



2019-2020
APPROVED BUDGET



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FY 2019-2020 BUDGET EXECUTIVE SUMMARY

BACKGROUND

At First 5 Fresno County (F5FC) we are committed to honoring and supporting families throughout our county. We envision a future where all children and their families are healthy, loved and nurtured. By the age of five, 90% of a child's brain is developed. Based on this fact, California voters passed Proposition 10 (the California Children and Families Act) in 1998. As a result, a 50-cent tax on all tobacco products was established 'to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development.' Proposition 10 funds are distributed to California counties based on birthrate.

Over time, Proposition 10 revenue has declined. In recent years, the natural wane of consumption has been negatively impacted by the passage of two pieces of legislation; Senate Bill X2-7 which increased the state's smoking age from 18 to 21 and Proposition 56 which imposed an additional \$2.00 tax on tobacco products and electronic cigarettes. Recognizing that the needs of Fresno County's 78,000 children under the age of five surpass necessary funding to support them, the FY 2019-2020 Budget reflects our commitment to becoming more strategic, efficient, and effective in carrying out our mission. In order to adjust to our new fiscal reality, we continue to shift our efforts to focus on creating long-lasting policy and systems-level change to benefit the greatest number of young children and their families.

PRIOR BUDGET FINANCIAL HIGHLIGHTS

The Commission's previous 2017-2019 Two-Year Budget guided investments of approximately \$17.1 million for early childhood services and service alignment. Investments over the life span of the previous budget work together to create a coordinated system to support the healthiest development of young children. Initiatives like Quality Counts California, the Lighthouse for Children, direct service programs, African American infant mortality prevention efforts, and Help Me Grow Fresno County. Moving forward these crucial efforts and initiatives remain priorities with an aim to leverage, sustain and increase our impact.

FY 2019-2020 BUDGET

In developing the 2020-2025 Strategic Plan over the last year, we reached out to our community directly to learn about the most pressing and difficult challenges facing young children and their families. The feedback we heard serves as a roadmap for our efforts moving forward. The 2019-2020 Budget outlines the investment areas through which we will honor the voices of our community.

The budget demonstrates our continued commitment to supporting the early childhood system of care in Fresno County while laying the foundation for innovative ways, keeping long-term sustainability in mind, to support the well-being of every child and family. From Help Me Grow Fresno County to QRIS, funds will be utilized to promote an integrated, high quality system of care for children and families. Efforts like Glow! Group Prenatal Care and the Community Learning Center will create a sense of community and an environment where everyone thrives. Finally, by specifically allocating funds for "Innovation & Learning Partnerships", we invite our community to envision new ways of addressing the needs of children and families - and creating the early childhood system of care of the future, today.

The budget document contains detail on investments and is meant to complement the 2020 - 2025 Strategic Plan. For details on the agency's vision, mission and more, refer to the full Plan at our website www.first5fresno.org.

REVENUES

REVENUE BUDGET

\$10,284,888

| | |
|--|--------------------|
| Proposition 10 Revenue | \$8,000,000 |
| The state collects the state tobacco tax revenue and distributes each propotionate share to the 58 California counties based on birth-rate, according to the Children and Families Act of 1998. | |
| Non-Proposition 10 Revenue | \$1,959,888 |
| UCSF - Group Prenatal Care Grant Pilot Program Grant | \$211,780 |
| The Group Prenatal Care Pilot Program is a resulting recommendation from the First 5 Fresno County commissioned African American Infant Mortality Needs Assessment. The Commission is in contract with the University of California, San Francisco (UCSF) to implement the pilot program which includes a subcontract with Fresno State for research and evaluation. This revenue amount is for the remaining nine months of the contract. | |
| First 5 California QRIS Revenue | \$1,645,421 |
| The Quality Rating Improvement System (QRIS) is a statewide, locally implemented effort that funds and provides guidance to local and regional agencies, and other quality partners, to enhance their support of early learning and care providers. These efforts leverage funds from First 5 California. | |
| California Department of Education QRIS Grant | \$102,687 |
| In collaboration with First 5 California, the California Department of Education, Early Learning and Care Division supplies funds to increase certifications and recertifications regionally to ensure the highest quality is being attained by early care and education providers. | |
| Other Revenue | \$300,000 |
| This includes quarterly New Market Tax Credit loan interest pass-through payments, rents collected from Lighthouse for Children (LFC) tenants used to offset operating costs, minimal revenue from use of space by external partners at the LFC facility and other outside revenue. | |
| Interest Revenue - County Treasury | \$20,000 |
| Interest collected from the funds held on deposit in the County of Fresno's Treasury account. | |
| Investment Income | \$5,000 |
| Anticipated revenue received from investments reserved for future program allocation. | |

