



CA HCD Revision / Amendment Request Form

Please complete the form below to request revisions or amendments to your CDBG-CV Standard Agreement under California Department of Housing and Community Development guidelines. A separate form must be completed for each agreement/award.

Part 1: Requested Revision / Amendment for:

Award Number:

Contractor/Grantee:

Grant Administrator (CDBG-CV) **OR**
CDBG Representative (Annual CDBG):

Person Completing Form:

Complete the Part 2: Contract Revisions and/or Part 3: Amendments sections below. Remember, revisions do not require a new Standard Agreement, while amendments do.

Part 2: Contract Revisions

Choose revision types (Scope of Work, Timeline or Milestone, Beneficiaries or Other) and complete entries for those revisions. **Revisions MAY NOT be implemented prior to execution unless CA HCD has provided written notice to proceed.**

Scope of Work Revision (Choose Itemize the Scope of Work and/or Change the Scope of Work)

Itemize the Scope of Work

Original Scope of Work:	Proposed Itemized Scope of Work:
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- Change the Scope of Work in a manner that does not change the overall budget, National Objective, or change activity type and does not reduce the number of estimated beneficiaries. **If your request impacts these areas, STOP. You must request an Amendment.**

Original Scope of Work:	Proposed Scope of Work:

Timeline or Milestone Revision

Proposed revisions may only affect intermediate milestones; **they MAY NOT affect start and end dates.** An Amendment is required to change start or end date.

Original Milestones:	Proposed Milestones:

Beneficiaries Revision

To qualify as a revision, proposed adjustments must increase the estimated number of beneficiaries **WITHOUT increasing or decreasing the scope of work and WITHOUT changing the overall budget.**

Original Estimated Number of Beneficiaries: _____ Increased Number of Beneficiaries: _____



Other (Please Explain)

Original Item:	Proposed Change:
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Part 3: Contract Amendment

Include in this section adjustments that change the scope in a manner that requires a change to the awarded activity budget, including adding funds from other State CDBG funded activities, other CDBG-CV allocations, adding Program Income, and reducing funds from either State CDBG awarded funds or Program Income.

Contract Amendments must be fully executed by **BOTH** the Grantee and the CA HCD prior to implementation. **Adjustments MAY NOT be implemented prior to execution unless CA HCD has provided written notice authorizing the Grantee to proceed.**

Choose amendment type(s) (Scope of Work, Budget and Scope of Work, Beneficiaries, or Other) and complete entries for these amendments.

Scope of Work Amendment (Choose **EITHER** Add Scope or Reduce Scope)

Add Scope beyond what was included in the original application

Original Scope of Work:	Proposed Scope of Work:
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- Reduce Scope such that the activity is materially different from that in the original application.

Original Scope of Work:	Proposed Scope of Work:

- Budget and Scope of Work Amendment** (Choose Change of Scope requiring adding funds, Change of Scope requiring reducing funds, and/or Budget Change.)
- Change to the Scope of Work that requires a change to awarded activity budget including **ADDING FUNDS** from other State CDBG funded activities or other CDBG-CV allocations or adding Program Income. **Complete both the scope and budget information below.**

Original Scope of Work:	Proposed Scope of Work:

Budget Change			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds



- Change to the Scope of Work that requires a change to awarded activity budget including **REDUCING FUNDS** from either State CDBG awarded funds or Program Income. **Complete both the scope and budget information below.**

Original Scope of Work:	Proposed Scope of Work:
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Budget Change			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds

- Budget change to awarded activity budget including adding funds from other CDBG-CV, CDBG annual funds, or Program Income allocation. If the budget line items (such as activity or activity delivery) are moved **WITHOUT increasing or decreasing the overall budget, complete the Revision section instead.**

Budget Changes			
Original Scope of Work:		Proposed Scope of Work:	
Awarded Funds	Total Funds	Awarded Funds	Total Funds



Beneficiaries Amendment

Proposed adjustments should reduce the estimated beneficiary counts. If the number of beneficiaries is being increased **WITHOUT increasing or decreasing the scope of work and WITHOUT changing the overall budget, complete the Revision section instead.**

Original Estimated Number of Beneficiaries: _____ Reduced Number of Beneficiaries: _____

Other (Please Explain)

Original Item:	Proposed Change:

Amendment Justifications and Assurances

Please include the following information for the proposed amendment.

1. Identify the reasons for the proposed amendment(s).
2. List steps being taken to avoid any future amendment(s) request(s) for the same reason(s).



Part 4: Grantee Approval and Acknowledgment

I approve the revision or amendment requested above. I acknowledge that if revisions are approved, they will be automatically incorporated into our current Standard Agreement. All other provisions of the agreement shall remain unchanged. I also acknowledge that if an amendment is approved, it must be fully executed by both the Grantee and the Department prior to implementation.

Name of Designated Official:

Title of Designated Official:

Signature of Designated Official:

Date:
