

## 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 # 13-CIS-102 CDBG Grantee City of Lexington

DED Program Representative Steve Charleston

Person Completing this form Name Suzanne Brodine

Contact Number 308-217-0005

Email sue@dawsonareadevelopment.com

**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 Tuesday, June 23, 2015

Current Contract End Date including any previously approved extensions Tuesday, June 23, 2015

Proposed Contract End Date Friday, October 02, 2015

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
<b>Total</b>				

Proposed Budget After Amendment

Activity Name	Activity Number	CDBG Funds	Other Funds	Total Funds
<b>Total</b>				

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	

# NEBRASKA CDBG GRANTEE IMPLEMENTATION SCHEDULE

## PROJECT ACTIVITIES AND MILESTONES

Name of Grantee: City of Lexington CDBG # 13-CIS-102 Program Representative Brian Gaskill

Date of Project Completion (contracted): June 23, 2015 Extended Completion Date: October 2, 2015 Page 1 of 1

Project Activity / Milestones	CDBG / LOCAL AMOUNT BUDGETED	1 <sup>ST</sup> QTR. J, A, S 2014	2 <sup>ND</sup> QTR. O, N, D 2014	3 <sup>RD</sup> QTR. J,F,M 2015	4 <sup>TH</sup> QTR. A, M, J 2015	5 <sup>TH</sup> QTR. J,A, S	6 <sup>TH</sup> QTR.	7 <sup>TH</sup> QTR.	8 <sup>TH</sup> QTR.
Activity: CDBG 0230	\$194,260	\$10,000	\$10,000	\$54,260	\$60,000	\$60,000	\$	\$	\$
Other	\$246,370	\$12,100	\$12,100	\$79,854	\$71,158	\$71,158	\$	\$	\$
a)Streets		X	X X X	X X X	X X X	X X X			
b)Curb,Gutter, and Storm sewer		X	X X X	X X X	X X X	X X X			
Activity: CDBG 0300	\$35,740	\$3,000	\$3,000	\$9,913	\$9,913	\$9,914	\$	\$	\$
Other	\$35,730	\$3,000	\$3,000	\$9,910	\$9,910	\$9,910	\$	\$	\$
a)Water/Sewer		X	X X X	X X X	X X X	X X X			
Activity: CDBG 0181	\$20,000	\$6,000	\$2,000	\$3,000	\$3,000	\$3,000	\$	\$	\$
Other	\$0	\$0	\$0	\$0	\$0	\$	\$	\$	\$
a)General Admin		X X X	X X X	X X X	X X X	X X X			