



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Division of Federal Financial Assistance

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CDBG Management Memo #24-01

Date: January 8, 2025

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

Subject: Retirement of Existing CDBG Management Memos

Purpose

A CDBG Management Memo acts as temporary guidance for Grantees until its relevant content can be incorporated into the Grants Management Manual (GMM) or until it's no longer relevant. The purpose of this memo is to retire existing Management Memos that have met these criteria.

Expiration of Existing Management Memos

The table below describes where each existing memo's relevant content has been incorporated into the GMM. These memos expire on the effective date of this memo.

Management Memo	Topic Discussed	New Reference Location
21-01: Financial Reporting	Required Documentation	Appendix 10-1a to 10-1f: Required Documentation Checklists
	Completing the Financial Report Form	Appendix 6-4: Financial Report Form Instructions
	Submitting the Financial Report in the Grants Network Portal	Appendix 6-5: eCivis Financial Reporting Process
	Frequency	Chapter 10, Section 10.2: Financial Reporting



Management Memo	Topic Discussed	New Reference Location
21-02: Requesting Agreement Revisions and Amendments	Distinction between Revisions and Amendments	Chapter 6, Section 6.8: Contract Revisions and Amendments
	Process	
	Additional Documentation Required	
	Submitting the Request in the Grants Network Portal	Appendix 6-10: eCivis Amendment Request Process
	Revision/Amendment Request Form	Appendix 6-9: CDBG Revision / Amendment Form
21-03: Activity Reporting	Required Documentation	Chapter 10, Section 10.1: Activity Reporting
	Frequency	
	Submitting the Activity Report in the Grants Network Portal	Appendix 10-2: Activity Reporting Process
22-05: Closeout Process	Required Documentation	Appendix 10-1: Required Documentation Checklists
	Records Retention	Chapter 10, Section 10.4: Maintaining Records and File Organization
	Submitting the Closeout Report in the Grants Network Portal	Chapter 12, Section 12.1: Closeout Process
22-07: Additional Documentation for Requested Agreement Revisions / Amendments	Expanded Listing of Revision/Amendment Documentation	Chapter 6, Section 6.8: Contract Revisions and Amendments



These Management Memos are no longer relevant and expire on the effective date of this memo:

- 22-01: Pilot Program to Advance Funding for CDBG-CV Microenterprise and Business Assistance Grantees
- 22-02: CDBG/CDBG-CV Rental Relief Program
- 22-06: Tribal Advance Memo
- 22-08: Program Requirement Standardization

Effective Date

This memo is effective immediately as of January 8, 2025.

Expiration Date

This memo expires on January 7, 2026.

Questions

If you have general questions, please contact your Grant Administrator or HCD Representative. If you have specific questions about the information in this Management Memo or any other questions regarding the CDBG Program, please contact CDBG@hcd.ca.gov.