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DIVISION OF FINANCIAL ASSISTANCE
FEDERAL PROGRAMS BRANCH
Community Development Block Grant Program (CDBG)**

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CDBG MANAGEMENT MEMORANDUM

Community Development Block Grant Program - Memorandum Number 11-01

Date: February 8, 2011

To: All Eligible Jurisdictions and Interested Parties

From: Thomas Brandeberry, CDBG Section Chief

SUBJECT: CDBG Grant Management Manual (GMM) Updates and Website Changes

Purpose of this Memorandum:

The CDBG Section will be working on revising the Grant Management Manual (GMM), chapter by chapter over the next year or so. To start the process, we have reorganized the GMM so that when you get to the first level webpage you will see just the chapters. Each chapter (and any forms/appendices) will now have its own page and is organized to allow our partners to find the needed information more efficiently. Please review the new introduction "The GMM Purpose, Use and Overview" for the changes you should see into the future:

<http://www.hcd.ca.gov/fa/cdbg/manual/GMMPurposeUseandOverview.pdf>

Each chapter, as reviews and revisions are made, will be reorganized into the following sections:

- The Chapter
- Forms
- Additional Resource Information
- Related Management Memorandums
- Web Resource Links

As chapters are revised, the CDBG Program will announce the changes via the Management Memorandum process. To this end, the first chapter to be revised is the Environmental (NEPA) Chapter. The following is a list of changes.

Summary of Chapter 3 (Environmental Review Requirements) Changes:

1. Clarified the narrative and inserted relevant subheadings particularly in Sections I and II - "Introduction" and "Grantee Responsibilities".
2. On Page 3-4: Deleted section regarding Payment of Assessments for TIG Households, which was incorrectly identified as being Categorically Excluded Not Subject to 24 CFR 58.5. It was replaced with a paragraph entitled "Payment of Assessment Fees for TIG Households," explaining that this activity is still considered as public improvements for NEPA purposes, and its NEPA level of review must be based on the type of public improvement being undertaken.
3. On Page 3-7: Deleted references to the Minor Rehab Environmental Review (MRER) form since this form is no longer used by CDBG.
4. Section F: Inserted a section entitled "5-year NEPA Clearance for Housing Programs for Tiered Reviews." As such, grantees are encouraged to seek 5-year clearance for housing programs in order to reduce workload and facilitate the clearance process.
5. On Page 12: A paragraph was inserted to clarify that the Statutory Worksheet is the correct environmental review form to be completed for all housing reconstructions.
6. Inserted a SHPO table to clarify when SHPO consultation is required.
7. All NEPA Forms and other useful information have been moved from the body of the Chapter and given their own links.

Next GMM Chapter Revisions:

We are currently reviewing Chapter 5, Labor Relations, and Chapter 14, Program Income and Revolving Loan Accounts. If you have any comments or suggestions for the Program's consideration during the Chapter revision process, please send to CDBG@hcd.ca.gov.