



**STANISLAUS COUNTY  
CHILDREN AND FAMILIES COMMISSION**

**POLICIES AND PROCEDURES MANUAL**

Last Revised: ~~December 8, 2015~~ September 27, 2016

submitted no later than 7 working days before the scheduled Commission meeting, to allow time for drafting/finalizing agenda items.

- | **3.8** Public comment is welcomed at each Commission meeting and ~~may~~ will be accepted on posted agenda items, consistent with Ralph M. Brown Act requirements.

## **Section 201 – Priority in the Use of Childcare Funds**

### **Policy:**

In the area of childcare, licensed providers in licensed facilities shall receive priority in the allocation of childcare funds over unlicensed facilities and providers.

### **Procedure:**

**201.1** In order to increase the capacity of childcare and expand the quality of childcare, it is the intent of the Stanislaus County Children & Families Commission to expend the Commission's childcare funds to support licensed childcare providers, facilities, homes, and centers.

**201.2** Exceptions to this policy may include, but are not limited to, funds for training, educational stipends, and other funds that will enhance quality and lead facilities [and providers](#) towards licensure.

## **Section 202 – Unsolicited Funding Proposals**

### **Policy:**

Unsolicited funding proposals are proposals from agencies or individuals that were not ~~invited-~~ solicited or requested by the Stanislaus County Children and Families Commission. The proposals usually take the form of plans, budgets, or narratives that request funding from the Commission.

Unsolicited funding proposals must target children (0 through 5 years of age) and their families and must be consistent with the Commission's strategies / initiatives, as amended:

- Improved Family Functioning
- Improved Child Development
- Improved Health
- Improved Systems of Care

### **Procedure:**

**202.1** Individuals or organizations wishing to submit an unsolicited funding proposal should deliver the proposal to.

Executive Director  
Children & Families Commission  
930 15<sup>th</sup> Street  
Modesto, CA 95354  
Phone: (209) 558-6218

**202.2** Committees may evaluate the proposals and may make a recommendation about possible funding.

**202.3** Committees may forward their recommendation to the Commission for its consideration.

**202.4** Individuals or organizations submitting an unsolicited funding proposal will be notified within 10 business days following any Commission action involving the proposal.

## **Section 405 – Appropriation of Funds / Unused Appropriations**

### **Policy:**

It shall be the policy of the Commission to approve fiscal year appropriations for contractors. Each annual appropriation shall be the maximum amount of Proposition 10 funds available to a Contractor in a fiscal year. Appropriations for a fiscal year not used or not invoiced by a Contractor shall revert to the Commission. Unless written approval is granted by the Commission or the Commission's Executive Director, unused appropriations from one fiscal year cannot be used by a Contractor in the following fiscal year.

### **Procedure:**

**405.1** Contractors who wish to utilize unused appropriations from a fiscal year in the following fiscal year must submit a request in writing to the Commission by July 31st. The request shall include:

- ❑ A narrative explaining the need to expend unused appropriations in the following fiscal year.
- ❑ A budget that combines the Commission approved appropriation for a fiscal year with unused appropriations from the prior fiscal year.

~~**405.2** The Commission's Executive Director may approve requests to utilize unused appropriations and execute contract amendments to add the appropriations, so long as:~~

- ~~❑ The planned use of the additional appropriations is consistent with the contractual scope of work of either fiscal year.~~
- ~~❑ The amount requested is not more than \$50,000 and is not more than 25% of the higher budget for either fiscal year.~~
- ~~❑ The amount requested does not materially change the scope, size, capacity, or direction of the program.~~

~~**405.3** A decision by the Commission's Executive Director to permit a Contractor to utilize prior year's unused appropriations must be reported to the Commission at its next regular meeting.~~

~~**405.4** A Contractor whose request has been denied by the Executive Director may submit the request to the Commission.~~

~~**405.5** Requests to utilize unused appropriations that total more than \$50,000 or equal more than 25% of the higher budget for either fiscal year may only be approved by the Commission.~~

## **Section 406 – Budget Amendments by Contractors**

### **Policy:**

It shall be the policy of the Commission to require contractors to establish, at the time a contract is signed, an estimated expenditure budget for the contract. Expenditures made by contractors are not to exceed 10% of any line item and are not to exceed the subtotal in the Personnel, Services, or Fixed Assets categories without a budget amendment being submitted and approved by the Executive Director or his designee.

