

**FIRST 5 COMMISSION OF SAN DIEGO  
CONTRACTOR ROLLOVER FUNDS GUIDELINES  
FY 2014-15 Funds for FY 2015-16**

**Introduction**

The following guidelines have been developed to assist First 5 Commission of San Diego contractors who are requesting rollover funding between fiscal years. Rollover of funding between fiscal years is NOT standard practice; it is an exception to the normal procedure and will be considered on a case-by-case basis only if the use of the rollover funds will enhance direct services to the contract's specific target population.

**Procedures**

**1. Requirements**

The Contractor's request to rollover funds between fiscal years shall meet the following requirements to be considered:

- a. The contract must include Project Length Budgeting language when it was approved by the Commission;
- b. The rollover amount is a percentage of the fiscal year's budget for the year that is being rolled over; a guideline to follow is that the amount is not to exceed 20% for startup and pilot projects, and not to exceed 10% for ongoing projects of two years or longer; however, every request will be evaluated a case-by-case basis;
- c. The request for rollover funds shall be in writing, using the attached approved Commission form, and have a revised Program Budget, Budget Narrative and Cost Allocation Plan attached;
- d. The request must indicate a "projected" rollover amount. Always estimate conservatively; if there are more funds available at the end of the year, they will not rollover; however, if the estimate is too high and there are not enough funds to rollover, the request will not be able to be completed and a new request must be initiated that may not be approved due to timing;
- e. The request must be tied to Direct Services;
- f. The request must explain specifically how the Outcomes will increase or how Direct Services will be enhanced. Include how the specific targets will increase and include the new targets (for example: Organization X will perform 100 additional hearing tests, Organization Y will provide quality preschool to 120 additional children, etc);
- g. The Contractor shall be in compliance with all contract requirements;
- h. The Contractor cannot use funding to add permanent staff. Rollover funding is a one time event and cannot fund on-going costs. All funds must be spent by the end of the fiscal year that funds are being requested for; and;
- i. The Contractor cannot rollover funding for two consecutive years.

**2. Time-Line**

- a. The Contractor shall submit the "*Request for Rollover Funds - FY 2014-15 Funds for FY 2015-16*" form with appropriate attachments no later than April 15, 2015.
- b. The Commission Contract Monitor will review the request (to ensure that the request meets all of the above requirements) and forward to the Commission's Executive Director for approval.
- c. The Commission Contract Monitor will inform with Contractor in writing within 72 hours of the action taken by the Executive Director.

**3. Approval**

All rollover requests shall be pre-approved in writing by the Commission's Executive Director upon receipt of written justification provided by the Contractor using the attached approved Commission form. Requests for rollover funds shall directly benefit the client and program objectives.

If the request to rollover funds is approved, the Contractor shall enter the dollar amount on the approved Program Budget under each line item that was increased. In the corresponding Program Budget Narrative, the contractor must provide a detailed description of the amount and on the use of the rollover funds.

**4. Oversight/Monitoring**

Commission Contract Monitors shall require the Contractor to provide documentation of the differences in numbers served and the outcomes to show that the increased funding made a difference with the target population.

Budget Adjustments will not be allowed for the specific line items that have been approved for rollover funding. Additionally, the revised Outcomes cannot be lowered.

**Any program specific questions shall be addressed to the appropriate Commission Contract Monitor.**