



Funded Partner Manual

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Introduction

Overview of First 5 Fresno County

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. The First 5 Fresno County Commission (the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

The full [2020-2025 Strategic Plan](#) is available on our website.

Our Vision: *We envision a future where all children and their families are healthy, loved, and nurtured.*

Our Mission: *We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the wellbeing of every child and family.*

Funded Partner Manual & Contract

We at F5FC are dedicated to making sure all Funded Partners receive the resources and assistance needed to successfully plan and implement programs and services. This Funded Partner Manual has been developed to provide you with comprehensive information on our requirements and to assist you in managing your F5FC contract. We recognize that some requirements may vary based on the Funded Partner's specific contract type. To this end, your assigned F5FC Contract Manager will provide guidance on any approved exceptions to the requirements herein. Otherwise, Funded Partners are expected to adhere to all requirements and procedures outlined in this manual.

Funded Partners are responsible for maintaining a current copy of their contract and the most up to date Funded Partner Manual. Both documents contain everything you need to know about our partnership. So, please let the following pages guide you through our requirements.

Contract Monitoring

As a public agency, F5FC must abide by state and federal laws, and is required to implement policies and procedures for contracting and procurement.

Contract monitoring helps us:

- Ensure deliverables outlined in the scope of work, evaluation and budget are met
- Promote continuous quality improvement of program services and F5FC processes
- Enable F5FC to obtain information regarding the quality and effectiveness of a program/contract
- Ensure costs are reasonable, necessary and justifiable with intended and actual outcomes

Contact your F5FC Contract Manager if you have any questions or concerns regarding F5FC policies, requirements and final contract determinations. We want to address any issues or concerns as soon as they arise to avoid interruption of services/deliverables. Your F5FC Contract Manager will work closely with you to address any challenges throughout the contract term and monitor your contract to ensure requirements are met.

Administrative

Administrative monitoring gives us the opportunity to ensure the terms and conditions outlined in the contract are understood and followed.

Client Eligibility

With our undivided focus on families with children ages 0 to 5 in Fresno County, we make our youngest residents the biggest priority. We do this by ensuring F5FC funds are only used toward programs and efforts that impact:

- Children prenatal through 5 years of age (the eve of their 6th birthday) who reside in Fresno County
- Parents, primary caregivers, or legal guardians of children prenatal through 5 years of age who reside in Fresno County
- Professionals who provide services to Fresno County children prenatal through 5 years of age and/or the parents, primary caregivers, or legal guardians of these children

Funded Partners directly serving families with young children are required to maintain documentation to verify client age and residency eligibility. Accepted documentation includes birth certificates and immunization records for proof of age, and a utility bill for proof of residency. Other forms of documentation must be approved by F5FC.

Confidentiality

During the term of the contract and depending on the services provided, Funded Partners may have access to confidential client information and records to support effective coordination and delivery of services. Records pertaining to any individual client are confidential and should not be open to examination for any other purpose besides evaluation and verifying contract compliance. Funded Partners must not disclose any confidential client information to any third party without written authorization from the client, F5FC, and/or legally authorized representative.

Standard procedures for keeping client level information confidential include, but are not limited to:

- Storing completed questionnaires or other paper records in a locked location where only designated project staff have access
- Keeping electronic information in password-protected, secure files
- Limiting the number of users in the data system
- Replacing names, addresses and other identifying information with codes on paper and/or electronic records

For additional information please refer to the Confidentiality section of your contract.

Department of Justice Fingerprint Clearance

For the safety of children, Funded Partners must ensure all employees, agents, volunteers and subcontractors, funded or not funded by F5FC, who directly provide services and/or may have direct, unsupervised access to children must be fingerprinted in accordance with state and federal laws and must have a criminal clearance which states they do not have a criminal history. Verification of fingerprint clearance must be maintained for all parties listed above.

Child Abuse Mandated Reporter Training

Funded Partners providing direct services to families with young children are required to report all known or suspected instances of child abuse or neglect to either local law enforcement or county child welfare services. F5FC funded employees, agents, volunteers, or subcontractors who directly provide services to

children and their families are required to receive annual child abuse mandated reporter training and must sign a statement acknowledging they understand and will comply with child abuse reporting laws. Verification of annual mandatory child abuse reporter training must be maintained for all parties listed above.

Administrative Policies

In addition to this manual, F5FC has adopted the following administrative policies to guide investments and partnerships in support of families with young children:

[Breastfeeding Friendly \(BFF\) Policy](#)

[Equipment & Capital Policy](#)

[Faith-based Funding Policy](#)

[Supplanting Policy](#)

[Tobacco Policy](#)

The complete policies can be found on the [F5FC website](#).

