



## Contract Amendment Checklist

Amendment No.   1  

**Grant Recipient:** Hidalgo County Urban County Program      **TxCDBG Contract No.** DRS010068

The contract amendment checklist must be submitted for each type of contract amendment: Budget Amendment, Performance Statement Amendment, and Contract Extension Request. (Check appropriate items)

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**THE FOLLOWING CHANGES ARE REQUESTED FOR THE ABOVE REFERENCED CONTRACT:**

<input type="checkbox"/>	<b>COVER LETTER (signed by chief elected official) INCLUDED</b>
<input type="checkbox"/>	<b>EXTENSION          PROPOSED NEW ENDING DATE:</b>
<input type="checkbox"/>	Description of <i>compelling or extenuating circumstances beyond the control of the Grant Recipient</i>
<input checked="" type="checkbox"/>	<b>BUDGET AMENDMENT</b>
<input checked="" type="checkbox"/>	Submitted <i>Contract Budget Modification Form</i>
<input checked="" type="checkbox"/>	Included <i>Justification/Reason for Budget Amendment</i>
<input checked="" type="checkbox"/>	Line item balances have been checked and revision to budget does not cause any negative balances
<input checked="" type="checkbox"/>	Money being moved into Administration line item does not exceed 16% limitation
<input checked="" type="checkbox"/>	Money being moved would not decrease original application score and place project out of funding range
<input type="checkbox"/>	<b>PERFORMANCE STATEMENT AMENDMENT</b>
<input type="checkbox"/>	Submitted revised <i>Performance Statement or Special Condition Revision</i>
<input type="checkbox"/>	Submitted Project Map showing locations of original activities and proposed amended activities
<input type="checkbox"/>	Additional/deleted activities will be accomplished through: <input type="checkbox"/> change order <input type="checkbox"/> bid alternate <input type="checkbox"/> new bid <input type="checkbox"/> re-bid <input type="checkbox"/> force account
<input type="checkbox"/>	If change order is utilized, change order request form submitted with amendment request? <input type="checkbox"/> Yes <input type="checkbox"/> No   Explain:
<input type="checkbox"/>	<b>CONTRACT AMENDMENTS WITH SUBSTANTIAL CHANGES IN ACTIVITY, BENEFIT OR LOCATION</b> (in addition to documents submitted for Performance Statement Amendment above, submit the following):
<input type="checkbox"/>	Submitted <i>Local Resolution of Support</i> for the proposed amendment
<input type="checkbox"/>	Submitted <i>Survey Documents/Tabulation Sheet</i> on increased/decreased beneficiaries <input type="checkbox"/> Revised number of beneficiaries: ___ low/mod ___ total beneficiaries ___% low/mod
<input type="checkbox"/>	Submitted <i>Publisher's Affidavit</i> of Public Hearing Notice with copy of advertisement <i>or full page from newspaper</i> on which advertisement appeared
<input type="checkbox"/>	Public hearing advertisement date of publication was at least 3 days prior to public hearing.
<input type="checkbox"/>	Is a re-evaluation of the environmental assessment necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	If yes, has the re-evaluation been performed and cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No