Subject: 21-23 Amendment Process Change

Message: In recognition that our partners need to be able to submit amendment requests to IRs without a cumbersome process that may still take time to develop, in a system that we will not even be using next year, OHCS has developed an amendment request form in Smartsheets rather than in SurveyMonkey Apply for all 21-23 MGA-related grants. This is nearly identical to the amendment process that you have been using for the 19-21 grants.

The 19-21 Amendment form has been taken off line as there should not be any additional amendments needed for grants that have surpassed their grant periods and a new 21-23 Amendment form has been added to our dashboard (https://app.smartsheet.com/b/publish?EQBCT=8a215621578a4f76ae98113d719d5e64). While we recognize that the amendment form will not have all the same bells and whistles as does SMA and it will not align easily with our SMA questions, we feel this is a better option for everyone at this time.

When completing amendments, please try to be as specific as possible when detailing what was previously approved and what change you are now requesting. If there will be a budget change submitted to implement the change, please identify that by checking the new “checkbox” that is included in Section 3 of the form. We have also added an ability to upload documents if additional documents are needed to be submitted, such as the three bids for a purchase request requiring pre-approval.

Please do not use this form for direct grants that use an e-amendment process through the OHCS Procurement Section. Those will still need to go through the e-amendment process.

If you have questions or concerns, please reach out to your OHCS Program Analyst.