

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 991****TO: All Eligible Jurisdictions and Interested Parties****DATE: January 6, 1999****SUBJECT: Updated pages for the 1998 CDBG Grant Management Manual**

**Purpose of this Memo:** This Memo transmits new or revised pages for the 1998 Grant Management Manual dated September 1998. Our thanks to all those jurisdiction and/or program operator staff who brought these changes to our attention.

**Please distribute to:** All jurisdiction staff who have a copy of the 1998 Manual and any other interested parties/program operators.

**Additional Manuals:** If you need additional copies of the Manual, please mail or fax in the attached form.

**Questions?** Please call your CDBG Representative or the Program Secretary at (916) 445-6000.

**Pages to insert/delete****Changes made**

## Chapter 3: Environmental Review

3-14a

insert revised p. 3-14a (revision to VI. Supporting Materials)

3-15

delete existing p. 3-15 and insert new p. 3-15 (intentionally left blank)

3-51/51a

insert revised p. 3-51/51a (to include information about the 8-step process on the reverse of the Environmental Fact Sheet)

## Chapter 4: Equal Opportunity

4-38

insert revised p. 4-38 (Section 504 Self-Evaluation form-- correction to header area)

## Chapter 8: Procurement

81/2

insert revised p. 8-1/2  
(correction to Grantee  
Responsibilities, adding entry for E.  
7. Using a Consultant who is  
already under contract to the  
jurisdiction)

## Chapter 10: Reporting

10-5/6

insert revised p. 10-5/6 (revision to  
E. Program Income Report  
information section)

10-7/8

insert revised p. 7/8 (revision to VI.  
Supporting Materials)

10-24

insert revised p. 10-24  
(Lump Sum Drawdown Report,  
correction to % amounts in item #8)

10-29

insert revised p. 10-29 (Annual  
Program Income Report, correction  
to formula in section V. Col. E)

10-29 a-b

insert new p.10-29 a-b, Instructions  
for Annual Program Income Report

## Appendix B

cover sheet

insert revised cover sheet  
(provides information about how to  
obtain expanded version of Federal  
Regulations)

## Appendix C

all

insert revised Appendix C (name  
changes, addition of Fiscal staff  
names/numbers)

## Indexes

Supporting Materials-  
Chapter by  
p. I-1/2

insert revised p. I-1/2 (change to entries in Chapter 3-new to p 3-51a,. on reverse of p. 3-51, Environmental Fact Sheet)

same, p. I-5/6

insert revised p. I-5/6 (change to entries in Chapter 10-adding Instructions for Annual Program Income Report)

Supporting Materials-  
Alphabetical  
p. I-7/8 and 9/10

insert revised p. I-7/8 and 9/10 (changes as noted above)

Subject Index  
p. I-13/14 and 15/16

insert revised p. I-13/14 and I-15/16 (added entry for Reconstruction under Housing rehabilitation and as separate cross-reference in "R" listings)