Department
Of
Economic and Community Development
59 Statehouse Station
Augusta, Maine 04333

POLICY STATEMENT #3

Subject: ***Contract Amendments and Modifications***

Revised: 10/07

The Office of Community Development recognizes circumstances may arise which could necessitate a contract change. Contract modifications or amendments consistent with contract provisions that are justified, will be considered for approval.

CONTRACT MODIFICATIONS

A modification request is required for changes within the overall budget **of up to ten percent of any line item**. An example of this might be shifting funds from site preparation to sewer construction of less than 10 percent of the budgeted amount of either line. The Contract Modification Form is attached. The appropriate revised contract budget pages along with an explanation for the request, must be submitted to the OCD for approval.

CONTRACT AMENDMENTS

An amendment is required for changes in contract end dates, deleting or adding program activities and changes in budget line items of greater than ten percent. The Contract Amendment Form is attached. Contract amendment forms accompanied by revised contract tables must be submitted to this office for approval.

The following is an outline of the process to follow for contract amendments:

1. Discuss the potential amendment request with your assigned Project Development Specialist as soon as you discover that a contract change may be necessary, but at least thirty (30) days prior to the existing contract end date.
2. Provide a written narrative explaining the conditions requiring an amendment.
3. Submit four signed copies of the form with revised contract tables to this office for final review, approval and processing.

Suggestions for a contract modification or amendment may be made by this office after review of the grantee's progress and contract goal requirements.

Suggestions for a contract modification or amendment may be made by the OCD after review of the grantee's progress and contract goal requirements. **Contract modifications and amendments must be approved prior to expending funds.** Failure to follow the process outlined above may result in a grant closeout on the original end date. Original activity budgets will remain, and funds not yet requested and/or expended will be disencumbered.

CONTRACT MODIFICATION FORM
MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TYPE OF GRANT:_____ GRANT YEAR: _____

GRANTEE: _____ ENCUMBRANCE #: _____

DATE OF REQUEST: _____

ACTIVITIES No. Description	ORIGINAL BUDGET	REVISED BUDGET REQUEST	% CHANGE
TOTAL			

Explanation of Request:

Authorized Signature: _____ Date: _____

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
OFFICE OF COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

REQUEST FOR AMENDMENT

DATE: _____ CONTRACT YEAR: _____

VENDOR CODE #: VC_____ TYPE OF GRANT: _____

CONTRACT AMOUNT: $_____

CONTRACT START DATE: _____

OLD CONTRACT END DATE: _____ (most recent contract end date, not original)

NEW CONTRACT END DATE: _____

GRANTEE: _____ ENCUMBRANCE #_____

DESCRIPTION OF CHANGES:

IS AN UPDATE TO THE ENVIRONMENTAL REVIEW (ERR) REQUIRED? __YES __NO
If yes, attach update information or a schedule for completion.

ATTACHMENTS (include all forms to be revised in the contract):

Signature of CEO:_____ Date:

_____ Date:
(Office of Community Development, Development Program Manager)

_____ Date:
Orman Whitcomb, Director
Office of Community Development

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
OFFICE OF COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

REQUEST FOR AMENDMENT (INCREASE/DECREASE IN FUNDING)

DATE: _____ CONTRACT YEAR:

VENDOR CODE#: VC_____ TYPE OF GRANT:

ACCOUNT CODING #: 015 19A 0587 012 6331

ORIGINAL CONTRACT AMOUNT: $

AMENDMENT AMOUNT: INCREASE $_____ DECREASE $

END CONTRACT AMOUNT: $

CONTRACT START DATE:

OLD CONTRACT END DATE: _____ (most recent contract end date, not original)

NEW CONTRACT END DATE:

GRANTEE: _____ ENCUMBRANCE #:

DESCRIPTION OF CHANGES:

IS AN UPDATE TO THE ENVIRONMENTAL REVIEW (ERR) REQUIRED? __YES __NO
If yes, attach update information or a schedule for completion.

ATTACHMENTS (include all forms to be revised in the contract):

Signature of CEO:_____ Date:

_____ Date:
(Office of Community Development, Development Program Manager)

_____ Date:
Orman Whitcomb, Director
Office of Community Development

Revised 7/2007