

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE  
FEDERAL PROGRAMS BRANCH****Community Development Block Grant Program**

2020 W. El Camino Ave, Suite 500  
Sacramento, CA 95833  
P. O. Box 952054, MS 500  
Sacramento, CA 94252-2054  
(855) 333-CDBG (2324) / FAX (916) 263-2762

**CDBG MANAGEMENT MEMORANDUM**  
**Community Development Block Grant Program - Memorandum Number 14-04**

April 8, 2014

**MEMORANDUM FOR:** Non-Entitlement Jurisdictions Eligible for the State Community Development Block Grant (CDBG) Program

**FROM:** Thomas Brandeberry, CDBG Section Chief

**SUBJECT:** California Drought Disaster Response: Requests for Reprogramming Existing CDBG Grants and Program Income Waivers.

This memo is to notify the State's Community Development Block Grant (CDBG) grantees of their options for using CDBG funds in response to the recently declared California Drought Disaster.

Governor Brown declared a natural disaster in California in [Executive Order B-21-13](#) due to the emergent need for immediate direct relief and mitigation of the effects of the 2014 California Drought Disaster.

Eligible CDBG jurisdictions with open grant allocations may redirect their available funds to target drought disaster urgent conditions.

**Existing open CDBG grants:**

CDBG funds may be utilized by existing grantees for drought disaster relief and mitigation by requesting redirection of funds for CDBG eligible activities. The grantee must submit a letter from the Authorized Representative indicating the following:

1. Contract number to be amended
2. New CDBG eligible, drought related activity being requested
3. A proposed new contract budget (if Program Income will be added to the contract, the proposed budget should include amount of Program Income being added).
4. National Objective being used and narrative about how the activity will meet that national objective.

**Program Income held at the local level:**

As always the current process of requesting a Program Income Waiver is also available. However, for waiver requests applicable to the drought, the maximum of 2 waivers open per jurisdiction is waived.

**For both types of requests noted above the following must be in the request and, if the request is approved by the Department, documentation must be submitted:**

1. Third-party documentation substantiating a direct link between the current drought and the requested activity.
2. Documentation that the requested project will alleviate the existing conditions which pose a serious and immediate threat to the health or welfare of the community, which are of recent origin (issue must not have existed more than 18 months prior to the final application filing date).
3. Documentation that the applicant is unable to finance the project on its own.
4. Documentation that other sources of funding are not available to meet such needs.

Upon receipt of the request(s) as noted above, the Department will review the request for eligibility and drought relatedness. After review and approval by the Department, and depending on the activity, the standard agreement may need to be amended to incorporate the change in activity.

As well, if approved, the Grantee would be required to comply with all CDBG compliance and federal overlay rules including holding a public hearing on the proposed changes to the existing grants, clearing General and Special Conditions and completing the National Environmental Protection Act (NEPA) on the proposed activity.

Please work with your CDBG representative if you elect to redirect the use of either Program Income or existing open grant funds on drought disaster relief or mitigation activities.

A map showing all current CDBG program representative assignments is available at:

<http://www.hcd.ca.gov/fa/cdbg/ContactUs.html>