

## Homekey Request for Project Changes

Per Exhibit D. 32 of the Standard Agreement: If there is any change in the information that has been provided to the Department, Grantee shall promptly provide the Department with updated documentation (e.g., updated sources and uses). All changes shall be subject to Department approval. In addition, Grantee shall promptly notify the Department, in writing, of any changes in Grantee or Co-Grantee organization, authorization, or capacity.

### Grantee Information

Contract Number:		Grantee Name:	
Award Date:		Project Name:	

### Organizational Changes

Has there been any change in Grantee or Co-Grantee organization, authorization, or capacity? If Yes, Please Explain:

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Has the Grantee Representative authorized to sign contract and disbursement documents per the Standard Agreement and authorizing resolution changed? If yes, a new authorizing resolution may be required. ☐ **Yes**    ☐ **No**

### Project Changes

Are you requesting a change to the Homekey Project in regard to:

- ☐ **Unit Mix, AML or Target Population** – *Amendment to the Standard Agreement and Use Restriction, if recorded, will be required. **Fill out the Unit Mix table on page 3.***
- ☐ **Project Type** (e.g. Interim in Perpetuity to Permanent or vice versa) *Will require re-underwriting, amended use restriction, and new application submission if approved.*
- ☐ **Timeline** – *Please fill out the [Milestone Extension Request form](#) as applicable.*
- ☐ **Financing** – *New financing requires Department approval. Notify your Grant Management Representative and request a Budget Details Adjustment Request Form.*
- ☐ **Other** \_\_\_\_\_

Please provide a detailed description of, and reason for, changes to the Homekey project on the next page. Attach additional pages as necessary.

### Description of Proposed Changes:

Provide as much relevant detail as possible. Explain why the proposed changes are necessary and how they will benefit the Homekey target population. Applicable documents supporting the need for change and additional pages should be included with this form when submitted.

\_\_\_\_\_  
Grantee Signature

\_\_\_\_\_  
Date of Request

**HCD USE ONLY**

☐ Approved ☐ Denied ☐ Approved with Adjustments ☐ More Information Needed

Comments:

Does this change necessitate a Standard Agreement amendment? ☐ Yes ☐ No

MGM Manager Signature:

Date:

STATE OF CALIFORNIA  
**HOMEKEY REQUEST FOR  
 PROJECT CHANGES**  
 REV 10/2024

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
 DIVISION OF STATE FINANCIAL ASSISTANCE  
 MULTIFAMILY GRANT MANAGEMENT

**Instructions:** Fill out the unit mixes with the current mix and what the unit mix will be if proposed changes are implemented. **Please note that reductions to the awarded number of units, changes to subpopulation, and changes to bedroom sizes may result in resizing of the baseline award amount and return of funds to the Department proportional to the changes taking place.** The Department cannot provide additional funds if units or bedroom sizes are increased after Standard Agreement execution.

	Original Project Unit Mix				Proposed Changes to Unit Mix			
Bedroom Size	Original Number of Units Proposed	Original Target Population	Unit Size (sq ft)	Original AMI Limit	New Number of Units Proposed	New Target Population	Unit Size (sq ft)	New AMI Limit
Manager/Staff				N/A				N/A
<b>Totals:</b>								