



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Division of Federal Financial Assistance

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CDBG Management Memo #21-02

Date: January 7, 2022

To: Community Development Block Grant (CDBG) and CDBG-CV Grantees

Subject: Requesting Agreement Revisions / Amendments

Purpose

The purpose of this memo is to document the process and requirements Grantees must follow to request revisions or amendments to previously established CDBG Standard Agreements. This includes introduction of a new standardized Revision / Amendment Request form and a process for form submission.

While the same form will be used to request either revisions or amendments, the form clearly distinguishes between the two. Grantees need to be aware that revisions do not require a new Standard Agreement, while amendments do.

Distinction between Revisions and Amendments

The table shown in Exhibit 1 below, contrasts revisions and amendments. Grantees should take care to appropriately categorize their requests. The need to recategorize a request will cause delay in the review and approval process. Grantees should note that not all appropriately categorized requests may result in approval.

Grantees should carefully review the distinctions between revisions and amendments shown in the table and further clarified on the Revision / Amendment Request form itself. This form documents how the request will be categorized. Completing this form correctly is critical because it stands as the **ONLY** documentation of whether the request is for a revision or amendment. Though the request will be submitted through the Grants Network Portal, the eCivis Grants Management Network does not distinguish between amendments and revisions. Instead, it refers to all changes as “amendments,” either including or not including budget changes.



Exhibit 1. Revision / Amendment Comparison

Type of Change Request	Revision or Amendment?	eCivis Notation*
Scope of Work Change WITHOUT change to national objective or activity type	Revision	Amendment DOES NOT Include Financial Change
Scope of Work Change WITH change to national objective	Amendment *May add to scope of work or reduce scope of work including materially changing the activity	Amendment DOES NOT Include Financial Change
Scope of Work Change WITH change to activity type	Amendment *May add to scope of work or reduce scope of work including materially changing the activity	Amendment DOES NOT Include Financial Change
Beneficiary Change WITHOUT reducing estimated number of beneficiaries	Revision	Amendment DOES NOT Include Financial Change
Beneficiary Change WITH a reduction in the estimated number of beneficiaries	Amendment	Amendment DOES NOT Include Financial Change
Budget Change WITHOUT change to overall budget (only allocation changes – same total budget)	Revision	Amendment Includes Financial Change
Budget Change WITH change to overall budget	Amendment	Amendment Includes Financial Change
Timeline or Milestone Change that DOES NOT affect project start and end dates	Revision May affect only intermediate milestones	Amendment DOES NOT Include Financial Change
Timeline or Milestone Change that DOES affect project start and/or end dates	Amendment	Amendment DOES NOT Include Financial Change



*This column refers to the way the amendment or revision will be entered in the Grants Network Portal (on the Grantee side) or viewed in the eCivis Grants Management Network (by HCD Representatives or Grant Administrators). Both revisions and amendments are called “Amendments” in the system. Grantees will need to indicate whether or not the “Amendment” includes a financial change.

Process

1. Grantee contacts their HCD Representative or Grant Administrator to request a copy of the Revision / Amendment Request form.
 - Although the form is self-explanatory, HCD Representative or Grant Administrators can provide additional instructions, if needed.
2. Using the table above and the information on the form itself, the Grantee must decide whether the request is for a revision or an amendment. If multiple changes are shown on the form, the request will be considered to be for an amendment if any of the changes requested require an amendment. If a Grantee is still unsure which option to choose after reviewing the form, they should contact their HCD Representative or Grant Administrator.
3. The Grantee completes the PDF fillable form, selecting the options and completing fields that best describe their request.
4. Grantees may follow their own internal approval cycle before the request is signed.
5. **The official designated in the resolution** signs and dates the request. This signature may be electronic.
6. Once the Revision / Amendment Request form is signed, the Grantee should contact their HCD Representative or Grant Administrator and send them the form **via email** to review.
7. The HCD Representative or Grant Administrator will check the form for accuracy and completeness, especially with respect to the proper classification of the request as a revision or amendment and with respect to the authorized signature.
 - The HCD Representative or Grant Administrator will inform the Grantee of any necessary changes **BEFORE** the Grantee enters the request in the Grants Network Portal.



