

**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 13-07**

December 2, 2013

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

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

**SUBJECT:** Updates to Citizen Participation Process and Procedures for the State CDBG Program

The purpose of this Management Memo is to communicate some recent revisions and modifications being implemented by the State CDBG Program (Program) to insure regulatory compliance and provide greater consistency concerning Program policy and procedures.

Note: The requirements set forth in this memo will be applied to all current Standard Agreements, Notices of Funding Availability (NOFA), Program Income Waivers, Revolving Loan Activities (RLA), and any individual program or project approvals presented to the Department from the date of this memo forward.

A new CDBG PROGRAM CITIZEN PARTICIPATION CHART has been developed and is available in Chapter 18 (Citizen Participation) of our Grant Management Manual (GMM) located at: <http://www.hcd.ca.gov/fa/cdbg/manual/chapter18.html>

Summary of primary revisions/modifications:

- Budget change requests no longer require a public hearing process (but must still be approved by the Program).
- Changes to, or implementation of new local program Policy while still requiring a public hearing process, no longer require a formal Resolution.
- Public hearings for Grant Contract and Program Income (PI) Waiver activity Grant Performance Reports (GPR's) will now be required to take place before a Governing Body, however, will now only be required at closeout.
- Annual Program Income (PI) GPR's are only required when reporting accomplishments.
- Language was modified to clarify public hearing requirements for committing PI to an open activity (now capturing open Grant activities as well as open PI Waiver activities)
- Language was modified to clarify the specific monetary threshold (\$5,000) triggering the need for a public hearing process when transferring funds between PI Revolving Loan Accounts (RLAs).

Please note, until the Department can complete a full update/revision of its current Citizen Participation chapter in the GMM we will be referencing this updated chart as the resource) containing the most current program procedures concerning actions and activities that require public hearings.

Should you have any questions, need more information or desire additional clarification regarding these changes you may contact your CDBG Program Representative. A map showing all current CDBG program representative assignments is available at:

<http://www.hcd.ca.gov/fa/cdbg/ContactUs.html>