



## FAQs: Change Request - Amendments

**Q: What is the difference between a Change Request-Amendment, and a Change Request-Modification?**

A: The table below depicts the differences between these two types of Change Requests in GCS:

Change Request:	AMENDMENT	MODIFICATION
<b>Purpose:</b>	Contractual changes, including: <ul style="list-style-type: none"><li>▪ Amount of Funding</li><li>▪ Funding Source</li><li>▪ Grant Subaward Performance Period</li><li>▪ Organization/Subrecipient Name</li></ul> Once the Change Request – Amendment has been approved by Cal OES, a new Grant Subaward Face Sheet with the updates will be generated.	Non-contractual changes, including: <ul style="list-style-type: none"><li>▪ Implementing Agency</li><li>▪ Budget</li><li>▪ Organization Authorized Agent</li><li>▪ Programmatic</li><li>▪ Grant Subaward Income</li><li>▪ Payment Mailing Address</li><li>▪ Contact Information</li></ul>
<b>Change Request initiated by:</b>	Cal OES (Grants Analyst or Unit Chief)	Subrecipient (Organization Authorized Agent or Organization Entity Representative)
<b>Final Approval:</b>	Cal OES Director/Designee	Cal OES Unit Chief

**Q: Will Cal OES notify Subrecipients when a Change Request-Amendment is initiated?**

A: Yes. The Grants Analyst will coordinate Change Requests – Amendments with Subrecipients. Once the Change Request-Amendment has been initiated by Cal OES it will appear in My Tasks on the Dashboard of GCS with the status “Change Request-Change in Progress.”



## FAQs: Change Request - Amendments

**Q: What changes are required for a Change Request-Amendment?**

A: The changes required depend on the Amendment type(s) initiated by Cal OES. The Grant Subaward forms in GCS will be unlocked based on the type of Amendment initiated by Cal OES.

Below are the forms unlocked for changes, by Amendment type:

Amendment Type:	Grant Subaward Forms Unlocked:
Amount of Funding	<ul style="list-style-type: none"><li>▪ Program Narrative</li><li>▪ Budget Narrative</li><li>▪ Budget Forms</li><li>▪ Service Area Forms</li></ul>
Funding Source	<ul style="list-style-type: none"><li>▪ Grant Subaward Assurances</li><li>▪ Program Narrative</li><li>▪ Budget Narrative</li><li>▪ Budget Forms</li></ul>
Grant Subaward Performance Period	<ul style="list-style-type: none"><li>▪ Program Narrative</li><li>▪ Budget Narrative</li><li>▪ Operational Agreements</li><li>▪ Budget Forms</li></ul>
Organization/Subrecipient Name *	<ul style="list-style-type: none"><li>▪ Program Narrative</li><li>▪ Budget Narrative</li><li>▪ Operational Agreements</li><li>▪ Budget Forms</li></ul> <p>[*Requires submission of the following documents <u>before</u> Cal OES can initiate this Change Request-Amendment:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Articles of Incorporation</li><li><input type="checkbox"/> Payee Data Record (STD 204/205</li></ul>

**Q: Who can make the changes for the Change Request-Amendment?**

A: All contacts on the Contact Information form for the Grant Subaward in GCS can make or view changes to the unlocked forms for the Change Request-Amendment. The Grant Subaward Contacts must be enrolled in GCS as an Organization Authorized Agent or Organization Entity Representative.

## FAQs: Change Request - Amendments

**Q: Who can submit the changes for the Change Request-Amendment?**

A: Only the Grant Subaward Authorized Agent or the Governing Board Chair (if they are enrolled in GCS and assigned to the Grant Subaward) can submit the Change Request – Amendment .

[Note: When the Change Request - Amendment status is “Change Request - Subrecipient Signatures Required,” ONLY the Grant Subaward Authorized Agent can sign and submit.]

**Q: Why does the Grant Subaward Authorized Agent have to sign the Change Request – Amendment after the Cal OES Grants Analyst and Unit Chief have reviewed the Change Request-Amendment?**

A: This ensures the Grant Subaward Authorized Agent is approving the final Change Request - Amendment that has been reviewed and approved by the Cal OES Grants Analyst and Unit Chief.

**Q: Can Subrecipients initiate and submit a Change Request-Modification while there is a Change Request - Amendment in progress?**

A: A new/separate Change Request - Modification cannot be initiated while a Change Request - Amendment is in progress.

However, when the Change Request - Amendment is in the “Change Request - Change in Progress” status, Subrecipients can include a Change Request - Modification with their changes for the Change Request – Amendment.

To include a Change Request - Modification with a Change Request - Amendment:

- Navigate to the Status Options in the navigation bar and select “Revise Change Request Type.”
- Navigate to the Change Request form (for the Change Request-Amendment in Progress),and check the Modification box.
- Select the Modification Type(s).
- Make the necessary changes to the unlocked form(s) and click the Save and Proceed button.
- The Grant Subaward Authorized Agent or Governing Board Chair will submit the modification request with the changes for the Change Request-Amendment in progress.



## **FAQs: Change Request - Amendments**

**Q: Can Subrecipients submit a Report of Expenditures & Payment Request while a Change Request-Amendment is in progress?**

A: Subrecipients can initiate a Report of Expenditures & Payment Request while a Change Request - Amendment is in progress, however they cannot submit the Expenditures & Payment Request until the Change Request – Amendment is approved and the status is Grant Subaward Executed.

**Q: How can a Subrecipient make corrections to changes that were submitted in error?**

A: Subrecipients should contact their assigned Grants Analyst. As long as the Change Request – Amendment has not been approved by the Cal OES Unit Chief (Change Request – Unit Chief Approved), the Change Request – Amendment can be returned to the Subrecipient (Change Request – Change in Progress status) so the Subrecipient can make necessary changes.

**Q: How will the Subrecipient know when the Change Request - Amendment has been approved by Cal OES?**

A: After the Change Request - Amendment has been signed by the Cal OES Director/Designee and completed by Cal OES, the document status will change to "Grant Subaward Executed."  
Subrecipients can check the document status of the Grant Subaward from their Dashboard in GCS. Subrecipients can access the revised Grant Subaward Face Sheet on the Document Landing Page.