

INSTRUCTIONS

LCDBG REQUEST FOR PROGRAM AMENDMENT

- 1 Enter grantee name.
- 2 Enter name and phone number of person to contact if there are questions concerning this request.
- 3 Enter contract number.
- 4 Enter date request prepared.
- 5 Enter program amendment number. If this is your first program amendment, enter number 1, your second, enter number 2, et cetera.
- 6 In column 6, list current activities as shown in your contract. Use the same activity name as used in Exhibit A of your Contract.
- 7 Identify the specific items of work that were approved in your application, be detailed and specific (such as water well, water distribution system, water storage tank).
- 8 Identify the specific items that will be completed if the amendment is approved. For example, if 30 houses were initially approved to be rehabilitated enter that number in column 7: if the amendment is requesting that only 28 houses be rehabilitated, enter that number in column 8. If there are no changes being proposed to an activity, then the same items should be listed in column 7 and column 8 for that activity.
- 9 In column 9 explain the reason for the proposed changes.
- 10 In column 10 provide the number and percentage of extremely low, low, and moderate income beneficiaries. Show the original or currently approved number and the number of beneficiaries if the amendment is approved.
- 11 In column 11 provide the number and percentage of minority beneficiaries. Again, show the original or currently approved figures and the figures if the amendment is approved.
- 12 In column 12 provide total number of beneficiaries based on the original or currently approved activity and the total number of beneficiaries if the amendment is approved.
- 13 Enter the date of the public hearing.

NOTE: Attach a copy of the minutes.

Attach a map showing the location of any proposed activities.

- 14 For street projects only, enter the total number of beneficiaries living on the streets proposed to be improved. For all other projects, please enter not applicable.
- 15 Clearly explain the methodology used to determine the number of beneficiaries of the proposed improvements. This statement should explain how the grantee determined the number of revised beneficiaries for numbers 10 – 12. Attach an additional page if needed.
- 16 Complete item 16 on the second page by showing the appropriate dollar amounts based upon the original or current budget and the proposed budget based upon the requested amendment.

NOTE: A letter from the grantee explaining and requesting the proposed amendment must accompany these completed documents.

A-6' : LCDBG REQUEST FOR PROGRAM AMENDMENT

1. Grantee Name:				2. Contact Person's Name:											
3. Contract Number:			4. Date:	Phone Number:				5. Program Amendment Number:							
Name of Activity	Approved Work To Be Completed	Proposed Work To Be Completed	Reasons For Change	Extremely Low/Low/Moderate Income Beneficiaries				Minority Beneficiaries				Total Beneficiaries			
				Original/Current		Revised		Original/Current		Revised		Original/Current		Revised	
				10		11		12							
6	7	8	9	#	%	#	%	#	%	#	%	#	%	#	%

13. Date of public hearing on proposed amendment:

Attach a copy of the public notice and minutes of the public hearing.
 Also, attach a map that identifies the location of any proposed activities.

14. For street projects only, number of beneficiaries on streets proposed to be improved:

15. Clearly explain the method for determining the revised beneficiaries.

16. Activity/Line Item	Original/Current Budget (A)	Revised Budget (B)	Comments (C)
A. Acquisition of Real Property			
B. Public Works, Facilities, Site Improvements			
1. Sewer			
2. Water (Potable)			
3. Water (Fire Protection)			
4. Streets			
5. Multi-Purpose Community Centers			
6. Other			
C. Clearance, Demolition			
D. Rehabilitation Loans and Grants (PF hookups)			
E. Rehabilitation Administration			
F. Provision of Public Services			
G. Relocation Payments and Assistance			
H. Economic Development			
1. Acquisition Land Building			
2. Infrastructure Improvements			
3. Building Construction/Improvements			
4. Industrial and Commercial Facilities			
5. Inventory			
6. Working Capital			
7. Capital Equipment			
8. Other			
I. Administration			
1. Pre-Agreement Costs (architectural/engineering/consulting)			
2. Grant Administration			
3. Public Facilities			
4. Economic Development			
J. Other			
K. Other			
L. TOTAL			