Organizational Chart, Job Descriptions & Staffing Changes

Unless otherwise directed by your F5FC Contract Manager, Funded Partners are required to submit job descriptions for all F5FC funded employees and an agency organizational chart prior to the execution of the contract and during the Annual Contract Review (ACR). To maintain client confidentiality, any staffing changes related to the contract must be submitted to F5FC within five business days of the change.

If the agency fails to fill a vacant F5FC funded position in a timely manner, F5FC reserves the right to suspend the contract and/or withhold payment. Please refer to the Corrective Measures portion of the Administrative section of this manual.

Insurance & Licensure Requirements

Funded Partners must maintain valid licenses, certifications, and insurance coverage as applicable. Please refer to the Insurance section of your contract for more details on insurance requirements.

Expulsion

The health and well-being of children determine the prosperity of our community. We understand that sometimes challenges will arise with families receiving services. We expect Funded Partners directly serving families with young children to take into consideration the “whole child” (cognitive, social, emotional and physical needs) and act in the best interest of the child and their family as an alternative to expulsion.

Funded Partners are required to work closely with families to ensure the services provided best meet the needs of the individual child, their family and, when needed, connect them with other community organizations for additional resources.

Cultural Humility

Cultural humility is a stance toward understanding culture. It requires a commitment to lifelong learning, continuous self-reflection on one’s own assumptions and practices, comfort with ‘not knowing’, and recognition of the power/privilege imbalance that exists between clients and service providers. A cultural humility approach is interactive involving approaching another person with openness to learn; asking questions rather than making assumptions; and striving to understand rather than to inform (Tervalon & Murray-Garcia, 1998).

In relation to Funded Partners, all services, documents and program materials must be culturally and linguistically relevant to meet the diverse needs of our community and the populations served. We know

cultural humility is an ongoing process. Because of this, we encourage ongoing professional development to nurture cultural sensitivity, focusing on family strengths.

Partner Collaboration

To create a strong network within the early childhood system of care, F5FC evaluates the levels of interaction among F5FC funded and non-funded partners to assess how to strategically align efforts in our community. This strategic alignment is particularly critical as Funded Partners are called upon to meet the increasing needs of families with young children at a time when budgets and resources continue to diminish. To strengthen the system of care for families with young children, Funded Partners are expected to collaborate and identify new ways of networking and coordinating services to maximize resources and build innovative partnerships.

F5FC provides opportunities throughout the year for funded and non-funded partners to meet and interact. It is important that each Funded Partner, as applicable, participate and send an appropriate representative to these meetings. A current list of required meetings is located on the [F5FC website](#). Please contact your F5FC Contract Manager for additional information.

Communications

We are passionate about the work we do together and the brand we have built. Help us showcase Proposition 10 funds at work in Fresno County by displaying the F5FC logo. With proper application, our logo on print and electronic publications in support of funded programs, events or projects can help promote our partnership and the impact of our work on families with young children.

Logo Treatment

Our logo is the single mark that represents us wherever we go. Which is why it is important that we always use it properly. This section is intended to serve as an initial guide for the proper way to publish, portray and apply our visual identity. We have laid out a few do's and don'ts and other details that will help ensure the F5FC logo is properly represented:

Color



Reversed



Black



Size: A minimum size of 1" wide, scaled proportionately, is necessary to maintain legibility.



Space: A clear space equal to the width and height of the "hand" box should be maintained around all four sides of the logo.



Incorrect Usage: Please do not change logo colors, skew the logo, place the logo on busy backgrounds, rearrange or alter the logo elements.



In rare cases, if determined suitable for any document, the logo may be substituted with the following: "Funded by First 5 Fresno County." or "Partially funded by First 5 Fresno County."

Media Inquiries 101

In addition to logo use, media relations can further support our effort of highlighting Prop 10 funds at work and the impact of our partnership. Whether you are actively soliciting the media or have been contacted by the media, we want to support you in telling the story of your F5FC funded program/project. Here are some steps to guide you:

Before soliciting the media about a F5FC funded program/project:

1. Reach out to your F5FC Contract Manager about your plan to engage the media. This will help determine if and how F5FC can support you
2. Submit a draft press release to your F5FC Contract Manager

Before responding to media requests about your F5FC funded program/project:

1. Tell the reporter you would like to help and confirm the appropriate person to provide comment. If you are unsure, you can have someone get back to them and take down the following information:
 - Reporter's contact information (name, email, phone)
 - What is the story about?
 - Deadline for a call back?
 - Who else is being interviewed for the story?
 - When will the story air or be published?

