



Community Services Division
Office of Community Development
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Previously known as Policy Notice OHCP 02-01

SUBJECT: Office of Community Amendment Policy
ISSUED: February 4, 2002
DISTRIBUTED TO: Office of Community Development Award Recipients and their Affiliates

POLICY

Situations requiring an amendment:

1. An amendment to an executed grant agreement is required if a grantee is proposing a new activity. A public hearing is required for local governments proposing a new activity and a 10-day public notice must precede the hearing.
2. An amendment to an executed grant agreement is required if there is a substantial change in an approved project or activity scope, location or design, number and type of beneficiaries, anticipated accomplishment, or national objective. In addition, for local governments, a public hearing is required and must be preceded by a 10-day notice.
3. An amendment to an executed grant agreement is required if the amount most recently approved by Office of Community Development (OCD) for any previously approved activity is being increased or decreased by more than \$5,000 or 10 percent, whichever is greater. These thresholds must be applied to both the activity from which the funds are to be removed and the activity to which the funds will be added. Increases or decreases less than this threshold will be reconciled during the closeout process. The administration cap may not be exceeded. For competitive programs, 90 percent of outcomes must be met for an activity prior to requesting an amendment to reduce funds in that activity. Additional restrictions or exceptions may be included in the guidelines for each program.
4. Activity outcomes may also be reduced by up to 10 percent, without an amendment, as a result of moving funds from one activity to another in order to meet an increased demand in another activity. However, outcomes may not be reduced without an amendment for other reasons.

Amendments must be reviewed and approved by OCD prior to implementation of the proposed change.

Due to the nature of competitive programs, grantees are discouraged from making any changes to their programs. Therefore, amendments to competitive programs will be considered during future funding application reviews.

COMMENTARY

The revised OCD amendment policy provides award recipients with greater flexibility when making minor revisions to activity budgets and outcome projections.