

## CDBG CONTRACT AMENDMENT REQUEST FORM

**This form must be completed and submitted to the Nebraska Department of Economic Development when making a contract amendment request. All attachments identified under the applicable amendment type must be submitted along with this form.**

CDBG Grant # 09-DTR-104 CDBG Grantee City of Lexington

DED Program Representative Kevin Anderson

Person Completing this form Name Deb Jensen

Contact Number 308-784-3402

Email djdad@cozadtel.net

**Complete the sections for each type of amendment requested and submit this form, along with the required attachments, to the Department.**

**Extension of Contract End Date**

Original Contract End Date \_\_\_\_\_

Current Contract End Date including any previously approved extensions \_\_\_\_\_

Proposed Contract End Date \_\_\_\_\_

Required Attachments

Attachment 1: A letter from the Chief Elected Official stating the following:

1. Certification that the local governing body has approved the extension;
2. Identification and reasons for the proposed 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 extension, certification that such funds are available.

Attachment 2: A revised implementation schedule showing when major milestones will be completed for each activity.

**Decrease in proposed accomplishments**

Original Proposed Accomplishments \_\_\_\_\_ Current Proposed Accomplishments \_\_\_\_\_

Required Attachments

Attachment 1: A letter from the Chief Elected Official stating the following:

1. Certification that the local governing body has approved the decrease in proposed accomplishments;
2. Identification and reasons for the proposed 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 decrease, certification that such funds are available.

Attachment 2: A revised implementation schedule showing when major milestones will be completed for each activity.

**Amendment to Housing Program Guidelines**

Required Attachments

Attachment 1: Letter from the Chief Elected Official stating the following:

1. Certification that the local governing body has approved the amendment to the housing program guidelines;
2. Identification and reasons for the proposed amendment;
3. If additional local matching funds are required as a result of this amendment, certification that such funds are available.

Attachment 2: If the housing program guidelines amendment will affect major milestones, a revised implementation schedule showing when major milestones will be completed for each activity.

Attachment 3: A complete copy of the proposed revised housing program guidelines.

**Budget Amendment**

Original Contract Budget Approved

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
Acquisition/Ease	010	55,000	17,500	72,500
Clearance/Demo	030	30,000	10,500	40,500
Public Facilities	070	4,500	1,500	6,000
Streets	230	125,000	40,000	165,000
Arch. Barriers	490	7,500	2,500	10,000
Comm. Rehab.	590	110,000	40,000	150,000
General Admin	181	18,000	-0-	18,000
Proposed Budget After Amendment		Total: 350,000	112,000	462,000

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
Streets	230	\$125,000	\$40,000	\$165,000
Pub Facilities	70	\$32,833	\$10,833	\$43,666
Arch Barriers	490	\$7,500	\$2,500	\$10,000
Comm Rehab	590	\$110,000	\$40,000	\$150,000
Gen Admin	181	\$18,000		\$18,000
Total		\$350,000	\$112,000	\$462,000

Attachment 1: Letter from the Chief Elected Official including:

1. Certification that the local 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 held on the proposed amendment (required if reallocating more than 10% of the total original grant amount).

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 CDBG Administration Manual Chapter 6: Environmental Review).

DED Use Only	
Date amendment request received	
Date amendment approved/denied	

**CERTIFICATION OF CONTINUED ENVIRONMENTAL COMPLIANCE**

Nebraska Department of Economic Development  
CDBG, HOME, & NAHTF Projects

Grantee Name: City of Lexington

Grant Number: 09-DTR-104

Original Level of Finding: Categorically Excluded Subject to 58.5 authorities

Date of Determination: 10/07/2010

Date Notice of Intent (NOI-RROF) Published: 10/09/2010

Date Request for Release Funds Submitted to DED: 10/18/2010

Date of Environmental Clearance: Pending

Description of Project: Downtown Revitalization

In accordance with the provisions of 24 C.F.R. Part 58.47, it is the finding of the Certifying Officer of the above referenced grantee that [check one of the following]:

- 1.  The scope, scale, nature, magnitude and location of the project are substantially unchanged from that as originally reviewed and approved; further, no new circumstances or environmental conditions which may affect the project or have a bearing on its impact, such as concealed or unexpected conditions, have been discovered; and the selection of an alternative not in the original finding is not proposed, Re-evaluation of the project under §58.47 is therefore not required. The same conditions that previously applied to the project remain unchanged and are summarized on the next page.

**OR**

- 2.  The scope, scale, nature, magnitude and/or location of the project have substantially changed from that as originally reviewed and approved; or, new circumstances or environmental conditions which may affect the project or have a bearing on its impact, such as concealed or unexpected conditions, have been discovered; or, the selection of an alternative not in the original finding is now proposed. Re-evaluation of the project under §58.47 is required; the findings in the ERR have been updated per §58.47(b) and are described on the next page.

I certify that the above statements accurately reflect the revisions to the project scope of work and that such revisions do not alter the basis under which the project received its original environmental status determination.

Signature of RE Certifying Officer:  
\_\_\_\_\_

Address:  
P.O. Box 70  
\_\_\_\_\_

Title: City Manager

Lexington, NE 68850

Date: November 9, 2010