Employee Benefits Expense	\$437,104	\$469,608	\$906,712
Worker's Compensation Expense	\$2,400	\$2,880	\$5,280
Ed. Allowance/ Child Care Reimbursement Stipend	\$12,200	\$12,200	\$24,400
Total Salaries & Benefits Expenses	\$1,754,810	\$1,820,169	\$3,574,979
Services & Supplies			
Advertising Expense	\$2,000	\$2,000	\$4,000
Audit Expense	\$25,000	\$25,000	\$50,000
Capital & Equipment Expense- Computers & Software	\$7,500	\$7,500	\$15,000
Commissioner/Advisory Expense	\$5,005	\$5,005	\$10,010
Dues & Subscriptions Expense	\$42,125	\$42,125	\$84,250
Equipment Rental/Maintenance Expense	\$32,622	\$32,622	\$65,244
General & Administrative Expense	\$15,000	\$15,000	\$30,000
Insurance Expense	\$11,389	\$12,528	\$23,917
Materials & Supplies Expense	\$11,000	\$11,000	\$22,000
Overhead Expense	\$90,000	\$90,000	\$180,000
Program Development/Strategic Planning Expense	\$5,000	\$25,000	\$30,000
Professional Services Expense	\$182,620	\$190,751	\$373,371
Staff Training & Conference Expense	\$30,000	\$30,000	\$60,000
Telephone Expense	\$21,640	\$21,640	\$43,280
Local Travel Expense - Local Mileage	\$7,000	\$7,000	\$14,000
Total Services & Supplies Expenses	\$487,901	\$517,171	\$1,005,072
Total Operations Expenses	\$2,242,710	\$2,337,339	\$4,580,051
Strategic Plan Investments			
Strategic Plan Investments			
Tier 1: Children and Families			
Goal 1 - Health Promotion	\$212,668	\$461,925	\$674,592
Goal 2 - Early Learning	\$1,952,586	\$2,236,389	\$4,188,974
Goal 3 - Strong Families	\$2,191,426	\$2,423,429	\$4,614,855
Total Tier 1	\$4,356,679	\$5,121,742	\$9,478,421
Tier 2: Community Partners			
Early Childhood Partner Capacity Building	\$180,000	\$45,000	\$225,000
Community Learning Center	\$522,895	\$523,204	\$1,046,099
Total Tier 2	\$702,895	\$568,204	\$1,271,099
Tier 3: Early Childhood System of Care			
Community Relations	\$484,312	\$559,312	\$1,043,624
Multi-Sector Partnerships	\$25,000	\$25,000	\$50,000
Total Tier 3	\$509,312	\$584,312	\$1,093,624
Accountability and Evaluation			
Accountability Services	\$300,000	\$300,000	\$600,000
Evaluation Services	\$600,000	\$600,000	\$1,200,000
Total Accountability and Evaluation	\$900,000	\$900,000	\$1,800,000
Non-Prop. 10 Funded Programs			
First 5 CA IMPACT Program	\$826,594	\$826,594	\$1,653,188
First 5 CA IMPACT Regional Hub Program	\$581,731	\$581,731	\$1,163,462
UCSF- Group Prenatal Care Program	\$638,138	\$638,138	\$1,276,276
Total Non-Prop. 10 Funded Programs	\$2,046,463	\$2,046,463	\$4,092,926
Total Strategic Plan Investments	\$8,515,349	\$9,220,721	\$17,736,070
Operations Contingency Fund	\$1,000,000	\$0	\$1,000,000
Total First 5 Fresno County Approved Budget	\$11,758,059	\$11,558,061	\$23,316,121

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

OPERATING EXPENSES

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Salary Expense						
Justification/Calculations:				\$1,090,564	\$1,117,828	\$2,208,391
Salaries for a total of 19.35 FTE. The approved amount for year 1 is based on a 1.75% increase to the current salaries amount. All salary increases are budgeted and recommended by each department director. Individual salary increases are based on First 5 Fresno County's Employee Compensation Policy. Potential salary increase amounts are based on number of staff eligible and performance. For the purposes of this line item, the Full Time Equivalent (FTE) is noted. Note: the remainder of the FTE for both the Program & Evaluation Director & Strategic Initiatives Director are accounted for in the Strategic Plan Investments section of the budget.						
<u>FTE</u>	<u>Position</u>	<u>Salary</u>	<u>Recommended Salary</u>	<u>FTE</u>	<u>Position</u>	<u>Recommended Salary</u>
1	Executive Director	\$127,500	\$127,500	1	Community Relations Officer	\$47,476
1	Deputy Director	\$104,550	\$104,550	1	Gov. & Media Rel. Officer	\$47,450
0.95	Program & Evaluation Director	\$77,112	\$76,438	1	Program Officer:Early Learn.	\$47,476
0.9	Strategic Initiatives Director	\$71,500	\$67,625	1	Program Officer:Health Prom.	\$47,476
1	Community Relations Director	\$71,000	\$71,000	1	Program Officer- Str. Families	\$48,667
1	Business Director	\$70,000	\$70,000	1	Business Specialist	\$36,120
1	Senior Program Officer	\$67,080	\$70,594	1	Business Assistant	\$28,896
1	Senior Business Officer	\$67,080	\$67,080	1	Comm. Relations Assistant	\$28,896
1	Administrative Officer	\$50,000	\$50,000	1	Program Assistant	\$28,896
1	Business Officer	\$47,476	\$47,476	0.5	Pt. Time Facility Greeter- Vacant	\$15,000
9.85	Sub-total	\$757,930	\$756,895	9.5	Sub-total	\$376,353
			FTE Total	19.35	Salaries Total	\$1,071,807
						\$1,088,749
	<u>Salaries Amount</u>		<u>Year 1</u>		<u>Year 2</u>	
	\$1,071,807	X 1.75% =	\$1,090,564	X 2.5%	=	\$1,117,828
Total Evaluation Expense			2,208,391		x	6%
Total Program Expense			2,208,391		x	70%
Total Administration Expense			2,208,391		x	24%
						132,503
						1,545,874
						530,014

