

DATE: March 20, 2017
TO: Project Managers of OHF Funds
FROM: Sandy Smith
RE: Reminder regarding Retroactive Amendments

There has been an increase of requests for retroactive amendments. Retroactive amendments are seldom approved because they have the potential to degrade the reimbursement process.

We understand there are extreme circumstances where retroactive amendment are necessary.

As a project manager, it is your responsibility to:

- Regularly submit reimbursements to DNR so that you know when budget line items may be short adjustments need to be requested BEFORE they are needed
- Ensure that when acquisition parcels are identified and it is determined to move forward with the acquisition via appraisal or other action- it needs to be on the parcel list BEFORE any money is spent on the parcel. Acquisition parcels must be on the approved list before any money is spent on the parcel.
- Know what specifically is reimbursed in each budget line item as to avoid requesting reimbursement for an item that may not be covered in that line item
- Communicate with partners and collaborations especially if those partners have sub-budgets

Staff may choose to bring the requests to the Council for review and final decision.

As always, feel free to call with questions regarding the process.