

NAHTF 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 Affordable Housing Trust Fund program to be considered for your contract amendment.

NAHTF Grant #	NAHTF 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.

Attachment 3: Trust Fund Extension Information

Change in proposed accomplishments

Original Proposed Accomplishments

Current Proposed
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, income limits adjustment – 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 of the income limit requested (not to exceed 120% of AMI for homeownership activities and 120% of AMI for rental activities) for the proposed amendment;
3. Identification and reasons for the proposed amendment;

Attachment 4: project status summary which includes: the current number of applicants served (at what percentage of the AMI); the total number of required accomplishments; and the total number of households assisted in the overall project (including both market rate and income restricted units).

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	NAHTF Funds	Other Funds	Total Funds
Total				

Most Recently Amended Budget | DED Approval Date:

Activity Name	Activity Number	NAHTF Funds	Other Funds	Total Funds
Total				

Proposed Budget After Amendment

Activity Name	Activity Number	NAHTF Funds	Other Funds	Total Funds
Total				

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 NAHTF Manual Chapter 8: 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:			

Attachment 3 – Additional information for NAHTF Extension of Contract Date

Please complete ALL highlighted sections: Delete any default text and enter information specific to your request.

Submit this completed form with the Contract Amendment Request.

Grant: _____

Project Info:

Description

Amendment Request from Grantee: Extension to complete the project of: (e.g. Purchase rehab resale of 4 units in Anytown, NE. Resale with DPA in the amount of \$\$\$ for purchasers at or below 80% AMI.)
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Reason for Request:

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Award Amount: \$\$\$ _____

Expended to date: \$\$\$ _____

Remaining Funds: \$\$\$ _____

Units required in contract: ## _____

Units completed to date: ## _____

Additional information related to this request:

Be Specific