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Payroll Tax Expense						
Justification/Calculations:				\$117,183	\$119,910	\$237,093
A.	Federal Income Contribution Act: The employer's share is set by the federal government at 10% of each gross salary.					
	Year 1:	\$1,090,564	x	10.00%	=	\$109,056
	Year 2:	\$1,117,828	x	10.00%	=	\$111,783
B.	State Unemployment Insurance - Estimated 3.5% on first \$7,000 earned by each employee at 17 employees with 95% for an additional employee and 90% for another. The two remaining employees accounted for in Strategic Plan Investments to total 21 employees.					
	Year 1:	19.35	x	\$7,000	x	3.50%
	Year 2:	19.35	x	\$7,000	x	3.50%
					=	\$4,741
					=	\$4,741
C.	Federal Unemployment Training Tax: Estimated 2.5% on first \$7,000 earned by each employee at 17 employees with 95% for an additional employee and 90% for another. The two remaining employees accounted for in Strategic Plan Investments to total 21 employees.					
	Year 1:	19.35	x	\$7,000	x	2.50%
	Year 2:	19.35	x	\$7,000	x	2.50%
					=	\$3,386
					=	\$3,386
Total Evaluation Expense			237,093		x	6%
Total Program Expense			237,093		x	70%
Total Administration Expense			237,093		x	24%
						14,226
						165,965
						56,902

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Retirement Expense						
Justification/Calculations:				\$95,359	\$97,743	\$193,102
The cost of retirement benefits for full-time, permanent employees is calculated at 8.74% of each gross salary.						
	Year 1:	\$1,090,564	x	8.74%	=	\$95,359
		<u>Annual Salaries Amount</u>		<u>Percentage</u>		<u>Total Amount</u>
	Year 2:	\$1,117,828	x	8.74%	=	\$97,743
		<u>Annual Salaries Amount</u>		<u>Percentage</u>		<u>Total Amount</u>
Total Evaluation Expense			193,102		x	6%
Total Program Expense			193,102		x	70%
Total Administration Expense			193,102		x	24%
						11,586
						135,171
						46,344

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Employee Benefits Expense								
Justification/Calculations:								
						\$437,104	\$469,608	\$906,712
The Commission's contracted insurance broker recommended a conservative increase to FY16-17 budget amount of 12% in the first year and 10% in the second year assuming no plan changes are made. The calculation shows the cost breakdown and includes the deduction of the benefits expense for Community Learning Center staff (Year 1: \$10,896 & Year 2: \$11,206). Benefits for full time, permanent staff include dental, life, medical, and vision insurance.								
Year 1:	\$400,000	x	12%	-	\$10,896	=	\$437,104	
	<u>FY2017-18 Annual Amount</u>		<u>Rate Increase</u>				<u>Annual Amount</u>	
Year 2:	\$437,104	x	10%	-	\$11,206	=	\$469,608	
	<u>FY2018-19 Annual Amount</u>		<u>Rate Increase</u>				<u>Annual Amount</u>	
Total Evaluation Expense			906,712		x	6%		54,403
Total Program Expense			906,712		x	70%		634,699
Total Administration Expense			906,712		x	24%		217,611

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Worker's Compensation Expense								
Justification/Calculations:								
						\$2,400	\$2,880	\$5,280
The budgeted amount for worker's compensation is provided by the Commission's contracted insurance firm which defines staff within the salesman category for contract managers' responsibility to execute county-wide site visits and in-person annual contract reviews. The Commission's insurance firm included a conservative increase of 20% to FY 2016-17 budgeted amount each fiscal year in their estimate. The following is the cost breakdown.								
Year 1:	\$2,000	x	20%	=	\$2,400		\$2,400	
	<u>FY2016-17 Annual Amount</u>		<u>Rate Increase</u>				<u>Annual Amount</u>	
Year 2:	\$2,400	x	20%	=	\$2,880		\$2,880	
	<u>FY2017-18 Annual Amount</u>		<u>Rate Increase</u>				<u>Annual Amount</u>	
Total Evaluation Expense			5,280		x	6%		317
Total Program Expense			5,280		x	70%		3,696
Total Administration Expense			5,280		x	24%		1,267

