

**From:** Take Action LA  
**To:** Take Action LA - All Grantees  
**Subject:** IMPORTANT ANNOUNCEMENT: Contract Amendments to Adjust Invoice Timeframes (All Grantees)  
**Date:** Thursday, March 14, 2024 4:59:42 PM  
**Importance:** High

Hello!

CalMHSA is excited to announce that we are adjusting the invoice timeframe for your Take Action LA grant project to allow you to submit your 2<sup>nd</sup> and 3<sup>rd</sup> invoices a bit earlier! **While this will require the signing of a contract amendment, it allows you to receive payment sooner.** Please see the details below:

<b>Who is impacted?</b>	All 2024 Take Action LA Grant-Awarded Organizations
<b>What is happening?</b>	<ol style="list-style-type: none"> <li>Deliverable 4, which includes the attendance at the April 17 survey/evaluation webinar is being moved from the second invoice to the final invoice.</li> <li>The final invoice can be submitted once Deliverables 4, 5, 6, 7, and 8 are completed and approved (vs. waiting until July to submit).</li> </ol>
<b>When is this happening?</b>	We anticipate the contract amendments will be sent next week. Please have your organization's signor watch for an email from DocuSign.
<b>When can you submit the second invoice?</b>	<p>When the contract amendment is signed by <u>both</u> your organization and CalMHSA, <u>and</u> you've successfully completed Deliverables 2 and 3.</p> <p>Please remember to include only the information for Deliverables 2 and 3 in the "Deliverables Completed" section of the invoice. Line-item expenses should not be identified in the invoices.</p>
<b>What amounts do we bill?</b>	<p>The amount billed for each invoice will not change. Amounts will not be listed on the contract amendments; we are only modifying the payment schedule.</p> <p><b>See the example below.</b></p>
<b>Do the 30-day payment terms still apply?</b>	Yes, payments are made within 30 days of receipt of a correctly completed invoice.

**Original Contract – EXAMPLE ONLY**

Deliverable	Month Invoice is Due	Amount
Deliverable 1	February 2024	\$5,000.00
Deliverables 2, 3, 4	April 2024	\$5,000.00
Deliverables 5, 6, 7, and 8	July 2024	\$5,000.00
	<b>TOTAL</b>	<b>\$15,000.00</b>

**NEW Contract Amendment – EXAMPLE ONLY**

Deliverable	Month Invoice is Due
Deliverable 1	February 2024
Deliverables 2 and 3	April 2024
Deliverables 4, 5, 6, 7, and 8	Upon completion and approval of deliverables 4, 5, 6, 7, and 8.

If you have any questions, please reply to this email, and include your organization's name in the Subject line.

Thank you and have a wonderful day,  
Erin

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