

CDBG--08 HOME DEVELOPER AMENDMENT REQUEST FORM

Please complete the form below to be considered for a Developer Agreement amendment under the City of Mesa CDBG-HOME program guidelines. This form must be completed for each type of amendment requested.

Requested Amendment for: CDBG ESG HOME

Project Number	_____	Agency	_____
Program Representative	_____		
Person Completing Form	_____		
Contact Number	_____		

Extension of Contract End Date

Original Contract End Date	
Current Contract End Date (including approved extensions)	
Proposed Contract End Date	
Proposed grant funds to be carried over	\$ _____ From FY _____
*Required Attachment A revised implementation schedule showing when major milestones will be completed for each activity.	

Change in Proposed Accomplishments (Please explain below)

	Original	Proposed Changes
Project Summary Provide a one-sentence summary of the activity for which you are requesting funds.		
Primary Target Group of Beneficiaries		
Estimated Number Benefited No. of People No. of Housing Units Other		

CDBG-ESG-HOME DEVELOPER AMENDMENT REQUEST FORM

Amendment to Scope of Work

Please include a description of the Original Scope of Work.
Please include a description of Proposed Amendment(s).

Budget Amendment

Includes reallocating *less* than 10% of total original grant amount and does not include a new activity, deletion of an approved activity, or an increase to General Administration. No attachments are required, but budget information must be included below.

Original Approved Budget		Proposed Amended Budget	
7	Total Funds	7	Total Funds

**Please include the following for the amendment requested:

1. Identify the reasons for the proposed amendment(s).
2. 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, please attach certification that such funds are available.

CDBG-ESG-HOME DEVELOPER AMENDMENT REQUEST FORM

I approve the amendment(s) requested to be incorporated into our current developer agreement. All other provisions of the agreement shall remain unchanged.

Authorized developer Signature

Date

FOR OFFICE USE ONLY

Recommended for Approval

Not Recommended for Approval due to : _____

Program Manager Signature

Date

Housing & Community Development Coordinator Signature

Date

Housing & Community Development Director Signature

Date

City Manager Signature

Date