



CA HCD Revision / Amendment Request Form

Please complete the form below to request revisions or amendments to your CDBG-CV Standard Agreement under California Department of Housing and Community Development guidelines. A separate form must be completed for each agreement/award.

Part 1: Requested Revision / Amendment for:

Award Number: 21-CDBG-PI-00017

Contractor/Grantee: County of Siskiyou

Grant Administrator (CDBG-CV) **OR**
CDBG Representative (Annual CDBG): Sophona Coronado

Person Completing Form: Kristen Lackey

Complete the Part 2: Contract Revisions and/or Part 3: Amendments sections below. Remember, revisions do not require a new Standard Agreement, while amendments do.

Part 2: Contract Revisions

Choose revision types (Scope of Work, Timeline or Milestone, Beneficiaries or Other) and complete entries for those revisions. **Revisions MAY NOT be implemented prior to execution unless CA HCD has provided written notice to proceed.**

- Scope of Work Revision** (Choose Itemize the Scope of Work and/or Change the Scope of Work)
- Itemize the Scope of Work

Original Scope of Work:	Proposed Itemized Scope of Work:



- Change the Scope of Work in a manner that does not change the overall budget, National Objective, or change activity type and does not reduce the number of estimated beneficiaries. **If your request impacts these areas, STOP. You must request an Amendment.**

Original Scope of Work:	Proposed Scope of Work:
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- Timeline or Milestone Revision**
Proposed revisions may only affect intermediate milestones; **they MAY NOT affect start and end dates.** An Amendment is required to change start or end date.

Original Milestones:	Proposed Milestones:
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- Beneficiaries Revision**
To qualify as a revision, proposed adjustments must increase the estimated number of beneficiaries **WITHOUT increasing or decreasing the scope of work and WITHOUT changing the overall budget.**
Original Estimated Number of Beneficiaries: _____ Increased Number of Beneficiaries: _____



Other (Please Explain)

Original Item:	Proposed Change:
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Part 3: Contract Amendment

Include in this section adjustments that change the scope in a manner that requires a change to the awarded activity budget, including adding funds from other State CDBG funded activities, other CDBG-CV allocations, adding Program Income, and reducing funds from either State CDBG awarded funds or Program Income.

Contract Amendments must be fully executed by **BOTH** the Grantee and the CA HCD prior to implementation. **Adjustments MAY NOT be implemented prior to execution unless CA HCD has provided written notice authorizing the Grantee to proceed.**

Choose amendment type(s) (Scope of Work, Budget and Scope of Work, Beneficiaries, or Other) and complete entries for these amendments.

- Scope of Work Amendment (Choose EITHER Add Scope or Reduce Scope)**
- Add Scope beyond what was included in the original application

Original Scope of Work:	Proposed Scope of Work:
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- Reduce Scope such that the activity is materially different from that in the original application.

Original Scope of Work:	Proposed Scope of Work:
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- Budget and Scope of Work Amendment** (Choose Change of Scope requiring adding funds, Change of Scope requiring reducing funds, and/or Budget Change.)
- Change to the Scope of Work that requires a change to awarded activity budget including **ADDING FUNDS** from other State CDBG funded activities or other CDBG-CV allocations or adding Program Income. **Complete both the scope and budget information below.**

Original Scope of Work: See attached.	Proposed Scope of Work: See attached.
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Budget Change			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds
\$680,340	\$680,340	\$853,340	\$853,340



- Change to the Scope of Work that requires a change to awarded activity budget including **REDUCING FUNDS** from either State CDBG awarded funds or Program Income. **Complete both the scope and budget information below.**

Original Scope of Work:	Proposed Scope of Work:
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Budget Change			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds

- Budget change to awarded activity budget including adding funds from other CDBG-CV, CDBG annual funds, or Program Income allocation. If the budget line items (such as activity or activity delivery) are moved **WITHOUT increasing or decreasing the overall budget, complete the Revision section instead.**

Budget Changes			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds



Beneficiaries Amendment

Proposed adjustments should reduce the estimated beneficiary counts. If the number of beneficiaries is being increased **WITHOUT increasing or decreasing the scope of work and WITHOUT changing the overall budget, complete the Revision section instead.**

Original Estimated Number of Beneficiaries: _____ Reduced Number of Beneficiaries: _____

Other (Please Explain)

Original Item:	Proposed Change:

Amendment Justifications and Assurances

Please include the following information for the proposed amendment.