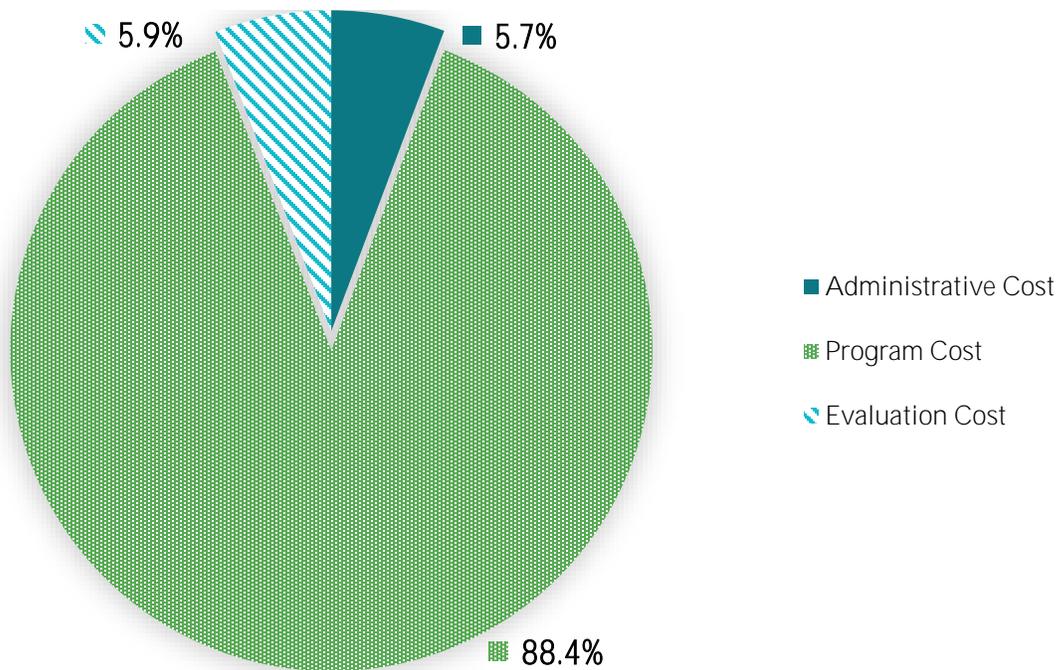


FIRST 5 FRESNO COUNTY

FY 2019-2020 APPROVED BUDGET ACTIVITY SUMMARY

Based on its strategic plan, First 5 Fresno County invests in three areas: Families, Communities, Systems through established strategies: Communication, Advocacy, Collaboration, Skill-building, and Innovation & Learning.

The breakdown of expenses by cost category is as follows:



| Line Items | % | Budget Amounts |
|---------------------|-------|---------------------|
| Administrative Cost | 5.7% | \$588,461 |
| Program Cost | 88.4% | \$9,091,960 |
| Evaluation Cost | 5.9% | \$604,468 |
| | 100% | \$10,284,889 |

**FIRST 5 FRESNO COUNTY
2019-2020 APPROVED BUDGET COMPARISON AND SUMMARY**

| | FY 2018-19 Budget | 2019-2020 Budget | Variance |
|---|----------------------|---------------------|----------------------|
| Fund Balance | | | |
| Assigned Fund Balance | \$6,533,243 | \$0 | (\$6,533,243) |
| Revenues | | | |
| Proposition 10 Revenue | \$8,000,000 | \$8,000,000 | \$0 |
| Non-Prop. 10 Revenue | | | |
| UCSF Grant | \$621,676 | \$211,780 | (\$409,896) |
| First 5 CA QRIS Revenue | \$1,802,588 | \$1,645,421 | (\$157,167) |
| California Department of Ed. QRIS Grant | \$114,097 | \$102,687 | (\$11,410) |
| Other Revenue | \$65,000 | \$300,000 | \$235,000 |
| Interest Revenue - County Treasury | \$25,000 | \$20,000 | (\$5,000) |
| Investment Income | \$0 | \$5,000 | \$5,000 |
| Total Revenues | \$10,628,361 | \$10,284,888 | (\$343,473) |
| Operating | | | |
| Salaries & Benefits | | | |
| Salary Expense | \$1,050,886 | \$873,687 | \$177,199 |
| Payroll Tax Expense | \$138,313 | \$93,409 | \$44,904 |
| Retirement Expense | \$90,326 | \$76,395 | \$13,931 |
| Employee Benefits Expense | \$247,497 | \$243,272 | \$4,225 |
| Worker's Compensation Expense | \$18,711 | \$14,621 | \$4,090 |
| Total Salaries & Benefits Expenses | \$1,545,733 | \$1,301,383 | \$244,350 |
| Services & Supplies | | | |
| Audit Expense | \$25,000 | \$25,000 | \$0 |
| Capital & Equipment Expense | \$14,840 | \$14,500 | \$340 |
| Commissioner/Advisory Expense | \$5,836 | \$2,450 | \$3,386 |
| Dues & Subscriptions Expense | \$42,125 | \$42,125 | \$0 |
| Equipment Rental/Maintenance Expense | \$42,535 | \$37,452 | \$5,083 |
| General & Administrative Expense | \$23,041 | \$20,623 | \$2,418 |
| Insurance Expense | \$16,303 | \$13,384 | \$2,919 |
| Materials & Supplies Expense | \$16,021 | \$15,000 | \$1,021 |
| Overhead Expense | \$110,000 | \$117,000 | (\$7,000) |
| Program Development/Strategic Planning Expense | \$29,940 | \$25,000 | \$4,940 |
| Professional Services Expense | \$135,000 | \$114,940 | \$20,060 |
| Staff Training & Conference Expense | \$41,517 | \$41,517 | \$0 |
| Telephone Expense | \$17,300 | \$18,780 | (\$1,480) |
| Local Travel Expense - Local Mileage | \$2,500 | \$2,500 | \$0 |
| Total Services & Supplies Expenses | \$521,957 | \$490,271 | \$31,687 |
| Total Operations Expenses | \$2,067,690 | \$1,791,654 | (\$276,036) |
| Strategic Plan Investment Areas | | | |
| Strategic Plan Investments | | | |
| Help Me Grow Fresno County | \$500,000 | \$500,000 | |
| Direct Service Programs | \$2,000,000 | \$2,000,000 | |
| Community Learning Center | \$823,067 | \$823,067 | |
| Patient-Centered Prenatal Care | \$450,000 | \$450,000 | |
| African American Infant Mortality Prevention | \$960,279 | \$960,279 | |
| QRIS - Local High Quality Training & Technical Assistance | \$1,100,000 | \$1,100,000 | |
| Innovation & Learning Partnerships | \$200,000 | \$200,000 | |
| Strategic Plan Investments Total | \$7,110,202 | \$6,033,346 | \$1,076,856 |
| Accountability and Evaluation | | | |
| Accountability Services | \$199,980 | \$200,000 | (\$20) |
| Evaluation Services | \$600,000 | \$300,000 | \$300,000 |
| Total Accountability and Evaluation | \$799,980 | \$500,000 | \$299,980 |
| Non-Prop. 10 Funded Programs | | | |
| UCSF - Group Prenatal Care Program | \$621,676 | \$211,780 | \$409,896 |
| First 5 CA QRIS- IMPACT Program | \$840,726 | \$840,729 | (\$3) |
| First 5 CA QRIS- IMPACT Regional Hub Program | \$961,862 | \$804,692 | \$157,170 |
| California Department of Ed. QRIS Grant | \$114,097 | \$102,687 | \$11,410 |
| The David & Lucile Packard Foundation Grant | \$15,000 | \$0 | \$15,000 |
| Total Non-Prop. 10 Funded Programs | \$2,553,361 | \$1,959,888 | \$593,473 |
| Total Strategic Plan Investments | \$10,463,543 | \$8,493,234 | \$1,970,309 |
| Total First 5 Fresno County Budget | \$12,531,233 | \$10,284,888 | (\$2,246,344) |
| Reserve | | | |
| Operations Contingency Fund | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Strategic Reserve Fund | \$2,000,000 | \$2,000,000 | \$2,000,000 |

