

**COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR AMENDMENT**

1. Grantee Name Lewis County	2. CDBG Contract Number 21-62210-032	3. Request Number A	
4. Type of Amendment (check all that apply) ☒ Time Extension ☒ Budget Revision ☐ Scope of Work ☐ Special Conditions			
5. Explanation (<i>attach additional page if response requires more space or for Supplemental Funds request</i>) Request for supplemental funds and extension of the contract end date due to: 1) Increased construction labor and material costs and 2) Revised tank location that increased project site and water main extension costs Attached if applicable: ☒ Revised Project Budget			
6. Amendment Changes			
Time Extension	Current End Date 1/31/2026	Change (# months) 12	Revised End Date 1/31/2027
CDBG Budget Code	Current Budget (\$)	Change (+/-)	Revised Budget
21A - General Admin	\$ 3,000.00	\$ 7,000.00	\$ 10,000.00
03J - Water Imprvmnts	\$ 897,000.00	\$ 1,093,000.00	\$ 1,990,000.00
Totals	\$ 900,000.00	\$ 1,100,000.00	\$ 2,000,000.00
7. Submitted By (Chief Administrative Official) Name/Title _____ Signature Email _____ Date _____			
8. Action Taken (COMMERCE USE ONLY) APPROVED ☐ DISAPPROVED ☐			
Name _____ Signature Title _____ Date _____			

REQUEST FOR AMENDMENT INSTRUCTIONS

1. Grantee's name
2. CDBG contract number
3. Amendment request number
4. Check the applicable amendment type:
 - Time Extension – a new CDBG contract end date is necessary to complete the project and closeout the grant. Generally, time extensions are for a minimum of six months.
 - Scope of Work – grantee proposes a change in the subrecipient, major project components, project outcomes, or beneficiaries from that in the CDBG contract's scope of work.
 - Budget Revision – CDBG funds are requested to be transferred between project budget codes and the cumulative transferred amount exceeds ten percent of the total CDBG grant. If a budget change is requested, a revised project budget must be submitted.
 - Special Conditions – Other changes to or conditions placed on the CDBG contract due to special circumstances.
5. Provide a detailed explanation for the proposed amendment. Justify the need, describe any changes in scope of work, and explain how the proposal is supported by the community, other project funders, and (if applicable) the regulatory agency.

Requests affecting the budget

If the request for amendment affects the budget, attach a revised project budget and check the appropriate box.

6. For the type of change applicable for this amendment, enter the current item or amount, proposed change and revised item or amount.
7. Name, title, date and signature of the Chief Administrative Official
8. For CDBG program review and signature