

CFO Subaward Amendment Process

HOW TO REQUEST A SUBAWARD AMENDMENT

1. Submit your request for a budget increase to your assigned CHC Fiscal Analyst via email using this [CFO Budget Increase Request Fill-In Word Document](#). If requesting a budget decrease, please contact your assigned CHC Fiscal Analyst and provide the amount and reason for the budget decrease.
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 subaward amendment template and send for review.
 - ii. The reviewed and finalized amendment will be sent to the subrecipient'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.