

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

Decrease 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 only) for the proposed amendment;
3. Identification and reasons for the proposed amendment;

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				

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.

DED Use Only	
Date amendment request received	
Date amendment approved/denied	