



FORM 6. First 5 IMPACT Annual Budget Narrative

Instructions

A detailed First 5 IMPACT Budget Narrative must be submitted with First 5 IMPACT Budget and Reimbursement Tables (Form 5) when reporting or amending budgets (narrative is not required to be submitted with reimbursement claims). The following information, at a minimum, must be included for each budget category. When more than one agency or local entity within a county/regional consortium is contributing financial resources to a project (First 5 IMPACT or other funds), the consortium should indicate which agency or local entity is responsible for expending funds in each budget category.

Expenditures must be broken down on the First 5 IMPACT Budget and Reimbursement Table by system function. The total fiscal year expenditures for each budget category displayed in this narrative must agree with the total reflected in Form 5.

Insert lines and adjust tables as necessary to reflect the requested information.

Salaries

Provide:

- Title of each position to be compensated under this project
- Agency that funds each position
- Salary for each position under this project
- Amount of time, such as hours or percentage of time, to be expended by each position under this project
- Any additional basis for cost estimates or computations

Explain:

- Specific responsibilities of each position and the importance of each position to the success of the project

Salaries: The following requested personnel will work on First 5 IMPACT					
Position	Description	Agency	% FTE	Base Salary	Total
Total					

Benefits

Provide:

- The benefit percentages for all personnel in the project
- The basis for cost estimates or computations

Materials and Supplies

Provide:

- An estimate of materials and supplies needed for the project for each agency, by nature of expense or general category (e.g., instructional materials, office supplies, etc.)
- The basis for cost estimates or computations

Materials and Supplies					
Title	Purpose	Agency			Total
	Site training materials as needed based on site improvement plans	LPC	\$500		\$500
Total					\$500

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Travel

Provide by agency:

- An estimate of the number of trips
- An estimate of travel-related costs for each trip
- Any additional basis for cost estimates or computations

Explain:

- The purpose of the travel

Travel					
Title	Purpose	Agency	Number of Trips	Cost per Trip	Total
	In-kind	LPC			
Total					

Equipment

Provide:

- Type of equipment to be purchased by each agency
- Unit cost for each item to be purchased
- Any additional basis for cost estimates or computations



Explain:

- The justification of the need for the equipment to be purchased

Note: First 5 IMPACT funds can be used to purchase equipment with a unit cost of \$2,500 or less. Equipment being purchased for a participating site must be identified in a site improvement plan. Unit cost includes all costs required to make the item serviceable, such as taxes, freight, installation costs, site preparations costs, etc.

Incentives

Provide:

- Description of the types of incentives provided to programs, teachers, and/or administrators to encourage them to reach higher levels of quality and/or participation in their local First 5 IMPACT

Explain:

The purpose of the incentive

Incentives					
Item	Purpose	Owner/Entity	Cost of Item	Item Description	Total
	Incentives will be paid to recruit site participants to QRIS.	First Five	\$250 per site self-assessment, 25 sites.	Site self-assessment incentive and commitment to participate in QRIS.	\$6250
	Incentives for FFN participants (eligible each year of participation)	First Five	\$250 per FNN participant, 10 participants	FFN incentive includes receiving health and safety training.	\$2500
	Incentives for Tiered participation provided to sites.	First Five	\$3000 per site, 2 sites, Year 1	Site incentive for Tier 3 participation including preparation for CLASS assessment	\$6,000
Total					\$14,750

Contractual

Provide:

- Products to be acquired and/or the professional services to be provided
- Agency responsible for the contract

- Estimated cost per expected procurement and potential contractor
- For professional services contracts, the amounts of time to be devoted to the project, including the costs to be charged to the proposed First 5 IMPACT
- Any additional basis for cost estimates or computations

Explain:

