

CoC Program Expedited COVID-19 Grant Agreement Amendments: Tutorial Transcript

Welcome to our tutorial demonstrating how to use the CoC Program Expedited COVID-19 Grant Agreement Amendments process. We will be using a sample grant number from my home state of Colorado for example purposes only. (CO0041)

Once you are on the HUD Exchange page, navigate to the state where your project is located. Then, find the Continuum of Care under which your 2018 grant was awarded. In this case, we are looking at CO-503 – MDHI.

The document will open in Read-Only mode once it is downloaded. First, use Save As to save the document to your computer locally, choosing a name that makes sense to you. In this case I chose, My Example.

As you can see, all awarded grants in your CoC are included in this document. Let's first narrow down to just the document you want and delete the rest.

Use the Navigation bar to search for your grant number or scroll through the pages to find it. The grants are listed by grantee in alphabetical order. Once you've located the grant you wish to amend, delete the remaining agreements that do not apply to your request.

What if your grant number isn't available in the document? After you've verified that you're in the correct CoC document, contact your field office for assistance. Grants are listed only if they have a fully executed grant agreement in place as of April 1, 2020.

There are three types of available changes you can request to amend your grant: adding a new budget line item, making a budget change of over 10%, and requesting a grant extension. You may request one, two or all three in the same document, depending on your needs.

Read through the blue text to get instructions and locate which provisions you want to use, and which you should delete. Delete the main instructions after you've read and understood them. Let's read them now: (Recitals are below. One amendment can include more than one change, such as both a change in budget and an extension of the term. Keep the recitals that apply to the amendments you are making and delete the others. **DELETE THIS PARAGRAPH ONCE YOU HAVE READ AND UNDERSTOOD IT**). Got it, let's delete.

In this example, our grant only has Rental Assistance and Administration. After a budget analysis and needs assessment from our leadership, we have determined a big need for Supportive Services, and a decreased demand for Rental Assistance. Our request is to add the Supportive Services line item to our grant and fund it with \$1,000,000 out of Rental Assistance. We also want to extend the grant so that we have more time to fully expend our funding before we start our renewal (we had a high number of rent contributions this year which meant we couldn't fully expend our Rental Assistance Line Item). We project we can fund two additional months with our remaining balance. This means we will use all three provisions, since we are adding a new budget line item, shifting over 10% of funds out of the RA line item, and requesting an extension.

Let's look at the first available change. Do you need to add a new kind of budget line item to allow you to better serve your clients in response to COVID-19? We do! Delete the instructions but keep the text

and move to the next provision. Do we need to make a change of over 10% to one or more budget line items? We are moving \$1 million out of a \$6 million dollar budget line, so yes. Delete the instructions and keep the text. Next up – do we want to extend the grant operating year? Yes, we want to add two months to our operating year. Delete the instructions and keep the text.

Now we move on to the “Agreements” section. Here, there are two provisions listed - one for grantees who are a Unified Funding Agency, or UFA, and one for grantees who are not. Delete the provision that does not apply to you, as well as both sets of blue instructions.

First, we note how much we are requesting to move in the “Change” column and totaling our new budget in the “Amended Budget” column. Make sure your math adds up!

The final provision is about the extension date. If you are not requesting an extension delete this part – but we are. We would like a two-month extension, so our new expiration date will be June 30, 2020. Remember, the latest possible end date you can request is December 31, 2020.

Almost done! After you’ve reviewed one last time, now it’s time to sign. The signature page will automatically appear on a separate page, in order to keep signatures together. First, type in the name and title of your authorized official who will sign the document. Now you are ready for signature!

You can physically print, sign, date, and scan the document – only one copy is needed – and email to your local field office. You can also add an electronic signature image to the Word document, based on your organization’s protocols for electronic signature.

Hmmm, where can I find the email address for my local field office? In order to expedite these amendments, we have set up a specific email address for each field office, and the link to that list is posted on the amendments page.

Once you submit, your field office will either follow up with you for clarification or corrections or provide you the executed copy after the changes have been made in eLOCCS. After you receive an emailed amendment signed by the local Field Office Director, you can proceed under the new terms you requested. Check eLOCCS if you need verification of budget and operating date changes.

Thanks for watching our how-to video!