2. Reach out to your F5FC Contract Manager about the media request to inform F5FC about the funded program/project media coverage and to determine what role F5FC will have, if any. It could be F5FC may need to also:
 - Respond to the media outlet
 - Review press release or media statements
 - Provide talking points about F5FC
 - Tune in and promote the story

We understand the media works under tight deadlines and will always do our best to respond in a timely manner.

We Are Here to Help!

Call, email or visit us for support or questions regarding brand guidelines. The current logo and [Brand Guidelines](#) are available for download on the F5FC website. We updated our logo in 2017. Your F5FC Contract Manager staff is happy to review materials/documents with you prior to publication.

End of Fiscal Year and Contract Term Requirements

At the end of each fiscal year Funded Partners are required to submit/address the requirements listed in the table below, unless otherwise directed by your F5FC Contract Manager. Funded Partners whose contract with F5FC is ending will receive a contract close-out letter which will include any necessary steps to formally close the contract.

General End of Fiscal Year and Contract Term Requirements	
<i>Contact your F5FC Contract Manager to confirm which requirements apply to your contract.</i>	
Requirement	Due Date
<p>Annual Audit Report</p> <p>The Funded Partner’s annual audit report covering expenses in the current fiscal year is required by no later than April 30th of the subsequent year.</p> <p><i>Note: All documents and records must be retained for at least four years from the expiration of the contract term.</i></p>	April 30th
<p>Equipment for Non-Continuing Contracts</p> <p>If Funded Partners wish to retain equipment purchased through their F5FC contract, a request on agency letterhead to F5FC must be submitted identifying the equipment and verifying items will be used to further support children ages 0 to 5 in Fresno County.</p> <p>If Funded Partners do not wish to retain equipment, contact your F5FC Contract Manager for next steps.</p>	Within 30 days prior to contract term date
<p>Annual Contract Review (ACR) Findings</p> <p>Following the end of the fiscal year or contract term, an ACR may be conducted. If findings were discovered during the ACR, findings must be fully resolved within 10 business days.</p>	Within 10 business days of ACR report

Client and Deliverable Data

All entered data must be accurate and complete (client level, aggregate, and narratives). Below are guiding steps to follow for client data:

- Delete all clients without any services entered in the data system
- Address all missing client data (demographic and service information)
- Exit those clients who will not be returning for the new contract term (Funded Partners with non-continuing contracts must exit all clients)
- Contact your F5FC Contract Manager for final verification

July 15th

Note: Following the end of the fiscal year/contract term date, access to client/deliverable data will be deactivated for continuing and non-continuing contracts. Funded Partners with continuing contracts will receive access for the new contract term once the contract has been executed.

Financial Report

A final financial report for the period ending June 30th or the remainder of the contract term, as applicable, must be submitted.

**July 31st or
30 days
after
contract
term date**

Corrective Measures

As stewards of public funds designated to benefit young children and their families, F5FC takes steps to ensure investments are met as described in each scope of work and budget per the contract. Failure to adhere to administrative, programmatic and/or fiscal requirements may result in any of the corrective measures listed below. Corrective measures may be imposed on a contract and/or agency level.

Some examples of fiscal findings and possible disallowed costs are detailed below:

- Expenses exceeding an approved amount by more than 10% per line item specified in the budget
- Incurred expenses not detailed in the SOW and/or budget and not directly related to the funded project
- Late submission of reports (defined as the submission of all required documents at any time beyond the due date)
- Incomplete or inaccurate reports (e.g. missing General Ledger reports, receipts, Purchase Orders, packing slips etc.)

Note: Based on the severity of the finding(s) and at the sole discretion of F5FC, corrective measures may or may not be imposed in the following order.

Step	Action
One	A compliance warning letter or email will be sent to the Funded Partner and payment may be withheld until all issues are resolved.
Two	<p>A Corrective Action Plan may be implemented. Corrective Action Plans may include one or more of the following:</p> <ul style="list-style-type: none"> ○ Reimbursement to F5FC for services inaccurately reported/administered and/or a 5% penalty may be imposed on balance due to Funded Partner ○ Suspension of contract without payment ○ Increased frequency of financial reporting to F5FC (e.g. from quarterly to monthly) ○ Contracts receiving advance payments may be placed on reimbursements ○ F5FC Commissioners may be notified
Three	Termination of contract, expenses are considered disallowed and agency may be ineligible for future F5FC funding.

Corrective Action Plan

A Corrective Action Plan is developed when a Funded Partner is not meeting their contractual obligations and is in breach of contract. In such cases, F5FC will require a Corrective Action Plan to resolve all issues identified within an agreed upon timeframe.

