

FEDERAL PROGRAM RESOURCE

MODIFICATION AND REVISIONS

Purpose

This will serve to set forth the appropriate procedures for processing modifications and revisions to the CDBG program.

1. MODIFICATIONS

- a. **Defined:** Change(s) to any CDBG program that triggers the Citizen Participation requirements which include:
 - (1) A new activity is proposed or an approved activity is to be deleted.
 - (2) The service area and or beneficiaries of an approved activity are to be changed from what was approved by DCED.
- b. **Approval Process:** DCED must review and approve these proposed changes. Grantees will receive written approval or denial of the modification request.
- c. **Procedures:** Submit to DCED Central Office with copy to the Regional Office the following:
 - (1) Transmittal letter that covers these concerns:
 - (a) Brief description of existing and revised scope of work, and reason for change(s).
 - (b) Address eligibility and fundability.
 - (c) Certify compliance with Citizen Participation requirements. A copy of evidence of public notification advertised in the ***Non-Legal Section of a Newspaper of General Circulation*** giving affected residents an opportunity to discuss the change in the program.
 - (2) Revised Activities Description.
 - (3) Revised Project Budget and Financing Plan, if applicable.
 - (4) Revised LMI Principal Benefit, (if applicable).
 - (5) Evidence of Local Government Approval of the Modification.

2. REVISIONS

- a. **Defined:** Change(s) to a fiscal year CDBG program that does not trigger Citizen Participation requirements, including:
 - (1) Increases or decreases to existing (DCED approved) line items on the Budget Summary, provided the activity and beneficiaries remain the same.
 - (2) Design/programmatic change(s) to activity(ies) as previously approved, amended, or modified. These design or programmatic changes do not impact the approved service area or beneficiary data provided.
- b. **Approval Process:** DCED must review and approve these proposed changes. However, if there is a question regarding program compliance, grantees will be notified.
- c. **Procedures:** Submit to DCED Central Office with a copy to the Regional Office, the following:
 - (1) Transmittal letter explaining the change(s) and reason(s) for the changes and any impact on the eligibility and fundability of the activity.
 - (2) Revised Project Description.
 - (3) Revised Project Budget and Financing Plan, if applicable.
 - (4) Revised LMI Principal Benefit, if applicable

NOTE: All modifications and revisions must be approved by the local governing body. Documentation of such approval must accompany the paperwork for the modification/revision. Acceptable documentation includes signed resolution, approved minutes of the meeting showing approval action, letter from the Chief Elected Official or Chief Clerk, on municipality letterhead, stating the date of the meeting action was taken, amount of money that changed (if applicable) and the name of the project.

Grantees will be required to use the modification/revision templates provided.