POLICY STATEMENT #3

Subject:  Contract Amendments

Revised:  02/14

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

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 a copy of the form, signed by the community’s Chief Executive Officer, to this office for approval and processing.
REQUEST FOR AMENDMENT

DATE: _______________    CONTRACT YEAR: _____________   TYPE OF GRANT ____________________

VENDOR CODE #: VC_________________________   ENCUMBRANCE #____________________________

GRANTEE: ______________________________________       TELEPHONE #_____________________

ADDRESS: ________________________________ TOWN/CITY: __________________ ZIPCODE: _______

CONTRACT START DATE: ___________________ OLD CONTRACT END DATE: ______________________
(most recent contract end date, not original)

NEW CONTRACT END DATE: __________________

ORIGINAL CONTRACT AMOUNT: $_________________    END CONTRACT AMOUNT: $______________

AMENDMENT AMOUNT:   INCREASE $_________________      DECREASE $_________________

ACCOUNT CODING #: 015 19A 0587 012 6331

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: ____________________________
Development Program Manager, OCD

Deborah Johnson, Director, OCD

Revised February 4, 2010