DETAIL BUDGET LINE ITEM
COST ANALYSIS

OPERATING EXPENSES

| Salary Expense | | | | | | 2019-2020 Budget Amount | |
|--|--------------------|-----------|------------------|------------------|--------------------------|-----------------------------|------------------|
| | | | | | | \$873,687 | |
| Salaries for a total of 12 FTE positions for the administration of the Commission. (Salary expense for five additional staff members is presented in Tier 2 of the 2013-2020 Strategic Plan Investments and the Non-Proposition 10 Funded Initiatives below.) Any salary increases are budgeted and recommended by supervisors and are based on First 5 Fresno County's Employee Compensation Policy. Potential salary increase amounts are based on number of staff eligible and annual performance reviews. This budget allows for a 1.25% of salary increase. Additionally, the budgeted amount for compensated absences for the liability of employee banked Personal Time Off (PTO) and a potential overtime budget are included here. This portion of the budget amount is based on projected hours accumulated for the year, approximately 1,520 hours. | | | | | | | |
| FTE | Position | Salary | Proposed Salary | FTE | Position | Salary | Proposed Salary |
| 1 | Executive Director | \$127,050 | \$129,149 | 1 | Project Manager | \$51,380 | \$52,229 |
| 1 | Deputy Director | \$104,550 | \$106,277 | 1 | Project Manager | \$50,852 | \$50,852 |
| 1 | Project Director | \$77,166 | \$78,441 | 1 | Project Specialist | \$36,130 | \$36,130 |
| 1 | Project Director | \$71,995 | \$73,184 | 1 | Project Specialist | \$36,130 | \$36,130 |
| 1 | Project Manager | \$60,000 | \$60,000 | 2 | Project Manager - Vacant | \$132,000 | \$132,000 |
| 1 | Project Manager | \$53,106 | \$53,106 | | | | |
| 6 | | | \$500,157 | 6 | | Sub-total | \$307,340 |
| | | | | FTE Total | 12.00 | Salaries Total | \$807,497 |
| | | | | | | Overtime | \$9,882 |
| | | | | | | Compensated Absences | \$56,308 |
| | | | | | | Salary Expense Total | \$873,687 |
| Total Evaluation Expense | | | | 873,687 | x | 6% | 52,421 |
| Total Program Expense | | | | 873,687 | x | 68% | 594,107 |
| Total Administration Expense | | | | 873,687 | x | 26% | 227,159 |

| Payroll Tax Expense | | | | | | 2019-2020 Budget Amount | | | |
|-------------------------------------|---|----|-----|---------|-----------------|----------------------------|---|----------------|---------------|
| | | | | | | \$93,409 | | | |
| A. | Federal Income Contribution Act: The employer's share is set by the federal government at 10% of each gross salary. | | | | | | | | |
| | \$873,687 | x | 10% | = | \$88,369 | | | | |
| B. | State Unemployment Insurance - Estimated 3.5% on first \$7,000 earned by each employee at 12 employees. The five remaining employees accounted for in Strategic Plan Investments to total 17 employees. | | | | | | | | |
| | FTE | 12 | x | \$7,000 | x | 3.50% | = | \$2,940 | |
| C. | Federal Unemployment Training Tax: Estimated 2.5% on first \$7,000 earned by each employee at 12 employees. The five remaining employees are accounted for in Strategic Plan Investments to total 17 employees. | | | | | | | | |
| | FTE | 12 | x | \$7,000 | x | 2.50% | = | \$2,100 | |
| Total Evaluation Expense | | | | | | 93,409 | x | 6% | 5,605 |
| Total Program Expense | | | | | | 93,409 | x | 68% | 63,518 |
| Total Administration Expense | | | | | | 93,409 | x | 26% | 24,286 |

