

Homekey Request for Project Changes

Per Exhibit D. 32 of the Standard Agreement: If there is any change in the information that has been provided to the Department, Grantee shall promptly provide the Department with updated documentation (e.g., updated sources and uses). All changes shall be subject to Department approval. In addition, Grantee shall promptly notify the Department, in writing, of any changes in Grantee or Co-Grantee organization, authorization, or capacity.

Grantee Information

Contract Number:		Grantee Name:	
Award Date:		Project Name:	

Organizational Changes

Has there been any change in Grantee or Co-Grantee organization, authorization, or capacity? If Yes, Please Explain:

Has the Grantee Representative authorized to sign contract and disbursement documents per the Standard Agreement and authorizing resolution changed? If yes, a new authorizing resolution may be required. **Yes** **No**

Project Changes

Are you requesting a change to the Homekey Project in regard to:

- Unit Mix or Target Population** – *Amendment to the Standard Agreement will be required. Fill out the Unit Mix table on page 3.*
- Timeline** – *Please fill out the Milestone Extension Request form as applicable.*
- Financing** – *New financing requires Department approval. Notify your Grant Management Representative and request a Budget Change Review Form.*
- Other** _____

Please provide a description of, and reason for, changes to the Homekey project on the next page. Attach additional pages as necessary.

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Division of State Financial Assistance – State Grants Management Branch

Description of Changes:

Grantee Signature

Date

HCD USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Adjustments <input type="checkbox"/> More Information Needed	
Comments:	
Does this change necessitate a Standard Agreement amendment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SGM Manager Signature:	Date:

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Instructions: Fill out the unit mixes with the current mix and what the unit mix will be if proposed changes are implemented. **Please note that changes to the unit mix may require a resizing of the award amount and return of funds to the Department proportional to the decrease in units awarded.** The Department cannot provide more funds if units are added after Standard Agreement execution.

	Original Project Unit Mix			Proposed Changes to Unit Mix		
# of Bedrooms	Original Number of Units	Original Restricted Population	Original AMI Limit	New Number of Units	New Restricted Population	New AMI Limit
Manager/Staff			N/A			N/A
Totals:						