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Educational Allowance & Child Care Reimbursement Stipend								
Justification/Calculations:								
						\$12,200	\$12,200	\$24,400
The Commission offers educational reimbursement to staff for an amount of \$1,000 per fiscal year. Currently, the Commission has three staff seeking a higher level of education and anticipates an additional two staff to further their education (5 staff x \$1,000= 5,000). A total of \$5,000 per year is projected to be spent.								
The Commission offers a child care reimbursement stipend benefit to staff for an amount up to \$2,400 per fiscal year once staff submits required documentation as outlined in the First 5 Fresno County Employee Handbook. Currently, the Commission has one staff member requesting child care reimbursement and anticipates an additional two staff to request this benefit. An estimated total for three staff of \$7,200 (3 staff x \$2,400= \$7,200) is projected to be spent each fiscal year.								
As stated in the First 5 Fresno County Employee Handbook, employees are ineligible to receive both aforementioned benefits in one fiscal year.								
Total Evaluation Expense			24,400		x	6%		1,464
Total Program Expense			24,400		x	70%		17,080
Total Administration Expense			24,400		x	24%		5,856

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Advertising Expense								
Justification/Calculations:								
						\$2,000	\$2,000	\$4,000
Minimal costs are associated with advertising. Commission staff utilize online resources to recruit, procure and advertise for administrative purposes. Staff is recommending \$2,000 annually to be set aside for an as needed basis. Examples include public notices for formal procurement including Request for Proposals, Request for Applications, etc. Note: Within the Strategic Plan Investments, the Community Relations Department has dollars set aside for community outreach and advertising.								
Total Evaluation Expense			4,000		x	0%		0
Total Program Expense			4,000		x	0%		0
Total Administration Expense			4,000		x	100%		4,000

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Audit Expense								
Justification/Calculations:								
						\$25,000	\$25,000	\$50,000
Mandatory independent auditing services for the Commission are estimated at \$25,000 per fiscal year. Estimate is based on the four-year cost proposal provided by the contracted auditing firm in their awarded submission resulting from the Commission's Request for Quotations procurement in 2016 for auditing services. The per fiscal year (through FY2018-19) amount proposed by the contractor was for \$22,905. Staff is recommending an additional \$2,905 per fiscal year for unforeseen costs.								
Total Evaluation Expense			50,000		x	0%		0
Total Program Expense			50,000		x	0%		0
Total Administration Expense			50,000		x	100%		50,000

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Capital & Equipment Expense- Computers & Software						
Justification/Calculations:						
				\$7,500	\$7,500	\$15,000
Currently, the Commission owns 21 work stations (computer, monitor, printer, keyboard, etc.) for staff. Staff recommends setting aside \$4,000 for possible replacement of two computers (estimated at \$2,000 per computer with taxes included) and an additional \$3,500 for unforeseen replacement or repairs of other equipment and/or furniture.						
Total Evaluation Expense	15,000	x		6%		900
Total Program Expense	15,000	x		70%		10,500
Total Administration Expense	15,000	x		24%		3,600
Commissioner/Advisory Expense						
Justification/Calculations:						
				\$5,005	\$5,005	\$10,010
This line item is budgeted for a maximum of seven Commissioners for potential equipment, trainings, workshops, etc. associated with F5FC's work. Examples include but are not limited to the F5 State Annual Conference attendance, mileage reimbursement, etc. Estimated annual amount is budgeted at \$715 per Commissioner.						
	7	x	\$715	=	\$5,005	
	<u>Number of Commissioners</u>		<u>Average Cost</u>		<u>Annual Amount</u>	
Total Evaluation Expense	10,010	x		0%		0
Total Program Expense	10,010	x		0%		0
Total Administration Expense	10,010	x		100%		10,010
Dues and Subscriptions Expense						
Justification/Calculations:						
				\$42,125	\$42,125	\$84,250
The cost associated with dues and subscriptions for the twelve-month period is based on required dues to the First 5 Association which are calculated by the cost of the First 5 Association multiplied by each county's proportionate share as outlined below with the additional cost of miscellaneous subscriptions, publications, and dues at \$7,000 (i.e. Government Finance Officer Association, Rotary Club of Fresno, Fresno Bee, Chamber of Commerce).						
	\$562,010	x	6.25%	=	\$35,125	
	<u>Annual Budget</u>		<u>F5FC Percentage</u>		+	\$7,000
					<u>\$42,125</u>	
Total Evaluation Expense	84,250	x		6%		5,055
Total Program Expense	84,250	x		70%		58,975
Total Administration Expense	84,250	x		24%		20,220
Equipment Rental/Maintenance Expense						
Justification/Calculations:						
				\$32,622	\$32,622	\$65,244
Equipment Maintenance:						
The Commission's equipment maintenance includes a postage meter and a copier/scanner. The estimated cost breakdown is as follows: postage meter quarterly maintenance \$97/month x 4 months = \$388; copier/scanner maintenance: \$600 x 12 months = \$7,200 annually.						
	<u>Monthly/Quarterly</u>		<u>Annual Total</u>			
	\$170	x	4	=	\$680	Postage
	\$550	x	12	=	\$6,600	Copier/Scanner Maintenance
						Equipment Maintenance Sub-total
						\$7,280
						\$7,280
Computer & Information Technology Maintenance:						
The Commission contracts out Information Technology (IT) support for workstation/desktop management, server management and support. The contracted IT amount support is \$14,400 per year (\$1,200 per month x 12 months). Hosted email and storage via Office 365 is estimated at \$600 per year (\$50 per month x 12 months).						
	<u>Monthly</u>		<u>Annual Total</u>			
	\$1,200	x	12	=	\$14,400	IT Support
	\$50	x	12	=	\$600	Hosted Email & Storage
						Computer Maintenance Sub-total
						\$15,000
						\$15,000
Software Maintenance:						
The Commission pays a flat rate for its accounting system software on an annual basis of \$8,500. Below are the monthly and annual estimated costs for each software type as quoted by the IT Commission's contractor:						
	<u>Monthly</u>		<u>Annual Total</u>			
			Annual Amount		\$8,500	Accounting System Maintenance
	\$77	x	12	=	\$924	Anti-virus Software
	\$59	x	12	=	\$708	IT Management License
	\$17.50	x	12	=	\$210	Fax Service
						Software Sub-total
						\$10,342
						\$10,342
						Equipment Rental/ Maintenance Expense Total
						\$32,622
						\$32,622
Total Evaluation Expense	65,244	x		6%		3,915
Total Program Expense	65,244	x		70%		45,671
Total Administration Expense	65,244	x		24%		15,659