8. The HCD Representative or Grant Administrator will also inform the Grantee whether they should check the **“This amendment includes a financial change.”** box in the Grants Network Portal.
 - **Note: Both revisions and amendments are called “Amendments” in the eCivis Grants Management Network. The system simply asks whether or not the request includes a financial change. (See Exhibit 1, above.) It is critical that the Grantee enter this information correctly in the Grants Network Portal.**
9. Grantee will **Request a Grant Amendment** in the Grants Network Portal and upload the signed Revision / Amendment Request form as outlined in Exhibit 2, below. Additional documentation may be needed once request is reviewed.
10. The HCD Representative or Grant Administrator approves the amendment in the eCivis Grants Management Network. (Additional approvals are required for true amendments.)
 - The HCD Representative or Grant Administrator will provide the Grantee with regular updates on the status of the revision/amendment request.
 - **Grantees MAY NOT proceed with any project changes prior to approval of the revision/amendment.**

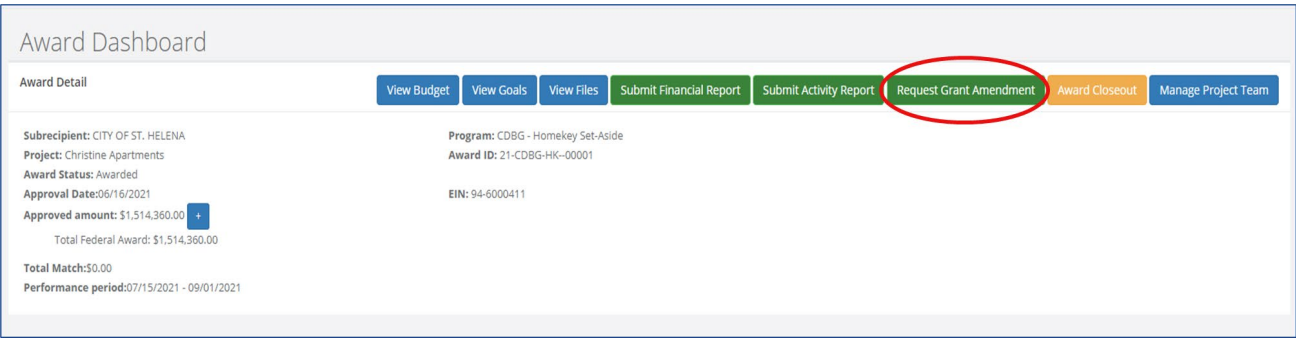
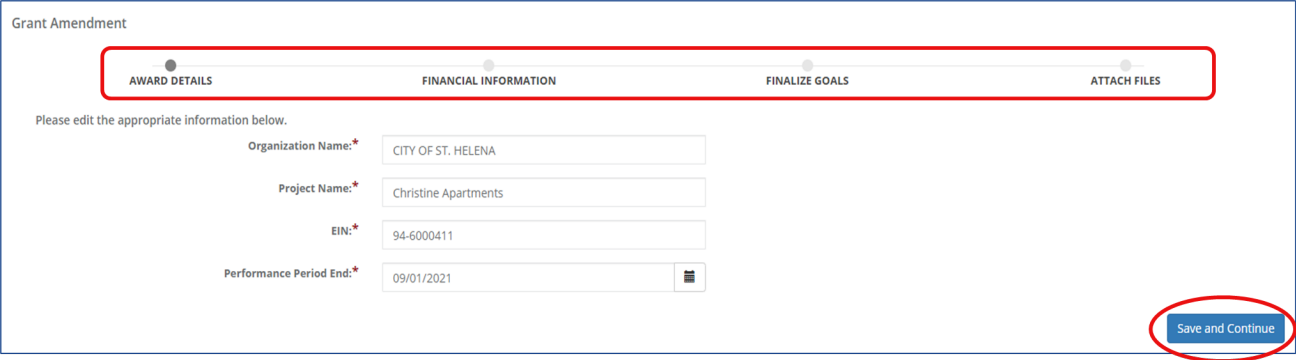
Submitting the Request in the Grants Network Portal

As mentioned above, once the HCD Representative or Grant Administrator lets the Grantee know that the signed Revision / Amendment Request form is correct, the Grantee **Requests an Amendment** in the Grants Network Portal. As noted above, the term “amendment” refers to both revisions and amendments in the portal. Whether the request is for a revision or an amendment, the Grantee must request a Grant Amendment in the Grants Network Portal.