- The purpose and relation to the project

Contractual					
Item	Purpose	Owner/Entity	Cost of Item	Item Description	Total
	QI activities, site self-assessment, Strengthening Families self-assessment assistance, CLASS technical assistance, data collection,	First Five	\$35/hour, 25 sites, 4 hours per site, 100 hours monthly, 9 months/per	Early Learning Specialist contract for recruiting sites, site meetings, technical assistance, the QI activities	\$31,500
	CLASS observation and assessments	First Five	\$600/site	Sites ready for observation based on site self-assessment and ready for Tier 3 in Year 1.	\$1,200
Total					

Other

Provide:

- Other items by major type or category (e.g., communications, printing, postage, equipment rental) by an agency
- Cost per item (printing = \$500, postage = \$750)
- Any additional basis for cost estimates or computations

Explain:

- Purpose of expenditures

Total Direct Costs

Provide:

- The sum of direct costs for the applicable fiscal year

Total Direct Costs					
Title	Purpose	Agency			Total
	Incentives	First Five			\$14,750

	Contractual	First Five			\$32,700
	Materials and Supplies	First Five			\$500
Total					47,950

Indirect Costs

Provide:

- Identify and apply the indirect cost rate (attach documentation of approved/recognized indirect cost rate[s] if available)
- Identify what categories indirect cost rate is being applied to
- A Lead Agency may apply its indirect cost rate only against the first \$25,000 of each contract

Total Indirect Costs					
Title	Purpose	Agency			Total
	Indirect 15% of first \$25,000	First Five			\$3,750
Total					\$3,750

Total Funds Requested

Provide:

- The sum of direct and indirect costs for the applicable fiscal year

Total Direct and Indirect Costs					
Title	Purpose	Agency			Total
	Direct Costs	First Five			\$47,950
	Indirect Costs	First Five			\$3,750
Total					\$51,700

Match and/or Leveraged Funds to Support Local First 5 IMPACT Efforts

Funds used as match can come from existing programs aligning with CA-QRIS and/or First 5 IMPACT, with the exception of F5CA's CARES Plus and CSP 1 and 3 Extension programs.

Allowable matching funds include, but are not limited to, the following:

- Proposition 10 county tax revenue
- Small Population County Funding Augmentation



- Federal (i.e., Early Head Start, Head Start, RTT-ELC, CSPP, Infant/Toddler QRIS Block Grant, AB 212, etc.)
- Local Workforce Investment Board
- Local government
- Non-profit organization
- Private foundation
- Grants
- In-kind (salary, space, etc.)
- Other gifts

Lead Agencies must engage multiple partners to acquire resources and secure a minimum of one non-state resource to meet match requirements.

Provide:

- Partner/resource providing leverage/match funding and amount
- Use of funding within First 5 IMPACT
- Type of match provided (program alignment, cash, in-kind, donation, etc.)
- Mechanism/manner of receiving funds from locals
- Any additional basis for cost estimates or computations
- **NOTE:** If Lead Agencies cannot provide a breakdown of this funding by system function, include all match/leveraged funding in the Local Administration and Build Local Consortia column of Form 5

Explain:

- How funding aligns with First 5 IMPACT

Match and/or Leveraged Funds					
Partner	Use	Program/Alignment	Match Type	Mechanism (contract, MOU, etc.)	Total
First Five	Administration, Accountability, and Communication		Prop 10	In-kind	62,000
Plumas County Office of Education - LPC	Accountability, QI Strategies	Strengthening Families activities and QI accountability	In-kind	In-kind	\$18,700
CA Dept of Education	QI Strategies	Workforce Development	AB 212	Grant	\$9,100
Plumas Rural Services, Resource	QI Strategies	Workforce Development	Non-profit organization	In-kind	\$10,000



and Referral					
Plumas County Public Health	QI Strategies		Local government	Grant	\$500
Total of All					\$100,300

Total Funds to Support First 5 IMPACT

Provide:

- The sum of all expenditures (direct, indirect, and match/leveraged funds) for the applicable fiscal year

Total Funds to Support First 5 IMPACT 2015-16					
Title	Purpose				Total
	Direct Costs	First Five			\$47,950
	Indirect Costs	First Five			\$3,750
	Match and/or Leveraged Funds				\$100,300
Total					\$152,000