## Partnerships for Families (PFF)
### GRANT AGREEMENT RENEWAL TIMELINE
#### FOR JULY 1, 2012 – JUNE 30, 2013

<table>
<thead>
<tr>
<th>Date (Grantee due dates in BOLD)</th>
<th>Documents Due/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 17, 2012</strong></td>
<td>Award Letter and Grant Agreement Renewal Timeline emailed to grantee</td>
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| **February 28, 2012** | • Enter Scope of Work into DCAR: FY 12-13 Original. Include the following activity: “Agency will participate, as needed, in transition planning of the PFF program to the Los Angeles County Department of Children and Families Services, including provision of requested data.”  
  • Email DRAFT Budget, Budget Narrative and Statement of Work to Program Officer |
| **February 29, 2012 – March 14, 2012** | Discuss and Finalize Exhibits A & B with Program Officer and Staff Accountant  
  • Exhibit A Statement of Work  
  • Exhibit A Scope of Work (in DCAR)  
  • Exhibit B Budget Forms and Budget Narrative |
| **March 16, 2012**  
**FINAL SIGNED DOCUMENTS DUE** | **FINAL** Exhibits due to F5LA (signed by Authorized Signatory). Please also email exhibits that are not signed to Program Officer.  
  • Grantee Renewal Checklist  
  • Exhibit A Statement of Work (SIGNED)  
  • Exhibit A Scope of Work (approved in DCAR)  
  • Exhibit B Budget Forms (SIGNED) and Budget Narrative  
  • Signature Authorization Form (SIGNED)  
  • Board of Directors Roster (if changed)  
  • Agency Litigation Form (SIGNED) |
| **April 5, 2012** | First 5 LA will email Grant Renewal for signature to Grantee |
| **April 12, 2012** | First 5 LA Commission Meeting: Exhibits on consent calendar for approval |
| **April 13, 2012** | Signed ORIGINAL Grant Renewal & MAA ADDENDUM (if applicable) due to First 5 LA |
| **May 11, 2012** | • Grantee submits updated Insurance (if expired)  
  • First 5 LA will execute Grant Renewal & email a copy to the Grantee. |
| **July 31, 2012** | • Email MOUs (SIGNED) for Contracted Services and Evaluation as listed in the budget to Program Officer |

Exhibit templates and forms can be found here: [http://www.first5la.org/PFF-Documents](http://www.first5la.org/PFF-Documents)
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 renewal prior to the intended start date of the grant to assure the timely completion of the signature process by all parties. If the grant renewal 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 renewal execution date (the date all parties have signed the Grant Agreement Renewal). Commission shall not be liable to Grant Agreement Renewal or under any legal or equitable theory for the reimbursement of expenses or costs incurred by Grant Agreement Renewal or during the time between the termination date and the date of renewal, if any. If the Grant Renewal 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.