

## What is to be included in a CARES Act Amendment

- Grantees should create only ONE version of CARES Act amendment, no matter how many CV programs you have. This allows our office and the grantee to exchange the amendment back and forth in IDIS through the “Reviewed and Awaiting Modifications” toggle, allowing for a single substantial amendment that can be used to apply for different programs as needed while cleanly keeping all CARES Act plans/projects/activities together under a single document.
- Ensure AD-25/AD-26 screens in eCon planning suite complete to include:
  - 1) substantial amendment to the correct action plan year.
  - 2) Grantee entered comment in “Purpose of Amendment” text box, indicating that the amendment is to apply for CARES Act Funding .
  - 3) “Substantial Amendment” is designated in the Amendment Field.
- There must be one complete and fully executed SF 424 and 424D for each CPD CARES ACT grant program – CDBG, ESG, HOPWA
- 424’s and 424D’s can be signed (electronically is acceptable) by the **designated elected official**. Grantee must keep an actual wet signature copy of the 424 and 424D in their files.
- Ensure award amount is correct on SF 424
- Ensure the 424 has the correct Duns #
- Each 424 has the applicable 424D’s (certifications) attached
- For consortia, each member of the consortium must attach its own 424 and 424D in the respective AD-25/AD-26 screen. The consortium lead agency must only attach its own general and program specific certifications to their AD-25 or AD-26 screens in the econ planning suite and verify that its members have done the same before submitting the amendment on behalf of all members.

- Confirmation that Public Notification was made online (ESG-CV only)
- Summary of CP process provided for CDBG-CV and HOPWA-CV
- Summary of comments or views and reason comments or views were not accepted for CDBG and HOPWA-CV funds.
- The AP-15 screen in the eCon Planning Suite has the total amount of CARES Act funding for the program as a resource on the “other” line. Therefore “other” for CDBG-CV, other ESG-CV and other Hopwa CV
- The AP 35 has all of the proposed projects for use of CARES Act funding.
- For STATES the AP-30 must be updated if their method of distribution changed for CARES Act funding (this is only for CDBG-CV).
- For HOPWA grantees, the AP-35 should identify only new CARES projects (one for the grantee and one for each know project sponsor – a placeholder “dummy” sponsor can be added and then a budget and description of the funding and proposed and estimated household count by eligible activity in the project description boxes must be added.
- If a HOPWA grantee changes the method in which they choose project sponsors because of the CARES Act activities, the AP 90 must be updated.