Instances warranting a Corrective Action Plan include, but are not limited to, the following:

- Underperforming and/or inaccurate reporting on outputs and services by more than 10%
- Inaccurate, incomplete and/or late programmatic reporting
- Incorrect, incomplete and/or late fiscal invoicing and/or reporting
- Specific contractual requirements are not being met per the original intent or expected level of quality

Failure to meet Corrective Action Plan requirements may result in additional corrective measures or termination of contract.

Programmatic

Programmatic monitoring helps us ensure all deliverables outlined in the Scope of Work (SOW)/contract are met and promote continuous quality improvement of services to families with young children.

Scope of Work

In collaboration with your F5FC Contract Manager, you will prepare a SOW document that details all services and deliverables to be achieved. This includes the number of clients to be served and the frequency of services, as applicable. Please refer to the Fiscal section of this manual for information regarding SOW modifications/amendments.

Evaluation

The effectiveness of F5FC investments are monitored regularly by staff as well as our contracted evaluator who works with F5FC staff and applicable Funded Partners to inform ongoing practices that best meet the needs of families with young children in Fresno County. The goal of our evaluation work is to track progress towards the desired outcomes for our community, inform decision-making, and ensure funds are used as efficiently and effectively as possible.

As applicable, F5FC will work with Funded Partners to facilitate and maintain evaluation plans by (a) attending regular meetings relating to evaluation issues; (b) aiding in the selection of outcomes, indicators, and data collection tools and forms; and (c) reviewing and analyzing demographics, services, and indicators in the client data system.

Proper Client Consenting Procedures

F5FC is committed to ensuring all participants included in our work are protected from harm, are informed about the evaluation, and willingly agree to participate in evaluation activities.

Proper client consenting procedures have been established by F5FC. To support the consenting process for our Funded Partners, we have developed client consent forms to be used when providing intensive client services funded by F5FC. At the time of enrollment for services or before asking families and/or participants to take part in evaluation activities, Funded Partners must request informed consent using the provided consent forms. Signed consent forms must be filed for everyone for the purpose of consent verification. For more information, please refer to the [Evaluation Consent Form Process & Procedures](#) document located on the F5FC website.

Data Reporting Requirements

A web-based monitoring, tracking and reporting data system is used as the primary tool for data collection and reporting requirements. Funded Partners will receive access to the data system after their contract has been executed. If you experience problems with entering and submitting data, your F5FC Contract Manager is available for support.

There are different reporting requirements based on the type of data being collected and/or information submitted for each contract. Together with your F5FC Contract Manager, you will determine the type of submission requirements, access and training need based on your individual contract. Staff responsible for entering data must participate in data system training. Below are details on each of the primary data and reporting types.

Client Level Data & Reporting

Collecting client level data is one way F5FC ensures compliance and accountability in addressing the needs of young children and their families. Through this data collection method, Funded Partners report individual client and service information for each deliverable as detailed in your SOW.

Client level data is generally submitted monthly via the data system capturing demographic and service information including, but not limited to: intake and consent forms, client numbers, service counts, duration and frequency, and other information as outlined in your contract SOW. It is also important to maintain current and accurate contact information for all clients entered into the data system.

Quarterly Narrative and Aggregate Reports

Aggregate data includes basic demographic and general information collected about events, group activities, workshops, etc. A narrative report gives you the opportunity to share outcomes, successes, and challenges of the project.

Unless otherwise specified by your F5FC Contract Manager, use the following guidelines when writing narrative reports:

Target Audience & Intent of Service (300 words maximum):

- Describe the population served. Please note, if the population served has not changed from the last quarter, you do not need to repeat this information in the subsequent quarterly reports.
- Describe what you hoped to accomplish with the services provided to your clients and how these were successful.

Short Story (250 words maximum):

- Provide a short story of how your F5FC funded contract affected a child, family and/or provider this reporting period. Be sure to include which services were received and how the child, family or provider benefited from the program.
- Describe any unanticipated impact on your work/organization (e.g. accomplishments, new approaches, new leveraged funding, lessons learned) as a result of F5FC funding and how this grant has strengthened your organization, or helped your organization make progress or build capacity to accomplish the desired results.

Challenges and Barriers (250 words maximum):

- Describe any events that have occurred or issues that have been raised in this reporting period that have affected how you are conducting outreach and/or providing services; or any other challenges you are facing that may affect this F5FC funded program. What, if any, adjustments did you make/do you intend to make?

Helpful tips for completing your narratives:

- Do not include any numbers (client numbers, client names, service counts) in the narrative that are already reported in the data system.
- Keep the narrative brief and factual; adhere to the word limitations.
- Check reports for grammar, punctuation, overall quality and accuracy.
- Each quarterly narrative should be unique and not identical to previous submissions.
- Any successes, challenges and impact on clients should be directly related to the F5FC funded program.

