



GUIDELINES FOR PROGRAM CONTRACT REVIEW AND RENEWAL

Continuous Feedback

- Quarterly and Annual Reports will ensure the continuous monitoring of all funded projects. On-going dialogue between Commission staff and project staff will assist in clarifying any questions and/or raising concerns. Reports will provide an overall assessment of progress towards goals and measurable outcomes and aid with recommendation for continued funding over the course of the approved funding cycle (e.g. year one of a two year grant)

Handling Concerns

- 1) Should there be any substantive concerns, they will be raised with the Project Director and shared with the Commission.
- 2) The Project will generally have the three months until the next quarterly report to address such concerns wherever possible. When required by the nature of the issues raised, the Commission may require and receive an additional report update on progress toward resolving issues.
- 3) Should concerns be unresolved at the end of the reporting period or after receiving an additional report update, Commission will review and propose a recommendation for remedy or termination.
- 4) Please submit the original plus 10 copies of the renewal proposal.

“Requests for Renewal” at End of a Contract Year for Multiple Year Funding Request: Policies and Procedures

Total funding amounts and the length of all funded projects are determined contractually based on submission and acceptance of grant proposals.

Currently funded projects may apply to the Commission for continued funding (beyond the length of the current contract) by utilizing the following procedures:

1. Two months prior to the conclusion of its contract, an agency must submit a Renewal Grant Proposal. Proposals will include, at a minimum, the following components:
 - a. Updated Project Outcomes Chart indicating any changes in project strategies, activities, measurable outcomes and data sources
 - b. Updated Plans for Leveraging of Funds
 - c. Updated Sustainability Plan
 - d. Updated Collaborative Partners
 - e. Updated Timeframe
 - f. Updated Performance Measures/ Timelines
 - g. Updated Scope of Work
 - h. Updated Budget
 - i. Brief Synopsis of Previous Years Accomplishments

2. New programs by a currently funded agency will be considered only through the standard Formal Grant Funding Request process.
3. Renewal proposals will be subject to all policies, procedures, and guidelines of First 5 Modoc. Please see the attached award guide that will explain the award process for renewal proposals.
4. The Commission will make recommendations to the Project Manager regarding funding the request approximately 1 month prior to the end of the current funding cycle.
5. Project Managers will be notified about their Programs Funding Renewal request approximately 7 days after the Commission meeting, approximately 1 month prior to contract completion.

Requests for Changes for Currently Funded Programs:

Policies and Procedures for Special Circumstances

All programs funded by FIRST 5 Modoc are expected to manage their program within contracted budget allocations.

1. The Commission has discretion regarding choosing to consider “special circumstances” requests from funded projects.
2. “Special circumstances” for currently funded projects may be considered by the Commission, and may include the following circumstances:
 - a. Changes in beginning or ending dates of current project
 - b. Change in funding levels by funding partners
 - c. Request for project expansion
 - d. Projects of unique significance
 - e. Other
3. “Special circumstance Projects” may be considered for approval separately from the Request for Renewal at the End of a Funding Cycle: Policies and Procedures. However, regardless of the proposed changes, projects will be required to submit the following:
 - a. Updated Budget
 - b. Updated Priority Outcomes Addressed
 - c. Updated Performance Measures/ Timelines
 - d. Updated Scope of Work

**FIRST 5 Modoc
Formal Renewal Award Guide**

Commissioners will use the following award guide to judge a renewal proposal. A formal score process will not be used in the award of a renewal proposal. This guide will only be used by the Commission to aid them in determining if the renewal proposal continues to remain relevant to Commission Goals and Priorities. If requested the renewal applicant may request copies of the award guide to help determine areas of concern from the Commission.

- Modoc Strategic Plan**
Current Priority Areas:
- 1. Improved Child Health**
 - 2. Improved Child Development**
 - 3. Improved Family Functioning**
 - 4. Improved Systems of Care (REQUIRED to Demonstrate AREA)**

Grantee/Program Requesting Renewal: _____

A. Pursuing the Vision of FIRST 5 Modoc

- 1. Does the renewal remain consistent with the Strategic Plan promoting one or more of the Priority areas? **Yes/No** _____ **Comments** _____

- 2. Do the priority areas remain a priority? **Yes/No** _____ **Comments** _____

- 3. Does the renewal include an updated plan for their collaborative partners serving the communities populations and needs as it relates to the focus area being addressed? **Yes/No** _____
Comments _____

B. Practicality and Effectiveness

- 1. Does the renewal include an updated scope of work? **Yes/No** _____ Does this include an updated Project Outcomes Chart with achievement criteria, outcome indicators and data collection methods that correspond to and capture the objective of the updated scope of work?
Yes/No _____ **Comments** _____

- 2. Does the renewal include an updated timeframe for achievement of their program outcomes?
Yes/No _____ **Comments** _____

- 3. Does the renewal demonstrate continued need of First 5 Modoc funds to support their strategy and what other sources have been sought to fund and sustain this project after First 5 Modoc funds are no longer available? **Yes/No** _____ **Comments** _____

- 4. Does the renewal include an updated plan for leveraging of funds? **Yes/No** _____ If so, what other funds have resulted or are anticipated from leveraged First 5 Modoc funds? **Comments** _____
