

RESOLUTION NO. 85-032


ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO
ON DATE OF

April 23, 1985

COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) AMENDMENT POLICY

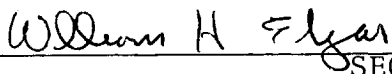
BE IT RESOLVED BY THE REDEVELOPMENT AGENCY
OF THE CITY OF SACRAMENTO:

Section 1: The Community Development Block
Grant (CDBG) Amendment Policy is hereby approved.



CHAIR

ATTEST:



SECRETARY

z

RESOLUTION No. 85-032

APR 23 1985

29

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
AMENDMENT POLICY**

The following policy governs program amendments under the CDBG Program by setting forth guidelines and procedures for handling amendments, including reallocation of contingency funds.

I. Definition

An amendment to the CDBG program is basically "any change in the program, either financial or programmatic, which was not indicated in the final statement (application)".

A "substantial" amendment to the final statement would occur when any of the following is being proposed:

1. Amending the amount allocated for an activity by more than 25%, plus or minus, from that shown in final statement; or
2. Changing the location of an activity from that described in the final statement; or
3. Carrying out an activity not described in the final statement; or
4. Cancelling an activity described in the final statement.

II. General Guidelines for Amendments

A. Initiation and Schedule for Amendments

Amendments will generally be taken before the governing boards on a quarterly basis. This will streamline the process by reducing the number of staff reports, public notices, and other paperwork which is generated by amendments. Exception to the quarterly schedule will be for items which pose a health or safety hazard. Such items will be dealt with on an "as soon as possible" basis.

All proposed amendments should be discussed with the Chief of CDBG. A form should then be completed which will allow CDBG staff to complete environmental review and determination of benefit requirements per HUD regulations (see Attachment A).

RESOLUTION No. 85-032

APR 23 1985

B. Use of Contingency Funds for Amendments

As a general rule, contingency funds are not utilized for completely new, large-scale projects. These funds are primarily utilized to cover high bids on existing projects. Due to very limited CDBG funds, the contingency balances tend to be somewhat low. If an already committed project comes in with a bid over the allocated amount, and there are no contingency funds available, other projects/programs must be cancelled. In order to avoid this, low priority will be placed on new projects. If new projects must be funded, the Chief of CDBG may deem it necessary to postpone such action until later in the year following critical bid dates of already-funded projects.

C. Citizen Participation

The proposed CDBG regulations require that, for any substantial amendment, citizens be provided with reasonable notice of and an opportunity to comment on the proposed amendment. Any comments received are to be considered in the final recommendation to amend the program.

In order to comply with this requirement, a public notice should be published at least seven (7) days prior to SHRC review of the proposed amendment (see format - Attachment B). This will allow for consideration of citizen input and will allow for modification of the amendment prior to final adoption by the Board of Supervisors or City Council.

D. Submission to HUD

Following approval by the governing boards, if the amendment is a substantial change, a modified final statement must be submitted to HUD. This should contain a description of the adopted changes, Standard Form 424, and the certifications covering 24 CFR 570.303(d)(1) and (2), (e), (h), (j), and (k) (include (i) if applicable). (See sample - Attachment C).

E. Final Resolution

If the amendment was "financial" (involved a budget increase, transfer of funds, etc.) a certified resolution must be submitted to the CDBG Coordinator, as designated by the Chief, to be reported to the Finance Department. This will ensure that Finance will execute the forthcoming contract (and honor claims, etc.).

RESOLUTION No. 85-032

APR 23 1985

III. Procedure

The procedure for initiating an amendment will be as follows:

1. Discuss proposed amendment with CDBG Chief.
2. Complete form attached as Exhibit A and submit to CDBG Chief for review and tentative scheduling; coordinate who will complete the staff report.
3. Staff report will be completed and sent through review process. (NOTE: If staff report is completed by staff outside of CDBG, this report must be submitted to CDBG Chief for review).
4. If the amendment is a substantial change, a public notice must be prepared and published at least seven (7) days prior to SHRC review of the proposed amendment (See Attachment B).
5. If the amendment is a substantial change, a modified statement must be submitted to HUD (See Attachment C).
6. If the amendment involved a financial change, a certified resolution must be submitted to appropriate CDBG staff person.
7. Any applicable contracts, MOA's etc, should be processed.

