



Report of Expenditure Submission Change Request

Information and Instructions

Upon receipt of an executed Grant Subaward, Non-Governmental Organizations must submit a Report of Expenditures and Request for Funds (Cal OES Form 2-201) on a monthly basis. All other Subrecipients must submit a Report of Expenditures and Request for Funds (Cal OES Form 2-201) on a quarterly basis.

Subrecipients may elect to change the frequency of their submission using this form. Subrecipients may only change the frequency once per Grant Subaward performance period and must maintain the frequency for the duration of the Grant Subaward performance period.

Complete all sections of the form. Both the Grant Subaward Director and Financial Officer, or their designee identified on the Signature Authorization (Cal OES Form 2-103), must sign this form.

This form should be submitted as part of the Grant Subaward Application. Under extenuating circumstances this form may be submitted with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



Report of Expenditure Submission Change Request

Grant Subaward #: _____

Subrecipient: _____

Requested Reporting Frequency: ___ Monthly ___ Quarterly

Justification for Change:

I hereby certify that the Subrecipient will maintain the frequency for the duration of the Grant Subaward performance period.

Grant Subaward Director Name

Grant Subaward Director Signature

Date

Financial Officer Name

Financial Officer Signature

Date

Cal OES Approval

___ Approved

___ Denied

Program Specialist Signature

Date

Grants management system updated: _____

Grants Processing Representative
Signature

Date