

Consolidated Plan/Action Plan Amendments Policy

Harris County Community Services Department is required to amend components of the Consolidated Plan or Action Plan whenever it adds an activity, deletes an activity or substantially changes the purpose, scope, location or beneficiaries of an activity.

Major Amendments

A major change in a planned or actual activity requires an amendment to the Consolidated Plan or Action Plan. A major, or substantial, amendment is defined as the following:

1. When an activity or objective is deleted or added.
2. When there is a change in a goal or substantial change in scope of the project where the purpose, location or population type to be served is altered from the original intent.
3. When the dollar amount allocated to a project changes by more than 25 percent.

Citizens will be provided at least 30 days to comment on the original Consolidated Plan or Annual Action Plan proposed major amendment(s). Barring any changes made due to citizen comment, the amendment will then be presented to Commissioner's Court. Upon approval, the change will be added to the Consolidated Plan or Action Plan in an appendix specifically designated for major amendments and applied to future activities. All comments obtained during the amendment review period will be added to the citizen comments section of the Consolidated/Action Plan.

Minor Amendments

Minor amendments represent any changes to the Consolidated Plan or Action Plan that do not qualify as "substantial amendments," and are more than five percent change (not to exceed \$10,000) in funding including correction of errors in the original plan. Minor amendments include but are not limited to non-substantial changes such as scope revisions, where the number of persons served changes but not population type or census tract location. Minor amendments do not require a 30-day public review period but do require court approval.

Five-Percent Amendments

A five-percent amendment represents any change in the funded amount of a project that is five-percent or less change but not to exceed \$10,000. These amendments require the signature of the CSD director or designated representative, but do not require public notice of 30 days or court action.