


ELECTRONIC BUCK SLIP - DHCD

DATE: 7/16/25

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Submitted By:	Susan Moriarty
Item Type:	Memo
Item Subject:	CDBG CD Year 50/CFY2025/PY2024 and CD-45/CFY2020/PY2019
	Non -Substantial Amendments

Approver	Print	Sign	Date	Notes
Administrative Support				
Manager	Susan Moriarty	<i>Susan Ronk Moriarty</i>	07/16/2025	
Assistant Commissioner				
CFO		<i>Mary Correia</i>		
Deputy Commissioner	Mary Correia		07/22/2025	
Commissioner	Alice Kennedy		07/16/2025	
Notary				



MEMORANDUM

To: Alice Kennedy, Commissioner, DHCD

CC: Susan Ronk Moriarty, Chief, CDBG Compliance, CPD
David Fielder, Assistant Commissioner, Operations & Planning, CPD
Lily Kinney, Director CDBG Finance, CPD
Carol Amanze, Chief of Contracts, CPD

From: Mary Correia, Deputy Commissioner, Consolidated Planning

Date: July 16, 2025

Subject: CDBG CD Year 50/CFY2025/PY2024 and CD-45/CFY2020/PY2019 Non-Substantial Amendments

Outlined below for your review and approval is the Consolidated Planning Division's recommendation for a non-substantial amendment (see definition below) to re-allocate liquidated funding from previous grant years for the following activities to allow for the vouchering of the full amount of expenses incurred for these activities.

	Activity	IDIS Acct	Amendment Amount	Justification
TO	CORNERSTONE COMMUNITY HOUSING	9755	\$0.00	Change activity code in IDIS from 05F - Substance Abuse Services to 03T – Operating Costs Homeless/AIDS Patients Program. The more comprehensive 03T is a better fit for the services the subrecipient is providing.
From	CORNERSTONE COMMUNITY HOUSING	9755	\$0.00	
	Activity	IDIS Acct	Amendment Amount	Justification
To	MOCFS - CV1 - 05Z	TBA	\$279,998.00	Fund a staff costs account (05Zx and a security deposits account (05T) to provide more flexibility to serve more households and greater levels of need and to ensure funds are spent by the funding deadline.
To	MOCFS - CV1 - 05T	TBA	\$517,500.00	
From	MOCFS - CV1 - 05Q	9133	(\$797,498.00)	

In accordance with HUD 25 CFR, Part 91, CDBG grantees are required to define their guidelines for non-substantial amendments, which do not require HUD approval, as part of their Citizen Participation Plan.

Changes that are not considered substantial amendments include:

- *Liquidation of unspent dollars for completed activities. These funds may be reallocated to increase up to 51% of the existing activities' budget, consistent with the rules governing substantial amendments;*
- *Consolidated Plan data updates such as census data, income limits, and fair market rents;*
- *A minor change in location of a specific property is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same;*
- *The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line item (e.g., construction rather than engineering).*
- *Adjustments to budgets of activities or projects of less than 51% of the original budget as found in the approved AAP.*

Approval:



Alice Kennedy
Commissioner
DHCD
07/16/2025

Date:
