

# BURLINGTON DEVELOPMENT CORPORATION

## Board

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September 26, 2019

Linda Golden CPD Representative  
Greensboro Field Office  
U. S. Department of Housing and Urban Development  
1500 Pinecroft Road, Suite 401, Asheville Building  
Greensboro, NC 27407

Re: Request for STEPS Grant Budget Amendment (Grant Number: NC0128L4F031810)

Dear Ms. Golden:

We are requesting a one-time HUD approval to move \$185.00 from both the HMIS (eLOCCS 1051 line item) and \$215.00 from the Rental Assistance (eLOCCS 1040 line item) (totaling \$400) to the Administrative (eLOCCS 1060 line item) to cover audit costs. This change will not impact program participants as we have not used the HMIS line items in several years and have not depleted it. We are requesting to move \$8,996.00 from the Rental Assistance (eLOCCS 1040 line item) to the Supportive Services (eLOCCS 1050 line item) to cover child care expenses for participants. There will be no change in the subpopulation served.

### Before Change:

|                          |             |
|--------------------------|-------------|
| 1051-HMIS                | \$200.00    |
| 1060-Administrative      | \$0.00      |
| 1050-Supportive Services | \$22,016.00 |
| 1040-Rental Assistance   | \$33,744.00 |

### After change:

|                          |          |
|--------------------------|----------|
| 1051-HMIS                | \$15.00  |
| 1060-Administrative      | \$400.00 |
| 1050-Supportive Services | \$31,012 |
| 1040-Rental Assistance   | \$24,533 |

If additional information is required, please contact me at (336) 226-8421 extension 203.

Sincerely,

A handwritten signature in blue ink that reads "Veronica Revels". The signature is fluid and cursive.

Veronica Revels  
Executive Director