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
General and Administrative Expense						
Justification/Calculations:						
				\$15,000	\$15,000	\$30,000
Costs associated with management, finances, and other expenses which are incurred by or allocated to the Commission for general management and administration of the Commission that cannot be assigned to a specific line item. Costs include bank charges, dependent care plan, etc. Bank charges, average \$800 per month. Staff is recommending setting aside \$15,000 per year for this line item.						
Total Evaluation Expense	30,000	x		0%		0
Total Program Expense	30,000	x		0%		0
Total Administration Expense	30,000	x		100%		30,000

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Insurance Expense						
Justification/Calculations:						
				\$11,389	\$12,528	\$23,917
The Commission is required to carry liability insurance. Anticipated insurance costs for FY 2016-2017 is \$10,354, a cost savings is estimated. FY2016-2017 costs include Liability Insurance Policy \$5,039, Special Property Insurance Policy \$3,915, and Cyber Crime Insurance \$1,400. Annually insurance costs typically increase 10%, therefore staff is recommending \$11,389 (\$10,354 + 10%) for FY 2017-2018 and \$12,528 (\$11,389 +10%) for FY 2018-2019.						
		<u>FY2016-17</u>		<u>Year 1</u>		<u>Year 2</u>
Special Property Insurance Policy (SPIP)		\$5,039		\$1,540	X 10%	\$1,694
Special Liability Insurance Policy (SLIP)		\$3,915		\$5,542	X 10%	\$6,097
Cyber Crime Insurance		\$1,400		\$4,307	X 10%	\$4,737
		<u>\$10,354</u>		<u>\$11,389</u>		<u>\$12,528</u>
Total Evaluation Expense	23,917		x		6%	1,435
Total Program Expense	23,917		x		70%	16,742
Total Administration Expense	23,917		x		24%	5,740

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Materials and Supplies Expense						
Justification/Calculations:						
				\$11,000	\$11,000	\$22,000
The Materials and Supplies Expense line item includes costs associated with general office supplies, postage cost, and printing of materials that are required for operating the Commission's business. It is being recommended to set aside \$833 per month x 12 months for an approximate total of \$10,000 per year. Staff recommends setting aside \$1,000 per year for any unexpected materials costs, such as mandatory documents printing, signage, business cards, etc.						
Total Evaluation Expense	22,000		x		6%	1,320
Total Program Expense	22,000		x		70%	15,400
Total Administration Expense	22,000		x		24%	5,280

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Overhead Expense						
Justification/Calculations:						
				\$90,000	\$90,000	\$180,000
The Commission occupies 15% of the leasable space within the Lighthouse for Children Facility. As the Master Lease Holder of the Lighthouse for Children (LFC) facility, the Commission is responsible to pay its proportionate share of the cost of overhead. Overhead costs include utilities (water, waste, gas & electricity, etc.), facility contracted services (security, janitorial, landscaping, etc.), insurance and taxes and a facility management services contract. The remaining amount for the facility is budgeted within the Strategic Plan Investments within Tier 1 for the Child Development Center and Tier 2 for the Community Learning Center.						
Total Evaluation Expense	180,000		x		6%	10,800
Total Program Expense	180,000		x		70%	126,000
Total Administration Expense	180,000		x		24%	43,200

				Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Program Development Expense/Strategic Planning Implementation						
Justification/Calculations:						
				\$5,000	\$25,000	\$30,000
Expenses for this expense line exists for additional or unforeseen costs for program development, the implementation of the 2013-2020 First 5 Fresno County Strategic Plan, and/or printing materials to showcase the 2013-2020 Strategic Plan. In FY2018-19 (year 2), the Commission will begin strategic planning development efforts for the next strategic plan. Staff recommends budgeting \$5,000 for year 1 and \$25,000 for year 2 to anticipate the beginning stages of strategic planning.						
Total Evaluation Expense	30,000		x		33%	9,900
Total Program Expense	30,000		x		33%	9,900
Total Administration Expense	30,000		x		34%	10,200

