



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



FY24 California State Nonprofit Security Grant Program (CSNSGP)

Change Requests, Report of Expenditures
& Request for Funds Training

November 6th, 2025



Presentation Goals

- Grant Subaward Change Request
“Modification”
- Report of Expenditure and Request for Funds
“Reimbursement”



When is a Change Request Necessary?

- Modifying the Grant Subaward Budget, including:
 - Adding a line item to any Budget Cost Category
 - Transferring funds from one Budget Cost Category to another
 - Reallocating funds or changes in the cost allocation
 - Changes to Grant Subaward Authorized Agent Information
 - Changes to allowable activities/projects
 - Changes to payment mailing address



Who Can Submit a Change Request?

- Only the Grant Subaward Authorized Agent (OAA) can submit changes.
- Below are some examples of Authorized Agents (OAAs).

Director
Financial Officer
Programmatic Point of Contact
Financial Point of Contact
Governing Board Chair

NOTE: Contacts must be enrolled in GCS as an Authorized Agent or Entity Representative.



Initiate Change Request

Eligibility Verification Form

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

▼ Status Options

Initiate Change Request

Document Landing Page

Instructions:

- The table below represents high-level data points about the current document.
- The bold fields are labels that describe the specific data point.
- Template:** The type of template of the current document.
- Instance:** The type of instance of the current document. For example, if an Application, the instance is the Program name.
- Process:** The process flow the current document follows.
- Document Name:** The unique document identifier of the current document. This is also found in the upper left navigation ("Forms Menu") as a hyperlink, which will bring the person navigating back to this "Document" page.
- Document Status:** The process flow status step name of the current document.
- Organization:** The organization name of the current document.
- Your Role:** The name of the current document role of the person navigating; if the person is not added to the document, no role will display.
- Period Date:** The period dates of the current document. For example, if an Application, the Grant Subaward Performance Period begin date and end dates will display here.
- Due Date:** The due date set for the current document.

Template	Instance	Process
Applications	[REDACTED]	Applications
Document Name	Document Status	
[REDACTED]	Grant Subaward Executed	
Organization	Your Role	Period Date
[REDACTED]	Grants Analyst	6/1/2025 12:00:00 AM
		12/31/2026 12:00:00 AM
		Due Date
		5/31/2025 11:59:59 PM



Initiate Modification Request



Initiate Modification Request

CHECK the modification box



Home Searches ▾

CR24000200

Forms

Change Request

Change Request

Standard Forms

Application Information

Contact Information

Grant Subaward Assurances

Subrecipient Risk Assessment

Application Information Summary [Download]

Budget Forms

Funding Source Allocation

Budget Cost Categories

Personnel Costs

Change Request

Navigation Instructions:

- All required fields are marked with an *****.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, select the **SAVE** button in the upper-right corner.

Proceeding with changes instructions:

When the **Change Request** form is complete:

- Select **Save and Proceed** at the bottom of the form. Confirm that your changes are correct.

OR

- Navigate to the **Status Options** in the left navigation select **Save and Proceed** to save your changes.

Change Request Selection

Amendment

Modification



Choose Modification Form(s)

CHECK the box of one
(1) or more forms to
modify



Modifications

- Implementing Agency - Change the Implementing Agency name or Implementing Agency.
- Budget - Change the allocation of funds in Budget Cost Categories/Solution Areas.
- Organization Authorized Agent - Change the OAA for the specific Grant Subaward.
- Programmatic - Change the proposed objectives, activities, or Operational Agreements.
- Grant Subaward Income - Report Grant Subaward Income.
- Payment Mailing Address - Change the payment mailing address.
- Contact Information - Change to any individual/information on the Contact Information Form.



