



FIRST 5
SANTA CLARA COUNTY

FUNDING CYCLE*

July - April – Emergency Fund¹ requests accepted pending availability of funds.

July - June – Sponsorship Fund¹ requests accepted pending availability of funds.

July - September – Staff completes year-end contract compliance reports (results to be submitted to Evaluation Committee in November).

August – Evaluation Committee reviews draft Annual Outcome Evaluation Report.

September – FIRST 5 Commission reviews Annual Outcome Evaluation Report at their Evaluation Workshop.

October - December – FIRST 5 staff conducts Program Planning for next fiscal year (FY).² Letters of Intent from the community outlining proposed programs will be accepted by the Program Committee.

A Letter of Intent cannot be more than two (2) pages and must include the following:

- a) Description of the proposal;
- b) Identification of the location;
- c) Description of the population it will serve;
- d) Explanation as to how the proposed program furthers one of the two strategies in the Commission's 5-Year Community Investment Plan; and
- e) Funding amount being requested.

¹ See FIRST 5 Web site for policy.

² The FIRST 5 Commission has obligated all funds over the next five years with the expectation that all allocated funds will be spent; however, they recognize that some funds may not be fully utilized. Therefore, if funds become available, the Commission may consider new proposed programs. In order for a request to be considered by the Commission, it must be aligned with the 5-Year Community Investment Plan; must not be a duplication of an existing service; and must not supplant existing services. Requests for funding will only be considered through Letters of Intent submitted from October through December. The Letters of Intent must meet the required criteria as stated above.

*The dates may change due to unforeseen circumstances. Any change will be posted on the Web site.

Each Letter of Intent will be reviewed by FIRST 5 to determine whether it meets the following criteria:

- a) Alignment with the Commission's strategies outlined in the 5-Year Community Investment Plan.
- b) Not duplicative of an existing service or program.
- c) Does not supplant an existing service or program.

November – The Evaluation Committee and the Personnel & Finance Committee review year-end contract compliance report for previous fiscal year.

January - February – Requests from the community that satisfy the criteria and are accepted by the Program Committee will be incorporated into the materials presented to the Commission for the next FY's Budget Workshop.

March – FIRST 5 staff presents draft budget to each FIRST 5 Committee for their review and comment.

April – FIRST 5 Commission conducts Budget Workshop at the beginning of April, reviews 5-Year Community Investment Plan, and considers new program requests.

May - June – FIRST 5 Commission approves budget for next fiscal year, which may include funding for new services or programs. Following approval by the Commission, staff will:

- Release Requests For Qualifications (RFQ) and/or Requests For Proposals (RFP) as appropriate;
- Complete contract renewals;
- Negotiate new sole source contracts as appropriate.

July 1 – Renewed contracts begin.

August – Present RFQ's and/or RFP's award recommendations to the FIRST 5 Commission. New proposed programs contract negotiations begin.

September – New programs begin.

*The dates may change due to unforeseen circumstances. Any change will be posted on the Web site.