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Professional Services Expense								
Justification/Calculations:								
						\$182,620	\$190,751	\$373,371
<p>The Commission utilizes this expense line to obtain a specific technical or unique function performed by independent contractors or consultants whose occupations are not fulfilled by F5FC staff. Examples of professional services include those of: attorneys, business consultants, business development managers, law firms, human resources, payroll services, investment custodial services and other specialized administrative roles. Budget amounts are based on past trends average monthly rates and quotes multiplied by 12 months increasing by 5% the second year. Staff recommends including \$20,000 for other miscellaneous professional services to include services for translators (services when needed), administrative cost for Health Savings Accounts (average cost per month = \$125), human resources coaching and other short term consultants.</p>								
<u>Monthly</u>		<u>Add'l Services</u>		<u>Year 1</u>		<u>Year 2</u>		
\$10,000	x 12 =	\$120,000	+ \$10,000	=	\$130,000	+ 5% =	\$136,500	Legal Services \$130,000 \$136,500
\$400	x 12 =	\$4,800	+ \$4,000	=	\$8,800	+ 5% =	\$9,240	H.R. Services \$8,800 \$9,240
\$855	x 12 =	\$10,260	+ \$0	=	\$10,260	+ 5% =	\$10,773	Investment Services \$10,260 \$10,773
\$920	x 12 =	\$11,040	+ \$0	=	\$11,040	+ 5% =	\$11,592	Custodial Services \$11,040 \$11,592
\$210	x 12 =	\$2,520	+ \$0	=	\$2,520	+ 5% =	\$2,646	Payroll Services \$2,520 \$2,646
						Misc. Professional Services	\$20,000	\$20,000
						Professional Services Total	\$182,620	\$190,751
Total Evaluation Expense								
						373,371	x	0%
Total Program Expense								
						373,371	x	0%
Total Administration Expense								
						373,371	x	100%

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Staff Training, Travel & Conference Expense (Out of Town Travel)								
Justification/Calculations:								
						\$30,000	\$30,000	\$60,000
<p>Estimated cost for F5FC staff to attend local and out of town trainings/conferences on behalf of the Commission. All trainings & conferences attended must be aligned with the Commission 2013-2020 Strategic Plan per the Commission's Travel Policy and Procedures Manual. Trainings/conferences include, but are not limited to, First 5 State Annual Conference, First 5 Association quarterly meetings and summits, annual retreats, Government Financial Officer Association trainings, Early Care Education meetings, Zero to Three Conferences. Budget amounts include a 5% increase, approximately, to the FY 2016-2017 budget amount. Average cost of travel for one staff on one trip is \$200 which includes transportation, lodging, registration, per diem, etc.</p>								
Total Evaluation Expense						60,000	x	6%
Total Program Expense						60,000	x	70%
Total Administration Expense						60,000	x	24%

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Telephone Expense								
Justification/Calculations:								
						\$21,640	\$21,640	\$43,280
<p>Telephone expenses include the Commission's phone landlines and data lines, two mobile wifi devices, a data plan for wireless accessibility, and employee mobile phone reimbursement. Staff recommends \$1,000 for unforeseen expenses.</p>								
	<u>Monthly Amount</u>			<u>Annual Amount</u>				
	\$550	x	12	=	\$6,600	Landlines	\$6,600	\$6,600
	\$650	x	12	=	\$7,800	Data Lines	\$7,800	\$7,800
	\$95	x	12	=	\$1,140	Tablet Data Plan & Devices	\$1,140	\$1,140
	\$425	x	12	=	\$5,100	Mobile Phone Reimbursement	\$5,100	\$5,100
						Unforeseen Phone Expenses	\$1,000	\$1,000
						Telephone Expense Total	\$21,640	\$21,640
Total Evaluation Expense						43,280	x	6%
Total Program Expense						43,280	x	70%
Total Administration Expense						43,280	x	24%

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Local Travel Expense - Local Mileage								
Justification/Calculations:								
						\$7,000	\$7,000	\$14,000
<p>Annually, F5FC contract managers are required to administer Annual Contract Reviews to all funded Service Providers which may require traveling locally on behalf of the agency throughout Fresno County. Additionally, staff occasionally travels for the Commission for various reasons including off-site technical assistance to Service Providers and various Community Partner convenings. Estimated costs are projected based on past expense trends. All staff do not utilize this line item, for example administrative type staff tend to travel less frequently. Currently, the IRS mileage rate is 53.5¢ per mile.</p>								
						Local Travel Expense- Mileage Total	\$7,000	\$7,000
Total Evaluation Expense						14,000	x	6%
Total Program Expense						14,000	x	70%
Total Administration Expense						14,000	x	24%

						Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Operations Contingency Fund								
Justification/Calculations:								
						\$1,000,000	\$0	\$1,000,000
<p>The Operations Contingency Fund is a separate fund to guard against possible losses set aside to meet unforeseen and unavoidable requirements that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will always remain at \$1,000,000 being deobligated and then reobligated at the start of the fiscal year.</p>								
Total Evaluation Expense						1,000,000	x	0%
Total Program Expense						1,000,000	x	0%
Total Administration Expense						1,000,000	x	100%

