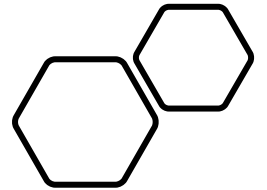


COC PROGRAM EXPEDITED C19 GRANT AGREEMENT AMENDMENTS



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HUD Guidance & Resources:

CoC Program Expedited C19 Amendments

- [CoC Program Expediated COVID-19 Grant Agreement Amendments](#)
- [Video Tutorial](#)
- [Transcript of Video](#)

What can be amended?



Eligible Activities not originally part of your grant



Including Supportive Services



Move funding between Budget Line Items (BLI)



Including Rental Assistance



Extend operating year to fully utilize all awarded funding



For 2018 Grants: Extend operating end date up to 12/31/2020.

Will impact future renewals (permanent change in operating start date)

1. Download Grant Amendment Request Packet

- [TX-503 - CoC Program Expedited COVID-19 Grant Agreement Amendment](#) (link to Word document for TX-503)

2. Enter Grant Details to Complete Packet (Word Document)

- **Follow instructions!**
- **See slide for more details**

3. Sign the Grant Agreement Amendment Request Form

- **Authorized Official must sign on each request's signature page (section for "Recipient")**
- **Signature Options: 1) Print/Sign/Scan or 2) electronic signature.**

4. Email Request Form

- **Email completed form to [Field Office Inbox \(CPD COVID-19AmendmentSAT\)](#) & copy your CPD Representative; & CoC Lead Agency Staff .**
- **Combine all requests into 1 document that will be emailed**
- **Make sure to include 1 signature page for each amendment request**

Ideas for SS Budget Line Item:

Eligible Costs – Supportive Services

Address the needs of the program participants to help		
Annual assessment	Employment assistance/job training	Mental health
Moving	Food	Outpatient health
Case Management	Housing Search/counseling	Outreach
Child Care	Legal Services	Substance abuse treatment
Education	Life Skills Training	Transportation
Utility deposits	<u>Any unlisted cost is ineligible.</u>	

Housing Search & Counseling

- w/ waiver approval rental and utility debt

Outreach

- Immediate/urgent physical needs: meals, blankets, clothes, or toiletries.

Transportation

- Mileage for staff to visit CL and carry out inspections
- Cost for public transportation

Direct Provision of Services

- Cost of labor or supplies needed to for supportive services.
- Salary and benefit packages of staff delivering services.

Resources: Eligible Costs



[Ask a Question](#)

- [Using CoC Program Funds for Infectious Disease Preparedness and Response](#)
- [Using Admin Funds to Train Staff to Safely Deliver Assistance During C-19 pandemic](#)
- [COC Program Funds: Purchase Cell Phones and Wireless Service Plans for Program Participants](#)

What Happens After Submission?

After receiving the grant agreement amendment request, the Field Office will take these steps:

- Review the request for completeness.
- Process the request.
- Make the approved changes in eLOCCS.
- Return an approved Grant Agreement Amendment by email to the recipient.

Detailed Form Instructions

Open the pre-populated amendment request package for your CoC.

It is a Word document. Allow the document to open from the website.

To edit the Word document, select the “enable editing” button and save the document to your computer.

Complete the grant agreement amendment request form.

Note: Each downloaded Word document contains a grant agreement amendment request form for **every** grant in that CoC.

- **In the document:**

- Find your pre-populated grant number(s).
- Keep the pages you need for the grant agreement amendment request(s).
- Delete any of your own grants that you do not want to amend.
- Delete the grants that are not yours.

- **For each grant agreement amendment request:**

- Do not modify the amendment text in the template.
- Confirm the pre-populated information: grant number, Tax ID Number, DUNS Number, and recipient name.
- Review the instructions highlighted in blue throughout the document and delete text, as directed.
- Under the section “Recitals,” choose the terms of the agreement that you want to amend. There are 3 sections—adding eligible activities, shifting funds, and extending the grant end date. Delete the items that you are not amending. Again, do not modify the amendment text in the template.
- Under the section “Agreement,” complete the applicable fields. Delete what is not applicable.



Contacts for Amendment Submission

- **SAN ANTONIO FIELD OFFICE MAILBOX**
 - CPD_COVID-19AmendmentSAT@hud.gov
- **CPD Representatives:**
 - Garcia, Elva F <ELVA.F.GARCIA@hud.gov>
 - Reed-sweed, Valerie M Valerie.M.Reed-sweed@hud.gov
 - Cisneros, Valicia A <Valicia.A.Cisneros@hud.gov>;
- **CoC Lead Agency Contacts:**
 - Kate Moore: katemoore@austinecho.org
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 - Andrew Willard: Andrewwillard@austinecho.org