Modification Form Types

Modifications

- Implementing Agency - Change the Implementing Agency name or [Implementing Agency](#).
- Budget - Change the allocation of funds in [Budget Cost Categories/Solution Areas](#).
- Organization Authorized Agent - Change the [OAA](#) for the specific Grant Subaward.
- Programmatic - Change the proposed objectives, activities, or [Operational Agreements](#).
- Grant Subaward Income - Report [Grant Subaward Income](#).
- Payment Mailing Address - Change the payment mailing address.
- Contact Information - Change to any individual/information on the [Contact Information Form](#).



Modify Implementing Agency

Changes the name of the current Implementing Agency to a different name



Initiate Change Request

Modifications

- Implementing Agency - Change the Implementing Agency name or Implementing Agency.
- Budget - Change the allocation of funds in Budget Cost Categories/Solution Areas.**
- Organization Authorized Agent - Change the OAA for the specific Grant Subaward.
- Programmatic - Change the proposed objectives, activities, or Operational Agreements.
- Grant Subaward Income - Report Grant Subaward Income.
- Payment Mailing Address - Change the payment mailing address.
- Contact Information - Change to any individual/information on the Contact Information Form.

Unlocks Budget Pages

- Allows changes to costs
- Add additional line items
- Change budget options



Initiate Change Request

Modifications

- [Implementing Agency](#) - Change the Implementing Agency name or Implementing Agency.
- [Budget](#) - Change the allocation of funds in Budget Cost Categories/Solution Areas.
- [Organization Authorized Agent](#) - Change the OAA for the specific Grant Subaward.
- [Programmatic](#) - Change the proposed objectives, activities, or Operational Agreements.
- [Grant Subaward Income](#) - Report Grant Subaward Income.
- [Payment Mailing Address](#) - Change the payment mailing address.
- [Contact Information](#) - Change to any individual/information on the Contact Information Form.

- IMPORTANT – Authorized Agent (AA) must also be selected on the Contact Information Form, on the Add/Edit people section and to the Organization Profile
- Requires an updated **Governing Body Resolution (GBR)** found on the Signatures Form page



Initiate Change Request

Modifications

- Implementing Agency - Change the Implementing Agency name or Implementing Agency.
- Budget - Change the allocation of funds in Budget Cost Categories/Solution Areas.
- Organization Authorized Agent - Change the OAA for the specific Grant Subaward.
- Programmatic - Change the proposed objectives, activities, or Operational Agreements.
- Grant Subaward Income - Report Grant Subaward Income.
- Payment Mailing Address - Change the payment mailing address.
- Contact Information - Change to any individual/information on the Contact Information Form.

Not Applicable to CSNSGP



Initiate Change Request

Modifications

- Implementing Agency** - Change the Implementing Agency name or Implementing Agency.
- Budget** – Change the allocation of funds in Budget Cost Categories/Service Areas.
- Organization Authorized Agent** – Change the OAA for the specific Grant Subaward.
- Grant Subaward Income** – Report Grant Subaward Income.
- Payment Mailing Address** – Change the payment mailing address.
- Contact Information** – Change to any individual/information on the Contact Information Form.

- Payment Data Record Form 204 is located on the Department of General Services website



Initiate Change Request

Modifications

- Implementing Agency** - Change the Implementing Agency name or Implementing Agency.
- Budget** – Change the allocation of funds in Budget Cost Categories/Service Areas.
- Organization Authorized Agent** – Change the OAA for the specific Grant Subaward.
- Grant Subaward Income** – Report Grant Subaward Income.
- Payment Mailing Address** – Change the payment mailing address.
- Contact Information** – Change to any individual/information on the Contact Information Form.



Initiate Change Request

Modifications

- Implementing Agency** - Change the Implementing Agency name or Implementing Agency.
- Budget** - Change the allocation of funds in Budget Cost Categories/Solution Areas.
- Organization Authorized Agent** - Change the OAA for the specific Grant Subaward.
- Programmatic** - Change the proposed objectives, activities, or Operational Agreements.
- Grant Subaward Income** - Report Grant Subaward Income.
- Payment Mailing Address** - Change the payment mailing address.
- Contact Information** - Change to any individual/information on the Contact Information Form.