DETAIL BUDGET LINE ITEM
COST ANALYSIS

| Retirement Expense | | | | | 2019-2020 Budget Amount |
|---|---|-------------------|---|---------------------|----------------------------|
| | | | | | \$76,395 |
| The cost of retirement benefits for full-time, permanent employees is calculated at 8.74% of each gross salary. | | | | | |
| \$873,687 | x | 8.74% | = | \$76,395 | |
| Annual Salaries Amount | | Percentage | | Total Amount | |
| Total Evaluation Expense | | 76,395 | x | 6% | 4,584 |
| Total Program Expense | | 76,395 | x | 68% | 51,949 |
| Total Administration Expense | | 76,395 | x | 26% | 19,863 |

| Employee Benefits Expense | | | | | 2019-2020 Budget Amount |
|---|---|----------------------|---|----------------------|----------------------------|
| | | | | | \$243,272 |
| The Commission's contracted insurance broker recommended a conservative increase to the prior budget amount of 10% 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. Benefits for full time, permanent staff include dental, life, medical, and vision insurance. This line item also includes the auto allowance for the Executive Director for the wear-and-tear and other travel-related expenses of their personal vehicle for business use in lieu of mileage reimbursement based on the County of Fresno's policy of use. | | | | | |
| \$221,156 | x | 10% | = | \$243,272 | |
| FY2018-19 Annual Amount | | Rate Increase | | Annual Amount | |
| Total Evaluation Expense | | 243,272 | x | 6% | 14,596 |
| Total Program Expense | | 243,272 | x | 68% | 165,425 |
| Total Administration Expense | | 243,272 | x | 26% | 63,251 |

| Worker's Compensation Expense | | | | | 2019-2020 Budget Amount |
|---|---|----------------------|---|----------------------|----------------------------|
| | | | | | \$14,621 |
| The budgeted amount for worker's compensation is based on the prior year amount 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 10% to the prior full-year actual amount each fiscal year in their estimate. The following is the cost breakdown. | | | | | |
| \$13,292 | x | 10% | = | \$14,621 | |
| Prior Estimated Amount | | Rate Increase | | Annual Amount | |
| Total Evaluation Expense | | 14,621 | x | 6% | 877 |
| Total Program Expense | | 14,621 | x | 68% | 9,942 |
| Total Administration Expense | | 14,621 | x | 26% | 3,802 |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

| Audit Expense | 2019-2020 Budget Amount | | | |
|--|------------------------------------|---|------|---------------|
| | \$25,000 | | | |
| Expenses for 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 \$2,095 per fiscal year for anticipated rate increase after the new procurement for services. | | | | |
| Total Evaluation Expense | 25,000 | x | 0% | 0 |
| Total Program Expense | 25,000 | x | 0% | 0 |
| Total Administration Expense | 25,000 | x | 100% | 25,000 |

| Capital & Equipment Expense | 2019-2020 Budget Amount | | | |
|---|------------------------------------|---|-----|--------------|
| | \$14,500 | | | |
| Currently, the Commission owns 18 staff workstations (computer, monitor, printer, keyboard, etc.). Staff recommends setting aside \$11,000 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 | 14,500 | x | 6% | 870 |
| Total Program Expense | 14,500 | x | 68% | 9,860 |
| Total Administration Expense | 14,500 | x | 26% | 3,770 |

| Commissioner/Advisory Expense | 2019-2020 Budget Amount | | | | |
|---|------------------------------------|---|---------------------|------|----------------------|
| | \$2,450 | | | | |
| This line item is budgeted for a maximum of seven Commissioners for potential equipment, trainings, workshops, meeting-related expenses, etc., associated with the agency's work. Examples include but are not limited to the F5 State Annual Conference attendance, mileage reimbursement, etc. The estimated annual amount is budgeted at \$300 per Commissioner. | | | | | |
| | 7 | x | \$350 | = | \$2,450 |
| | <u>Number of Commissioners</u> | | <u>Average Cost</u> | | <u>Annual Amount</u> |
| Total Evaluation Expense | 2,450 | x | | 0% | 0 |
| Total Program Expense | 2,450 | x | | 0% | 0 |
| Total Administration Expense | 2,450 | x | | 100% | 2,450 |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

| Dues and Subscriptions Expense | | | | | | 2019-2020 Budget Amount |
|---|---|------------------------|---|---|---------------------|------------------------------------|
| | | | | | | \$42,125 |
| <p>The cost associated with dues and subscriptions for the twelve-month period comprises required dues to the First 5 Association (each county pays a proportionate share of the cost of maintaining the Association) plus the cost of miscellaneous subscriptions, publications, and dues at \$7,000 (i.e. Government Finance Officers Association, Fresno Bee, etc.).</p> | | | | | | |
| \$562,010 | x | 6.25% | = | + | \$35,125 \$7,000 | |
| Annual Budget | | F5FC Percentage | | | <u>\$42,125</u> | |
| Total Evaluation Expense | | 42,125 | | x | 6% | 2,527 |
| Total Program Expense | | 42,125 | | x | 68% | 28,645 |
| Total Administration Expense | | 42,125 | | x | 26% | 10,952 |