Quarterly Narrative and Aggregate Report Deadlines

Quarterly Reports	Fiscal Year Reporting Period	Due Date
1 st Quarter	July 1 – Sept. 30	Oct. 15
2 nd Quarter	Oct. 1 – Dec. 31	Jan. 15
3 rd Quarter	Jan. 1 – Mar. 31	Apr. 15
4 th Quarter	Apr. 1 – June 30	July 15

Notes: If the due date falls on a weekend or holiday the due date shall be the next business day. Any report submitted is considered a public document and can be reviewed by members of the public upon their request.

F5FC reviews all data and reporting to determine accuracy with contract expectations. A 10% variance from the contract target numbers and frequency requirements is probable and allowed when justification is provided in the narrative/reporting to F5FC. All data submitted must correspond with backup documentation including services, dates and client information.

Documentation of Services and Record Retention

Funded Partners must maintain backup documentation for all contract services/deliverables in a secure, locked storage space including, but not limited to: contact logs, agendas, attendance records, handouts, sign-in sheets, event flyers, financial records, handouts, agendas, etc. Missing and/or incomplete documentation may result in disallowed costs.

Due to F5FC audit mandates and needs, all documents and records for funded programs must be retained for at least four years from the expiration of the contract term. During this time, Funded Partners must archive records to facilitate simple retrieval and make them available during audit inspection. All records should clearly indicate on their storage container(s) the following information:

- Agency name
- Project name and contract number
- Beginning and end date of the contract
- Type/description of the records included in the container

When the four years have expired, Funded Partners must destroy and eliminate all identifying information and records.

Case file standardization

Funded Partners providing direct services to clients must maintain case files, unless otherwise specified by your F5FC Contract Manager. To promote accuracy with record keeping, protect client information, and facilitate easier file review and/or reassignment, case files must be standardized. It is the Funded Partner's responsibility to ensure the structure of files for the program is understood and maintained.

In addition, for validity, all documents/forms in the file must have authorized original signatures and/or original initials with dates where applicable.

Client/Service File Layout

The sections listed below are expected to be included and maintained in F5FC funded program case files.

Client Enrollment Forms	Eligibility Documentation
<ul style="list-style-type: none">• Consent form(s) as applicable:<ul style="list-style-type: none">○ Client Consent○ Minor Parent Client Assent○ Minor Parent Client Consent• Client Intake Form (parent/child)• Provider Registration Form• Photo Consent Form	<ul style="list-style-type: none">• Proof of age (e.g. birth certificate, immunization record, etc.)• Proof of Fresno County residency (e.g. utility bill)• For provider clients: proof of providing services to children 0-5 years old and/or parents/guardians of children 0-5 years old in Fresno County (e.g. preschool license)
Service Logs	
<ul style="list-style-type: none">• Family needs assessment• Family service plan• Case notes/observations per service (as applicable)• Correspondence (e.g. follow-up letters, contact letters)• Sign-in sheet• Lesson plan/agenda (as applicable)• Referral log• Other assessments (as applicable)• Screenings (as applicable)<ul style="list-style-type: none">○ ASQ & ASQ:SE – Information Summary Sheet○ (a copy of this sheet should also be provided to parents/guardians)○ Postpartum depression screenings (PHQ-9, PHQ-4, PMAD)	

Best Practice & Capacity Building

F5FC is committed to maintaining the highest possible standards of quality in our work on behalf of families with young children. Whenever possible, evidence-based programs and practices are implemented. To promote high-quality practices, all F5FC Funded Partners are required to implement research-based and/or evidenced-based practices per individual SOW requirements aligned with the original funding application, as applicable.

To increase the capacity of Funded Partners, F5FC will provide opportunities for training and technical assistance. For more information contact your F5FC Contract Manager.

Annual Contract Review (ACR) & Visits

As stewards of public funds designated to benefit young children and their families, F5FC obtains information to ensure the quality and effectiveness of our investments. Depending on the contract type, Funded Partners may receive an ACR following the end of the contract term and/or fiscal year. The frequency of additional visits varies for each Funded Partner depending on any issues identified. F5FC reserves the right to make unannounced visits.

The ACR includes a review of administrative, fiscal, programmatic and/or evaluation backup documentation for the specified fiscal year or contract term. The purpose of the ACR is to discuss the contract and to verify backup documentation is consistent with what has been reported to F5FC. All items referenced in the Funded Partner Manual may be reviewed during the ACR.

In the case where Funded Partners have subcontracts, Funded Partners are expected to have all appropriate subcontractor documentation available at the time of the ACR. ACRs may take place in person, remotely and/or a combination of both. Funded Partners will be notified of requirements and expectations for this type of review in a formal letter from your F5FC Contract Manager.