Select the applicable
Modification type(s)

Justification

Explanation - Elaborate on the decision for the Amendments or Modifications that have been chosen. *

Enter the reason for
the change(s)

- Programmatic Modifications are **NOT APPLICABLE** to CSNSGP



Initiate Change Request

Justification

Explanation - Elaborate on the decision for the Amendments or Modifications that have been chosen. *

Moving \$13,150 in funds from Personnel to Other Operating Costs. Updating the Financial Officer.

Save and Proceed must be selected to unlock the forms

Are you sure that you want to change the status from
Change Request - Initiate to Change Request - Request Submitted?

Save and Proceed

Pop up box appears after clicking **Save and Proceed**

Cancel **OK**



Initiate Change Request

Allows user to revise the type of Modification and unlocks the related forms

▼ Status Options

Submit Changes

Revise Change Request Type

Finalizes the Change Request and sends to Grants Analyst



Initiate Change Request

▼ Status Options

Submit Changes

Revise Change Request Type

Modifications

- Implementing Agency** - Change the Implementing Agency name or Implementing Agency.
- Budget** - Change the allocation of funds in Budget Cost Categories/Solution Areas.
- Organization Authorized Agent** - Change the OAA for the specific Grant Subaward.
- Programmatic** - Change the proposed objectives, activities, or other programmatic components.
- Grant Subaward Income** - Report Grant Subaward Income.
- Payment Mailing Address** - Change the payment mailing address.
- Contact Information** - Change to any individual/information on file.

Update the
Modification Type
and the Explanation

Justification

Explanation - Elaborate on the decision for the Amendments or Modifications that have been chosen. *

Moving \$13,150 in funds from Personnel to Other Operating Costs. Updating the Financial Officer.



Initiate Change Request

REMINDER: Be sure to click Save on the top right of screen to save changes.

New Note | Print | **Save**

Last Saved 7/2/2025 8:56 AM

Justification

Explanation - Elaborate on the decision for the Amendments or Modifications that have been chosen.*

