



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF HEALTHY HOMES AND
LEAD HAZARD CONTROL

POLICY GUIDANCE NUMBER: PGI 2013-03	DATE: April 22, 2013
SUBJECT:	Grant Amendment Procedures for OHHLHC Grantees
STATUS:	Current
APPLICABILITY:	All OHHLHC Grantees
RELATED GUIDANCES:	Policy Guidance 2000-03
COMMENTS:	This guidance replaces Policy Guidance 2000-03, as well as instructions provided in the OHHLHC Program Guide

The Office of Healthy Homes and Lead Hazard Control (OHHLHC) is issuing this policy guidance to provide updated instructions for requesting federal award amendments for changes to:

- Authorizing Official and other Key Personnel
- Budget Allocation including revisions to Match Commitment
- Period of Performance
- Work Plans or Benchmarks
- Target Area
- Other Significant or Administrative Changes

Please review the information below on the information necessary to submit for approval of your request by your Government Technical Representative (GTR) and Grant Officer (GO). **Please note that any changes are not effective until you receive approval by HUD.** If multiple amendments are necessary, please make sure to include detailed information for each request as well as the necessary supporting documentation for the request(s) to be completed. Requests for amendments to the work plan or benchmark in the last month of the quarter will not be process until after this time. All amendment requests should be discussed with your GTR prior to submittal. All requests must be numbered and dated.

Amendment Type	Required Procedures
Change in Authorizing Official	<ul style="list-style-type: none"> • Request to HUD on official letterhead outlining the request and include specific details and a brief summary of the reason for the change <p style="text-align: center;"><i>For this type of amendment, you will receive a modified grant agreement (form HUD-1044) from HUD.</i></p>
Change in Budget	<ul style="list-style-type: none"> • Request to HUD on official letterhead signed by the Authorized Official requesting the amendment and including specific details of your request and a brief summary of the reason the change is needed as well as the anticipated impact on your grant program • All budget changes need to be submitted to your GTR for review and approval. This will ensure that quarterly and final reporting numbers are accurate. Budget revisions greater than 10% of the Federal grant amount will need approval of both your GTR and GO • Submit a revised budget form HUD-424-CBW (submit both the original budget and the revised budget) • Submit a revised budget narrative and justification for the revision • Submit a revised Part 3 budget form <p>Change to Match commitments:</p> <ul style="list-style-type: none"> • Request to HUD on official letterhead signed by the Authorized Official requesting the amendment and including specific details of your request and a brief summary of the reason the change is needed as well as the anticipated impact on your grant program • Letters of commitment, MOUs or other documentation will need to be provided to document the match commitment <p>Note: Reduced match commitments may result in a reduction in your Federal grant award amount.</p> <p style="text-align: center;"><i>For this type of amendment, you will receive a modified grant agreement (form HUD-1044) from HUD.</i></p>
Change in Key Personnel	<ul style="list-style-type: none"> • Request to HUD on official letterhead signed by the Authorized Official requesting the amendment and including specific details of your request and a brief summary of the reason the change is needed • Include resumes of the new individual(s) • Include percentage of time and key responsibilities • Include an updated organization chart <p>Note: If there is a change in financial staff, and that person is in charge of LOCCS requests, please make sure that new LOCCS forms are submitted.</p> <p style="text-align: center;"><i>For this type of amendment, you will receive a modified grant agreement (form HUD-1044) from HUD.</i></p>

<p>Change in Period of Performance</p>	<ul style="list-style-type: none"> • Request to HUD on official letterhead signed by the Authorized Official requesting the amendment and including specific details of your request including detailed justification for the change; the anticipated impacts on staffing, budget and unit production; and the length of the extension (including dates) <p><i>For this type of amendment, you will receive a modified grant agreement (form HUD-1044) from HUD.</i></p>
<p>Change in Work Plan or Benchmarks</p>	<ul style="list-style-type: none"> • Request to HUD on official letterhead signed by the Authorized Official requesting the amendment and including specific details of your request and a brief summary of the reason the change is needed
<p>Changes to Target Area</p>	<ul style="list-style-type: none"> • Request to HUD on official letterhead signed by the Authorized Official requesting the amendment and including specific details of your request and a brief summary of the reason the change is needed • Documentation to support the need for the revision of the target area • Documentation to support your agency has jurisdiction over the new target area <p>Note: Additional Environmental Review will need to be completed if the area was not included in the initial approval.</p>
<p>Other Significant Changes</p>	<ul style="list-style-type: none"> • Change in Prime Recipient(s) or other Sub – Recipient(s) and/or their budgets, work plans or other administrative changes (see below)
<p>Administrative Changes</p>	<ul style="list-style-type: none"> • Change in grantee address, phone number <p><i>For this type of amendment, you will receive a modified grant agreement (form HUD-1044) from HUD.</i></p>

For any budget revisions include the following:

Budget Line Item	Current Approved Budget	Requested Revision	Justification for the Revision	Proposed Budget
Personnel (Direct Labor)				
Fringe Benefits				
Travel				
Equipment				
Supplies and Materials				
Consultants				
Contracts / Sub-Grantees /				
Lead Hazard Control				
Relocation				
Training				
Other Direct Costs				
Indirect Costs				
Match Commitment				
Total				