



North Carolina
Department of Commerce
Division of Community Assistance

Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary

Henry C. McKoy, Assistant Director
Gloria Nance-Sims, Director

BULLETIN: 10-4 (Replaces 03-1)
SUBJECT: Approval Required for All Budget Revisions
DATE REVISED: September 1, 2010
ATTENTION: All CDBG Recipients

In July 2000, the US Department of Housing and Urban Development (HUD) implemented the Integrated Disbursement and Information System (IDIS), which is used to draw down funds. This system authorizes requisitions from a Community Development Block Grant (CDBG) activity only if the requisition budget matches the official budget in the IDIS system.

This bulletin clarifies the steps that are required whenever a grant budget needs to be revised.

1. Discuss proposed Revision with your Grants Management Representative prior to submittal;
2. All budget revisions 10% or less of the grant award must be submitted in writing by a letter of transmittal from the Chief Elected Official to the Division of Community Assistance (DCA) for approval describing why the revision is necessary and a Project Budget Revision Form must be included. Any budget revision more than 10% will continue to require a program amendment (Refer to Bulletin 10-3).
3. When cumulative budget revisions equal or exceed the 10% rule a budget Amendment is required (Refer to Bulletin 10-3).
4. Grantee must allow five (5) working days after receiving DCA's approval before submitting a requisition. Requisitions will be honored if submitted after the revised budget has been approved.

Please feel free to contact your Community Development Block Grant (CDBG) Grants Management Representative with any questions.

ISSUED BY: Gloria Nance-Sims DATE: 09-01-10
Gloria Nance-Sims, Director



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BULLETIN 10-5 (Replaces 08-2)

SUBJECT: CDBG Program Recordkeeping

DATE REVISED: September 1, 2010

ATTENTION: CDBG Recipients

In accordance with 24 CFR Ch. V (4-1-07 Edition) 570.490, Recordkeeping Requirements, and the North Carolina Community Development Block Grant (CDBG) Program Regulations, 4 NCAC 19L .0911, Recordkeeping, local governments that receive CDBG funds are required to maintain adequate program records.

Program records shall be located where citizens of the community and individuals affected by the project have reasonable access.

Applicant financial information shall be removed from the file prior to citizen review.

All recipients of CDBG funds must also maintain documentation demonstrating that the project activities are being carried out as approved.

Please insure that records for any active CDBG project or any CDBG project closed within the last five (5) years are maintained in accordance with the above guidelines.

Please feel free to contact your Community Development Block Grant (CDBG) Grants Management Representative with any questions.

Issued By: Gloria Nance-Sims
Gloria Nance-Sims, Director

09/01/10
Date