Attachment **X**

**AMENDMENT # [Insert #] CONTRACT # [Insert #]**

This agreement amends the Contract bearing the effective date of [Month Day], 20**XX** between the (Local Partnership Legal Name) (the “Local Partnership”), and the (Contractor Legal Name) (the “Contractor”) (referred to collectively as the “Parties”). This Amendment is hereby effective on [Month Day], 20**XX**.

As provided for under the terms of this Contract, the Local Partnership and the Contractor agree to amend the following provisions:

# (The following are the most common Sections that might be amended during the year. The Partnership should delete Sections that are not being amended and/or add Sections that need to be amended. Note that section numbers will vary depending upon the specific contract template [financial assistance, purchase of services, etc.])

1. Reference Section 16. “Responsibilities of the Contractor:” Attachment I (insert A, B, C, etc.) details the activity that will be performed in accordance with the terms of this amended Contract.
2. Reference Section 18. “Amount of Payment:” The not-to-exceed amount is being

# increased/decreased by $ from $ to $ .

All other terms and conditions as set forth in the original Contract document shall remain in effect for the duration of this Contract.

**Signature Warranty:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Amendment to the Contract.

**In Witness Whereof,** the Local Partnership and the Contractor have executed this Amendment in duplicate originals, with one original being retained by each Party.

# (LOCAL PARTNERSHIP LEGAL NAME)

BY: (Name of Authorized Official & Title) Date

# (CONTRACTOR LEGAL NAME)

BY: (Name of Authorized Official & Title) Date

03\_ContractAmendmentTemplate Revised July 2014