



OHIO DEPARTMENT OF DEVELOPMENT

Bob Taft
Governor

Bruce Johnson
Director

Date: January 21, 2005
To: Clean Ohio Revitalization and Clean Ohio Assistance Fund Grantees
From: John Magill, Director, Office of Urban Development
Subject: Amendment Policy

The Ohio Department of Development (ODOD) is instituting a detailed amendment policy to formally recognize and track project changes occurring during the implementation of the Clean Ohio Revitalization and Clean Ohio Assistance Funds ranging from price changes for goods to budgetary issues related to chemicals of concern at a site. The amendment policy is effective for all grantees as of the date of this notice.

The policy will assist ODOD and the grantees in tracking expenses against approved individual budget line items for brownfield projects. The ability to match expenses against approved budget line items will greatly assist ODOD in processing disbursement requests and gaining a greater understanding of the progress of the Grantee's project.

Amendment Policy:

A budget amendment is required when the Grantee wishes to reallocate more than 10% of the funds in any one line item of greater than \$10,000 in the approved budget. Reallocation of less than 10% of the funds in a line item of greater than \$10,000 requires written notification from the Grantee to the Grantor.

A budget amendment is required when adding a new budget line item of greater than \$5,000 or 5% of the grant, whichever is less. Addition of a new budget line item of less than \$5,000 or 5% of the grant requires written notification from the Grantee to the Grantor.

All amendment requests and notifications must be received a minimum of 30 days prior to any disbursement submission that includes the proposed change(s).

Any questions regarding this matter may be directed to the Office of Urban Development at (614) 995-2292 or via e-mail at oud@odod.state.oh.us.

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