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January 17, 2014

Dear F5SMC Grantees,

As you begin to prepare your Mid-Year Progress Report I want to thank you for your hard work on behalf of the children and families in our community. I also want to help support you in another year of continued success. To that end, I am providing an update to the F5SMC Grantee Handbook, (October 29, 2010 – December 31, 2012).

Grantee Handbook Term Extension. As many of you may recall, the current F5SMC Grantee Handbook was originally expected to expire at the end of Cycle 1 contracts. However, we have continued to use this version of the Grantee Handbook during Cycle 2 and plan to do so through June 30, 2015. Please continue to use the Grantee Handbook dated October 29, 2010 – December 31, 2012 until further notice.

Grantee Handbook Revisions. When the Grantee Handbook was rolled out in October of 2010, we promised to provide you with updates or changes to policies/practices that affect the Grantee Handbook and your reporting responsibilities. Enclosed is a chart listing the items that have been revised, replacement pages where needed, and explanations of new practices you are expected to follow. Please ensure that all staff members responsible for programmatic or financial reporting are aware of these new requirements.

If you have any questions about this information, please feel free to contact your Program Specialist. Thank you in advance for ensuring compliance with these new procedures, and cheers to a productive year together.

Sincerely,

A handwritten signature in blue ink that reads "Kitty Lopez". The signature is written in a cursive, flowing style.

Kitty Lopez
Executive Director

cc: F5SMC Program Staff
F5SMC Fiscal Staff