<p>1. Identify the reasons for the proposed amendment(s). Siskiyou County seeks to allocate \$173,000 of its uncommitted 1/1/22 Program Income to the Slater Fire Home Replacement Program. The original scope of work and budget included 100% volunteer labor being done by a nonprofit contractor. Subsequent to the application, we were informed that paid subcontractors would be necessary for the home rebuilds. The new budget accounts for the cost of subcontractors and increased activity delivery costs related to the coordination of federal procurement and program delivery with the various organizations collaborating on the project. Staff expects the additional allocation to be spent within the Standard Agreement term.</p>
<p>2. List steps being taken to avoid any future amendment(s) request(s) for the same reason(s). The County has no other outstanding PI Waiver projects and does not expect to receive annual program income exceeding \$35,000.</p>



Part 4: Grantee Approval and Acknowledgment

I approve the revision or amendment requested above. I acknowledge that if revisions are approved, they will be automatically incorporated into our current Standard Agreement. All other provisions of the agreement shall remain unchanged. I also acknowledge that if an amendment is approved, it must be fully executed by both the Grantee and the Department prior to implementation.

Name of Designated Official:

Richard Dean

Title of Designated Official:

Community Development Director

Signature of Designated Official:

Date:

6/29/22

**CA HCD Revision/Amendment Request (21-CDBG-PI-00017)
PI Only - Slater Fire Home Replacement Program
Scope of Work Attachment**

Original Scope of Work

- Deliverable 1: Reports submitted on time
 - Task 1.A: Prepare quarterly, annual and other reports as needed
 - Task 1.B: Submit reports to County for review and approval
 - Task 1.C: Submit reports to HCD
 - Task 1.D: Submit SAM.gov report for Hope Crisis Response Network to HCD
- Deliverable 2: Closeout Documents submitted on time
 - Task 2.A: Prepare Closeout Documents
 - Task 2.B: Hold final public hearing and present results of Program to Board of Supervisors
 - Task 2.C: Submit Closeout Documents to County for review and approval
 - Task 2.D: Submit Closeout Documents to HCD
- Deliverable 3: Attended meetings and trainings if necessary
 - Task 3.A: Prepare for and attend LTRG and LTRG Housing Committee meetings.
 - Task 3.B: Prepare for and attend HCD trainings, Weekly Office Hours and meetings.
 - Task 3.C: Prepare for and attend County Public Hearings and Board of Supervisors Meetings.
- Task 3.D: Prepare for and attend Happy Camp Community Service District meetings
- Deliverable 4: Executed MOU with LTRG and GNS
 - Task 4.A: Refine draft MOU between LTRG and GNS
 - Task 4.B: Submit MOU draft to LTRG for comments and revisions
 - Task 4.C: Incorporate LTRG revisions to MOU
 - Task 4.D: LTRG signs MOU
 - Task 4.E: GNS signs MOU
- Deliverable 5: Executed Subrecipient's Subrecipient Agreement between HCRN and GNS
 - Task 5.A: Refine draft Subrecipient's Subrecipient Agreement between HCRN and GNS for building homes
 - Task 5.B: Submit Agreement draft to HCRN for comments and revisions
 - Task 5.C: Incorporate HCRN revisions to Agreement
 - Task 5.D: Submit draft Agreement to HCD for review and comments
 - Task 5.E: HCRN signs Agreement
 - Task 5.F: GNS signs Agreement
- Deliverable 6: Application Developed
 - Task 6.A: Working with the LTRG develop an application process that meets HCD and County Guidelines while not having applicants duplicate efforts for other programs in which they have already applied.
 - Task 6.B: Modify existing GNS Housing Rehabilitation Application based on needs of the program and guidelines of the County and HCD.