| Equipment Rental/Maintenance Expense | | | | | | 2019-2020 Budget Amount |
|---|---|--------|---|---------------------|-------------------------------|--|
| | | | | | | \$37,452 |
| <p>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 \$175 per quarter; copier/scanner maintenance: \$600 x 12 months = \$7,200 annually.</p> | | | | | | |
| <u>Monthly/Quarterly</u> | | | = | <u>Annual Total</u> | | |
| \$175 | x | 4 | | \$700 | Postage Maintenance | \$700 |
| \$600 | x | 12 | | \$7,200 | Copier/Scanner Maintenance | <u>\$7,200</u> |
| | | | | | | Equipment Maintenance Sub-total |
| | | | | | | \$7,900 |
| <p>Computer & Information Technology Maintenance: The Commission contracts out Information Technology (IT) support for workstation/desktop management, server management and support. The contracted IT support amount support is \$16,200 per year (\$1,450 per month x 12 months). Hosted email and storage via Office 365 is estimated at \$55 per month x 12 months.</p> | | | | | | |
| <u>Monthly</u> | | | = | <u>Annual Total</u> | | |
| \$1,450 | x | 12 | | \$17,400 | IT Support | \$17,400 |
| \$55 | x | 12 | | \$660 | Hosted Email & Storage | <u>\$660</u> |
| | | | | | | Computer Maintenance Sub-total |
| | | | | | | \$18,060 |
| <p>Software Maintenance: The Commission pays a flat rate for its accounting system software on an annual basis of \$9,500. Below are the monthly and annual estimated costs for each software type as quoted by the Commission's IT contractor and based on actuals:</p> | | | | | | |
| <u>Monthly</u> | | | = | <u>Annual Total</u> | | |
| \$85 | x | 12 | | \$1,020 | Accounting System Maintenance | \$9,500 |
| \$59 | x | 12 | | \$708 | Anti-virus Software | \$1,020 |
| \$22 | x | 12 | | \$264 | IT Management License | \$708 |
| | | | | | | Fax Service |
| | | | | | | <u>\$264</u> |
| | | | | | | Software Sub-total |
| | | | | | | \$11,492 |
| | | | | | | Equipment Rental/ Maintenance Expense Total |
| | | | | | | \$37,452 |
| Total Evaluation Expense | | 37,452 | | x | 6% | 2,247 |
| Total Program Expense | | 37,452 | | x | 68% | 25,467 |
| Total Administration Expense | | 37,452 | | x | 26% | 9,738 |

DETAIL BUDGET LINE ITEM
COST ANALYSIS

| General and Administrative Expense | | | | | 2019-2020 Budget Amount |
|---|--------|---|------|---------------|----------------------------|
| | | | | | \$20,623 |
| <p>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, operational advertising costs, dependent care plan, etc. Bank charges, average \$850 per month.</p> | | | | | |
| Total Evaluation Expense | 20,623 | x | 0% | 0 | |
| Total Program Expense | 20,623 | x | 0% | 0 | |
| Total Administration Expense | 20,623 | x | 100% | 20,623 | |

| Insurance Expense | | | | | 2019-2020 Budget Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------------|---------|-----|-----------------|----------------------------|--|----------------------|--|--|--|--|--|---------|---------|--|---------|--|---|---------|---------|--|---------|--|-----------------------|---------|---------|--|---------|--|--|----------|--|--|-----------------|--|
| | | | | | \$13,384 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>The Commission is required to carry liability insurance. Insurance type include: Liability Insurance Policy, Special Property Insurance Policy and Cyber Crime Insurance. Insurance costs typically increase 10-12% year-over-year; therefore, staff is recommending the following for FY 2019-2020.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Prior Year Estimates</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Special Property Insurance Policy (SPIP)</td> <td style="text-align: right; padding: 5px;">\$4,100</td> <td style="padding: 5px;">X 12% =</td> <td style="padding: 5px;"></td> <td style="text-align: right; padding: 5px;">\$4,592</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Special Liability Insurance Policy (SLIP)</td> <td style="text-align: right; padding: 5px;">\$5,100</td> <td style="padding: 5px;">X 12% =</td> <td style="padding: 5px;"></td> <td style="text-align: right; padding: 5px;">\$5,712</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Cyber Crime Insurance</td> <td style="text-align: right; padding: 5px; border-bottom: 1px solid black;">\$2,750</td> <td style="padding: 5px;">X 12% =</td> <td style="padding: 5px;"></td> <td style="text-align: right; padding: 5px; border-bottom: 1px solid black;">\$3,080</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: right; padding: 5px; border-top: 1px solid black;">\$11,950</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="text-align: right; padding: 5px; border-top: 1px solid black;">\$13,384</td> <td style="padding: 5px;"></td> </tr> </tbody> </table> | | | | | | | Prior Year Estimates | | | | | Special Property Insurance Policy (SPIP) | \$4,100 | X 12% = | | \$4,592 | | Special Liability Insurance Policy (SLIP) | \$5,100 | X 12% = | | \$5,712 | | Cyber Crime Insurance | \$2,750 | X 12% = | | \$3,080 | | | \$11,950 | | | \$13,384 | |
| | Prior Year Estimates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Property Insurance Policy (SPIP) | \$4,100 | X 12% = | | \$4,592 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Liability Insurance Policy (SLIP) | \$5,100 | X 12% = | | \$5,712 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cyber Crime Insurance | \$2,750 | X 12% = | | \$3,080 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | \$11,950 | | | \$13,384 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Evaluation Expense | 13,384 | x | 6% | 803 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Program Expense | 13,384 | x | 68% | 9,101 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Administration Expense | 13,384 | x | 26% | 3,480 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Materials and Supplies Expense | | | | | 2019-2020 Budget Amount |
|---|--------|---|-----|---------------|----------------------------|
| | | | | | \$15,000 |
| <p>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. Cost break down includes \$833 per month x 12 months for an approximate total of \$10,000 per year. Staff recommends setting aside an additional \$2,000 for any unexpected materials costs, such as mandatory document printings, signage, business cards, etc.</p> | | | | | |
| Total Evaluation Expense | 15,000 | x | 6% | 900 | |
| Total Program Expense | 15,000 | x | 68% | 10,200 | |
| Total Administration Expense | 15,000 | x | 26% | 3,900 | |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

| Overhead Expense | | | | | 2019-2020 Budget Amount |
|---|---------|---|-----|--|------------------------------------|
| | | | | | \$117,000 |
| <p>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 overhead cost. 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 for the Child Development Center and Community Learning Center.</p> | | | | | |
| Total Evaluation Expense | 117,000 | x | 6% | | 7,020 |
| Total Program Expense | 117,000 | x | 68% | | 79,560 |
| Total Administration Expense | 117,000 | x | 26% | | 30,420 |

