



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: 20-CDBG-PI-12013

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: Woodsmoke Reduction and Heating Replacement Program to serve "approximately 20" households.	Proposed Scope of Work: Woodsmoke Reduction and Heating Replacement Program to serve 35 households.
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Budget Change		
Original Scope of Work:		Proposed Scope of Work:
Awarded Funds	Total Funds	Awarded Funds
\$150,000	\$150,000	\$404,669
		Total Funds
		\$404,669



- 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:
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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 \$106,521.50 of its uncommitted Program Income, \$25,927 of unused allocation from the closed-out PI Only - Siskiyou County Public Facility Acquisition (20-CDBG-PI-12011), and \$89,720.50 of expected unused allocation from PI Waiver, Code Enforcement Program to the Woodsmoke Reduction and Heating Replacement Program. Additionally, the County seeks to allocate \$32,500.12 in unallocated General Administration, which includes \$5,950 in expected FY 2022/23 Program Income receipts. The increased program budget will allow the County to serve at least 35 households. In the first six months of implementing this program, the amount of application requests has exceeded the current allocation. Staff expects the demand to continue and the additional allocation to be spent in a timely manner.</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 unless a First Time Homebuyer property is sold or refinanced.</p>
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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:

7/26/22