



HUD Continuum of Care Grant Significant Change & Grant Amendment Request

March 27, 2017

The Detroit Continuum of Care approves funding for the HUD Continuum of Care (CoC) grants on an annual, competitive basis. CoC grants are awarded based on the content of the grant application, which includes details specific on how the project will be administered and implemented. It is recognized that from time to time changes need to be made to grants to ensure the projects are able to continue to successfully serve persons in the community.

In order for significant changes to be made to the grant, approval must be given by the entities that initially approved the grant. Therefore, the Detroit CoC Board has established a policy that CoC grantees may not make significant changes to their CoC grants without prior approval of the CoC Board. After approval of the significant change is given by the CoC Board, the CoC Lead Agency will communicate this to the recipient, and the recipient may then proceed with making the request for the change from the local HUD Field Office.

Significant changes include the following:

- Change of recipient (grantee)
- Change of sub-recipient (subgrantee)
- Change in project site
- Permanent change in the subpopulation to be served
- A *permanent reduction* in the total number of units funded under the grant or the number of persons to be served
- Permanent closure of the project funded by the CoC grant
- Grantee voluntary relinquishment of CoC grant
- Other significant changes

These significant changes to a CoC project require that the grant be amended. Grant amendments must be processed through the local HUD Field Office, and the grantee may not implement the above changes to its grant without the amendment from HUD.

Requesting a Significant Change

A recipient desiring to make one of the above-referenced significant changes to its grant must first complete the following form and submit this form, along with any other supporting documentation, via email to the CoC Lead Agency at:

Homeless Action Network of Detroit

Attn: Amanda Sternberg, Performance Management Analyst

amanda@handetroit.org

313-964-3666 x104

The CoC Lead Agency will review the request for the significant change and will forward the request on to the CoC Board. Please note that additional information may be requested from the recipient when considering the requested change.

The CoC Board decide whether to approve the requested change within ten (10) business days of when the CoC Lead Agency receives the request. Once the CoC Board has made a decision, the CoC Lead Agency will issue a letter to the recipient indicating whether or not the change was approved. If approved, the recipient may then proceed with contacting the local HUD Field Office to request the grant amendment to reflect the change. *NOTE: The recipient must have a HUD-approved grant amendment prior to implementing significant changes to its grant.*

A subrecipient that desires to make a change to its grant must work with the grant recipient to submit the request for change to the CoC Board and HUD. A request for a change must come from the recipient, not the subrecipient.

Grant Amendments Not Requiring CoC Board Approval

Recipients and subrecipients are reminded that HUD requires a grant amendment for the following:

- Addition or elimination of eligible costs approved for the project
- Shift of more than 10% from one approved eligible cost category to another

If a recipient or subrecipient needs to make one or both of these changes to its project budget, it may do so without prior approval from the CoC Board. It is noted, however, that the project budget will be reviewed at the time of project renewal and additional information supporting the need for the budget change may be requested.

Policy Implications

Detroit CoC recipients and subrecipients should note that if a grant amendment is requested of HUD, or if other significant changes are made to a project or grant, prior to receiving CoC Board approval, the CoC Board may make the decision to take action against the agency and/or project in question. Depending on the significance of the change made without CoC Board approval, this action may have an impact on further continued CoC funding for the project.

The full policy guiding this process may be found [here](#).*

* <http://www.handetroit.org/documents/>

Request for Significant Change to CoC Grant

This form should be completed and submitted as instructed below

Grant Information	
<i>Provide the following information for the grant for which the change is being requested</i>	
Recipient Organization:	
Sub-recipient Organization: <i>(if applicable)</i>	
Project Name:	
Project Type: <i>(select one)</i>	<input type="checkbox"/> PH: PSH <input type="checkbox"/> PH: RRH <input type="checkbox"/> TH <input type="checkbox"/> SH <input type="checkbox"/> SSO <input type="checkbox"/> CE- SSO <input type="checkbox"/> HMIS <input type="checkbox"/> CoC Planning
Grant Number:	
Grant Amount:	
Proposed effective date of change:	
Date Request Submitted to CoC Lead Agency:	

Contact Information	
<i>Provide contact information for persons who can answer questions regarding the requested change</i>	
Recipient Organization	
Contact Person Name:	
Title:	
Email:	
Telephone:	
Sub-recipient Organization <i>(if applicable)</i>	
Contact Person Name:	
Title:	
Email:	
Telephone:	

Significant Change Requested

From the list below, please indicate which of the following significant changes are being requested for this grant and complete the table as instructed. Select as many as applicable.

	Change Requested <i>(select all that apply)</i>	Current Grant <i>Indicate what is stated in the current grant</i>	Requested Change <i>Briefly explain the requested change. Additional information will be given below.</i>
<input type="checkbox"/>	Change of recipient (grantee)		
<input type="checkbox"/>	Change of sub-recipient (subgrantee)		
<input type="checkbox"/>	Change in project site		

		Current Grant	Requested Change
<input type="checkbox"/>	Permanent change in the subpopulation to be served		
<input type="checkbox"/>	A permanent reduction in the total number of units funded under the grant		
<input type="checkbox"/>	A permanent reduction in the total number of units funded or the number of persons to be served		
<input type="checkbox"/>	Permanent closure of the project funded by the CoC grant (NOTE: in such instances, the CoC will take action to reallocate those funds to ensure the funding remains within the Continuum).		
<input type="checkbox"/>	Recipient agency is requesting to voluntarily relinquish its CoC funding. (NOTE: in such instances, the CoC will take action to reallocate those funds to ensure the funding remains within the Continuum).		
<input type="checkbox"/>	Other significant changes (please describe here):		

Describe the Rationale Requested Change

Concisely describe the rationale for each of the changes requested above. In the response, include a description of why the change is being requested, how the change will better serve the clients in the program, and how the organization will manage the change.

Additional Documentation

If there is additional documentation the recipient would like to submit to support this requested change, please include this documentation with this completed form. This is optional.

Submission and Review

Submit this completed form, and additional documentation if needed, via email to the CoC Lead Agency at:

Homeless Action Network of Detroit
 Attn: Amanda Sternberg, Performance Management Analyst
Amanda@handetroit.org

The CoC Lead Agency forward the request for the change to the CoC Board for their review. Please note that additional information from the recipient or subrecipient may be requested when considering the requested change.

HUD Grant Amendment Process

Following approval of the change from the CoC Board, the recipient should then contact the HUD Field Office to make the request for the grant to be amended to reflect the change. The HUD Field Office may additionally request other information from the recipient as they process the grant amendment. *NOTE: The recipient must have a HUD-approved grant amendment prior to implementing significant changes to its grant.*

Once the recipient receives approval from HUD to proceed with the requested change, documentation of this approval must be submitted to the CoC Lead Agency. This documentation may be submitted to:

Homeless Action Network of Detroit

Attn: Amanda Sternberg, Performance Management Analyst

Amanda@handetroit.org