| Program Development Expense/Strategic Planning Implementation | | | | | 2019-2020 Budget Amount |
|--|--------|---|-----|--|------------------------------------|
| | | | | | \$25,000 |
| <p>This line item exists for additional or unforeseen costs for program development, the implementation of the Strategic Plan, and/or printing materials to showcase the Strategic Plan. The Commission is currently in the early stages of strategic planning implementation. Staff recommends budgeting \$25,000 to anticipate the further stages of strategic planning.</p> | | | | | |
| Total Evaluation Expense | 25,000 | x | 33% | | 8,250 |
| Total Program Expense | 25,000 | x | 33% | | 8,250 |
| Total Administration Expense | 25,000 | x | 34% | | 8,500 |

| Professional Services Expense | | | | | 2019-2020 Budget Amount | | | | | | | | | | | | | | |
|--|------------------|----------|-----------------------|------|---|----------------|----------|---------------|----------|---------------------|----------|--------------------|---------|------------------|---------|-----------------------------|----------|------------------------------------|------------------|
| | | | | | \$114,940 | | | | | | | | | | | | | | |
| <p>The Commission utilizes this line item 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 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. Staff recommends including \$18,000 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> | | | | | | | | | | | | | | | | | | | |
| Monthly | x 12 = | | Add'l Services | = | | | | | | | | | | | | | | | |
| \$5,050 | | \$60,600 | + \$8,000 | | \$68,600 | | | | | | | | | | | | | | |
| \$500 | | \$6,000 | + \$5,000 | | \$11,000 | | | | | | | | | | | | | | |
| \$900 | | \$10,800 | + \$0 | | \$10,800 | | | | | | | | | | | | | | |
| \$295 | | \$3,540 | + \$0 | | \$3,540 | | | | | | | | | | | | | | |
| \$250 | | \$3,000 | + \$0 | | \$3,000 | | | | | | | | | | | | | | |
| | | | | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Legal Services</td> <td style="text-align: right; padding: 5px;">\$68,600</td> </tr> <tr> <td style="padding: 5px;">H.R. Services</td> <td style="text-align: right; padding: 5px;">\$11,000</td> </tr> <tr> <td style="padding: 5px;">Investment Services</td> <td style="text-align: right; padding: 5px;">\$10,800</td> </tr> <tr> <td style="padding: 5px;">Custodial Services</td> <td style="text-align: right; padding: 5px;">\$3,540</td> </tr> <tr> <td style="padding: 5px;">Payroll Services</td> <td style="text-align: right; padding: 5px;">\$3,000</td> </tr> <tr> <td style="padding: 5px;">Misc. Professional Services</td> <td style="text-align: right; padding: 5px;">\$18,000</td> </tr> <tr> <td style="padding: 5px;">Professional Services Total</td> <td style="text-align: right; padding: 5px;">\$114,940</td> </tr> </table> | Legal Services | \$68,600 | H.R. Services | \$11,000 | Investment Services | \$10,800 | Custodial Services | \$3,540 | Payroll Services | \$3,000 | Misc. Professional Services | \$18,000 | Professional Services Total | \$114,940 |
| Legal Services | \$68,600 | | | | | | | | | | | | | | | | | | |
| H.R. Services | \$11,000 | | | | | | | | | | | | | | | | | | |
| Investment Services | \$10,800 | | | | | | | | | | | | | | | | | | |
| Custodial Services | \$3,540 | | | | | | | | | | | | | | | | | | |
| Payroll Services | \$3,000 | | | | | | | | | | | | | | | | | | |
| Misc. Professional Services | \$18,000 | | | | | | | | | | | | | | | | | | |
| Professional Services Total | \$114,940 | | | | | | | | | | | | | | | | | | |
| Total Evaluation Expense | | 114,940 | x | | 0 | | | | | | | | | | | | | | |
| Total Program Expense | | 114,940 | x | | 0 | | | | | | | | | | | | | | |
| Total Administration Expense | | 114,940 | x | 100% | 114,940 | | | | | | | | | | | | | | |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

| Staff Training, Travel & Conference Expense (Out of Town Travel) | | | | | 2019-2020 Budget Amount |
|---|--------|---|-----|--|------------------------------------|
| | | | | | \$41,517 |
| <p>Estimated cost for F5FC staff to attend local and out of town trainings/conferences on behalf of the Commission. All trainings & conferences attended are required to be aligned with the Strategic Plan per the Commission's Travel Policy and Procedures Manual. Trainings/conferences include, but are not limited to, the First 5 State annual conference, First 5 Association quarterly meetings and summits, annual retreats, Government Finance Officer Association trainings, Early Care & Education meetings/conferences, legislative visits, Help Me Grow National and State Conference, etc. Average cost of travel for one staff on one trip is \$200 which includes transportation, lodging, registration, per diem, etc.</p> | | | | | |
| Total Evaluation Expense | 41,517 | x | 6% | | 2,491 |
| Total Program Expense | 41,517 | x | 68% | | 28,232 |
| Total Administration Expense | 41,517 | x | 26% | | 10,794 |

| Telephone Expense | | | | | 2019-2020 Budget Amount |
|---|--------|----|---|----------------------|---|
| Justification/Calculations: | | | | | \$18,780 |
| <p>Telephone expenses include the Commission's phone landlines, data lines and data plan for wireless accessibility all to aid in the operations of the agency. Staff recommends \$3,000 for unforeseen expenses.</p> | | | | | |
| Monthly Amount | | | | Annual Amount | |
| \$550 | x | 12 | = | \$6,600 | |
| \$650 | x | 12 | = | \$7,800 | |
| \$115 | x | 12 | = | \$1,380 | |
| | | | | | Landlines \$6,600 |
| | | | | | Data Lines \$7,800 |
| | | | | | Tablet Data Plan & Devices \$1,380 |
| | | | | | Unforeseen Phone Expenses \$3,000 |
| | | | | | Telephone Expense Total \$18,780 |
| Total Evaluation Expense | 18,780 | x | | | 1,127 |
| Total Program Expense | 18,780 | x | | | 12,770 |
| Total Administration Expense | 18,780 | x | | | 4,883 |

| Local Travel Expense - Local Mileage | | | | | 2019-2020 Budget Amount |
|---|-------|---|--|--|--|
| | | | | | \$2,500 |
| <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 58¢ per mile.</p> | | | | | |
| | | | | | Local Travel Expense- Mileage Total \$2,500 |
| Total Evaluation Expense | 2,500 | x | | | 150 |
| Total Program Expense | 2,500 | x | | | 1,700 |
| Total Administration Expense | 2,500 | x | | | 650 |

