

## Protocol for Contract Amendments

- Must be closely related to goals of original grant application (and so must be within FIRST 5 Mendocino Strategic Plan)
- Must be entered into before the expiration of the original contract
- Request must allow for sufficient time to process and execute changes in order to prevent a lapse in services, if applicable
- Can be for time, cost, or scope
- Amendments that move money into administration/indirect costs will generally not be allowed.

### 1. Time:

- Must be submitted in writing
- a. The Executive Director may approve timeline changes up to four months of time if due to reasonable changes in grantee circumstances.
- b. Requests for timeline amendments in addition to four months are brought to the Executive Committee for approval.

### 2. Budget Adjustments:

- a. If the budget adjustment is less than 5% of the grant amount-- grantee may make the adjustment and explain in next report
- b. If the budget adjustment is between 5% and 20% of the grant amount-- grantee makes the request to FIRST 5 Mendocino staff. After discussion, FIRST 5 Mendocino Executive Director may approve the adjustment and inform the Commission at its next meeting. If a grantee disagrees with the decision of the Executive Director, grantee may present its request to the Grants Committee or, if unavailable, to the Executive Committee.
- c. If the budget adjustment requested is greater than 20% of the grant amount-- grantee must make the request in writing or email providing adequate justification. Executive Director brings to the Grants Committee or, if unavailable, to the Executive Committee. If approved, the Committee brings the amendment to the full Commission.

3. Scope:

- Must be submitted in writing
  - Amendments in the Scope of Work must be closely tied to the original proposal approved by the Commission.
  - The project outcome goals must remain the same.
  - The grantee must articulate why a different strategy should be employed, and the change must not be due to the grantee's lack of planning or organization.
- a. The Executive Director may approve Scope of Work changes if in accord with this policy. The Director informs the Commission of the amendment in the next monthly Grant Status Update.