### **Procedure:**

- 406.1** Budget amendments initiated by the Contractor are to be submitted in advance of the proposed change by submitting a Budget Revision Form and a Budget Narrative Form. Expenses incurred prior to the approval of a submitted budget amendment request may not be reimbursed. To encourage planning by contractors, budget amendment requests are to be submitted prior to May 1<sup>st</sup> of each fiscal year (July – June).
- 406.2** Approval of the Executive Director or his designee is required for any budget amendment proposed by a contractor that:
- Increases or decreases a line item by more than 10%
  - Increases or decreases the subtotal of the Personnel, Services, or Fixed Asset categories.
- 406.3** The Commission's Executive Director may approve Contract budget amendments, so long as:
- a. The planned expenditures in the budget amendment are consistent with the contractual scope of work.
  - b. The budget amendment does not materially change the scope, size, capacity, or direction of the program.
  - c. The budget amendment does not increase the total value of the contract. ~~(Note that in certain limited circumstances, as described elsewhere in these policies, the Executive Director may authorize the use of carryover funds and increase the total of a contract.)~~
- 406.4** A Contractor whose budget amendment request has been denied by the Executive Director may submit the request to the Commission.

## **Section 410 – Allowable Expenditures by Contractors**

### **Policy:**

Expenditures made by contractors shall comply with Federal, State, and local laws and policies; adhere to agreed upon contractual terms; and demonstrate good stewardship of public resources.

### **Procedure:**

- 410.1** Expenditures shall be made for only those services, supplies, and materials that benefit the health and well being of children 0 through 5 years of age. It is acknowledged that some services provided to other family members in families with children 0 through 5 will have a benefit to the child (mental health services, health enrollment assistance services, English language lessons, literacy, etc.)
- 410.2** Expenditures made by contractors shall comply with the scope of work and budget attached to the agreement between the Commission and the contracting agency. Budget categories may include, but are not limited to: salaries and benefits, services and supplies, and equipment/fixed assets.
- 410.3** Contractor requests for reimbursement shall be accompanied by appropriate documentation. Commission staff may request additional documentation to determine that an invoiced expenditure is consistent with these policies.
- 410.4** Equipment, materials, supplies, or property purchased for or financed from Commission funds having a useful life of three (3) years or greater or a value in excess of ~~One Thousand Five Hundred~~ Dollars (~~\$1,000.00~~\$500) shall be defined as an inventory item. Prior written approval of the Executive Director, or his/her designee, is required for all purchases of inventory items.
- 410.5** All items purchased or financed with Commission funds not fully consumed during the execution of an agreement shall be the property of the Commission at the termination of an agreement unless the Commission, at its sole discretion, makes an alternative disposition.
- 410.6** The Commission and its contractors must be ever vigilant regarding their obligations and responsibilities to be good stewards of the public funds entrusted to them. Providing food and non-alcoholic beverage items at meetings and events is an especially sensitive subject and such items should be provided only in very limited and occasional circumstances. Alcoholic beverages cannot be purchased with public funds under any circumstances. Food or beverage items may be invoiced as an allowable expenditure when:
- ❑ An attendance sheet or list of meeting attendees accompanies the invoice, along with a meeting agenda and meeting minutes, if any
  - ❑ The meeting targets community members, the public, and/or employees of other agencies (education or training session, for example)
  - ❑ The items purchased contain predominately healthy choices: fruits, vegetables, water, juices, unsweetened drinks, etc.

## **Section 600 – Monitoring and Evaluation of Contractors**

### **Policy:**

All Contractors shall be monitored and evaluated on a regular basis throughout their contract period.

### **Procedure:**

- 600.1** Monitoring means any planned, ongoing, or periodic activity that measures and ensures Contractor compliance with the terms, conditions, and requirements of a contract.
- 600.2** Evaluation is the systematic acquisition and analysis of information to provide useful feedback to a funded program and to support decision making about continuing or altering program operations. It is an on-going process in which questions are selected, framed, and answered in order to assess the value and effectiveness of programs, as well as to further strengthen and build the capacity of programs.
- 600.3** Technical assistance means to support and assist Contractors/partners in the development of those changes, alterations, adjustments and amendments that will increase the likelihood of the Contractor successfully and effectively performing under the terms, conditions, and requirements of their contract.
- 600.4** Activities that will be used to monitor and evaluate Contractor performance may include:
- ❑ **Periodic Contractor reporting:** Quarterly, as required in their contractual scope of work, contractors will submit activity and outcome data in a format prescribed by the State of California and [the Stanislaus County Children and Families Commission](#).
  - ❑ **Review of Contractor’s audit reports:** Examination of an independent audit commissioned by the Contractor.
  - ❑ **Invoice reviews:** Ensures the costs being charged are within contract parameters.
  - ❑ **Onsite reviews and observations:** At least semi-annually, this may include some or all of the following: interviews with Contractor staff, interviews with clients about services received, reviews of key systems and service documentation, reviews of client case records, reviews of personnel records to ensure staff have appropriate credentials, reviews of on-site fiscal records, observations of operations, and reviews of scopes of work and scorecards.
  - ❑ **Contact with Contractor:** Continuous dialogue with the Contractor in the form of letters, meetings, and phone conversations.
  - ❑ **Surveys:** Concerning contract service delivery and quality.
- 600.5** The contractor is responsible for developing and operating a data collection system that provides timely and accurate information on activities, progress towards milestones, and outcomes. When requested, Commission staff will assist the contractor in the development of a data collection and reporting system.