

BUDGET MODIFICATION FORM

INSTRUCTIONS

Memo - Please note that in addition to the Budget Modification Form, Recipients must submit a written request on municipal letterhead and signed by the Chief Elected Official explaining the reason(s) for the modification(s) and the degree to which the scope of the project will be changed including any change(s) to proposed accomplishments to their Project Manager.

CDBG Project # – Enter the OCR assigned project number.

Recipient Name – Enter the Name of the Recipient.

Is this an Amendment? – An amendment is any budget changes that require the following actions: 1) Adding an activity 2) Eliminating an activity 3) Increasing the overall award amount.

Modification/Amendment # – Indicate the number of the modification/amendment. Modifications and amendments are cumulative. For example, if the Recipient has already submitted a budget modification **1** and is now requesting a budget amendment, it would be budget amendment **2**. OCR will permit up to three (3) budget modifications/amendments over the life of the grant agreement.

Award Date – Indicate the date of award as listed in the contract with HTFC. The date provided must be entered in a MM/DD/YYYY format.

Contract End Date – Indicate the date of contract expiration as listed in the contract with HTFC or extension approval letter. The date provided must be entered in a MM/DD/YYYY format.

Activity Name/Use - Enter the activity and/or use name (e.g. sewer line-program delivery, single-unit rehab) as it appears on Schedule B of the Grant Agreement.

Approved Budget - (Schedule B or the most recently modified budget approved by the OCR)

CDBG - The amount of NYS CDBG funds allocated for the activity.

Other Sources - The amount of funds from other sources allocated for the activity.

Total - The total amount of funds allocated for the activity. This value will automatically calculate

Proposed Modification

CDBG - The amount of the increase/decrease of NYS CDBG funds for the activity.

Other Sources - The amount of the increase/decrease of the other sources of funds for the activity.

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After Modification - Budget

CDBG - The modified amount of NYS CDBG funds allocated for the activity after the modification. This value will automatically calculate.

Other Sources - The modified amount of funds from other sources allocated for the activity. This value will automatically calculate.

Total - The total modified amount of funds allocated for the activity. This value will automatically calculate and should match the totals calculated in the “approved budget” columns unless it is an award increase.

CDBG Funds Available - The amount of NYS CDBG funds available for expenditures after the budget modification and **all previous disbursement requests**.

Chief Elected Official Name, Title, Print and Signature - Self-explanatory

Prepared By – Self-explanatory

OCR Approval – To be completed by OCR staff, please do not complete.