

FORM 7-1 INSTRUCTIONS

BUDGET MODIFICATION FORM

Please note in addition to the Budget Modification Form, Recipients must submit a written request explaining the reasons for the modifications and the degree to which the scope of the project will be changed including changes to proposed accomplishments to their Community/Economic Developer for approval.

Recipient – Enter the Name of the Recipient.

Project # – Enter the OCR assigned project number.

Modification # – Indicate the number of the modification.

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.

Office of Community Renewal Approved Budget - (Schedule B or the most 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.

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.

After Modification

Budget -

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

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

Total - The total modified amount of funds allocated for the activity.

CDBG Funds Available - The amount of NYS CDBG funds available for expenditures after the budget modification.

Certification - Self-explanatory