



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Division of Federal Financial Assistance

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CDBG Management Memo #21-02, Addendum 1

Date: April 29, 2022

To: Community Development Block Grant (CDBG) and CDBG-CV Grantees

Subject: Requesting Agreement Revisions / Amendments

Purpose

The purpose of this memo is to clarify additional documentation requirements for Grantees requesting revisions or amendments to previously established CDBG Standard Agreements.

Distinction between Revisions and Amendments

ALL Grantees must complete a CA HCD Revision / Amendment Request Form provided by their HCD Representative or Grant administrator for all revisions and/or amendments. This form must be uploaded to the Grants Network Portal as outlined in the original CDBG Management Memo #21-02. The requirements for additional documentation depend on the nature of the requested change as shown in the table below. Grantees should note that true revisions, as shown on the **CA HCD Revision / Amendment Request Form**, do not require the completion of additional forms or a revised resolution. The requirements for amendments depend on the nature of the requested change. Grantees should work with their HCD Representative or Grant Administrator to complete any additional required documentation.



Exhibit 1. Additional Revision / Amendment Documentation

Type of Change Request	Revision or Amendment?	Additional Documentation from Grantee
Scope of Work Change WITHOUT change to national objective or activity type	Revision	<ul style="list-style-type: none"> ■ Request form only ■ No additional forms required
Scope of Work Change WITH change to national objective	Amendment *May add to scope of work or reduce scope of work including materially changing the activity	<ul style="list-style-type: none"> ■ Request form ■ New resolution ■ STD 213A*
Scope of Work Change WITH change to activity type	Amendment *May add to scope of work or reduce scope of work including materially changing the activity	<ul style="list-style-type: none"> ■ Request form ■ New resolution if type of activity has changed and new activity does not fall under umbrella of original activity description ■ STD 213A*
Beneficiary Change WITHOUT reducing estimated number of beneficiaries	Revision	<ul style="list-style-type: none"> ■ Request form only ■ No additional forms required
Beneficiary Change WITH a reduction in the estimated number of beneficiaries	Amendment	<ul style="list-style-type: none"> ■ Request form ■ STD 213A*
Budget Change WITHOUT change to overall budget (only allocation changes – same total budget)	Revision	<ul style="list-style-type: none"> ■ Request form only ■ No additional forms required



Type of Change Request	Revision or Amendment?	Additional Documentation from Grantee
Budget Change WITH change to overall budget	Amendment	<ul style="list-style-type: none"> ■ Request form ■ New resolution ■ STD 213A*
Timeline or Milestone Change that DOES NOT affect project start and end dates	Revision May affect only intermediate milestones	<ul style="list-style-type: none"> ■ Request form only ■ No additional forms required
Timeline or Milestone Change that DOES affect project start and/or end dates	Amendment	<ul style="list-style-type: none"> ■ Request form ■ 213A*

* Completed STD 213A form will be provided for signature after HCD routing.
 Not required with initial request.

Questions

If you have general process questions, please contact your Grant Administrator. If you have specific questions about the information in this Management Memo Addendum, or any other questions regarding the CDBG Program, please contact Felicity Gasser at felicity.gasser@hcd.ca.gov or 916-820-1187.