

DATE: January 16, 2020  
TO: Project Managers of OHF Funds  
FROM: Sandy Smith  
RE: Accomplishment Plan Amendment Changes in the last 6 months of  
Appropriation Availability

If you anticipate significant budget shifts in the last 6 months of the appropriation availability, the requests MAY require review and approval at a future Council meeting.

As a reminder, at the June 17, 2014 Council meeting, there was a motion adopted that “budget shifts in the last 6 months of the availability of appropriation greater than \$50,000 or ½% of the total appropriation, whichever is less, need to come for approval of the Council at the Council meeting prior to final report submission.”

Appropriations end in June, with final reports due in November. If approvals of significant budget shifts should need to be requested, they should be submitted no later than January 30 of the year of the appropriation availability ends for consideration at the next Council meeting which may not be until Spring. Please review the most recent Council schedule to allow enough time for your program to complete work, if additional review by the Council is needed.

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\*\* This was sent out as an e-mail reminder in the past. \*\*