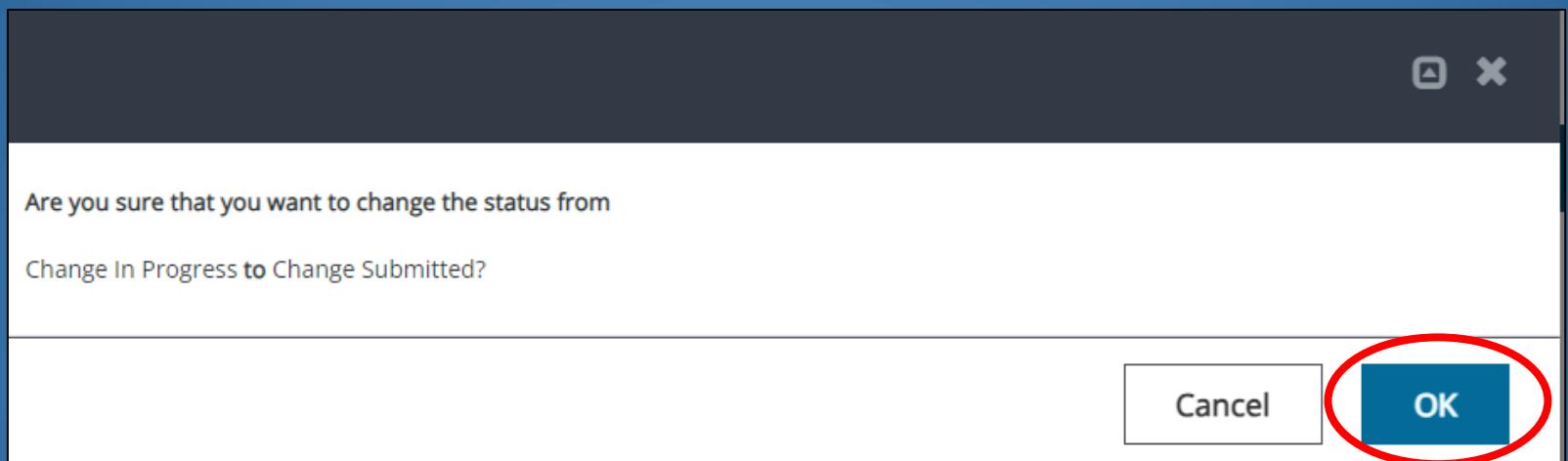
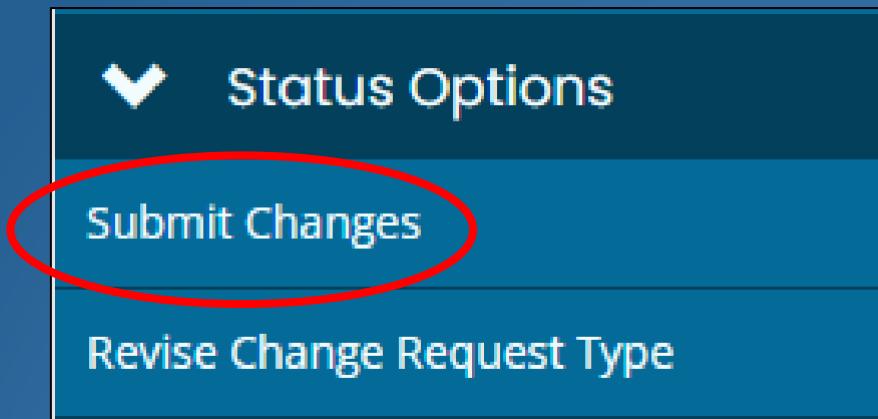
Moving \$13,150 in funds from Personnel to Other Operating Costs. Updating the Financial Officer.

Save and Proceed must be selected to unlock the forms

Save and Proceed



Submit Change Request



Initiate New Change Request - Multiple

Forms

Change Request

Standard Forms

Budget Forms

Service Area Forms

Signatures

Eligibility

Tools

Status Options

Initiate Change Request

Are you sure that you want to change the status from

Grant Subaward Executed to Initiate Change Request?

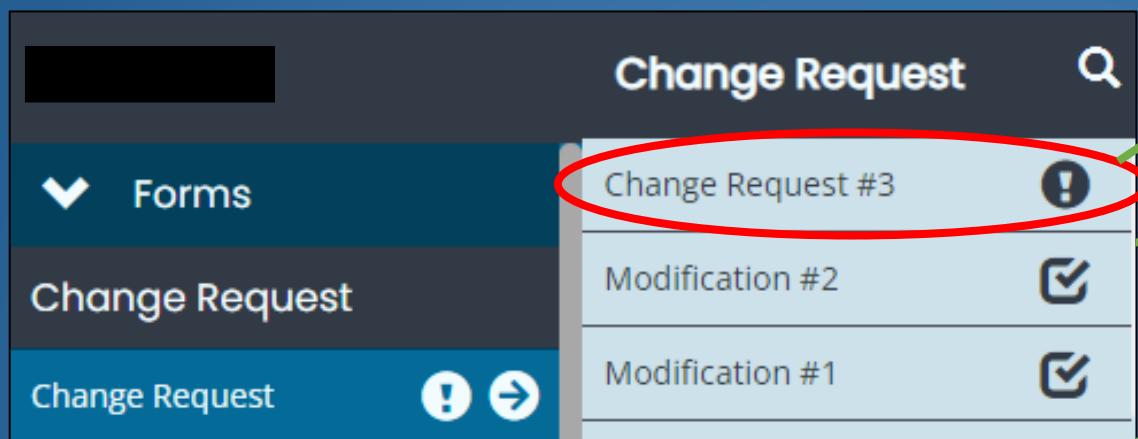
Cancel

OK

Change Request	
Forms	Change Request #3
Change Request	Modification #2
Change Request	Modification #1



