



**North Carolina**  
**Department of Commerce**  
**Division of Community Assistance**

**Beverly Eaves Perdue, Governor**  
**J. Keith Crisco, Secretary**

**Henry C. McKoy, Assistant Secretary**  
**Vickie L. Miller, Director**

BULLETIN:                   **11-5** (Replaces 10-3)  
SUBJECT:                     Budget and Program Amendments  
DATE REVISED:             June 20, 2011  
EFFECTIVE DATE:         July 20, 2011

North Carolina Community Development Block Grant Regulations 4 NCAC 19L, paragraph .0910, Program Amendments, defines changes to the approved application which require prior approval by the Community Investment and Assistance (CI) and procedural requirements for submitting an amendment. Amendments are required if:

- Budget revisions which change an approved activity budget by more than 10% of the total budget;
- Cumulative budget revisions in more than one activity which total more than 10% of the total budget. Funds are not transferred between grants;
- The addition or deletion of an approved activity;
- Change of location of activities;
- Change of project area boundaries;
- Change in scope of treatment of the project needs;
- Change of 10% or greater in low and moderate income beneficiaries of a project activity;

Grant recipients should follow these steps in developing an amendment for review by DCA:

- Discuss proposed amendment with your Grants Management Representative prior to submittal;
- Hold public hearing in accordance with North Carolina Community Development Block Grant Regulations 4 NCAC 19L, paragraph .1002, Citizen Participation, prior to submitting amendment;

Proposed amendment must include the following:

1. Letter of transmittal from the Chief Elected Official which describes why the amendment is necessary, and the proposed changes to the project.
2. Project Budget Revision Form 11-2010 at [www.nccommerce.com/cdbgforms](http://www.nccommerce.com/cdbgforms).
3. Affidavit of publication advertising the public hearing, copy of the advertisement, and a certified copy of the minutes or extract of the minutes indicating the public hearing was held concerning the amendment.

4. Application summary form executed by the Chief Elected Official which includes the date of the original application and the date of the amendment.
5. Project description (revised part only), Accomplishments and Beneficiaries forms at [www.nccomemrce.com/cdbgforms](http://www.nccomemrce.com/cdbgforms), schedule forms; project maps, historic properties, floodplain and environmental supplemental information if applicable and documentation from the CI Compliance Section that the appropriate Environmental and Historic reviews are completed.

DCA will review amendment proposals based on the following factors:

- **Completeness of submittal:**
  - a) letter from Chief Elected Official
  - b) public hearing certification
  - c) revised project forms as applicable
- **Explanation of the necessity for the amendment:**
  - a) budget shortage or excess
  - b) change in project conditions
  - c) impact on meeting project goals
- **Impact of the amendment on original project objectives:**
  - a) low and moderate income status of persons to receive or lose assistance if amended
  - b) location of amended activities in relation to original project area
  - c) classification of proposed needs to be treated
  - d) alternatives to the amendment
  - e) impact of the amendment on the timely completion of the project

Program Amendments are no longer required when adding, changing or deleting beneficiaries. These actions must be documented in the Housing Selection Committee minutes and will be reviewed by the Grants Management Representative during Technical Assistance or Monitoring visits.

When adding or changing beneficiaries, changing scope of project or changing project area boundaries not covered in the original Environmental and Historic Review, entities (grantees) must re-evaluate its environmental findings per 24 CFR 58.47. Grantees are encouraged to consult with CI Compliance Section staff for assistance.

Please contact your Community Development Block Grant (CDBG) Grants Management Representative with questions and assistance requests.

Issued by: Vickie Miller  
Vickie L. Miller, Director

June 20, 2011  
Date