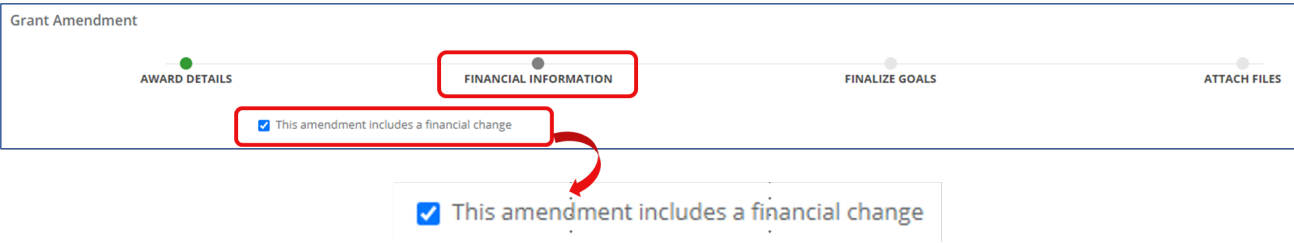
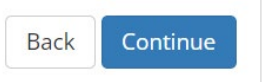
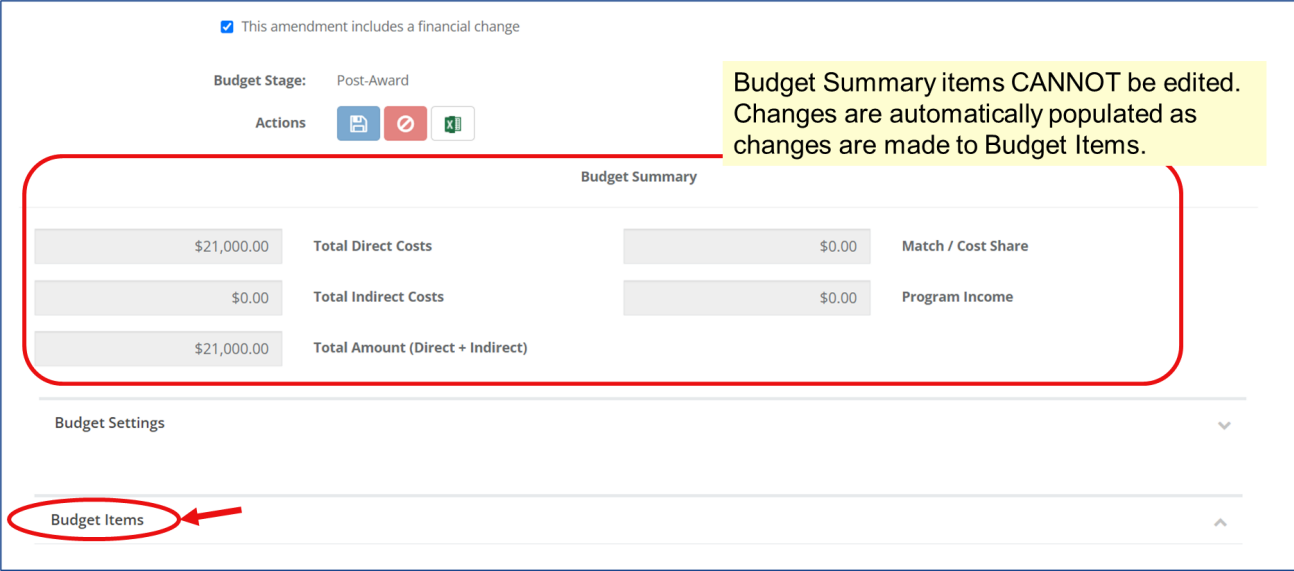
The table shown in Exhibit 2 outlines the steps the Grantee must follow to complete the amendment request in the Grants Network Portal.



Exhibit 2. Completing an Amendment Request in the Grants Network Portal.

