



Southeast Crescent Regional Commission

AMENDMENT REQUEST FORM

AMENDMENT REQUEST DATE: Agreement #:

NAME OF GRANTEE: STATE(s):

CONTRACT START DATE: CONTRACT END DATE:

REQUESTED CONTRACT END DATE:

TYPES OF AMENDMENT REQUEST:

Change in Authorized Official Only

Submit the following documents to SCRC as one PDF:

- Key Contacts Form
- Authorized Official Resolution

Contract Extension Only (No Budget, Match, or Scope changes)

Submit the following documents to SCRC as one PDF:

- Completed and Executed Contract Amendment Request Form
- Justification of need for contract extension
- Revised project timeline
- Description of project progress to date
- Confirmation budget and scope are not changing
- Confirmation committed match remains in place

Project Re-Scope (Changes to scope and outcomes, Budget, and Match Changes)

Submit the following documents to SCRC as one PDF:

- Completed and Executed Contract Amendment Request Form
- Description of Project re-scope (include what has been completed to date, reason for change, etc.)
- Revised project budget (submit budget modification form)
- Revised project timeline
- Revised work plan
- Revised match commitment form (if applicable)

1. As a result of the project re-scope, is an update to the environmental review required? Yes No
If Yes, attach updated environmental review documentation.

2. Does the project re-scope result in additional historic preservation impact? Yes No
If yes, attach documentation of how historic preservation impact will be addressed.

Submit one PDF of all required documentation by e-mail with your grant # referenced in the subject line to Grants@SCRC.gov. For amendment questions please contact Melissa Lindler at (202)794-0001.

Signature of Authorized Official for Grantee

Date