



## **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:

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**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

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Cal OES Approval

\_\_\_\_ Approved      \_\_\_\_ Denied      \_\_\_\_\_  
Program Specialist Signature      Date

Grants management system updated: \_\_\_\_\_  
Grants Processing Representative Signature      Date