

## NAHTF CONTRACT AMENDMENT REQUEST FORM

This is not a required form to be submitted with a contract amendment request, however 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: \_\_\_\_\_

### Please complete for each type of amendment requested

#### Extension of contract end date – request for DED approval

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

#### Decrease in proposed accomplishments – request for DED approval

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, tenant selection and/or lease agreement – request for DED approval

#### Required Attachments

Attachment 1: 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.

NAHTF Contract Amendment Form

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Revised 9/11/2003

**Budget amendment – request for DED approval**

Original Contract Budget Approved

		NAHTF Funds	Other Funds	Total Funds
Activity Code	Activity Number			

Proposed Budget After Amendment

		NAHTF Funds	Other Funds	Total Funds
Activity Code	Activity Number			

Required Attachments

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 Continued Environmental Compliance (this form is included in the HOME Administration Manual Chapter 7-Environmental Review, Attachment 14)

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