



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-CV2-3-00154

Contractor/Grantee: County of El Dorado

Grant Administrator (CDBG-CV) **OR**
CDBG Representative (Annual CDBG): Lauren Pollick

Person Completing Form: Lauren Pollick

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:
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- 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:

- 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:	Proposed Scope of Work:

Budget Change			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds



- 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:
<ol style="list-style-type: none">1. The City of Placerville named one of the payees on the STD 213.2. The City of Placerville named one of the contractors on the STD 215.3. Exhibit F is included in the original package, which requires a new resolution.	<ol style="list-style-type: none">1. Remove the City of Placerville as one of the payees on the STD 213.2. Remove the City of Placerville as one of the contractors on the STD 215.3. Remove Exhibit F from the original package.

Amendment Justifications and Assurances

Please include the following information for the proposed amendment.

<p>1. Identify the reasons for the proposed amendment(s).</p> <p>According to the resolution, only El Dorado has the authority to enter into the agreement with HCD and conduct business associated with this agreement. The City of Placerville gave this authority to the County of El Dorado in their resolution. Therefore, the City of Placerville needs to be removed from both the STD 215 and the STD 213 so that the contract and PO correctly reflect HCD's agreement is only with the County of El Dorado.</p>
<p>2. List steps being taken to avoid any future amendment(s) request(s) for the same reason(s).</p> <p>Connect with Legal, Accounts Payable, and Contracts departments to ensure clear guidance on contracts. Only one grantee can be considered the payee and contractor.</p>



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:

Don Semon

Title of Designated Official:

Director of El Dorado County Health and Human Services Agency

Signature of Designated Official:


Don Semon (Jan 19, 2022 09:04 PST)

Date:

01/19/2022

CA HCD USE ONLY BELOW THIS LINE

Recommended for Approval

Not Recommended for Approval due to:

Grant Administrator (CDBG-CV) or CDBG
Representative (Annual CDBG) Signature

Date

CA HCD Program Manager Signature

Date

CA HCD Section Chief Manager Approval

Date

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

20-CDBG-CV-2-3-00154

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Housing and Community Development (HCD)

CONTRACTOR NAME

County of El Dorado

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

Twenty-Four (24) Months from the Effective Date

3. The maximum amount of this Agreement is:

\$2,251,157.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages	
Exhibit A	Authority, Purpose, and Scope of Work	8	
Exhibit B	Budget Detail and Payment Provisions	7	
Exhibit C *	State of California General Terms and Conditions	GTC 04/2017	
+ -	Exhibit D	CDBG-CV2/3 Program Terms and Conditions	25
+ -	Exhibit E	Program Application	496

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of El Dorado

CONTRACTOR BUSINESS ADDRESS

3057 Briw Rd , Suite B

CITY

Placerville

STATE

CA

ZIP

95667

PRINTED NAME OF PERSON SIGNING

Don Semon

TITLE

Director

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

01/19/2022


Don Semon (Jan 19, 2022 09:04 PST)

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 20-CDBG-CV-2-3-00154	PURCHASING AUTHORITY NUMBER (If Applicable)
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development (HCD)

CONTRACTING AGENCY ADDRESS

2020 W. El Camino Avenue

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Shaun Singh

TITLE

Contracts Manager

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per SCM Vol. 1 4.04. A.3 (DGS memo dated 6/12/1981)