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

**2013-2020
STRATEGIC PLAN INVESTMENTS**

			Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Tier 1: Children and Families					
Justification/Calculations:					
			\$4,356,679	\$5,121,742	\$9,478,421
Goal 1 - Health Promotion					
The Health Promotion focus area of the Commission's 2013-2020 Strategic Plan strives to improve children's health by focusing on preventive care, improving access to and utilization of medical services, early identification of children with special needs with appropriate referrals for behavioral health services and improving parents' knowledge of child health. Programs under this focus area provide the community with an array of services including, but are not limited to: early childhood physical and mental health, perinatal mental health prevention and intervention, early identification and intervention of developmental delays, and health literacy education. Approximately six (6) programs are projected to be funded under this focus area.					
	Health Promotion Sub-total		\$212,668	\$461,925	
Goal 2 - Early Learning					
The Early Learning focus area of the Commission's 2013-2020 Strategic Plan focuses on increasing the number and capacity of quality early learning programs, as well as properly identifying and supporting children with special needs. Programs under this focus area provide the community with an array of services including, but are not limited to: early care and education quality improvement, parent-child developmental learning groups and integration of systems to support early identification and intervention for young children special needs. Approximately five (5) programs are projected to be funded under this focus area.					
	Early Learning Sub-total		\$1,952,586	\$2,236,389	
Goal 3 - Strong Families					
The Strong Families focus area of the Commission's 2013-2020 Strategic Plan focuses on the healthy development of relationships between parents and their young children. The quality of early parent-child experiences is instrumental in shaping a child's healthy development, educational success, and social and emotional wellbeing. Programs under this focus area provide the community with an array of services including, but are not limited to: trauma informed care, home visitation, parent education, and parent coaching and mentoring. Approximately thirteen (13) programs are projected to be funded under this focus area.					
<i>The Commission awarded two-year direct service contracts in FY2015-16 in the amount of \$10.6 million with the possibility of two year extensions based on performance and availability of funds.</i>					
	Strong Families Sub-total		\$2,191,426	\$2,423,429	
	Tier 1: Children and Families Total		\$4,356,679	\$5,121,742	
Total Evaluation Expense	9,478,421	x	0%		0
Total Program Expense	9,478,421	x	100%		9,478,421
Total Administration Expense	9,478,421	x	0%		0

			Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Tier 2: Community Partners					
Justification/Calculations:					
			\$702,895	\$568,204	\$1,271,099
Goal 4 - Early Childhood Partner Capacity Building					
The Commission is committed to providing ongoing professional development and capacity building opportunities for early childhood providers and community partners, aimed at enhancing the knowledge and skills to improve service delivery approach in the work with young children and their families. Additionally, F5FC commissioned a Rural Needs Assessment in FY16-17 aimed at evaluating any gaps in early childhood services in rural communities of Fresno County. Staff recommends setting aside \$135,000 in year 1 for the implementation of the results in two rural Fresno County communities, Huron and Mendota.					
	Service Provider Technical Assistance Materials and Supplies		\$45,000	\$45,000	
	Rural Needs Implementation Efforts		\$135,000	\$0	
	Early Childhood Partner Capacity Building Sub-total		\$180,000	\$45,000	
Community Learning Center					
The Lighthouse for Children Community Learning Center (CLC) is a network of community partners working together to provide classes and workshops that encourage and foster healthy relationships and aims to increase early literacy, language and school readiness skills. Along with family services, the center also supports professionals working with young children. New to the CLC in FY2017-2018, is a Group Prenatal Care Program as part of a contract with UC San Francisco in partnership with Yale University and CSU Fresno. A detailed breakdown of the costs to operate the Community Learning Center is provided.					
	AmeriCorps Contract		\$173,000	\$173,000	
	AmeriCorps VISTA Contract & Project		\$28,000	\$28,000	
	AmeriCorps Team Parking		\$8,500	\$8,500	
	Salaries		\$36,120	\$36,120	
	Program Specialist (1 FTE)		\$24,800	\$24,800	
	Strat. Initiatives Officer (.4 FTE)		\$7,514	\$7,514	
	Strat. Initiatives Director (.1 FTE)		\$4,023	\$4,023	
	Program & Eval. Director (.05 FTE)		\$10,896	\$11,206	
	Medical Benefits (Dental, Medical, Vision)		\$6,333	\$6,333	
	Retirement Benefits		\$9,625	\$9,625	
	Payroll Taxes		\$180,000	\$180,000	
	Overhead & Operating Expense		\$834	\$834	
	IT Services		\$400	\$400	
	Family Parking Expense		\$10,000	\$10,000	
	Tenant Improvements, Modifications		\$9,200	\$9,200	
	Office Supplies & Materials		\$10,400	\$10,400	
	Programmatic Materials		\$3,250	\$3,250	
	Staff Training, Travel & Mileage		\$522,895	\$523,204	
	Community Learning Center Sub-total		\$702,895	\$568,204	
	Tier 2: Community Partners Total		\$702,895	\$568,204	
Total Evaluation Expense	1,271,099	x	0%		0
Total Program Expense	1,271,099	x	100%		1,271,099
Total Administration Expense	1,271,099	x	0%		0

