

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

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**CDBG MANAGEMENT MEMORANDUM****Community Development Block Grant Program - Memorandum Number 14-02**

January 14, 2014

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

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

**SUBJECT: Delay Submittal of Next Program Income (PI) Semi-Annual Report Due**

The purpose of this Management Memo is to inform jurisdictions that the CDBG Program (Program) has decided to delay the required submittal of the first PI Semi-annual report for the current reporting cycle, which would normally be due January 30, 2014.

Instead of submitting the PI Semi-annual report by January 30<sup>th</sup>, jurisdictions will submit a complete PI report workbook on July 30, 2014 - which will include the first semi-annual, second semi-annual and annual reports.

The decision to delay the PI reporting for this cycle is due to the Program being in the process of correcting prior year(s) PI reports, and the PI reporting Excel workbook is being updated to capture all necessary data. The Program needs time to complete these tasks and beta-test the new workbook. As well, in many cases, reconciling the old PI reports requires changes in the 'on hand' balance figures. The Program does not want to ask jurisdictions to resubmit reports in the event reconciling old reports requires their figures to be amended.

**Important to note:** This memo does not affect program income reporting for NSP or DRI. This applies to regular CDBG program income reporting only.

If you have any questions regarding this memorandum, please contact your CDBG Representative. A map showing all current CDBG program representative assignments is available at: <http://www.hcd.ca.gov/fa/cdbg/ContactUs.html>