Step	Action
1	Grantee logs into their Grants Network Portal account.
2	Find the award for which you wish to request an amendment under My Awards , then click on the award title.
3	<p>This takes you to the Award Dashboard. Click the Request Grant Amendment button.</p>  <p>The screenshot shows the 'Award Dashboard' for a grant. At the top, there are several navigation buttons: 'View Budget', 'View Goals', 'View Files', 'Submit Financial Report', 'Submit Activity Report', 'Request Grant Amendment' (circled in red), 'Award Closeout', and 'Manage Project Team'. Below the buttons, the dashboard displays the following information: Subrecipient: CITY OF ST. HELENA; Project: Christine Apartments; Award Status: Awarded; Approval Date: 06/16/2021; Approved amount: \$1,514,360.00; Total Federal Award: \$1,514,360.00; Total Match: \$0.00; Performance period: 07/15/2021 - 09/01/2021.</p>
4	<p>This takes you to the Grant Amendment screen.</p> <ul style="list-style-type: none">You should see 4 progress tabs that represent steps in the process: Award Details, Financial Information, Finalize Goals, and Attach Files. The Award Details tab is selected.  <p>The screenshot shows the 'Grant Amendment' screen with four progress tabs: 'AWARD DETAILS' (selected), 'FINANCIAL INFORMATION', 'FINALIZE GOALS', and 'ATTACH FILES'. Below the tabs, there are input fields for: Organization Name (CITY OF ST. HELENA), Project Name (Christine Apartments), EIN (94-6000411), and Performance Period End (09/01/2021). A 'Save and Continue' button is circled in red at the bottom right.</p>
5	<p>This takes you to the Financial Information tab. If the amendment request includes a financial change, as indicated on your Revision / Amendment Form, click the box labeled, “This amendment includes a financial change.”</p> <ul style="list-style-type: none">This step is CRITICAL to allowing budget changes of ANY KIND.



Step	Action																
	<p>■ If it does not include a financial change, leave this box unchecked.</p> 																
<p>6a</p>	<p>IF the amendment includes NO financial changes... Click the blue Continue button. Go to Step 7.</p> 																
<p>6b</p>	<p>IF the amendment DOES include financial changes... The Grantee will be presented with a set of fields showing budget information.</p> <ul style="list-style-type: none"> ■ Budget Summary information CANNOT be edited. It will be automatically updated when the Grantee updates the separate Budget Items. ■ To make changes, scroll down to the Budget Items section.  <table border="1" data-bbox="256 1398 1398 1566"> <thead> <tr> <th colspan="4">Budget Summary</th> </tr> </thead> <tbody> <tr> <td>\$21,000.00</td> <td>Total Direct Costs</td> <td>\$0.00</td> <td>Match / Cost Share</td> </tr> <tr> <td>\$0.00</td> <td>Total Indirect Costs</td> <td>\$0.00</td> <td>Program Income</td> </tr> <tr> <td>\$21,000.00</td> <td colspan="3">Total Amount (Direct + Indirect)</td> </tr> </tbody> </table>	Budget Summary				\$21,000.00	Total Direct Costs	\$0.00	Match / Cost Share	\$0.00	Total Indirect Costs	\$0.00	Program Income	\$21,000.00	Total Amount (Direct + Indirect)		
Budget Summary																	
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\$21,000.00	Total Amount (Direct + Indirect)																
	<ul style="list-style-type: none"> ■ Click on the name of the budget item you want to change. ■ Make changes in the cost fields or add a row for new expenditures. 																



Step	Action																
	<ul style="list-style-type: none">■ ONLY CHANGE the Cost field, DO NOT CHANGE Description, Units, Unit Cost, Extended Cost, or Item Type.■ If you need to add cost to a category (e.g., Activity Delivery), simply replace the zeros in the Cost field with the new cost. <table border="1"><thead><tr><th>Title</th><th>Description</th><th>Units</th><th>Unit Cost</th><th>Extended Cost</th><th>Cost</th><th>GL Code</th><th>Item Type</th></tr></thead><tbody><tr><td>Enter title</td><td>Enter detail</td><td>0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$5,000.00</td><td></td><td>Direct Cost</td></tr></tbody></table> <p>Add Row</p> <ul style="list-style-type: none">■ Once budget changes are complete, click Save Changes. <p>Save Changes Discard Changes</p> <ul style="list-style-type: none">■ A pop-up window appears, listing the budget revisions. Add a note that says, "The budget changes made are shown in the attached Revision / Amendment Request form." then click Save. <div><p>Save Budget</p><p>Revisions:</p><ul style="list-style-type: none">Pre-Award: Budget Created by l. House on 10-15-21 10:32 AMPre-Award: Agency Amendment by e. CSM on 10-15-21 10:35 AMAwarded: Grant Awarded by e. CSM on 10-15-21 10:38 AMPost-Award: Budget Locked by e. CSM on 10-15-21 10:39 AM<p>New Note:</p><p>The budget changes made are shown in the attached Revision / Amendment Request form.</p><p>1000 characters remaining.</p><p>Cancel Save</p></div>	Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type	Enter title	Enter detail	0.00	\$0.00	\$0.00	\$5,000.00		Direct Cost
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type										
Enter title	Enter detail	0.00	\$0.00	\$0.00	\$5,000.00		Direct Cost										




