

**AMENDMENT # [Insert #]
CONTRACT # [Insert #]**

This agreement amends the Contract bearing the effective date of [Month Day], 20XX between the (Local Partnership Legal Name) (the “Local Partnership”), and the (Contractor Legal Name) (the “Contractor”) (referred to collectively as the “Parties”). This Amendment is hereby effective on [Month Day], 20XX.

As provided for under the terms of this Contract, the Local Partnership and the Contractor agree to amend the following provisions:

(The following are the most common Sections that might be amended during the year. The Partnership should delete Sections that are not being amended and/or add Sections that need to be amended. Note that section numbers will vary depending upon the specific contract template [financial assistance, purchase of services, etc.]

1. Reference Section 16. “Responsibilities of the Contractor:” Attachment I (insert A, B, C, etc.) details the activity that will be performed in accordance with the terms of this amended Contract.
2. Reference Section 18. “Amount of Payment:” The not-to-exceed amount is being **increased/decreased** by \$_____ from \$_____ to \$_____.

All other terms and conditions as set forth in the original Contract document shall remain in effect for the duration of this Contract.

Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Amendment to the Contract.

In Witness Whereof, the Local Partnership and the Contractor have executed this Amendment in duplicate originals, with one original being retained by each Party.

(LOCAL PARTNERSHIP LEGAL NAME)

BY: _____ Date _____
(Name of Authorized Official & Title)

(CONTRACTOR LEGAL NAME)

BY: _____ Date _____
(Name of Authorized Official & Title)