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| --- | --- | --- | --- |
|  | TX-503 Austin/Travis County CoCMinor Change: Budget Modification Request Form  |  |  |
|  |  |  |
|  | The budget modification form must be completed by the CoC project recipient when requesting temporary amendments to CoC project budgets. A temporary amendment consists of any shifts of 10% or less from one Budget Line Item (BLI) to another. The purpose of this requests should be to help spend down funding in one budget line item, balance overall spending to prevent deobligating funds. Any amendments that constitute a permanent amendment should use the Significant Change Request Form. Agencies must complete and submit this form to ECHO. After reviewing the request, ECHO will provide a signed Letter of Support which will be included when sending the formal amendment request to the local HUD Field Office.

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| Agency |  | Program Name  |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| Grant # |  | Grant Start & End Date  |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| Modification Effective Date  |  | Contact Name |
| Minor Change Amendment: Budget Modification Details  |
| **BUDGET MODIFICATION BREAKDOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Line Item | Awarded Budget  | Change to BLI(+, - , N/A) | Requested New Budget |
| Leasing |  |  |  |
| Rental Assistance |  |  |  |
| Supportive Services |  |  |  |
| Operating Costs |  |  |  |
| HMIS |  |  |  |
| Administrative  |  |  |  |
| Match |  |  |  |
| Total  |  |  |  |

**BUDGET MODIFICATION NARRATIVE**Summary narrative supporting the requested minor change / budget amendment (reasons for request, eligible costs within BLIs, any impact on MATCH provisions). Click or tap here to enter text. **PREVIOUS MODIFICATIONS/AMENDMENTS** Describe previous amendments requested for the same grant over the past 2 years (e.g., date, BLI categories, amounts, approved or denied requests). Click or tap here to enter text. **ESTIMATING FUTURE AMENDMENTS** Describe why the minor change to the project being requested is temporary and not permanent. What is the agency’s plan, during the next grant cycle and after the budget returns the original contracted amount, to prevent ongoing requests for a non-permanent budget amendment? Click or tap here to enter text.  |

**SUPPORTING DOCUMENTS VERIFICATION:**1. **Does the project have subrecipients?** [ ]  YES [ ]  NO [ ]  N/A

**If yes, have all subrecipients been notified of the minor change request?** [ ]  YES [ ]  NO [ ]  N/A1. **Is the request a strategy to prevent deobligation of funds?** [ ]  YES [ ]  NO [ ]  N/A

**If yes, please provide the amount expected to be recaptured with the minor change amendment in place and the amount without the minor change amendment.** Click or tap here to enter text. 1. **Is a draft of the Agency’s Memo requesting the change to the HUD Field Office attached?**

[ ]  YES [ ]  NO [ ]  N/A1. **Is a draft of the ECHO Letter of Support requesting the change to the HUD Field Office attached?**

[ ]  YES [ ]  NO [ ]  N/A1. **Has the agency staff reviewed the Interim Rule and other HUD regulations to ensure that all items requested are eligible for the project type?**

[ ]  YES [ ]  NO [ ]  N/A**If yes, please indicate which sections of the Interim Rule or other federal codes support this request:** Click or tap here to enter text. |  |