Initiate New Change Request - Multiple



Change Request

Forms

Change Request

Change Request

- Change Request #3
- Modification #2
- Modification #1

New Change Request initiated

Approved Change Requests





Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



Returned Change Requests



Returned Change Request

Select to view
Change Request

My Tasks					
Name	Document Type	Organization	Status	Status Date	Due Date
[REDACTED]			Change In Progress	7/1/2025 4:00:56 PM	



Returned Change Request

▼ Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Check the “Notes” form to identify what changes are needed

Greg Petersen - 7/3/2025 10:33:45 AM - edited - 7/3/2025 10:34:19 AM

Calculations are needed on each line item to show how you arrived at the totals. A new Proof of Authority needs to be uploaded since you made a change in the Organization Authorized Agent.



Returned Change Request

▼ Status Options

Submit Changes

Revise Change Request Type

Finalizes the Change Request and sends to Grants Analyst

Allows user to revise the type of Modification and unlocks the related forms



Returned Change Request

Status returns to
Grant Subaward Executed
once the Modification is
approved

Name	Organization	Type	Status
[REDACTED]	[REDACTED]	California State Nonprofit Security Grant Program (CSNSGP) - CN24	Grant Subaward Executed





Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



QUESTIONS?

For additional questions, email:
csnsgp@caloes.ca.gov





Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



Report of Expenditure and Request for Funds

Initiating Report of Expenditures & Payment Request

Home Searches ▾

Dashboard

Navigation Instructions:

- Subrecipients must have an **Organization Category** selection for funding opportunities to display in the **My Opportunities** panel.
- Click on an **Opportunity Name** to start applying for the funding opportunity.
- The **My Tasks** panel will show documents that are currently in process or are in need of attention.

