

CFO Subcontract Amendment Process

HOW TO REQUEST A SUBCONTRACT AMENDMENT

1. Notify your assigned CHC Fiscal Analyst to request an increase or decrease. Include the requested amount of Federal Share and State Share (SS must be double the amount of FS), and the justification or statement of need. Ensure the justification follows allowability guidelines for CalFresh Outreach. A suggested request format is provided below.
2. The request will be reviewed by both your CHC Fiscal Analyst and Program Manager and may be approved, denied, or added to the waitlist if funds are unavailable
 - a. If approved, your Fiscal Analyst will provide next steps including the procedure for updating budget, SOW deliverables, and CIF if necessary, the timeline for overall process completion, and anticipated effective date (typically the start of a quarter – 10/1, 1/1/, 4/1, or 7/1).
 - i. Once updated documents are completed, your Fiscal Analyst will add them to the subcontract amendment template and send for review.
 - ii. The reviewed and finalized amendment will be sent to the subcontractor's approved contract signatory for acquiring signature, then Chico State Enterprises (CSE) for counter signature and full execution.
 - iii. Once fully executed, your Fiscal Analyst will send a copy of the FE amendment and updated invoice workbook incorporating the revised budget.
 - b. If denied, your Fiscal Analyst will explain why and provide alternatives to consider
 - c. If waitlisted, your Fiscal Analyst will explain next steps and approximate timeframe of when the request may be reconsidered

SUGGESTED AMENDMENT REQUEST FORMAT

1. Entity Name:
2. Total budget increase or decrease requested (1/3 Federal Share + 2/3 State Share):
3. If requesting to increase, confirm ability to cover State Share by indicating the general source of State Share (e.g. increasing FTE for existing staff listed as they are contributing a larger portion of time to CalFresh allowable activity support; adding staff who were not previously listed, etc.):
4. If requesting to increase, explain how additional Federal Share funds would be utilized (300 words or less). Be sure to include the following in your response:
 - ☐ Describe how this funding will enhance your CalFresh Outreach program and ultimately support increased applications submitted.

- ☐ Will this funding increase staff capacity such as increasing staff hours or hiring part-time/full-time staff?
- ☐ Anything else you would like us to be aware of when reviewing your budget increase request for FFY2021?

5. If requesting a decrease, explain why: