

## HOME CONTRACT AMENDMENT REQUEST FORM

**This is a required form to be submitted with a contract amendment request. All items listed on the form are requirements of the Nebraska HOME program to be considered for your contract amendment.**

HOME Grant #	HOME Grantee
DED Program Representative	
Person Completing this form	Name
	Contact Number
	Email

**Please complete for each type of amendment requested.**

**Extension of Contract End Date**

Original Contract End Date

Current Contract End Date including any previously approved extensions

Proposed Contract End Date

Required Attachments

Attachment 1: A letter from the Authorized Official stating the following:

1. Certification that the governing body has approved the extension;
2. Identification and reasons for the proposed amendment; including
  - a. Changes to the nature of the project requiring the amendment;
  - b. Steps being taken to avoid any future amendment requests for the same reasons.
3. If additional local matching funds are required as a result of this extension, certification that such funds are available.

Attachment 2: A revised implementation schedule showing when major milestones will be completed for each activity.

**Increase/Decrease in proposed accomplishments – request for DED approval**

Original Proposed

Current Proposed

Accomplishments

Accomplishments

Required Attachments

Attachment 1: A letter from the Authorized Official stating the following:

1. Certification that the governing body has approved the decrease in proposed accomplishments;
2. Identification and reasons for the proposed amendment; including
  - a. Changes to the nature of the project requiring the amendment;
  - b. Steps being taken to avoid any future amendment requests for the same reasons.
3. If additional local matching funds are required as a result of this decrease, certification that such funds are available.

Attachment 2: A revised implementation schedule showing when major milestones will be completed for each activity.

**Amendment to housing program guidelines, tenant selection process and/or lease agreement – request for DED approval**

Required Attachments

Attachment 1: A letter from the Authorized Official stating the following:

1. Certification that the governing body has approved the amendment;
2. Identification and reasons for the proposed amendment;
3. If additional local matching funds are required as a result of this amendment, certification that such funds are available.

Attachment 2: If the amendment will affect major milestones, a revised implementation schedule showing when major milestones will be completed for each activity

Attachment 3: A complete copy of the proposed revised housing program guidelines, tenant selection process and/or lease agreement.

**Budget Amendment – request for DED approval**

Original Contract Budget Approved

Activity Name	Activity Number	HOME Funds	Other Funds	Total Funds
<b>Total</b>				

Proposed Budget After Amendment

Activity Name	Activity Number	HOME Funds	Other Funds	Total Funds
<b>Total</b>				

Attachment 1: Letter from the Authorized Official including:

1. Certification that the governing body has approved the budget amendment;
2. Identification and reasons for the proposed budget amendment; including
  - a. Changes to the nature of the project requiring the amendment;
  - b. Steps being taken to avoid any future amendment requests for the same reasons.
3. If additional local matching funds are required as a result of this amendment, certification that such funds are available.
4. If the amendment includes a new activity, certification that the activity meets the national objective.

Attachment 2: Minutes from the public hearing (for local governments) or board meeting (for non-profits and local housing authorities) held on the proposed amendment.

Attachment 3: If the budget amendment will affect major milestones, a revised implementation schedule showing when major milestones will be completed for each activity.

Attachment 4: Certification of re-evaluation of the environmental assessment (this form is included in the HOME Administration Manual Chapter 7: Environmental Review) if necessary.

FOR DED USE ONLY			
Date amendment request received:			
Program Representative Recommendation: <input type="checkbox"/> approve <input type="checkbox"/> deny		Initials	Date
			Signature
			Printed Name/Title
<input type="checkbox"/> approved <input type="checkbox"/> denied		Date	
Notes:			