After the ACR is completed, F5FC staff will issue a summary report highlighting results. All issues identified during the ACR require immediate attention and resolution within 10 business days. Failure to address issues within the timeline and to F5FC's satisfaction may result in corrective measures. Please refer to the Corrective Measures portion of the Administrative section of this manual.

F5FC will bear reasonable costs in connection with or resulting from its regular monitoring, evaluation, data collection, visits, ACRs, inspection, or other oversight activities. If, however, F5FC determines a need to conduct further oversight activities to determine whether or not a Funded Partner committed fraud, breach, or other misrepresentation related to the services or contract performance, the Funded Partner will bear any, and all costs incurred.

Situations requiring an independent audit may include:

- Rescheduling an ACR appointment without valid justification
- Funded Partner is not able or refuses to meet for an ACR within a reasonable timeline
- Required documents and/or key staff members are not present during the ACR

Past Performance Review

Past performance is taken into consideration for contract renewals, advancements, payments and funding. F5FC will consider not funding agencies with a history of unresolved contract findings.

Urban & Rural Designations

We are committed to serving both the rural and urban areas of Fresno County. For reporting purposes, F5FC has identified all zip codes in the cities of Fresno and Clovis as urban and all others as rural.

Fiscal

Fiscal monitoring examines financial statements, records, and procedures. Funded Partners are responsible for knowing the details of their contracts and pertinent codes, regulations, local, state and federal laws that are applicable. While F5FC staff provide some technical assistance, Funded Partners are ultimately responsible for monitoring their contracts and expenditure levels. The Funded Partner is responsible for knowing what steps are needed to ensure contract compliance and acquire the proper expertise to manage the contract's finances. Contract budgets are monitored on a line-by-line basis.

Note: All finance forms and guidelines referenced below are located on the [F5FC website](#).

Restricted Funds

Payments made to Funded Partners by F5FC are restricted funds. This means receipt and disbursement of F5FC funds must be accounted for separately from any other revenue in bookkeeping systems and records.

Funded Partners must retain receipts and other documents related to contract expenditures and make these records available for F5FC's review upon request. F5FC or a designated representative reserves the right to audit the Funded Partner's books and records relating to the expenditure of any F5FC funds.

Unspent Funds

Unspent funds of multi-year contracts will generally be allocated to the next fiscal year. Any unspent funds at the end of the contract's term will be de-obligated and returned to F5FC.

Budget

In collaboration with your F5FC Contract Manager, Funded Partners will prepare a budget document and narrative to specify how the project will achieve its outcomes with F5FC funds. The budget narrative details how a figure was calculated and demonstrates how the funds requested are essential to the overall success of the project. For multi-year contracts, budgets are updated each fiscal year to reflect all funds remaining or projected renewal amounts.

To minimize payment delays, please follow these guidelines:

- The budget must be submitted electronically to the designated F5FC Contract Manager on a form approved by F5FC
- Budgets must be submitted on time to be processed and approved
- The budget should reflect all available funds in the contract
- A narrative justification and delineation of each line item must be provided
- Budgets should directly support activities outlined in the SOW including personnel delivering services, as applicable

Final budget approval will be determined by F5FC and notification of approval will be sent directly to the Funded Partner.

Contract Amendment Requests (CAR)

To make any changes to your contract budget and/or SOW, you must submit a CAR. The method to submit a CAR varies by contract term and type. Contact your F5FC Contract Manager to identify the process for a CAR. CARs must be submitted by the deadline posted on the [F5FC website](#) or as specified by your F5FC

Contract Manager. CARs submitted after the deadline will not be accepted. No retroactive budget or SOW revisions will be approved, unless otherwise authorized by your F5FC Contract Manager.

A CAR is required for:

- Any change over 10% to the original agreed upon SOW output (e.g. client target number, service frequency)
- Any change to a line item exceeding \$5,000 for contracts over \$250,000 and 10% of any line item for contracts under \$250,000
- An update to budgets of multiple-year contracts from year-end projections to actuals
- A change to the duration of the contract (term dates), an augmentation approved by F5FC, a change to the agency name, the addition or deletion of an activity or deliverable, and/or a change in the contract amount

Requests must be submitted prior to incurring expenses, allowing F5FC to determine its appropriateness and minimizing any disallowed costs to the Funded Partner. F5FC will determine the materiality of the request and ensure it fits the intent of original funding. The request may require a formal contract amendment, or it may be accommodated with a budget and/or SOW revision approved by F5FC.

The Funded Partner will be notified in writing if modifications or amendments are approved or denied. If any of the information is incomplete the request may be denied. Changes within budget sub-line items do not require a budget revision.

Note: Requests for purchases/expenses not delineated in the approved budget will not be accepted in the last quarter of a contract term, unless otherwise authorized by your F5FC Contract Manager.