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

		Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Tier 3: Early Childhood System of Care				
Justification/Calculations:				
		\$509,312	\$584,312	\$1,093,624
Goal 5 - Early Childhood Systems & Network Improvement				
Community Relations				
The Commission will engage in Community Relations efforts to connect with the broader Fresno County audience. By connecting with Fresno County residents and leaders alike, the Commission has the opportunity to reach into every home to share the F5FC mission and vision. To facilitate a uniform agency voice, the Commission will invest in Community Media Partnerships, breastfeeding promotion efforts and First 5 Fresno County and Lighthouse for Children outreach and communications materials. These Community Relations efforts further enhance the Commission's investment in direct services, while communicating the importance of the early years to families who are not necessarily receiving those direct services. Other areas of investment to this end include the continuation of the Child Friendly Business Awards, other communication efforts such as the website, government & media communications and a Trusted Messenger Campaign to further the work of the Commission's Communications Plan. An additional resource for community relations and education is the Breastfeeding Friendly (BFF) Express trailer is used during community events primarily to support breastfeeding mothers and to encourage community dialogue about the importance of supporting breastfeeding. Costs associated with the BFF Express's preventive maintenance & repairs (\$5,000) along with the transportation, cleaning and fuel for use (\$11,000). Cost estimates are based on historical use.				
	Breastfeeding Promotion	\$103,312	\$178,312	
	BFF Express Trailer Maintenance	\$16,000	\$16,000	
	Child Friendly Business Awards	\$75,000	\$75,000	
	Communications Efforts	\$35,000	\$35,000	
	Community Outreach Materials	\$80,000	\$80,000	
	Community Media Partnerships	\$75,000	\$75,000	
	Trusted Messenger Program	\$100,000	\$100,000	
	Community Relations Sub-total	\$484,312	\$559,312	
Multi-Sector Partnerships				
Lasting improvements to the health and development of the county's youngest residents are possible when community organizations, businesses, policy makers, families, and F5FC find innovative ways to collaborate and create a more integrated and comprehensive support system for young children and their families. The Commission will invest in emerging multi-sector partnerships that directly align with the 2013-2020 Strategic Plan and the agency's mission and vision.				
	Multi-Sector Partnerships Sub-total	\$25,000	\$25,000	
	Tier 3: Early Childhood System of Care Total	\$509,312	\$584,312	
Total Evaluation Expense	1,093,624	x	0%	0
Total Program Expense	1,093,624	x	100%	1,093,624
Total Administration Expense	1,093,624	x	0%	0

		Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Accountability and Evaluation				
Justification/Calculations:				
		\$900,000	\$900,000	\$1,800,000
Accountability System & Services				
F5FC is a responsible steward of public dollars. Organizations that receive F5FC funds report financial, program, and evaluation data in order to ensure compliance within their contractual guidelines. F5FC staff partner with grantees to ensure best practices are utilized by all programs. The fiscal reporting structure of the Commission was developed in accordance with the First 5 Financial Management Guide. This guide was developed by the Government Finance Officers Association of the United States and Canada (GFOA).				
F5FC Commissioners are responsible for ensuring that funds are used as voters intended when Proposition 10 was passed in 1998. Commissioners work with F5FC staff to ensure policies and procedures are consistent with the state law. The Commission utilizes Persimmony International, Inc., as the agency's contract management database. The system tracks all phases of procurement, development and contract compliance. F5 staff is recommending a renewal of the Persimmony contract to support the Commission's evaluation and state annual reporting requirements. In addition, F5FC staff is recommending \$100,000 to Harder + Company Community Research to provide ongoing maintenance and technical assistances ensuring accurate data and contract compliance.				
The following line items are being requested to support the Commission's accountability and contract compliance efforts:				
	Contract Management System	\$200,000	\$200,000	
	Maintenance and Technical Assistance Services	\$100,000	\$100,000	
	Accountability Sub-total	\$300,000	\$300,000	
Evaluation Services				
The effectiveness of the Commission's investments are monitored regularly by staff as well as a contracted evaluator. The contracted evaluator works with the Commission, staff, and grantees to inform ongoing program practices and to evaluate progress towards the Commission's desired outcomes. The Commission uses accountability and evaluation data to inform its decision-making, ensuring that funds are used as efficiently and effectively as possible. F5FC staff recommends renewing the existing contract with Harder+Company Community Research, as the Commission's evaluator.				
With the 2013-2020 F5FC Strategic Plan framework, Harder+Company is prepared to enhance the existing evaluation framework to ensure it continues to closely assess the outcomes for children and families based on the updated strategies and corresponding indicators. In 2017-2019 the rigor of our evaluation approach will continue to be in depth and progressive.				
	Evaluation Sub-total	\$600,000	\$600,000	
	Accountability and Evaluation Total	\$900,000	\$900,000	
Total Evaluation Expense	1,800,000	x	100%	1,800,000
Total Program Expense	1,800,000	x	0%	0
Total Administration Expense	1,800,000	x	0%	0