DETAIL BUDGET LINE ITEM
COST ANALYSIS

STRATEGIC PLAN INVESTMENT AREAS

Strategic Plan Investments 2019-2020
Budget Amount

Help Me Grow Fresno County

We know that any successful approach to addressing the key challenges facing Fresno County families will require systemic change. Acting as convener and connector we will bring the community and stakeholders together in support of changing the way our systems work for better outcomes for our children. Help Me Grow Fresno County, a national model that promotes collaboration across sectors to build a more efficient and effective system for young children and their families in Fresno County is the over-arching investment binding all our work together. This investment area can also be referred to as the early childhood system of care.

Help Me Grow Fresno County \$500,000

Direct Service Programs

This long-standing area of investment is a compilation of community-based partnerships that provide direct supports to families across the county. We remain committed to fund a navigable, effective and culturally responsive network of direct services to fill gaps in the early childhood system of care.

Direct Service Programs \$2,000,000

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 between young children and their caregivers as well as to increase early literacy, language and school readiness skills. Along with family services, the CLC supports professionals working with young children. A detailed breakdown of staffing (2.4 FTE) and non-personnel costs to operate the CLC is provided. The CLC is home to Glow!, a Group Prenatal Project. Inspired by the African American Infant Mortality Needs Assessment (2016) findings, Glow! exists to improve the health of moms and babies with a focus on maternal wellness and support for women in Fresno County. The CLC budget includes 2 FTE for the operations of the program.

| | | | |
|---|---|---------------|------------------------|
| AmeriCorps Contract | | | \$203,040 |
| | AmeriCorps Team Parking & Misc. | | \$15,500 |
| CLC Salaries | | <u>Salary</u> | <u>Proposed Salary</u> |
| | Project Director (.4 FTE) | \$28,600 | \$28,600 |
| | Project Manager | \$52,309 | \$53,173 |
| | Project Specialist | \$36,130 | \$36,130 |
| | Project Manager - Glow! | \$47,476 | \$47,476 |
| | Project Specialist - Glow! | \$33,280 | \$33,280 |
| Absence/Leave Accrual | | | \$6,415 |
| Medical Benefits (Dental, Medical, Vision) | | | \$65,818 |
| Retirement Benefits | | | \$18,393 |
| Payroll Taxes | | | \$29,649 |
| Overhead & Operating Expense | | | \$200,000 |
| | IT Services | | \$6,075 |
| | Family Parking Expense | | \$5,455 |
| | Office Supplies & Materials | | \$6,700 |
| | Programmatic Materials | | \$9,600 |
| | Glow! Programmatic Materials (Curriculum Mtrls, Site License, etc.) | | \$54,663 |
| | Staff Training, Travel & Mileage | | \$3,100 |
| | | | <u>\$823,067</u> |
| | Community Learning Center | | \$823,067 |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

Patient-Centered Prenatal Care

This year we allocated additional resources for the next phase of the group prenatal care project in order to leverage a four-year \$5.6 million grant, awarded to University of California, San Francisco Preterm Birth Initiative-California in partnership with Fresno State's Central Valley Health Policy Institute, from the Patient-Centered Outcomes Research Institute (PCORI) to research and enhanced prenatal care model compared to traditional care in the Central Valley. Patient-Centered Care, in this form, will include the releasing of opportunities for eligible entities to apply to be a satellite site of this scaling project. This huge win for Fresno County and the Central California region will change the odds for 2,600 women and children through this project with 1,300 mothers enrolled in group prenatal care and the remaining enrolled in traditional care.

Patient-Centered Prenatal Care - Off-Site Sub-Contracts \$450,000

African American Infant Mortality Prevention

The Commission continues to be committed to working with the community and its professionals to tackle the high rates of infant mortality among the African American community in Fresno County. Embracing our unique role as a county-wide convener and coordinator in the early childhood system, we will continue to explore innovative and collaborative ways to address societal issues that contribute to African American infant mortality through investment and partnerships. Combined with portions of some investments listed above including direct service contracts, the Community Learning Center and Patient Centered Prenatal Care, it is the Commission goal to dedicate approximately 25% of its total program investments to African American infant mortality prevention work.

African American Infant Mortality Prevention \$960,279

QRIS - Local High Quality Training & Technical Assistance

Investments like the Quality Rating Improvement System (QRIS) initiative increase the opportunities for technical assistance and training for early childhood providers throughout the county by leveraging dollars received from First 5 California and the California Department of Education. Along with the overhead cost of operating the Lighthouse for Children Child Development Center, this investment includes the long-standing commitment to provide supplemental funds for working families through a tuition scholarship at the Center.

QRIS - Local High Quality Training & Technical Assistance \$1,100,000

Innovation & Learning 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, innovative partnerships that directly align with the Strategic Plan and the agency's mission along with communication strategies to further convey the importance of the early childhood development.

