

Explanation of Form

During the course of the project, revisions to the Project Budget may be necessary. All such revisions require DHCD's prior written approval. A budget revision must include the following:

- The Chief Administrative Official who executed the CDBG Agreement sends a letter to DHCD requesting the Budget Revision and explaining why it is necessary and how it impacts the contract's benefits and products;
- The proposed revised Project Budget that reflects the desired changes and is signed by the Official. See Appendix 3 for a copy of the budget form; and
- A completed *Budget Revision Worksheet* as shown on the next page:
 - The Grant Administrator must modify the form's Budget Line Item column so it shows the same activities and line items as found on the current and proposed Project Budget; and
 - The remaining columns must show all proposed changes to the CDBG and non-CDBG budgets.

*** Budget Revisions must not significantly affect the benefits, scope or objectives of the project. The "scope" of the project is the nature, location or magnitude of the work described in the CDBG Agreement. The "objectives" of the project are the measurable performances involved in the CDBG Agreement including the impact and degree of benefit to the identified population and environment that the project is proposed to provide.**

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