



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



Change Request Modifications

Initiate, View, and Submit Change Requests

GCS Role:	Organization Authorized Agent	Organization Entity Representative or Organization Authorized Agent			
Grant Subaward Contact:	Grant Subaward Authorized Agent	Grant Subaward Director	Grant Subaward Financial Officer	Governing Board Chair	Grant Subaward Programmatic Point of Contact and Grant Subaward Financial Point of Contact
Authority:	Initiate, view, and submit				Initiate and view only





Home

Administration ▾

Searches ▾

Reports ▾

Dashboard

Navigation Instructions

- Subrecipients must have an **Organization** selected.
- Click on an **Opportunity Name** to start an application.
- The **My Tasks** panel will show documents that are in process or are in need of attention.

Recent Documents ▸

Program Detail

Applications

Payments

Sam.Gov

funding opportunities to display in the **My Opportunities** panel.



Document Search

Name

Type

Organization

Sub Code

Status

Person

Clear

Search

Document status must be **Grant Subaward Executed**

Name	Organization	Type	Status
KE24010001	Covenant House California	Specialized Emergency Housing - KE24	Grant Subaward Executed



GRANTS CENTRAL SYSTEM

Select the document Name (number) that needs a Change Request

Name	Organization	Type	Status
KE24010001	Covenant House California	Specialized Emergency Housing - KE24	Grant Subaward Executed



GRANTS CENTRAL SYSTEM

Name	Organization	Type	Status
KE24010001	Covenant House California	Specialized Emergency Housing - KE24	Grant Subaward Executed



KE24010001

Rating Team

Rating Scoresheet

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

State 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.
- 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 Specialized Emergency Housing - KE24	Process Applications	
Document Name KE24010001	Document Status Grant Subaward Executed		
Organization Covenant House California	Your Role Organization Authorized Agent	Period Date 10/1/2024 12:00:00 AM 9/30/2025 12:00:00 AM	



KE24010001
Rating Team

Rating Scoresheet

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Status Options

Initiate Change Request

Related Documents

Are you sure that you want to change the status from
Grant Subaward Executed to Initiate Change Request?

Cancel **OK**

KE24010001

Forms

Change Request

Change Request


Standard Forms



KE24010001

Forms

Change Request

Change Request 

Standard Forms



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 you are ready to begin making changes. Once complete, navigate to the correct form(s) and proceed w
- OR
- Navigate to the **Status Options** in the left navigation select **Save and Proceed** to proceed with changes. Confirm that you are ready to begin making changes. Once comp

Change Request Selection

- Amendment
- Modification



Change Request Selection

Amendment

Modification

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.

Justification

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

The type of Modification selected allows changes to specific forms

Must select at least one Modification type

Modifications

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Application Information, Contact Information,
Operational Agreement, Program Narrative,
Budget Narrative, Budget, Service Area

Modifications

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Program Narrative, Budget Narrative, Budget

Modifications

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Organization Information, Contact Information

Proof of Authority
Upload Required



Modifications

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Operational Agreement, Program Narrative,
Service Area

Modifications

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Budget Narrative, Budget

Request to Use Grant
Subaward Income Form
Upload Required



Modifications

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Application Information, Contact Information

Payee Data Record
Form Upload Required



Modifications

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Contact Information

Modifications

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Select the applicable
Modification type(s)

Enter the reason for
the change(s)

Justification

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

Save and Proceed

Justification

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

Moving \$2,500 in 2024 VCGF funds from Personnel to Training and Travel Budget Cost Categories. Updating the Financial Officer.

Save and Proceed

Save and Proceed must be selected to unlock the forms

Justification

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

Moving \$2,500 in 2024 VCGF funds from Personnel to Training and Travel Budget Cost Categories. Updating the Financial Officer.

Save and Proceed

Are you sure that you want to change the status from

Initiate Change Request to Change In Progress?

Please enter any notes in regards to this status change

Cancel

OK

▼ 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

▼ Status Options

Submit Changes

Revise Change Request Type



Update the
Modification Type
and the Justification

Modifications

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Justification

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

Moving \$2,500 in 2024 VCGF funds from Personnel to Training and Travel Budget Cost Categories. Updating the Financial Officer. Adding an Operational Agreement.



Justification

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

Moving \$2,500 in 2024 VCGF funds from Personnel to Training and Travel Budget Cost Categories. Updating the Financial Officer. Adding an Operational Agreement.

Save and Proceed

Save and Proceed must be selected to unlock the forms



Status Options

Submit Changes

Revise Change Request Type

Are you sure that you want to change the status from
Change In Progress to Change Submitted?

Cancel

OK

KE24010001
Rating Team
Rating Scoresheet

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Status Options

Initiate Change Request

Related Documents

Are you sure that you want to change the status from Grant Subaward Executed to Initiate Change Request?

Cancel OK

KE24010001 **Change Request**

Forms

Change Request

Change Request

Change Request #3	!
Modification #2	✓
Modification #1	✓




KE24010001		Change Request		🔍
▼ Forms		Change Request #3	!	
Change Request		Modification #2	☑	
Change Request	! →	Modification #1	☑	






New Change Request initiated

Approved Change Requests



KE24010001 **Change Request** 

Forms

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



Change Request

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
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Proceeding with changes instructions:

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OR

- Navigate to the **Status Options** in the left navigation select **Save and Proceed** to proceed with changes. Confirm that you are ready to begin making changes. Once complete, proceed with the next step.

Change Request Selection

Amendment

Modification



Modifications

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Justification

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

Returned Change Requests



GRANTS CENTRAL SYSTEM

Select to view
Change Request

My Tasks

Initiate Related Document

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
KE24010001	Specialized Emergency Housing - KE24	Covenant House California	Change In Progress	1/9/2025 1:32:24 PM	



GRANTS CENTRAL SYSTEM

My Tasks

Initiate Related Document

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
KE24010001	Specialized Emergency Housing - KE24	Covenant House California	Change In Progress	1/9/2025 1:32:24 PM	



- Tools
- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages

Update needed for Change Request: The line item for bus vouchers for victims needs to be moved from Operating to Financial Assistance for Clients Costs

Format **B** *I* U [List Icons]



▼ 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



Status Options

Submit Changes

Revise Change Request Type

Are you sure that you want to change the status from
Change In Progress to Change Submitted?

Cancel

OK

Status returns to **Grant Subaward Executed** once the Modification is approved

Name	Organization	Type	Status
KE24010001	Covenant House California	Specialized Emergency Housing - KE24	Grant Subaward Executed



GRANTS CENTRAL SYSTEM

Reminders



GRANTS CENTRAL SYSTEM

Modifications to Grant Subaward Budget – SRH 10.015

Changes to the Indirect Cost Rate

Adding a line item to any Budget Cost Category

Adding a Budget Cost Category

Transferring funds from one Budget Cost Category to another Budget Cost Category

Reallocating funds

Changes in the type of match

Submission and Approval – SRH 10.015

Change Requests may be submitted after the Grant Subaward is approved (Grant Subaward Executed)

Subrecipients may submit one Change Request at a time; a second may not be submitted until the prior Change Request is approved

Change Requests may be submitted up to two weeks prior to the end of the liquidation period or any Special Condition, whichever comes first

Requested changes to the Grant Subaward Budget must be approved prior to reporting the expenditures and requesting a payment

Thank You!



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