Innovation & Learning Partnerships \$200,000

Strategic Plan Investment Areas Total \$6,033,346

| | | | | |
|-------------------------------------|-----------|---|------|------------------|
| Total Evaluation Expense | 6,033,346 | x | 0% | 0 |
| Total Program Expense | 6,033,346 | x | 100% | 6,033,346 |
| Total Administration Expense | 6,033,346 | x | 0% | 0 |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

**2019-2020
Budget Amount**

Accountability and Evaluation **\$500,000**

Accountability System & Services

Organizations that receive F5FC funds report financial, program, and evaluation data to ensure compliance within their contractual obligations. 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.

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 state law. The Commission utilizes Persimmony International, Inc., as the agency's contract management database. The system tracks all phases of contract development, compliance, and data. F5 staff is recommending a renewal of the Persimmony contract to support the Commission's mandatory evaluation and state annual reporting requirements for the year of the budget. The following line items are being requested to support the Commission's accountability and contract compliance efforts:

Contract Management System \$200,000

Evaluation Services

The effectiveness of the Commission's investments is monitored regularly by staff along with a contracted evaluation firm. 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, the Commission's evaluator for one more fiscal year. In FY 2019-2020, the Commission will be releasing a new procurement opportunity for these services.

With the Strategic Plan framework, Harder+Company ensures it continues to closely assess the outcomes for children and families based on the updated strategies and the indicators of progress. In fiscal year 2019-2020, evaluation will maintain its level of rigor.

Evaluation Services \$300,000
Accountability and Evaluation Total \$500,000

| | | | | |
|-------------------------------------|---------|---|------|----------------|
| Total Evaluation Expense | 500,000 | x | 100% | 500,000 |
| Total Program Expense | 500,000 | x | 0% | 0 |
| Total Administration Expense | 500,000 | x | 0% | 0 |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

| Non-Proposition 10 Funded Initiatives | | | | 2019-2020 Budget Amount |
|--|-----------|---|------|------------------------------------|
| | | | | \$1,959,888 |
| <i>These Non-Proposition 10 Funded Initiatives create strong partnerships while furthering the Commission's impact in the community. Funding for these projects, as detailed below, comes from revenue streams separate from the Proposition 10 Revenue that is received on a monthly basis.</i> | | | | |
| UCSF - Group Prenatal Care Program | | | | |
| The Group Prenatal Care Program, funded by the University of California, San Francisco (UCSF), was a key recommendation from the First 5 Fresno County commissioned African American Infant Mortality Needs Assessment. With proven outcomes, the program, a feasibility study, provides enhanced prenatal care to pregnant women in a group setting while incorporating health and wellness education and providing social support. First 5 Fresno County staff monitors the subcontract agreement with Fresno State's Central Valley Health Policy Institute for the research and evaluation of the project, oversees program staff and aids the implementation of the project. The funds allocated below are for the final few months of operations for the project under the contract with UCSF. As outlined in the Strategic Plan Investment Areas, the Commission is committed to spreading and scaling the Group Prenatal Care Program throughout the county. | | | | |
| UCSF - Group Prenatal Care Sub-total | | | | <u>\$211,780</u> |
| 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 childcare settings. IMPACT is centered around the state's childcare Quality Rating and Improvement System (QRIS). This directly aligns with First 5 Fresno County's investments centered around improving the quality of systems. These funds are received and monitored by Commission staff. | | | | |
| First 5 CA IMPACT Sub-total | | | | <u>\$840,729</u> |
| 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 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 for facilitation of meetings, monitoring the Hub budget, and hosting the Regional Hub Coordinator staff position (.6 FTE). Region 5 includes the following 7 counties: Fresno, Kern, Kings, Madera, Merced, Tulare, Mariposa. | | | | |
| First 5 CA IMPACT Regional Hub Sub-total | | | | <u>\$804,692</u> |
| California Department of Education QRIS Certification Grant | | | | |
| Funds from the California Department of Education to assist the IMPACT Hub partners in Region 5 build capacity via certification of trainers, observations, and technical assistance of assessors and coaches all related to the Quality Rating Improvement System (QRIS). | | | | |
| CA Dept. of Ed. QRIS Grant Sub-total | | | | <u>\$102,687</u> |
| Non-Proposition 10 Funded Initiatives Total | | | | <u>\$1,959,888</u> |
| Total Evaluation Expense | 1,959,888 | x | 0% | 0 |
| Total Program Expense | 1,959,888 | x | 100% | 1,959,888 |
| Total Administration Expense | 1,959,888 | x | 0% | 0 |

**DETAIL BUDGET LINE ITEM
COST ANALYSIS**

| Operations Contingency Fund | | | | 2019-2020 Budget Amount |
|---|-----------|---|------|------------------------------------|
| <p>The Operations Contingency Fund was established to guard against possible losses and 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 remain at \$1,000,000, being deobligated and then reobligated at the start of the fiscal year.</p> | | | | \$1,000,000 |
| Total Evaluation Expense | 1,000,000 | x | 0% | 0 |
| Total Program Expense | 1,000,000 | x | 0% | 0 |
| Total Administration Expense | 1,000,000 | x | 100% | 1,000,000 |

| Strategic Reserve Fund | | | | 2019-2020 Budget Amount |
|---|-----------|---|------|------------------------------------|
| <p>The Strategic Reserve Fund is a separate fund to guard against any future immediate and unanticipated Proposition 10 revenue deficits or shortfalls that may arise during the budget year. Parameters of usage are outlined in the agency's Accounting Policies and Procedures Manual. This fund will remain at \$2,000,000, being deobligated and then reobligated at the start of the fiscal year.</p> | | | | \$2,000,000 |
| Total Evaluation Expense | 2,000,000 | x | 0% | 0 |
| Total Program Expense | 2,000,000 | x | 100% | 2,000,000 |
| Total Administration Expense | 2,000,000 | x | 0% | 0 |