- Deliverable 7: Grant Package Developed
 - Task 7.A: Prepare homeowner Grant documents for County review
 - Task 7.B: Submit homeowner Grant documents for County review and approval
- Deliverable 8: Applicant and Home Location Eligibility Determination
 - Task 8.A: Communications with potential applicants regarding program, eligibility and eligibility submission
 - Task 8.B: Assisting clients complete income eligibility/applications
 - Task 8.C: Reviewing application for income eligibility and duplication of benefits
 - Task 8.D: Initial review Environmental Review to determine if home location is eligible for assistance
- Deliverable 9: Outreach Complete
 - Task 9.A: Develop outreach campaign with LTRG for LTRG registered qualified applicants
 - Task 9.B: Perform outreach with the LTRG to all LTRG registered qualified applicants
- Deliverable 10: Approved Client Applications
 - Task 10.A: Communications with applicant
 - Task 10.B: Client application processing
 - Task 10.C: Part 5 Income verification
 - Task 10.D: Environmental Review
 - Task 10.E: Duplication of Benefit verification
 - Task 10.F: Presentation of projects to Loan Committee for review and approval
- Deliverable 11: Grant Documents Signed & Recorded
 - Task 11.A: Draft Grant documents
 - Task 11.B: Submit grant documents to homeowner for review and signature
 - Task 11.C: Submit grant documents to County for review and signature
 - Task 11.D: Submit grant documents to title company process and record
 - Task 11.E: Submit ALTA report to County for payment to title company
- Deliverable 12: Completed Move-in Ready House
 - Task 12.A: Meet with homeowner and HCRN to determine size of home and discuss process
 - Task 12.B: Pre-construction conference w/HCRN, GNS and homeowner
 - Task 12.C: Construction oversight
 - Task 12.D: Project inspection
 - Task 12.E: Approve invoices for materials delivered to site signed by HCRN and GNS for County payment
 - Task 12.F: Send approved invoices to County for approval and payment by County to vendor(s).
- Deliverable 13: HCD Set-up & Completion Report submitted
 - Task 13.A: Prepare setup & completion report
 - Task 13.B: Send Set-up & Completion Report to County for approval
 - Task 13.C: Submit Set-up & Completion Report

Proposed Scope of Work

- Deliverable 1: Reports submitted on time
 - Task 1.A: Prepare quarterly, annual and other reports as needed
 - Task 1.B: Submit reports to County for review and approval
 - Task 1.C: Submit reports to HCD
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 - Task 2.D: Submit Closeout Documents to HCD
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 - Task 3.B: Prepare for and attend HCD trainings, Weekly Office Hours and meetings.
 - Task 3.C: Prepare for and attend County Public Hearings and Board of Supervisors Meetings.
 - Task 3.D: Prepare for and attend Happy Camp Community Service District meetings
- Deliverable 4: Executed MOU with LTRG and GNS
 - Task 4.A: Refine draft MOU between LTRG and GNS
 - Task 4.B: Submit MOU draft to LTRG for comments and revisions
 - Task 4.C: Incorporate LTRG revisions to MOU
 - Task 4.D: LTRG signs MOU
 - Task 4.E: GNS signs MOU
- Deliverable 5: Executed Subrecipient Agreement between HCRN and County
 - Task 5.A: Refine draft Subrecipient Agreement between HCRN and County for building homes
 - Task 5.B: Incorporate HCRN revisions to Agreement
 - Task 5.C: Submit draft Agreement to HCD for review and comments
 - Task 5.D: HCRN signs Agreement
 - Task 5.E: County signs Agreement
- Deliverable 6: Application Developed
 - Task 6.A: Working with the LTRG develop an application process that meets HCD and County Guidelines while not having applicants duplicate efforts for other programs in which they have already applied.
 - Task 6.B: Modify existing GNS Housing Rehabilitation Application based on needs of the program and guidelines of the County and HCD.
- Deliverable 7: Grant Package Developed
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- Deliverable 12: Completed Move-in Ready House
 - Task 12.A: Meet with homeowner and GNS to determine size of home, layout options and discuss process
 - Task 12.B: Pre-construction conference GNS and homeowner
 - Task 12.C: Construction oversight
 - Task 12.D: Project inspection by GNS and homeowner
 - Task 12.E: Approve, sign, and date invoices for materials delivered to site with proof of delivery, pictures or GNS approval and invoices for subcontractors with proof of work either by GNS inspection, County inspection or pictures, and send to GNS for approval, then GNS submit to County for payment
- Deliverable 13: HCD Set-up & Completion Report submitted
 - Task 13.A: Prepare setup & completion report
 - Task 13.B: Send Set-up & Completion Report to County for approval
 - Task 13.C: Submit Set-up & Completion Report
- Deliverable 14: Subcontractor and Materials Vendor Procurement Documents
 - Task 14.A: With the assistance of GNS, procure building materials and subcontractors to perform site work, plumbing and electrical work consistent with County, HCD and HUD requirements, including outreach to small, minority, female and Section 3 owned businesses.

- Task 14.B: GNS will maintain on behalf of HCRN procurement files consistent with County, HCD and HUD requirements, including outreach to small, minority, female and Section 3 owned businesses.
- Task 14.C: With the assistance of GNS, accept and review proposals, then select lowest, responsible, and responsive bidders.
- Task 14.D: With the assistance of GNS, verify vendor/subcontractor eligibility on SAM.gov.
- Task 14.E: Enter into a master contract with building material vendor(s) and subcontractor(s).

Proposed Scope of Work (marked to show changes)

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