Administrative/Indirect Costs

Indirect costs refer to administrative costs and/or expenses that cannot be readily assigned to one specific program, one specific line item within a program, or those expenses that are purely administrative functions. Indirect costs for professional/supportive services contracts will be determined by F5FC.

Limit to Indirect Costs

F5FC recognizes Funded Partners have administrative systems unique to their agencies. Funded Partners may implement an indirect rate that does not exceed 15% of all program costs excluding capital purchases and equipment. This maximum rate also applies to subcontractors unless otherwise approved by your F5FC Contract Manager.

Since the limit for indirect costs is strict, please be sure the costs reported as indirect are purely indirect in nature. The costs listed below will only be allowed in the administrative/indirect line item, unless it is demonstrated that they exclusively support the funded program.

- Audit, bookkeeping, payroll, and finance
- Human resources
- Fiscal sponsor costs
- Insurance
- Other overhead and personnel costs (e.g. Executive Director's time or any other staff who work minimally with the funded project)

Other Funding Sources

To promote sustainability and enhancement of services in the community, F5FC requires cash match, leverage and/or in-kind contributions for particular funding mechanisms under the 2020-2025 Strategic Plan. Other funding source requirements, if applicable, are specified in each contract.

Funded Partners are to report other funding as expenditures and services are incurred. For reimbursement, each financial report must include the proportionate share of other funds for each line item(s) and/or overall expenditures for the reporting period. Proper documentation to verify leverage, cash match and/or in-kind contribution (e.g. General Ledger, Transaction Report, Budget Register, written justification signed by notice holder, etc.) is required and must adhere to the reimbursement payment process.

Electronic Payments

In lieu of issuing checks and mailing payment, F5FC utilizes the Electronic Funds Transfer (EFT) System to make Automated Clearing House (ACH) payments, also known as a direct deposit.

With the EFT system, we can transfer payments from our bank account directly to Funded Partners. Electronic payments eliminate the need to print and mail checks, ensure payments are received by a specific date, and provide an efficient, cost-effective payment process. Electronic payments also eliminate the use of paper, postage, office supplies, processing time, storage space and provide Funded Partners an option to receive payment quickly.

Setting up and approving EFT accounts can take some time, so a completed [EFT Authorization Form](#) is required from Funded Partners upon notification of a contract award. F5FC will make all contract payments through the electronic payment system. Accurate and complete information is critical to avoid delayed payments.

Reimbursement Payments

Payments are made upon the successful completion of contract deliverables. This includes achievement of performance standards and the timely submission of programmatic and fiscal reports. Funded Partners must submit invoices before the established due date. A report will be considered “late” if it is not received by the due date and may delay payment. Please refer to the [F5FC website](#) for deadlines.

The reimbursement process is as follows:

- As applicable, Funded Partners submit their monthly, quarterly, or semiannual program data as defined in their contract
- After program data entry, Funded Partners must submit a request for reimbursement (financial report)
 - The request for reimbursement (financial report) outlines the Funded Partner’s expenses for the invoice period by budget line item and includes any payments received and any reimbursements due
 - To support the expenditures referenced on the financial report, documentation of the expenses must be attached.
 - Back up documentation examples (required documents to be confirmed by your F5FC Contract Manager):
 - General Ledger
 - Transaction Report
 - Receipts
 - Invoices

- Once the request for reimbursement is received, it will be reviewed and approved by the F5FC Contract Manager to ensure contract deliverables are met
- Incomplete reports will be returned to the Funded Partner requesting missing documentation

Advance Payments

From time to time, advance payments may be considered and approved based on the availability of F5FC funds, type of services, and program needs. To request advance payments under a new contract, Funded Partners must submit their request upon contract execution in writing on company letterhead, specifying the reason(s) advance payment is needed.

If approved, and contingent upon performance in meeting contractual requirements and the type of contract, F5FC will release approximately 25% (not to exceed 50%) of the contract's annual budget amount as an advance payment. Additional funds will not be released until 75 percent of the previously released funds has been expended and reported. As applicable, advance payments will be made during the first month of each quarter. Dependent on the type of contract, advance payment for quarter four will be released based on financial reporting for quarters one and two. If reporting for either quarter one or two had cash on hand, 1/3 of the advance payment for quarter four will be issued. If neither quarter had cash on hand, 2/3 of the advance payment for quarter four will be issued. The remainder of the contract amount will be a reimbursement.

If the Funded Partner has not utilized any portion of the advance payment at the end of the contract period or fiscal year, the funds shall be returned to F5FC. If the amount is not returned, F5FC may withhold funds from the subsequent year's contract (if applicable). For additional details see the Payment section of the contract. We will always make every attempt to negotiate a solution before pursuing litigation.

