

## Section III: Amendments

### 1. Formal Amendment

An amendment which substantially alters a contract is a Formal Amendment. Formal Amendments may be submitted when a project arises which was NOT part of the original approved Proposal.

Formal amendments may not be submitted more than 2x per contract year.

To submit, use the **same process and forms as the Proposal**. Provide the updated information, including budget sheets. On the Summary Budget sheet, add the adjusted amounts and the new proposed project in the grey column.

Formal amendments must be submitted following the same schedule as Proposal submissions. The Review Committee reviews and recommends for an amendment to the contract.

### 2. Informal Amendment

Informal Amendments are project revisions which do not alter the contract. They are used to shift funds from one project to another. Informal amendments **may not**:

- Substantially alter the Scope of Services (add a new Project)
- Add to the total amount of the existing contract.

Submit Informal Amendments, using the Informal Amendment Form, in advance to the NSP Director.

Council Name: \_\_\_\_\_

### 3. Informal Amendment Request Form

Community Councils must submit this form to request changes to originally approved projects. Once approved, funds must be spent by the scheduled date for all NSP expenditures.

<b>COUNCIL NAME:</b>
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APPROVED NSP PROJECTS*	ORIGINAL BUDGET	REQUESTED CHANGE	AMENDED BUDGET
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\* List all approved projects, included those whose budgets are not changing

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Briefly describe your Council approval process for this change (documentation may be requested)

**IIN USE ONLY BELOW THIS LINE**

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Approved by: _____	Amend# _____
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