



SUB-RECIPIENT REQUEST FORM: CONTRACT MODIFICATION, AMENDMENT, or WAIVER

Refer to the Sub-Recipient Contract Modification, Amendment, Waiver Policy

- Complete form & justification for request
- Form must be signed by Sub-Recipient's authorized signatory
- Email form & supporting documentation to contracts@lahsa.org

Requestor		
Sub-Recipient Name	Contract Number	
	Date of Request	
Contact at Sub-recipient		
Name:	Phone:	
Title:	Email:	
Select Type of Request		
Modification <input type="checkbox"/> Change of Administrative Contact (e.g. Fiscal, Program, Data) <input type="checkbox"/> Change of Administrative Address <input type="checkbox"/> Change to Match Source <input type="checkbox"/> A shift of less than 10% between Categories within a Program Component in a single Contract ^{B,P} <input type="checkbox"/> A shift of less than 10% between Sub-Categories within a Program Component in a single Contract ^{B,P} <small>^BBudget Modification Template required ^PProgram Profile Template required</small>	Amendment <input type="checkbox"/> Change to Legal or DBA Name ^P <input type="checkbox"/> Change to Site Address ^P <input type="checkbox"/> Change to Sub-contractor ^P <input type="checkbox"/> Change to number of Contracted to Serve ^P <input type="checkbox"/> Change to Population Contracted to Serve ^P <input type="checkbox"/> Change to Program Component ^P <input type="checkbox"/> Change to Term – no cost extension <input type="checkbox"/> Change to Term – early termination <input type="checkbox"/> A shift of over 10% between Categories within a Program Component ^{B, P} <input type="checkbox"/> A shift of up to 10% between LA County Measure H Strategies within a SPA ^{B, P} <input type="checkbox"/> Change to Compensation Total ^{B, P} <small>^BBudget Modification Template required ^PProgram Profile Template required</small>	Waiver <input type="checkbox"/> Request to waive a contract requirement
Details & Justification		
Please provide specific details for the Request (Attach additional pages as needed)		
Please provide the justification for the Request (Attach additional pages as needed)		
Authorized Signatory for Subrecipient		
Signature:	Date:	
Title:		

The estimated time to determine the disposition of the Sub-recipient Contract Amendment, Modification or Waiver Request begins upon submission to LAHSA (refer Table: Estimated Disposition Time).

Please note that the estimated time will vary depending on the type of request, Funder requirements, and the time of year.

Table: Estimated Disposition Time

	Amendment or Waiver			Modification
	Funder Approval	Contract Amendment	Total Time for Amendment or Waiver*	Total Time for Modification
HUD (CoC)	Up to 6 months	Up to 30 days	Up to 7 months	Up to 30 days
DPSS (SA, HSP, FI, GR)	Up to 4 months		Up to 5 months	
CDC (ESG, Special Admin)	Up to 1 month		Up to 2 months	
HCID (City GF, CDBG, ESG, HEAP)				
County CEO (County GF, Measure H, Supervisorial District)				
State of California (CoC, HEAP, CESH)				
DCFS (ILP)				

Definitions

Budget. The LAHSA approved Budget Detail Template for an Agency, accessible in FileShare.

Budget Effective Date. The date from which an Agency may submit a Funding Request for reimbursement against the approved Budget.

Category & Sub-Category.

Category. As identified in the Budget Detail Template, e.g. Supportive Services, Operations, Hotel Vouchers, Administration, Financial Assistance, etc.

Sub-Category. As identified in the Budget Detail Template, e.g. Subcontractor, Case Management, Food, etc.

Contract. The executed Agreement between an Agency and LAHSA, accessible in FileShare.

FileShare. The secure file sharing platform used by LAHSA and an Agency.

Funder. The source of funding as identified in an Agency’s Contract which may include State, Federal, County, and/or City funds.

Program Component. As identified in an Agency’s Contract, e.g. Rapid Re-Housing, Crisis Housing, Bridge Housing, Permanent Supportive Housing, etc.

Strategy (Measure H). As defined in LA County’s [“Approved Strategies to Combat Homelessness, February 2016”](#), e.g. E8, B7, etc.