
Technical Memorandum DEO-CDBG-2012-1

TO: All Small Cities Community Development Block Grant (CDBG) Recipients and Consultants Providing Administrative Services

FROM: Bob Dennis, Community Program Manager
Community Development Block Grant (CDBG) Program

SUBJECT: Revised Form to Request a Modification to a Small Cities CDBG Subgrant

DATE: March 30, 2012

As a result of our move to the Department of Economic Opportunity (DEO), the *Modification to Subgrant Agreement* form has been revised. We took this opportunity to make the form more user friendly and easier to complete. For Recipients of Disaster Recovery Initiative (DRI) funds, be aware that the DRI Program has its own version of the *Modification to Subgrant Agreement* form that must be used in requesting modifications to DRI subgrants.

The revised Small Cities form includes nine check box options to list what modifications are being requested. These options include the following:

- Reinstatement Agreement
- Extend Agreement
- Revise Activity Work Plan
- Revise Program Budget
- Report a Change in Participating Parties
- Include an Unmet Need(s) that Was Listed in the Original Application
- Change the Number of Accomplishments and/or Beneficiaries
- Reflect the Change in Agency from DCA to DEO
- Other (An example of an *Other* modification is to bring your subgrant agreement under the provisions of a recent rule revision.)



The amendment process for the Florida Small Cities CDBG Program is found in section **73C-23.0051(4) Amendments**, Florida Administrative Code, [formerly **9B-43.0051(4)**]. A minimum of two original signed copies of the **Modification to Subgrant Agreement** form must be submitted, along with all other required documentation. In addition to a letter signed by the Recipient's Chief Elected Official describing the modification being requested, the required documentation can include all or some of the following:

- A revised Attachment A, Program Budget
- A revised Attachment I, Activity Work Plan
- Request for Amendment form
- Sources and Uses of Funds form
- Revised pages from the original application, if an unaddressed need is being added to the project or there is a rescoring issue
- Copies of public hearing notices
- Citizen's Advisory Task Force (CATF) minutes

If you have questions regarding the documentation that is needed with a specific modification request, contact the community assistance consultant assigned to your area.

Submission of a **Modification to Subgrant Agreement** form does not imply approval, unless the Department requested the modification. A modification will not be approved if the required documentation is not provided.

Requests to reinstate or extend subgrant agreements will require sufficient justification to warrant approval. The subgrant agreement is awarded for 24 months from the date the Department signs it. Projects are expected to be completed in that time period. Extensions to meet the job reporting requirements for economic development subgrants are an exception to this requirement.