Step	Action
	<ul style="list-style-type: none">■ In the Budget Narrative section, enter the phrase, “The budget changes made are shown in the attached Revision / Amendment Request form.”■ If the Grantee prefers, they may enter a short description of the change to the narrative. <div data-bbox="224 604 1511 1121"><p>Budget Narrative</p><p>Enter your budget narrative below.</p><p></> H1 H2 H3 B I U [List Icons] %</p><p>The budget changes made are shown in the attached Revision / Amendment Request form.</p><p>8000 characters remaining</p><p>Save Narrative [Icon]</p></div> <ul style="list-style-type: none">■ When the narrative is complete, click Save Narrative.■ Another pop-up window will appear. Inserting a note in this window is NOT required. SKIP this note and click Save. <div data-bbox="534 1310 1200 1850"><p>Save Budget</p><p>Revisions:</p><p>New Note:</p><p>Skip this note.</p><p>1000 characters remaining.</p><p>Cancel Save</p></div>

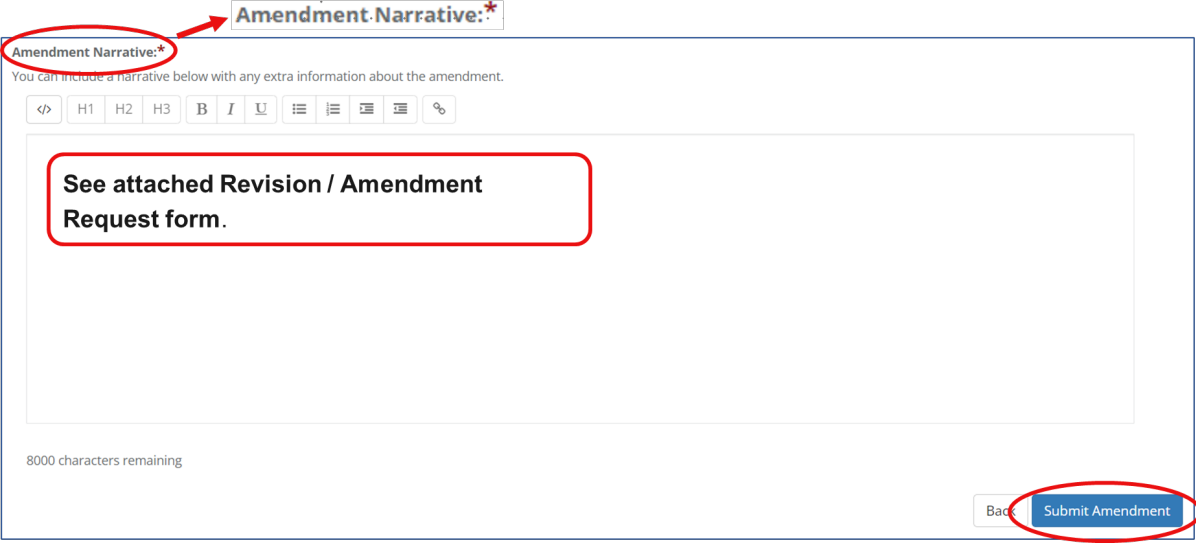
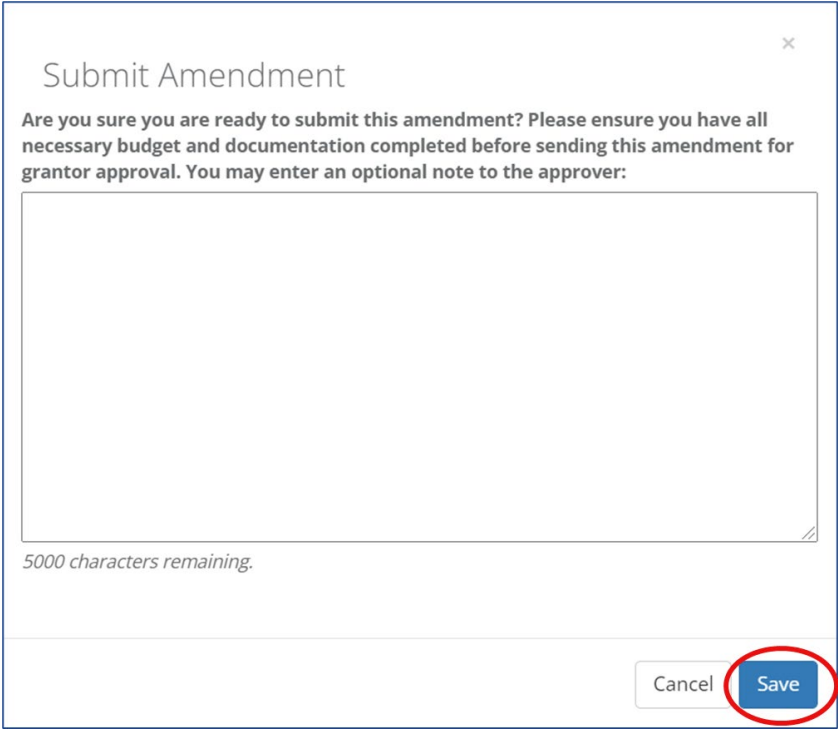


Step	Action
	<ul style="list-style-type: none">Once all updates are complete, click the blue Continue button at the bottom of the screen. <div data-bbox="245 516 542 583"><input type="button" value="Back"/> <input type="button" value="Continue"/></div>
7	<p>This takes you to the Finalize Goals tab. Grantees should enter information on this tab ONLY if they show Beneficiaries changes on their Revision / Amendment Request form.</p> <ul style="list-style-type: none">If there are changes, enter the updates in the fields provided.When updates are complete (or if there are none), click the Save and Continue button at the bottom of the screen. <div data-bbox="224 961 1502 1696"></div>
8	<p>This takes you to the Attach Files tab. Click the green Upload button.</p>



Step	Action						
	<ul style="list-style-type: none">■ A pop-up window appears. Grantees can drag documents into the indicated space or click it to browse for files to upload.■ Upload the SIGNED Revision / Amendment Request form first, followed by any supporting documentation. <div data-bbox="232 611 1511 1213"><p>Please upload any files necessary to include with your grant amendment. These documents will be added to your original award package. It is highly recommended that you include a narrative explaining your grant amendment request.</p><p>Upload File </p><hr/><p>Amendment Files</p><p>Show <input type="text" value="10"/> entries Search: <input type="text"/></p><table border="1"><thead><tr><th>File Name</th><th>File Size</th><th>Actions</th></tr></thead><tbody><tr><td colspan="3">No files have been uploaded</td></tr></tbody></table><p>Showing 0 to 0 of 0 entries Previous Next</p></div> <div data-bbox="232 1247 1330 1608"><p>Select files for your award approval.</p><p>Drag files here or click to select & upload.</p><p>Done</p></div> <ul style="list-style-type: none">■ Click the Done button when all files are uploaded.	File Name	File Size	Actions	No files have been uploaded		
File Name	File Size	Actions					
No files have been uploaded							
9	<p>Fill in an Amendment Narrative.</p> <ul style="list-style-type: none">■ Type in "See attached Revision / Amendment Request form."						



Step	Action
	 <p>Amendment Narrative:*</p> <p>Amendment Narrative:*</p> <p>You can include a narrative below with any extra information about the amendment.</p> <p><> H1 H2 H3 B I U [List Icons] [Link Icon]</p> <p>See attached Revision / Amendment Request form.</p> <p>8000 characters remaining</p> <p>Back Submit Amendment</p>
10	When your narrative is complete, click the blue Submit Amendment button.
11	<ul style="list-style-type: none">A pop-up warning window appears. The Grantee has the OPTION of entering a few short notes to the approver. If the amendment is complete, click Save.  <p>Submit Amendment</p> <p>Are you sure you are ready to submit this amendment? Please ensure you have all necessary budget and documentation completed before sending this amendment for grantor approval. You may enter an optional note to the approver:</p> <p>5000 characters remaining.</p> <p>Cancel Save</p>



Frequency

Though revisions or amendments may be requested throughout the term of the CDBG Standard Agreement, the California Department of Housing and Community Development expects that these requests will occur infrequently during the life of any project.

Effective Date

The Revision / Amendment Request process outlined in this memo is effective immediately as of January 7, 2022.

Questions

If you have general process questions, please contact your HCD Representative or Grant Administrator. A map of Representatives' areas is located at: [Representative Areas Map](#).

If you have specific questions about the information in this Management Memo, or any other questions regarding the CDBG Program, please contact Felicity Gasser at Felicity.Gasser@hcd.ca.gov or (916) 820-1187.