

Home Visiting Coordination Action Plan Request for Extension

County Local Assistance Agreements indicate HVC Action Plans are due on December 31, 2020. Please submit this form to hvc@first5.ca.gov by December 15, 2020, if the county is requesting an extension on or before February 19, 2021. If the county plans to submit its first Action Plan by the December deadline, this form is not necessary.

On the Fiscal Lead Agency's letterhead, please submit a brief letter or memo explaining:

- The county context and actions this county will take between contract execution and December 31, 2020, that make it necessary to request an extension of the first Action Plan deliverable.
- What the county plans to accomplish in the additional 7 weeks between January 1 and February 19, 2021, that couldn't be done before December 31, 2020.

Please be sure the letter includes the following statement:

[Insert Fiscal Lead Agency Name] agrees to submit the Home Visiting Coordination Action Plan on or before February 19, 2021.

The letter or memo on agency letterhead must include:

- Date of letter/memo
- Typed or printed name of the agency's authorized signer
- Signature of authorized signer (electronic signature acceptable)