My Tasks

Initiate Related Document

Filter

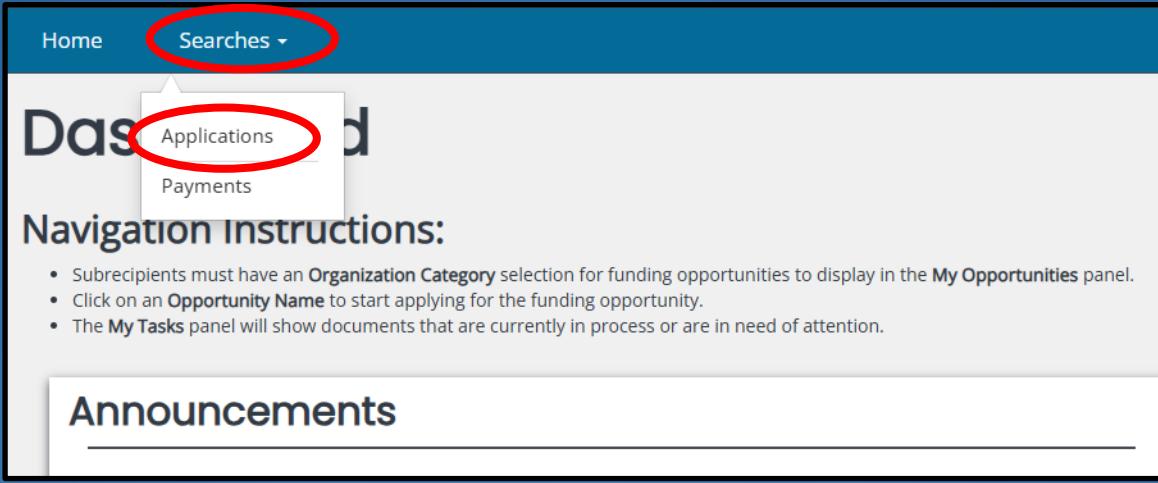
My Opportunities

Filters

Announcements



Initiating Report of Expenditures & Payment Request



Home **Searches** ▾

Dashboard

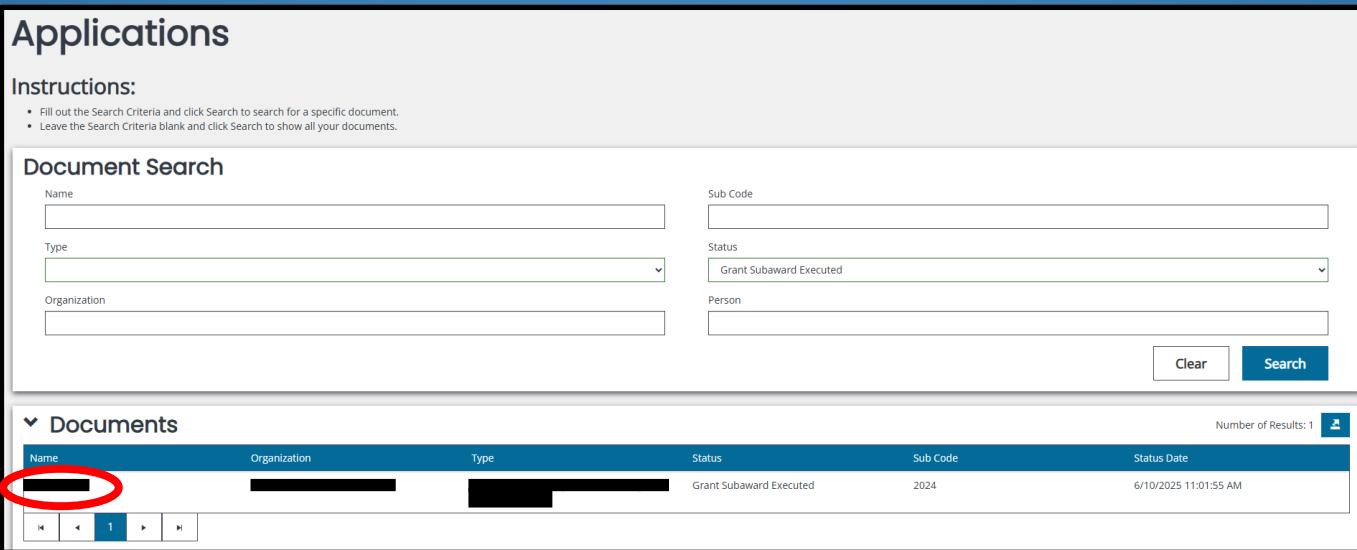
Applications

Payments

Navigation Instructions:

- Subrecipients must have an **Organization Category** selection for funding opportunities to display in the **My Opportunities** panel.
- Click on an **Opportunity Name** to start applying for the funding opportunity.
- The **My Tasks** panel will show documents that are currently in process or are in need of attention.

Announcements



Applications

Instructions:

- Fill out the Search Criteria and click Search to search for a specific document.
- Leave the Search Criteria blank and click Search to show all your documents.

Document Search

Name	Sub Code
<input type="text"/>	<input type="text"/>

Type	Status
<input type="text"/>	<input type="text"/>

Organization	Person
<input type="text"/>	<input type="text"/>

Documents

Name	Organization	Type	Status	Sub Code	Status Date
[REDACTED]	[REDACTED]	[REDACTED]	Grant Subaward Executed	2024	6/10/2025 11:01:55 AM

Number of Results: 1 

Initiating Report of Expenditures & Payment Request

Home Administration ▾ Searches ▾ Reports ▾ New Note

Document Landing Page

Instructions:

- The table below represents high-level data points about the current document.
- The bold fields are labels the describe the specific data point.
- Template:** The type of template of the current document.
- Instance:** The type of instance of the current document. For example, if an Application, the instance is the Program name.
- Process:** The process flow the current document follows.
- Document Name:** The unique document identifier of the the current document. This is also found in the upper left navigation ("Forms Menu") as a hyperlink, which will bring the person navigating back to this "Document Landing" page.
- Document Status:** The process flow status step name of the current document.
- Organization:** The organization name of the current document.
- Your Role:** The name of the current document role of the person navigating; if the person is not added to the document, no role will display.
- Period Date:** The period dates of the current document. For example, if an Application, the Grant Subaward Performance Period begin date and end dates will display here.
- Due Date:** The due date set for the current document.

