COMMUNITY DEVELOPMENT COMPETITIVE GRANT AMENDMENT GUIDELINES

Amendment Guideline Procedure Purpose

The Metropolitan Council ("Council") recognizes that projects may evolve after grant award due to financing, construction, market conditions, or other implementation factors. The Council may consider amendments to competitively awarded grant agreements when the proposed changes remain consistent with the original scope and intent of the award.

The purpose of this procedure is to:

- Allow administrative flexibility for routine project changes;
- Ensure projects continue to meet program goals and statutory requirements;
- Align previous existing amendment policy guidance into an updated guidance document;
- Create a procedure that reflects the grant year's program guidance and scoring rubric; and
- Reserve Community Development Committee (CDC) review for substantial changes that affect the original funding recommendation.

Grantees should notify Council staff as soon as they become aware of a potential need for an amendment.

Amendment Types

Grant agreements may be amended for the following reasons, including but not limited to:

1. Change in the term of the grant agreement;
2. Change in grant-funded activities;
3. Change in the project scope or deliverables;
4. Change in the approved grant budget;
5. Administrative corrections or clarifications.

Amendment Requirements

To request and be considered for a grant agreement amendment:

1. Amendment requests must be submitted in writing to Council grant admin staff no less than ninety (90) days prior to the expiration date of the grant agreement.

2. The requested amendment must remain consistent with the overall scope, intent, and public purpose of the original grant award.

3. The amendment must be fully executed prior to the current grant agreement expiration date.

4. All Amendment requests must include:

- A description of the proposed changes;
- The reason for the amendment request;
- The impact on project schedule, outcomes, and deliverables;
- A revised project budget, if applicable;
- A revised project summary, if applicable.
- Evidence of continued project progress;
- A schedule for completion of grant-funded activities;
- A schedule for overall project completion.

Grant Term Extensions

Grant extensions are subject to the allowable extensions outlined in the grant agreement and must not exceed 5 years. Grant terms may be extended when reviewed and deemed justified by evidence of progress of the grant project or delays beyond the grantees control.

Administrative Amendment Approval

Grant Staff Approval

Grant administration staff may approve:

- Budget reallocations of up to twenty percent (20%) of the total grant budget;
- Minor schedule adjustments;
- Clarifications to activities or deliverables that do not substantially change the approved project;
- Extensions to the grant term, within the allowable terms of the grant agreement and not exceeding the max 5-year allowable grant term.
- Administrative or technical corrections.

Grant & Program Staff Approval

Community Development program staff and grant administration staff may approve amendments involving the following that are deemed minor or insignificant and would not have impacted scoring:

- Budget reallocations greater than twenty percent (20%);
- Changes to grant-funded activities;
- Changes to project scope, deliverables, or timelines;

Management Approval

Community Development Program Manager, Grants Manager, and Community Development Executive Director may approve amendments involving the following that are deemed significant changes, but where the scoring change would not have changed the award outcome:

- Budget reallocations greater than twenty percent (20%);
- Changes to grant-funded activities;
- Changes to project scope, deliverables, or timelines;
- Changes requiring scoring review.

These amendments may be approved by staff when:

- The total grant amount recommended does not change;
- The revised project remains consistent with program and statutory requirements; and
- Staff determine the revised project will still have qualified for the full funding award during the original application review process.

Amendment Review Considerations for Staff

In reviewing amendment requests, staff and management shall consider:

- Whether the revised project continues to meet statutory and program requirements;
- Whether the amendment substantially changes the originally approved project outcomes;
- Whether the project continues to provide the public benefits identified in the application;
- Whether scored elements are materially impacted;
- Whether the revised project would have remained competitive during the original funding round.

The following guidance is intended to support internal staff determinations regarding whether a proposed amendment constitutes a significant change requiring scoring review, Community Development Committee approval, or denial of the proposed grant amendment.

A proposed change will be considered significant if the change:

1. Proposes to replace the project as originally proposed with a substantially different project; or
2. Substantially changes the mix or type of activities, or grant uses originally proposed in a manner inconsistent with program objectives or materially changes the nature of the project; or
3. Results in a material reduction or change in the benefit expected to be generated by the original project (e.g. 20% or more reduction in net tax capacity, or changes to affordable housing units).
4. Eliminates or reduces the number of proposed outcomes as described in the application or below program guidance thresholds (e.g. livable wage jobs); or
5. Causes the project to no longer meet other funding partner requirements, resulting in the withdrawal or loss of committed funding (e.g. Minnesota Housing).

Community Development Committee Amendment Review

Community Development Committee (CDC) approval is required when:

1. The amendment would change the total grant award amount;
2. Community Development staff determine through a scoring review that the revised project would not have scored high enough to compete for the original recommended funding amount during the original funding round, and staff are recommending the proposed amendment for approval;
3. The grantee is seeking an extension beyond the standard 5 year maximum allowed; or
4. The grantee is appealing against an amendment denial by staff.

When CDC review is required:

- Staff will prepare a business item summarizing the proposed amendment and scoring analysis;
- The grantee may be asked to provide additional supporting documentation or attend the meeting;
- The CDC will make the final decision on whether to approve, deny, or modify the amendment request.

Appeal Process

If an amendment request is denied administratively, the grantee may submit a written appeal to grant administration staff requesting review by the Community Development Committee. Appeals must include additional information or justification supporting reconsideration of the request.

Appendix

Definitions

Grant-Funded Activities

Grant-Funded Activities are the eligible activities, tasks, deliverables, or budget categories identified in the Project Summary and approved grant budget.

Grant Staff Approval

Grant Staff Approval means review and approval by grant administration staff.

Grant & Program Staff Approval

Grant & Program Staff Approval means review and approval by Community Development grant and program staff.

Management Approval

Management Approval means review and approval by grant staff, program staff, Community Development program managers, Grants Manager, and Community Development Executive Director, or their designees.

Project Summary

Attachment in grant agreement that lists a summary of the project, outcome, grant budget, deliverables, award amounts.

Scoring Review

Rescoring of a proposed amendment helps to determine whether the revised project would have met the minimum funding threshold or remain competitive for funding during the original application review process.

Significant Change

A Significant Change is a proposed amendment that:

- Changes the total grant award amount;
- Substantially changes the original project scope, outcomes, or scored criteria used to evaluate the application; or
- Results in a revised project that might not have scored high enough to qualify for funding during the original funding round.



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