First 5 LA

ARRA
GRANT RENEWALS
July 8, 2010
Agenda

• Grant Renewal Timeline
• Grant Agreement Revisions
• Required documents
• Exhibits
• Rollovers
• Summary
• Updates and Q & A
# Grant Renewal Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Documents Due/Activity</th>
</tr>
</thead>
</table>
| **Friday, July 23, 2010** | • Exhibit A Scope of Work  
• Exhibit B Budget  
• **SUBMIT DRAFTS OF EXHIBITS A & B**  
  *Documents do not need to be signed.* |
| July 26 – July 30, 2010 | • Discuss and Finalize Exhibit A & Exhibits B with Program Officer and Staff Accountant |
| **August 6, 2010** | **FINAL SIGNED DOCUMENTS DUE**  
• Exhibit A Scope of Work  
• SIGNED Exhibit B Budget  
• SIGNED Grantee Renewal Checklist  
• SIGNED Agency Involvement in Litigation  
• SIGNED Signature Authorization Form  
  *Documents need to be signed by Authorized Signatory* |
| August 20, 2010 | First 5 LA will email Grant Agreements for signature to Grantees |
| **August 27, 2010** | • SIGNED ORIGINAL Grant Agreement DUE TO First 5 LA no later than Aug. 27th  
  (due date may be earlier; Contracts Officer will notify grantee of due date). |
| Aug. 30 – Sept. 10, 2010 | • First LA will process Grant Agreements* |
| Sept. 13 – Sept 30, 2010 | • First 5 LA will prepare and execute Grant Agreement and email to Grantees*  
  *Contingent on actual dates documents are submitted* |
| October 1, 2010 | Start date of Grant Agreement |
Grant Agreement
Revisions for FY 2010-2011

Section 4: Term of Contract (New Provision):

The Grant Agreement is a year to year contract which terminates on the “termination date”. For the Grant Agreement renewal, the Grantee will be required to sign the grant at least two (2) weeks prior to the intended start date of the grant, as outlined in Term of Contract section of Grant Agreement, to assure the timely completion of the signature process by all parties. If the Grant Agreement 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 Agreement execution date (the date all parties have signed the Grant Agreement). Commission shall not be liable to Grant Agreement or under any legal or equitable theory for the reimbursement of expenses or costs incurred by Grant Agreement or during the time between the “termination date” and the date of renewal in writing, if any. If the Grant Agreement 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.
Grant Agreement Revisions

Section 6.15.4:
• The COMMISSION shall be added to all GRANTEE consent and release forms as the “LA Cty. Prop 10 Commn., its officers, agents, consultants and employees.”
Section 10: SUPPLANTING

– 10.1 In no event shall GRANTEE or its officers, employees, agents, subcontractors or assignees supplant state, county, local or other governmental General Fund money with COMMISSION funds for any purpose. The intent is that COMMISSION funds be used to supplement existing efforts, support innovation, identify best practices and promote systems change.

– 10.2 No COMMISSION funds shall be granted or used for any existing project or program funded by local general funds unless the proponent demonstrates to the COMMISSION that the COMMISSION’s funds will be used to fund a program that has been terminated and that solely supplements an existing project or program, and not to supplant existing funding.
Section 20: ASSIGNMENTS AND SUBCONTRACTS

• **20.4: Before commencement of work**, GRANTEE must submit a memorandum of understanding for each subcontractor listed in Scope of Work (Exhibit A) and Budget (Exhibit B-Contracted Services and Evaluation).
Grant Agreement Revisions

Section 24. CRIMINAL CLEARANCE

24.1 For the safety and welfare of the children to be served under this Agreement, GRANTEE agrees, as permitted by law, to ascertain conviction records for all current and prospective employees, independent contractors, volunteers or subcontractors, especially for those people listed in Exhibit B including administrative staff on the project who come in contact with children in the course of their work, volunteer activity or performance of any programs or services pursuant to this Agreement, and shall maintain such records in the file of each such person.
Section 32.5 Reports

- By “clicking’ submit on the Electronic Reporting system, you are hereby certifying that the information submitted is “true and correct’ and that you are authorized on behalf of the agency to submit the required report. (only for grantees using the DCAR system)
- Year End reports are due no later than the 20th day of October, 2011.
- The COMMISSION reserves the right to request revisions and additional information for all Exhibits throughout the term of the contract.
- The reports will be reviewed by the Program Officer. Once the Program Officer reviews the report, please be advised that the GRANTEE may be required to submit back up documentation to the information being reported.
Grant Process Details

• Make sure that the agency’s name is the correct legal name
  – Should be consistent with name on proposal
  – Should be consistent with Bylaws & Articles of Incorporation
  – If using a DBA, agency must have supporting documentation identifying DBA name and agency’s legal name
  – Do not abbreviate Agency’s name
• Use correct Agency Name on every document & the Grant #
List of Required Documents

Required originals (Sign in BLUE)
- **Exhibit A** - Scope of Work
- **Exhibit B** - Budget
- **Grantee Checklist**: Signed by authorized signatory listed on the Signature Authorization Form
- **Agency Litigation Form**
  - If you answer yes to any question on this form, please include an explanation
- **Signature Authorization Form (SAF)**
  - Only people listed on this form can sign documents related to the Grant Agreement.
  - If your name is not on this form, the form is considered a DRAFT and not the final version
- **Grant Agreement**
- **Scanned/PDF documents**
  - Exhibit A – Scope of Work
  - List of Board of Directors
  - All other exhibits (MOU’s, Insurances)
Exhibits

• Certificates of Insurance

Certificate Holder to reference Commission as:

Los Angeles County Children & Families
First – Proposition 10 Commission

Or abbreviated as:

LA Cty Prop 10 Commn.
Exhibits

Coverages/Endorsements:

- **Commercial General Liability**
  - Additional Insured Endorsement required
- **Workers Compensation**
  - No endorsement required
- **Professional Liability**
  - Additional Insured Endorsement required
- **Business Auto Liability**
  - Loss Payee Endorsement required
- **Crime**
  - Loss Payee Endorsement required
- **Property Insurance**
  - Loss Payee Endorsement required
  
  “Loss Payee, as interest may appear”
Exhibits

Certificate of Insurance

• Must be maintained throughout grant period (October 1, 2010 to September 30, 2011)

• Must have correct limits

• Must have correct endorsements
Exhibits

Memorandum of Understanding (MOU)

• Required for
  – All collaborative partners, subcontractors, and/or contracted services listed on Budget under the Contracted Services and Evaluation Sections

• Name and amount on MOU must be the same as on the Budget Forms

• MOU must be signed by authorized signatories from both parties

• MOU’s need to be set up before services are received.
Where to access documents

The Program Officer will send you grant renewal documents by email and you can also access the documents through the link below.

http://www.first5la.org/ARRA-Documents
# Budget Forms

**First 5 LA ARRA Matching Funds**

**Budget Summary**

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Personnel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2 Contracted SVDS (Excluding Evaluation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 Printing/Copying</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5 Space</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 Telephone</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 Postage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8 Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9 Employee Mileage and Travel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10 Training Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11 Evaluation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12 Other Expenses (Excluding Evaluation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>13 Indirect Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL:** $0  $0  $0

---

**Fiscal Contact Person**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

**Agency Authorized Signature**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

**Phone #**

*Indirect Costs: **None** exceed 10% of Personnel cost, excluding Fringe Benefits. Additional supporting documents may be requested.*
Grantee Rollovers

- **By Aug. 1, 2010**, Grantee must notify the PO of intent to rollover funds with an explanation via email.
- **By Oct. 28, 2010**, Grantee provides final invoice for the grant agreement ending September 30, 2010. Upon approval of final invoice, the amount of available funds for the rollover will be confirmed.
- **By Nov. 1, 2010**, Grantee must submit a draft request with a draft formal budget modification and draft scope of work modification. If drafts are approved, PO will notify the grantee to proceed.
- **By Dec. 1, 2010**, Grantee will submit final Exhibits (Formal rollover request, Formal Budget Modification, Scope of Work Modification).
- Contracts Dept. will process the rollover as an amendment. This is your formal and final approval.
- Please note that any rollovers submitted mid-month will be effective the first of the following month. (Ex: November 15 effective December 1st)
- Rollovers are NOT retroactive.
Notice to Grantees (Section 4):

- The grant agreement is a year to year contract which terminates on the “termination date”. The Commission shall not be liable to Grantee under any legal or equitable theory for the reimbursement of expenses or costs incurred by Contractor during the time between the termination date and the date of renewal, if any."

- The Grantee will be required to sign the contract at least two (2) weeks prior to the intended start date of the contract, to assure the timely completion of the signature process by all parties. If the contract 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 contract execution date (the date all parties have signed the contract).

- Grantee will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved by the Commission. If this Contract 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.
Updates and Q & A