FIRST 5 SANTA CLARA COUNTY FUNDING CYCLE*

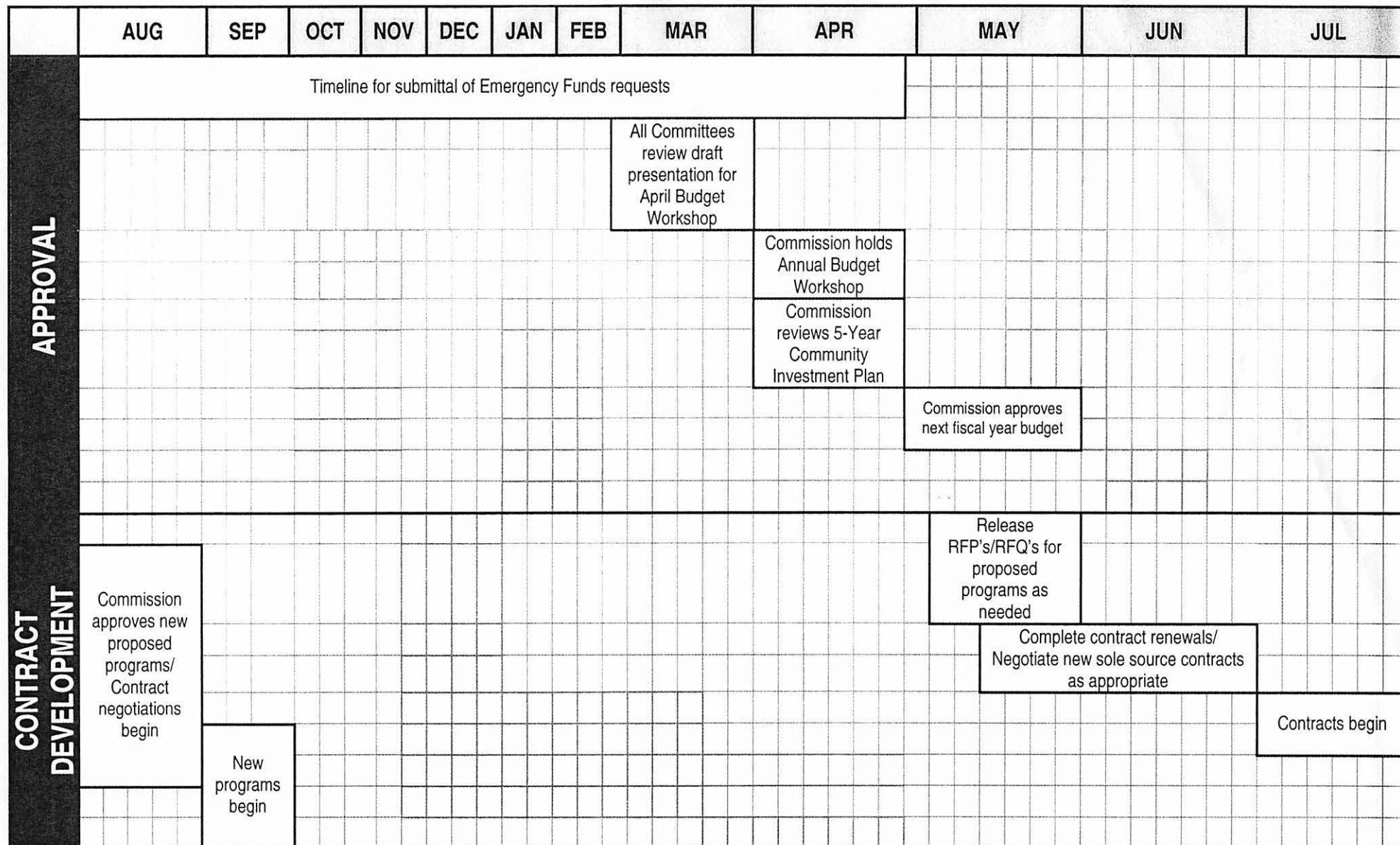
(revised 12/14/04)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
REPORTING	Staff prepares year-end contract compliance reports							
		Evaluation Committee reviews Annual Evaluation Report						
			Commission reviews Annual Evaluation Report at planning retreat					
				Commission accepts Annual Evaluation Report				
					Evaluation Committee reviews year-end contract compliance reports			
PLANNING			Program planning for next fiscal year Letters of Intent for funding accepted from the community from Oct - Dec Staff screens for appropriateness					
						Program Committee reviews proposed programs		
							Staff prepares funding recommendations for Annual Budget Workshop	

* The dates may change due to unforeseen circumstances. Any changes will be posted on the website.

FIRST 5 SANTA CLARA COUNTY FUNDING CYCLE*

(revised 12/14/04)



* The dates may change due to unforeseen circumstances. Any changes will be posted on the website.