RESOLUTION No. 85-032

APR 23 1985

38

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROJECT DESCRIPTION

City

(Check One)

County

I. PROJECT TITLE:

II. RECOMMENDED FUNDING AMOUNT:

III. PROJECT DESCRIPTION AND LOCATION (Be Specific):

IV. TIMEFRAME FOR PROJECT AND ENVIRONMENTAL REVIEW

V. PRIOR ENVIRONMENTAL DOCUMENTATION:

VI. CONTACT PERSONS:

VII. MAP:

RESOLUTION No. 85-032

APR 23 1985

28

VIII. DETERMINATION OF CDBG ELIGIBILITY (CDBG STAFF MAY ASSIST WITH THIS):

IX. DETERMINATION OF BENEFIT (INCLUDE DATE IF APPROPRIATE):

X. JUSTIFICATION:

- a. WHY IS AN AMENDMENT NECESSARY FOR THIS PROJECT?
- b. HOW DOES THE PROJECT RELATE TO LOCAL POLICY?
- c. WHAT OTHER FUNDING SOURCES ARE AVAILABLE AND WHY/OR WHY NOT WERE THESE OTHER FUNDS UTILIZED.

XI. IMPLEMENTATION PLAN:

- a. LEAD AGENCY:
- b. OTHER AGENCIES TO BE INVOLVED (SUBCONTRACTS):
- c. TIMEFRAME FOR COMPLETION:

XII. BUDGET:
(BREAK OUT BY MAJOR COST CATEGORIES)

RETURN COMPLETED FORM TO CDBG CHIEF.
 (INTERNAL INSTRUCTIONS: PAGE 1 TO CDBG STAFF PERSON IN CHARGE OF ENVIRONMENTAL REVIEW MONITORING FOR SUBMISSION TO ENVIRONMENTAL COORDINATOR.
 PAGE 2 FOR FILING IN DETERMINATION OF BENEFIT FILE.)

RESOLUTION No. 85-032

38

Attachment B

**PUBLIC NOTICE
PROPOSED AMENDMENT TO CDBG PROGRAM**

The Sacramento Housing and Redevelopment Agency will be holding a public meeting before the Housing and Redevelopment Commission to present the following proposed amendment to the _____ (County, City) of Sacramento's Community Development Block Grant Program:

-BRIEF DESCRIPTION OF AMENDMENT-

The meeting will be held on the following date, time, and location:

- DAY , DATE , YEAR , at TIME; LOCATION/ADDRESS -

There will be opportunity to comment on the proposed amendment at the meeting, or citizens may address comments to: Trish Davey, Chief; CDBG Program; 630 I Street; Sacramento, CA 95814. All comments received will be considered prior to review by the _____ (Board of Supervisors or City Council)

All proposed and adopted program amendments are available at the following location: CDBG Program Office, Sacramento Housing and Redevelopment Agency - 2nd floor; 630 I Street; Sacramento, California (phone: 440-1322).

- (Paper)
- (Date to run)
- (Request 2 proofs of publication)

RESOLUTION No. 85-032

APR 23 1985

(AMENDED)
MODIFIED FINAL STATEMENT

I. The approved amendment meets national and local community development objectives.

II. The Projected Use of Funds for _____ - _____ of Sacramento
(YEAR) (CITY, COUNTY)
is amended as follows: (may be attached)

III. Description of Amended Activity

(Attach Standard Form 424 and Certifications)

RESOLUTION No. 85-032

APR 23 1985

CERTIFICATIONS

The grantee certifies that this amendment has been completed and will be administered in accordance with 24 CFR 570.303 (d) (1) and (2), (e), (h), (j) and (k) as follows:

- . (d) The grantee will further fair housing, and the grant and amendment will be conducted and administered in compliance with:
 - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. 200d et seq.); and
 - (2) Title VIII of the Civil Rights Act of 1968 (Pub L. 90-284; 42 U.S.C. 3601 et seq.);
- . (e) It has amended its final statement of projected use of funds so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. (Amendments may include activities which the grantee certifies pursuant to Section 570.301(c) are designed to meet other community development needs having a particular urgency.
- . (h) It will comply with the requirements of 24 CFR 570.200(c) (2) with regard to the use of special assessments to recover the capital costs of activities assisted in whole or in part with CDBG funds.
- . (j) It is following a current housing assistance plan which has been approved by HUD pursuant to Section 570.306.
- . (k) It will comply with the other provisions of the Act and with other applicable laws.

RESOLUTION No. 85-032

APR 28 1985