FAQs: GCS – Change Request | Modification

Q: When is a Change Request-Modification necessary?

A: Per the Subrecipient Handbook section 10.015, a Modification is initiated by the Subrecipient to:

- Modify the Grant Subaward Budget including:
  - o Changes to the Indirect Cost Rate,
  - o Adding a line item to any Budget Cost Category,
  - o Transferring funds from one Budget Cost Category to another,
  - o Reallocating funds, and
  - o Changes in the type of match
- Change to Grant Subaward contacts on the Contact Information Form,
- Change in goals, objectives, or activities,
- Changes to Operational Agreements,
- Changes to payment mailing address, and/or
- Request to use Grant Subaward Income.

Q: Where do I find the Change Request – Modification option in GCS?

A: Once an application is approved and the status is Grant Subaward Executed, select Initiate Change Request, which is on the left navigation bar under Status Options.

Q: What is the difference between the Modification and Amendment options for a Change Request in GCS?

A: Modifications are initiated by Subrecipients to make changes to their Subawards, including the budget, Grant Subaward contacts, goals/objectives/activities, Operational Agreements, the payment mailing address, and to request approval to use Grant Subaward income.

Amendments are contractual changes to a Grant Subaward and are always initiated by Cal OES. Amendments are initiated to change the Grant Subaward performance period, change the funding amount, or change the Subrecipient Organization name. These changes result in updating the state accounting system and a new Grant Subaward Face Sheet is created.

Please see Part 10 of the Subrecipient Handbook for more details.

FAQs: GCS – Change Request | Modification

Q: When is a Change Request - Amendment necessary, and when will this function be available in GCS?

A: Per the Subrecipient Handbook, section 10.010 an Amendment is initiated by Cal OES to:

- Change the Grant Subaward performance period,
- Change the funding amount (increase or decrease), and/or
- Change the Subrecipient Organization name.

This function is still in the development stage and Subrecipients will be notified as soon as it becomes available.

Q: Who is able to submit a Change Request-Modification in GCS for approval?

A: Per the Subrecipient Handbook, Section 3.010 the following Grant Subaward contacts with the indicated GCS roles have the authority to initiate, view, and submit a Change Request – Modification:

- Grant Subaward Authorized Agent (enrolled as Organization Authorized Agent),
- Grant Subaward Director (enrolled as Organization Authorized Agent or Organization Entity Representative),
- Grant Subaward Financial Officer (enrolled as Organization Authorized Agent or Organization Entity Representative), and
- Governing Board Chair (enrolled as Organization Authorized Agent or Organization Entity Representative).

Q: Why is my role under my Profile in GCS different than what is in the Grant Subaward Contact Information form in GCS?

A: When a user is enrolled in GCS they are assigned a role that is specific to their Organization. This enrollment allows a person to use GCS. The contact type in the Grant Subaward Contact Information form is the type of contact you are for a **specific** Grant Subaward that has been awarded to your Organization.

Q: How can I get a budget summary report to see what current allocations and balances are, so I can prepare a budget modification?

A: The Expenditure and Payment Summary Report is in the final stages of development and will be available on the Document Landing Page of a Report of Expenditures & Payment Request.

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Q: **Can we submit a Change Request for a budget modification and another modification type for the Grant Subaward at the same time?**

A: Yes, when a Change Request is initiated, you may select more than one Modification type.

Q: **What is the character limit for the Justification section, and what if we reach the limit and need to exceed the character limit for our Justification?**

A: There is not a character limit for the Justification.

Q: **Can supporting/relevant documents (e.g., updated Organizational Chart) be attached to a Change Request-Modification?**

A: Some Modifications require an upload. When an upload is required the Change Request form will include a place for the required upload. If you need to include a supporting document other than a required upload, the document may be attached in the Notes section under Tools on the left navigation bar.

Q: **When should programmatic update/change documents for a Grant Subaward be submitted as a Change Request vs. a Note in GCS?**

A: The Modification types that require an upload will include a place for the required upload on the Change Request form. If you want to include a document that is not a required upload, that can be added in the Notes section under Tools on the left navigation bar.

Q: **Is our work saved if we are unable to complete a Change Request-Modification and are we able to finish it later?**

A: Yes, as long as you click the Save button in the upper right corner of the forms you have completed, the work will be saved and you can finish the process at a later time.

Q: **If a Change Request-Modification was already submitted, is there a way to revert the status to revise the modification type to add more changes?**

A: Once a Change Request – Modification has been submitted to Cal OES and has not yet been approved, you may contact your Grants Analyst and ask them to send the Change Request back, which changes the status back to "Change In Progress." Once the Change Request is in the "Change in Progress" status you may select the "Revise Change Request Type" Status Option. This returns you to the Change Request form and allows you to select additional Modification types.

Q: **How can I check the status of Change Request – Modification that has been submitted to Cal OES for approval?**

A: Click on the "Status History" option in the left navigation bar.

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Q: **Can a Report of Expenditures & Payment Request be submitted once a Change Request – Modification for the Grant Subaward is submitted and pending approval?**

A: Yes, you may submit a Report of Expenditures & Payment Request when a Change Request – Modification is pending Cal OES approval. Your Grants Analyst will verify the Change Request – Modification will not affect your Report of Expenditures & Payment Request before approving the Report of Expenditures & Payment Request.

Q: **Can I print out our completed/approved Change Request(s) for our agency's records?**

A: The Change Request becomes part of the Grant Subaward. To print the Grant Subaward, including Change Request(s), select the Print Document option in the left navigation bar.

Q: **It was mentioned during the training that if we need additional help or support with GCS we can contact a Unit Chief or Division Chief. How do we find out the name and contact information for the Unit Chief or Division Chief over our Grant Subaward(s)?**

A: Please see below for the contacts for each Unit and Division.

Family Justice Unit	Law Enforcement Unit	Victim Witness & Prosecution Unit
Danielle.Nieto@CalOES.ca.gov	Cindy.Berta@CalOES.ca.gov	Susan.Grace@CalOES.ca.gov

Criminal Justice Division
Diana.Mazuka@CalOES.ca.gov

Domestic Violence Unit	Sexual Assault Unit	Underserved Victims Unit
Daniel.Gomez@CalOES.ca.gov	Johanna.Roman-Bays@CalOES.ca.gov	Claire.Wimbley-Brown@CalOES.ca.gov

Interpersonal Violence & Underserved Victims Division
Janine.Williams@CalOES.ca.gov

Child & Youth Unit	Human Trafficking & Legal Assistance Unit	Specialized Housing & Homeless Youth Unit
Samantha.Clay@CalOES.ca.gov	Lance.Stark@CalOES.ca.gov	Laurie.Ballard@CalOES.ca.gov

Human Trafficking, Victim Housing, and Youth Division
Nicole.Holm@CalOES.ca.gov