

## Explanation of Form

During the course of the project, revisions to the Project Budget may be necessitated by unforeseen or unpredictable factors. All such revisions require DHCD's prior written approval.

The proposed budget revision must be uploaded via CAMS in the "Project Budget." A brief description of the proposed changes must be outlined in the "Budget Narrative" box. Finally, the budget revision must include the following:

- A letter signed by the Chief Executive Officer, who executed the CDBG Agreement, must be addressed to the Associate Director of DHCD, requesting the Budget Revision. The letter needs to explain why the budget revision is necessary and how it impacts the contract's benefits and products; and
- A completed *Budget Revision Worksheet* as shown on the next page:
  - The Grant Manager 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.

The cover letter and Budget Revision Worksheet must be scanned in its entirety and as a single document and uploaded into "Reports and Communication" in CAMS as a *correspondence* document.

**\* 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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