



Attachment 6

Process to Amend ARPA

Community Resilience Program (CRP) Contract

1. Program staff request in writing the proposed change.
2. Program staff evaluates and determines if it is a clearly non-substantive change. If yes, this is approved or denied at the program staff level.
3. If the requested change appears substantial in nature (such as changes to program intent, location of services, subcontractors, and/or financial changes that significantly change the reallocation of funds), it will be reviewed by a panel of representatives from Sonoma County HSD, Office of Equity, County Counsel, and CAO.
 - a. If no legal issues and there is a disagreement between departments, CAO will make the final determination.
 - b. The panel shall not include any staff or directors who have an expressed or perceived conflict of interest.
4. If the modification is substantial and cannot be approved, contractor will be notified. The contractor will have the opportunity to demonstrate if they can still meet the overall program intent and objectives without the modification.
 - a. If not, then the project will be terminated and funds will be reallocated per the direction sought in the Board item.