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 En Original Contract End Date	d Date uding any previously approved extensions
	uding any previously approved extensions
Required Attachments	
	Authorized Official stating the following:
	overning body has approved the extension; ons for the proposed amendment; including
	ne nature of the project requiring the amendment;
	aken to avoid any future amendment requests for the same reasons.
	ching funds are required as a result of this extension, certification that such funds are
-	mentation schedule showing when major milestones will be completed for each
activity.	. 16 (
Attachment 3: Trust Fund Exter	asion information
Decrease in proposed acco	mplishments
Original Proposed Accomplish	ments Current Proposed Accomplishments
Required Attachments	
	Authorized Official stating the following:
	overning body has approved the decrease in proposed accomplishments; ons for the proposed amendment; including
	ne nature of the project requiring the amendment;
b. Steps being to	aken to avoid any future amendment requests for the same reasons.
	ching funds are required as a result of this decrease, certification that such funds are
	mentation schedule showing when major milestones will be completed for each
activity.	ight and the grant age of the control of the contro
	ogram guidelines, income limits adjustment – request for DED approval
Required Attachments Attachment 1: A letter from the	e Authorized Official stating the following:
	overning body has approved the amendment;
	come limit requested (not to exceed 120% of AMI for Homeownership activites

3. Identification and reasons for the proposed amendment;

DED approval Required Attachmen Attachment 1: A let 1. Certification 2. Identification 3. If additiona are availabl Attachment 2: If the majo Attachment 3: A con and/o Budget Amenda	ts ter from the Authorize that the governing be on and reasons for the l local matching funds e. amendment will affect milestones will be complete copy of the proor lease agreement.	ed Official sody has app proposed and are required t major miled ompleted for posed revised	stating the foroved the amendment; ed as a resu estones, a resurrence ach activised housing	Collowing: nmendment; It of this amendment, evised implementation vity	certification that such funds a schedule showing when senant selection process		
Original Contract Bu Activity Name	Activity Number	NAHTF I	Funds	Other Funds	Total Funds		
	110111091				70007 0000		
Total							
Proposed Budget After Amendment Activity Name Activity Number NAHT			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 loca 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 req							
Date amendment app	proved/denied						