



Guidance on Making Grantee Changes

Guidance and Implications for Changing CoC Grant Recipients

July 6, 2026

Office of Housing and Community Development

OVERVIEW

Under the CoC program, a “grant change” is terminology referring to the transfer of an existing contract with an executed grant agreement to another eligible entity who would then assume the responsibilities of grantee.

The grant change process begins with an official request from the current recipient but necessitates a letter from both the proposed new recipient and the CoC, itself.

Current recipient

The current recipient awarded the CoC Program funds must submit a letter, on the organization’s letterhead, stating they will *not* begin or continue to operate the project and provide the reason why. This letter must be submitted on the organization’s letterhead and should state that they will not accept a conditional award being sure to provide the reason why.

The letter must include:

- Grant Number/Unique Federal Award Identification Number (FAIN)
- Current Recipient Name
- Current Recipient Tax ID
- Project Name

New recipient

The new recipient that has been identified to take over the grant must also submit a letter, on the organization’s letterhead, stating they will assume the grant and will administer the project as it was originally proposed and consistent with the terms of the existing grant agreement.

The letter must include:

- Grant Number/Unique Federal Award Identification Number (FAIN)
- New Recipient Name
- New Recipient Tax ID
- New Recipient UEI
- Indicate in the letter if they are a current or new CoC Program recipient. If the organization is a new CoC Program recipient, meaning they have not received CoC Program funds, they must *also* submit:
 - Nonprofit documentation which is a copy of the organization’s final determination letter from the IRS recognizing them as a 501(c)(3) organization.
 - Code of Conduct if the organization is not already listed on HUD’s Code of Conduct page.
 - Applicant/Recipient Disclosure/Update Report (HUD-2880)

- ⦿ Certification of Lobbying Activities
- ⦿ Disclosure of Lobbying Activities (SF-LLL) if it applies.
- ⦿ Application for Federal Assistance (SF-424).
- ⦿ Applicant and Recipient Assurances and Certifications (SF-424-B).
- ⦿ Assurances for Construction Programs (SF-424D), if the CoC Program funds include capital costs (rehabilitation, acquisition, new construction).

Continuum of Care (CoC)

All requests must also include a letter from the CoC, on the organization's letterhead, stating they agree with the recipient change. This is required as the CoC Program is competitive and CoCs determine which projects will be ranked and submitted to HUD in response to the CoC Program Competition NOFOs.

Once all three letters and information are prepared and sent to HUD, the HUD Field Office will then review and submit a memo to the SNAPS Office for approval.

Questions relative to this guidance can be directed to the OHCD at 508.979.1500 or via email to staff: Jennifer.Clarke@newbedford-ma.gov or Jose.Maia@newbedford-ma.gov.

Revised July 6.2026