

# **WHAT TRIGGERS A SUBSTANTIAL AMENDMENT TO A HUD ACTION PLAN?**

The City of New Orleans' Office of Community Development shall amend its approved plan through a substantial amendment whenever it does one of the following:

1. Any change to the funded portions of the application that HUD determines, based generally on the guidelines of the NOFA (as adjusted for HUD's scaling and scoping of the award), would present a significant change to the grantee's capacity to carry out the grant (including loss of a partner without addressing lost capacity through replacement or contingency plan identified in the application);
2. Any change to the funded portions of the application that HUD determines, based generally on the guidelines of the NOFA (as adjusted for HUD's scaling and scoping of the award), would undermine the grantee's soundness of approach (including the benefit cost analysis);
3. Any change to the Most Impacted and Distressed target area(s) (a revised area must meet Most Impacted and Distressed threshold requirements in the NOFA, including Appendix G to the NOFA);
4. Any change in program benefit, beneficiaries, or eligibility criteria, and the allocation or reallocation of more than 10 percent of the grant award;
5. Any change to the leverage that was pledged and approved in the grantee's grant agreement;
6. The addition or deletion of an eligible activity

It is these substantial amendments that are subject to a citizen participation process, in accordance with OCD's citizen participation plan which is as follows.

1. Upon completion of the substantial amendment, OCD will make the amendment public through a public notice. There will be a thirty (30) day public review period and written comments can be sent to OCD's Disaster CDBG Unit at [corcherrie.allen@nola.gov](mailto:corcherrie.allen@nola.gov) or mailed to: the Office of Community Development – Disaster CDBG Unit – 1340 Poydras Street, Suite 1000 – New Orleans, Louisiana 70112.
2. OCD will also host at minimum one public hearing to solicit questions/comments regarding the substantial amendment.

OCD will notify HUD that an amendment has been made and will submit a copy of each amendment to HUD as it occurs. Letters transmitting copies of amendments will be signed by the official representative of the OCD authorized to take such action.

The notice will also be posted on OCD's website: <https://nola.gov/next/community-development/topics/ndrc-grant-information/>. If you need additional information, or require special assistance due to Limited English Proficiency, please contact OCD's Disaster CDBG Unit at 658-4200.