Template Applications	Instance [REDACTED] 14	Process Applications
Document Name [REDACTED]	Document Status Grant Subaward Executed	Period Date 6/1/2025 12:00:00 AM 12/31/2026 12:00:00 AM
Organization [REDACTED]	Your Role Unit Chief	Due Date 5/31/2025 11:59:59 PM

Related Documents

Initiate Related Doc (circled in red)

Payment Report

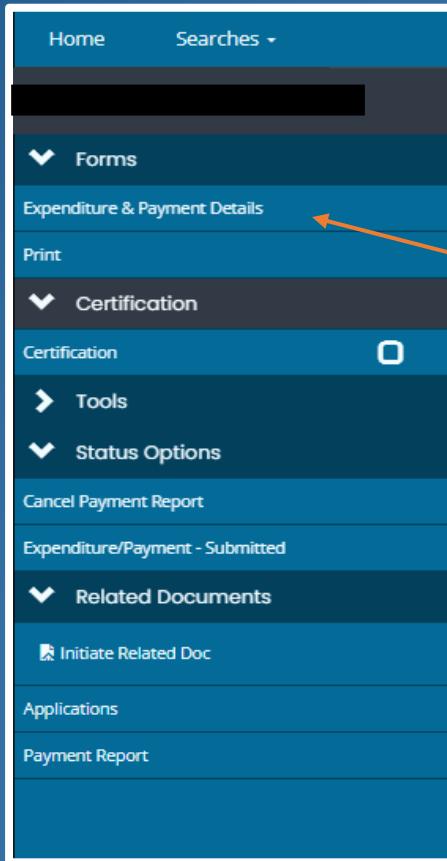
Report of Expenditure & Payment Request

Provided By:	Cal OES Provider Org
Provided To:	CAL OES Test Org
Payment Report Availability Dates:	7/28/2024 12:00:00 AM -
Due Date:	N/A

Proceed (circled in red) **Cancel**



Initiating Report of Expenditures & Payment Request



Expenditures & Payment Details



Initiating Report of Expenditures & Payment Request

Home Searches ▾

Expenditures & Payments

Expenditure & Payment Details

Reporting Period start and end dates

Reporting Period Start:*

Reporting Period End:*

Additional Report of Expenditures/Payment Request for Reporting Period:*

Yes No

Filter

Budget Cost Category

Budget/Project Line-Item

Funds Available

Filter

Select “Yes” if you have already received payment for the same month and need to add additional reimbursements.

Line Items

Budget Cost Category	Budget/Project Line-Item	2024 VOCA								Original Allocation	Funds Available	Expenditures Reported	Pay Amt	
		Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining				
Personnel Costs	Management & Administration	\$7,269	\$7,269	\$	\$	\$0	\$	\$0	\$	100.00%	\$5,876	\$118	\$	\$
Personnel Costs	Staff Attorney	\$23,883	\$22,927	\$	\$	\$0	\$	\$0	\$	96.00%	\$19,309	\$0	\$	\$
Personnel Costs	Senior Staff Attorney	\$52,022	\$52,022	\$	\$	\$0	\$	\$0	\$	100.00%	\$42,050	\$3,964	\$	\$
Personnel Costs	Legal Administrative Assistant	\$7,206	\$1,768	\$	\$	\$0	\$	\$0	\$	24.54%	\$5,822	\$0	\$	\$
Rent Costs		\$1,140	\$1,140	\$	\$	\$0	\$	\$0	\$	100.00%	\$930	\$444	\$	\$



