

Planning for Program Changes

- Reasons for making program changes
- Reasons to notify your GTR
- Changes that trigger an amendment to your Grant Agreement (form HUD 1044)
- What documentation is needed

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Reasons for making program changes

- Authorizing Official or Key Personnel Changes
- Revisions to Target Area
- Change in Sub-Recipients
- Revisions to the Program Budget
- Work plan or Policy and Procedure Revisions
- Period of Performance changes



Reasons to notify your GTR

- Communicate with your GTR about ALL revisions
- Provide notification EARLY
- You must receive APPROVAL from your GTR on for the following revisions:
 - **Changes in Authorizing Official and Key Personnel**
 - **Budget revisions including Match**
 - **Target Areas**
 - **Sub-Recipients**
 - **Period of Performance**
 - **Changes in the scope of your program**

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Changes that trigger an amendment to your Grant Agreement (form HUD 1044)

- Authorizing Official
- Key Personnel
- Budget
- Period of Performance
- OHHLHC changes
- OHHLHC Administrative Actions



What documentation is needed

- Letter making the request for a revision
 - On Agency letterhead
 - Signed by Authorizing Official
 - Justification for revision
- Supporting documentation



- Revisions that require GTR/GO approval or an amended Grant Agreement (form HUD 1044) are NOT official until you have received written approval/confirmation from OHHLHC

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Once the revision is APPROVED....

- Update your Work Plan
- Update your Policy and Procedures
- Update Benchmarks

Make sure to communicate with your GTR as you are making these revisions



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