Finance Variance Justification

When a 10% variance occurs in the year-to-date expenditures for the contract reporting period, a written justification is required when submitting the financial reports. Budget expenditures should occur as follows: 25% the first quarter, 50% the second quarter, 75% the third quarter and 100% the fourth quarter, unless otherwise directed by your F5FC Contract Manager.

The written justification must explain:

- Reason for the 10% variance
- Impact of variance on project deliverables and budget
- Identify steps to prevent future 10% variance

Program Cost Allocation Plan

As applicable, a Program Cost Allocation Plan (PCAP) is used as a guide for Funded Partners to equitably distribute costs to programs. It identifies the amount of shared expenses ascribed to each program operated by a Funded Partner, whether or not funded by F5FC.

A PCAP includes a written account of the methods used to allocate costs to its various funding sources and should be a part of the Funded Partner's written accounting procedures. These procedures should include regulations governing cost allocation and a guide that provides principles and standards for determining costs as they apply to federal, state and local governments.

Funded Partners are required to discuss a PCAP with their Certified Public Accountant and develop one to ensure each program bears its fair share of the total cost of expenses. Situations requiring a PCAP include:

- Costs shared between F5FC and a separate funding source, including in-kind, leverage, cash match, program income and other funding
 - In-kind: additional monetary and non-monetary resources that are directly supporting the project at no cost to the project (examples: volunteers, tangible donations, etc.)
 - Leverage: money that is leveraged/obtained due to Prop 10 funds (examples: federal funding, foundation grants, etc.)
 - Cash match (contribution): any cash contributed to the program
 - Program income: revenue generated by F5FC funds (example: tuition)
 - Other funding: any other funding that directly supports the program (example: bond money)
- Costs shared between two or more F5FC funded programs
- Any combination of the above

Proper documentation to verify in-kind, leverage, cash match (contribution), program income and other funding outlined in the financial report (e.g. General Ledger, Transaction Report, Budget Register, written justification signed by notice holder, etc.) is required and must adhere to the reimbursement payment process. Failure to report and provide supporting documentation may affect future F5FC funding.

Please refer to the [F5FC website](#) for examples of PCAPs.

Program Income

Program income means gross income earned by a Funded Partner which is directly generated because of funds awarded by F5FC. Including but not limited: income from fees for services performed; the use or rental of real estate or private property; the sale of commodities or items; license fees or royalties on patents and copyrights; and interest on loans.

As applicable, please refer to the Program Income section of your contract for restrictions on use.

Subcontractors

Transforming the health and development of all children in Fresno County is possible when community organizations, private, education and government agencies work together to mobilize support and services for young children. At F5FC we believe innovative solutions for children emerge from multi-agency partnerships. We have developed guidelines in the case where a Funded Partner subcontracts services as part of their contract with F5FC. The following responsibilities include but are not limited to:

- Submission of all subcontracts to your F5FC Contract Manager for pre-approval (as appropriate)
- Signed copy of the subcontract agreement provided to F5FC upon execution
- Verification of subcontractors' carrying and maintaining adequate insurance
- Communication to F5FC on behalf of all subcontractors
- Understanding and monitoring of services delivered by subcontractors to ensure alignment with the SOW
- Submission of periodic reports in a timely manner (including information regarding subcontractors and number of services)
- Verification and submission of subcontractor invoices in a timely manner
- Ensuring documentation is sufficient to support expenditures (including subcontractor documentation)

Responsibilities of each subcontractor include, but are not limited to:

- Submission of timely requests for reimbursement to the lead agency
- Ensuring documentation supports expenditures

- Meeting deadlines for providing information to the lead agency
- Communication with F5FC through the lead Funded Partner

Please refer to the Subcontracts section of the contract for more information.

Equipment & Capital Purchases

F5FC will not approve any equipment or capital purchases unless they are necessary to fulfill and accomplish the services/deliverables outlined in the SOW. Equipment and capital purchase requests must be submitted in writing and approved by F5FC prior to purchase. If approved, please refer to the [Equipment and Capital Policy](#) for more information.

Food Purchases

Food and beverage purchases with F5FC funds must contribute to the overall health and wellbeing of young children and their families and comply with the [United States Department of Agriculture Dietary Guidelines](#). Funded Partners are encouraged to consider the cultural appropriateness of all food items purchased. Unhealthy items purchased with F5FC funds will be considered disallowed costs. Contact your F5FC Contract Manager for clarification if needed.

Incentives & Stipends

Typically, incentives or stipends for program participants are not allowed and will be considered disallowed costs. Contact your F5FC Contract Manager for clarification if needed.