Initiating Report of Expenditures & Payment Request

Line Items		2024 PDIS								
Budget Cost Category	Budget/Project Line-Item	Original Allocation	Funds Available	Expenditures Reported	Payment Request Amount	Cash Match Remaining	Cash Match Reported	In-Kind Match Remaining	In-Kind Match Reported	Percent Of Funds Remaining
Audit Costs	audit	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Personnel Costs	Executive Director Salary	\$0	\$0	\$	\$	\$2,500	\$	\$2,500	\$	0.00%
Personnel Costs	Management & Administration	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Contractor/Consultant Costs	DEI Consultant	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Equipment Costs	Access Control Systems	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Equipment Costs	Van	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Financial Assistance For Client Costs	Gift cards	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Indirect Costs	ICR	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Other Operating Costs	Contracted Security Personnel	\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Rent Costs		\$0	\$0	\$	\$	\$0	\$	\$0	\$	0.00%
Total		\$0	\$0	\$0	\$0	\$2,500	\$0	\$2,500	\$0	0.00%
<input type="button" value="<"/> <input type="button" value="<"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 5px;" type="button" value="1"/> <input type="button" value="2"/> <input type="button" value=">"/> <input type="button" value=">"/> <input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 5px;" type="button" value="10"/> <input type="button" value="▼"/>										

Expenditures & Payments

Expenditure & Payment Details



Initiating Report of Expenditures & Payment Request

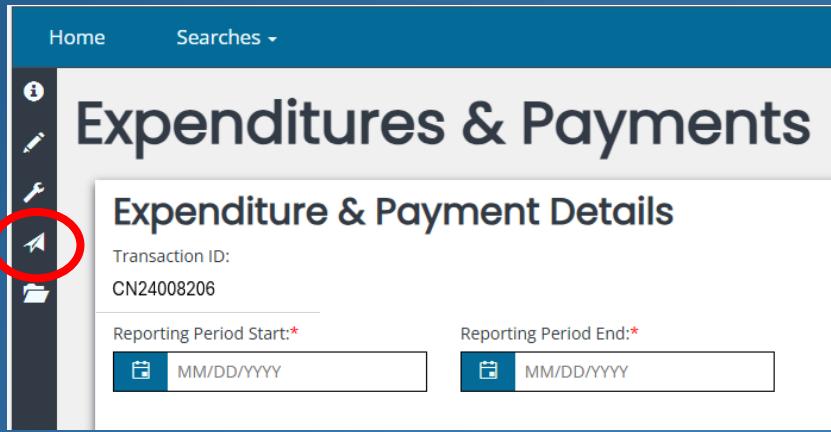
Home Searches ▾

Expenditures & Payments

Expenditure & Payment Details

Transaction ID:
CN24008206

Reporting Period Start: Reporting Period End:



Home Searches ▾

- [REDACTED]
- Status Options
- Cancel Payment Report
- Expenditure/Payment - Submitted
-



Are you sure that you want to change the status from
Expenditure/Payment - In Progress to Expenditure/Payment - Submitted?



Additional Information

- To request payment of CSNSGP funds, Subrecipients must submit Bids/Quotes, Invoices, and Proof of Payment.
- In accordance with 2 C.F.R. § 200.319, all procurement transactions must be conducted in a manner providing full and open competition.
- All Subrecipients must report expenditures and request funds at least semi-annually throughout the performance period. Exceptions will be considered on a case-by-case basis and must be specifically authorized in writing in advance by Cal OES.
- Reimbursements are mailed out up to 45 days from submission.
- For a Modification request you must submit a modification letter on organization letterhead with the reason for the modification, reflect budget changes and signed at the bottom.





Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



QUESTIONS?

For additional questions, email your assigned
Grants Analyst (GA)
or
CSNSGP@caloes.ca.gov

