

**ELECTRONIC BUCK SLIP - DHCD**

**DATE: 3/28/25**

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<b>Submitted By:</b>	Mary Correia
<b>Item Type:</b>	Memo
<b>Item Subject:</b>	Non-Substantial Amendment – Rebuild Metro

Approver	Print	Sign	Date	Notes
Administrative Support				
Manager				
Assistant Commissioner				
CFO				
Deputy Commissioner	Mary Correia	<i>Mary Correia</i>	03/28/2025	
Commissioner	Alice Kennedy	<i>Ak</i>	03/28/2025	
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:** March 28, 2025

**Subject:** CDBG CD Year 50/CFY2025/PY2024 Non-Substantial Amendments

*mjc*

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
<b>TO</b>	REBUILD METRO/ACQUISITION & STABILIZATION OF HOUSING UNITS (14G) - CAPITAL (2024)	9878		Moving \$125,000 from ReBuild Metro's Legacy Homeowner Repair award (IDIS 9877) to its Acquisition and Stabilization activity (9878) to assist with the stabilization of 9 properties. Activity 9877 was unable to proceed due to conflicts with CDBG program requirements.
<b>From</b>	REBUILD METRO/OO REPAIRS (14A) - CAPITAL (2024)	9877	(\$125,000)	

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

Date:

03/28/2025