# FAMILIES, FRIENDS, & NEIGHBORS (FFN) PROGRAM

## GRANT AGREEMENT RENEWAL TIMELINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>DOCUMENTS DUE/ACTIVITY</th>
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| March 28, 2011 | • Exhibit A Statement of Work/ Logic model  
• Exhibit A Scope of Work  
• Exhibit B Budget  
• **SUBMIT FINAL DRAFTS OF EXHIBITS A & B**  

*Documents do not need to be signed.* |
| March 28 – April 15, 2011 | Discuss and Finalize Exhibit A & Exhibit B with Program Officer and Staff Accountant |
| April 25, 2011 | • SIGNED Exhibit A Statement of Work/ Logic model  
• Exhibit A Scope of Work  
• SIGNED Exhibit B Budget  

**FINAL SIGNED DOCUMENTS DUE**  

*Documents need to be signed by Authorized Signatory* |
| Week of May 9, 2011 | First 5 LA will email Grant Amendments for signature to Grantees |
| May 25, 2011 | SIGNED ORIGINAL Grant Agreement to First 5 LA |
| May 25 - June 15, 2011 | • First 5 LA will prepare and finalize executed Grant Agreement packets  
• Grantee submits NEW/UPDATED INSURANCES  
• Grantee submits UPDATED BOARD LISTS  
• First 5 LA will execute Grant Agreement Amendments & email to the Grantees. |

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**NOTICE TO GRANTEE:**

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, 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.