*If you intend to make any modifications to the allocation of funds displayed on the current year’s “Contract Management Tool” spreadsheet, please complete the top section of this form and forward to the finance & accounting department.*

|  |  |  |
| --- | --- | --- |
| **Program Staff Complete This Section** | **Date of Initial Request** |       |
| **Requestor** |       |
| **Budget From** | **Fund (e.g., GF, CDBG):**       **Grant (if any):**       |
| **Contract #:**       **Amount:** $      |
| **Service Provider:**       |
| **Other Detail** (e.g., contract line-item, project name, source of funds if not currently contracted):       |
| **Budget To** | **Contract #:**       **Amount:** $      |
| **Service Provider:**       |
| **Admin/Planning/PublicService Caps Impact** *(CDBG and HOME only)* | **Old activity:** *[ ]  Admin/Planning? [ ]  Pub Svc? [ ]  Neither?***New activity:** *[ ]  Admin/Planning? [ ]  Pub Svc? [ ]  Neither?* |
| **Consolidated Plan Impact** | **Does this change require a ConPlan amendment?** *[ ]  Yes [ ]  No*If yes, complete separate ConPlan amendment paperwork and work with Strategic Policy/Planning team to process. |
| **Reason for Request & Other Notes** |  |
| **Approval** | **Program Manager:**        **Exec Team Member:**        |
| **Administrative Steps To Be** **Completed Following Approval** | **Finance & Accounting***(M. Johnson)* | **Amount:** $      |
| **Fund:**        **Grant (if any):**     |
| **From: Functional Area:**        |
| **To: Functional Area:**        |
| **Contract Amendment(s) Needed?** *[ ]  Yes [ ]  No***Council Ordinance Needed?** *[ ]  Yes [ ]  No* |
| **Contract Manager** | [ ]  **Update AMANDA (if applicable)****[ ]  Execute contract amendment (if necessary)****[ ]  File Council ordinance (if necessary)** |
| **Finance & Accounting***(P. Stewart et al.)* | [ ]  **Update Contract Management Tool****[ ]  Process Budget Revision** *[ ]  FMBB? [ ]  BMP?***[ ]  Notify Policy/Planning Team (if ConPlan amendment needed)**[ ]  **Update master data (e.g., internal orders, WBS elements)** |
|  | **Notes:**  |