## GRANT AGREEMENT AMENDMENT EXTENSION TIMELINE
*FOR GRANTEEES THAT ARE CONTINUING FUNDING*

<table>
<thead>
<tr>
<th>Date (Grantee due dates in BOLD)</th>
<th>Documents Due/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 28, 2011</strong></td>
<td>Grantee must notify First 5 LA of its intent to participate (Acknowledgement form due)</td>
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</tbody>
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| **October 28 – November 8, 2011**| Discuss and Finalize Exhibits A & B with Program Officer and Staff Accountant  
- Exhibit A Statement of Work  
- Exhibit A Scope of Work/Logic Model  
- Exhibit B Budget Forms and Budget Narrative |
| **November 9, 2011**  
**FINAL SIGNED DOCUMENTS DUE** | FINAL Exhibits due to F5LA (signed by Authorized Signatory)  
- SIGNED Exhibit A Statement of Work  
- SIGNED Exhibit A Scope of Work/Logic Model  
- SIGNED Exhibit B Budget Forms  
- Budget Narrative  
- Signature Authorization Form  
- List of Board of Directors  
IF changes were made to the following documents, please resubmit:  
- Agency Litigation Form  
- Articles of Incorporation  
- Bylaws |
| **November 23, 2011** | First 5 LA will email Grant Amendment for signature to Grantee |
| **December 7, 2011** | Signed ORIGINAL Grant Amendment & MAA ADDENDUM (if applicable) due to First 5 LA |
| **December 19, 2011** |  
- Grantee submits updated Insurance (if expired)  
- First 5 LA will execute Grant Amendment & email a copy to the Grantee. |

**NOTICE TO GRANTEE:**  
The Grant Agreement is a year to year contract which terminates on the “termination date.” For the Grant Agreement extension, the Grantee will be required to sign the grant amendment prior to the intended start date of the grant to assure the timely completion of the signature process by all parties. If the grant amendment is not signed prior to the intended start date, the commencement of any activities under the Exhibit A – Scope of Work will not begin until the grant amendment execution date (the date all parties have signed the Grant Agreement/Amendment). Commission shall not be liable to Grant Agreement/Amendment or under any legal or equitable theory for the reimbursement of expenses or costs incurred by Grant Agreement/Amendment or during the time between the termination date and the date of renewal, if any. If the Grant Amendment is not signed within the thirty-day (30) period from the intended start date, the Commission has the right to withdraw the contract award. Any agreed upon changes to the intended start date must be confirmed in writing by both parties.