**DETAIL BUDGET LINE ITEMS
COST ANALYSIS AND JUSTIFICATION**

			Year 1 Amount	Year 2 Amount	Total 2-Year Amount
Non-Proposition 10 Funded Initiatives					
Justification/Calculations:					
			\$2,046,463	\$2,046,463	\$4,092,926
<i>These Non- Proposition 10 Funded Initiatives create strong partnerships while furthering the Commission's impact on the community. Funding for these program and projects, as detailed below, comes from separate revenue streams from the Proposition 10 Revenue that is received on a monthly basis.</i>					
First 5 CA IMPACT Program					
The IMPACT program is an innovative approach that forges partnerships between First 5 California and counties to achieve the goal of helping children ages 0 to 5 and their families thrive by increasing the number of high-quality early learning child care settings. IMPACT is centered around the state's child care Quality Rating and Improvement System (QRIS). This directly aligns with Tier 1: Goal 2 and First 5 Fresno County's investment centered around the investment of the state's. These funds are received and monitored by Commission Staff.					
			First 5 CA IMPACT Sub-total		
			\$826,594	\$826,594	
First 5 CA IMPACT Regional Hub Program					
The primary focus of the IMPACT Hub program funding is to provide coordination and specialized support to consortia within First 5 California IMPACT region 5 to create economies of scale while building a local early learning system focused on access to high quality early care and education. These funds are for F5FC to lead the region in this work include the administrative costs as the Commission serves as the Lead Agency for the multi-county consortium. The Lead Agency is responsible to facilitate quarterly meetings, monitor Hub budget, and maintain a staff role of Regional Hub Coordinator. Region 5 includes the following 7 counties: Fresno, Kern, Kings, Madera, Merced, Tulare, Mariposa.					
			First 5 CA IMPACT Regional Hub Sub-total		
			\$581,731	\$581,731	
UCSF - Group Prenatal Care Program					
The Group Prenatal Care Program, funded by University California San Francisco (UCSF), is a resulting recommendation from the First 5 Fresno County Commissioned African American Infant Mortality Assessment. With proven outcomes, the program will provide prenatal care to pregnant mothers in a group setting with the goal of promoting interest in learning about healthy pregnancy and birth while providing a deep sense of support and community. Funds for this contract will be include two subcontracts, with Yale University and CSU Fresno, in order to implement the program. Commission staff will monitor the subcontract agreements and hiring administrative staff to coordinate and aid the implementation of the project. This program will be housed at the Lighthouse for Children Community Learning Center.					
			UCSF - Group Prenatal Care Sub-total		
			\$638,138	\$638,138	
			Non-Proposition 10 Funded Initiatives Total		
			\$2,046,463	\$2,046,463	
Total Evaluation Expense	4,092,926	x	0%		0
Total Program Expense	4,092,926	x	100%		4,092,926
Total Administration Expense	4,092,926	x	0%		0

FIRST 5 FRESNO COUNTY 4 YEAR BUDGET AND EXPENSE HISTORY

Revenues						
	FY 15/16 ACTUALS	FY16/17 PROJECTED ACTUALS	2 YEAR PROJECTED TOTAL	FY 17/18 APPROVED BUDGET AMOUNTS	FY 18/19 APPROVED BUDGET AMOUNTS	17/19 APPROVED 2 YEAR BUDGET
Prior Year Carry Over Revenue	\$4,397,315	\$0	\$4,397,315	\$0	\$1	\$1
Prop 10 Revenue	\$11,025,496	\$9,781,802	\$20,807,298	\$9,636,598	\$9,436,598	\$19,073,196
Non-Prop. 10 Revenue						
First 5 CA IMPACT Revenue	\$0	\$1,378,484	\$1,378,484	\$1,408,325	\$1,408,325	\$2,816,650
UCSF Grant	-	-	-	\$638,138	\$638,138	\$1,276,276
Other Revenue	\$278,607	\$104,292	\$382,899	\$0	\$0	\$0
Interest Revenue - County Treasury	\$38,423	\$38,000	\$76,423	\$25,000	\$25,000	\$50,000
Investment Income	\$260,171	\$110,000	\$370,171	\$50,000	\$50,000	\$100,000
Current Year Deobligations	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$16,000,012	\$11,412,578	\$27,412,590	\$11,758,061	\$11,558,061	\$23,316,122
Operating Budget						
Salaries & Benefits Sub-total	\$1,253,218	\$1,914,409	\$3,167,627	\$1,754,810	\$1,820,169	\$3,574,979
Services & Supplies Sub-total	\$433,019	\$478,435	\$911,454	\$487,901	\$517,171	\$1,005,072
Total Operating Budget	\$1,686,237	\$2,392,844	\$4,079,081	\$2,242,710	\$2,337,339	\$4,580,052
Program Allocations/Strategic Plan Investments						
Tier 1: Children and Families	\$11,774,975	\$2,171,307	\$13,946,282	\$4,356,679	\$5,121,742	\$9,478,421
Tier 2: Community Partners	\$266,000	\$266,149	\$532,149	\$702,895	\$568,204	\$1,271,099
Tier 3: Early Childhood System of Care	\$1,332,800	\$3,218,795	\$4,551,595	\$509,312	\$584,312	\$1,093,624
Accountability and Evaluation	\$940,000	\$985,000	\$1,925,000	\$900,000	\$900,000	\$1,800,000
Tiers & Accountability Sub-total	\$14,313,775	\$6,641,251	\$20,955,026	\$6,468,886	\$7,174,258	\$13,643,144
<u>Non-Proposition 10 Funded Initiatives</u>						
First 5 CA IMPACT Program	\$0	\$826,595	\$826,595	\$826,594	\$826,594	\$1,653,188
First 5 CA IMPACT Hub Program	\$0	\$551,889	\$551,889	\$581,731	\$581,731	\$1,163,462
UCSF - Group Prenatal Care	-	-	-	\$638,138	\$638,138	\$1,276,276
Non-Prop 10 Funded Initiatives Sub-total	\$0	\$1,378,484	\$1,378,484	\$2,046,463	\$2,046,463	\$4,092,926
Total Strategic Plan Investments	\$14,313,775	\$8,019,735	\$22,333,510	\$8,515,349	\$9,220,721	\$17,736,070
Operations Contingency Fund	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$0	\$1,000,000
Total First 5 Fresno County Budget	\$16,000,012	\$11,412,578	\$27,412,590	\$11,758,059	\$11,558,061	\$23,316,121