



Housing and Homeless Services – Contract Amendment Requests

Applicable to all Housing and Homeless Services Department Contracts

Purpose

Guidance for requesting an amendment to an existing contract with the City of Spokane's Housing and Homeless Services Department

Reasons to Amend a Contract

There are many reasons why an amendment may be requested. The most common amendments are:

- **Budget – With Cost**
 - An amendment that either increases or decreases the total obligation for a contract
- **Budget – No Cost**
 - An amendment that modifies the budget composition of a contract, but does not impact the total financial obligation of the contract. Often, this is done to accommodate a shift in a project's design and may coincide with a scope of work change. Common examples would be shifting funds from Facility Support to Operations in the case of Commerce-grant projects, or Leasing to Supportive Services in Federal-grant projects
- **Scope of Work**
 - Scope of work changes involve adjusting the contracted project's defined processes or resources. This can be a variety of things, but some examples are modifying the types of case management available to participants, adjusting the access points for project entry, or altering operational hours for service
- **Term**
 - Typically initiated by HHS, contract-term amendments are generally done to either extend the eligible reimbursable period, or to add an additional award cycle to an existing annual contract

How to Amend a Contract

Contract Amendments may be initiated from either the Housing and Homeless Services Department, or from the contracted agency. A standard form is used to facilitate the process, and this form can be requested from the HHS staff member administering your contract. This form asks for the following information:

- **Contract #**
 - This is the Office of Public Records number associated with the contract seeking an amendment and should have the format **OPR-XXXX-XXXX**
- **Organization**
 - The legal name (as seen on contract) for the organization who is under contract with the HHS department
- **Project Name**
 - The Project Name as listed within the existing contract
- **Program Professional**
 - The HHS staff member administering your contract. If you do not know who

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- this person is, email HHS at chhsinfo@spokanecity.org
- **Effective Date**
 - The date that the change should be in effect. For budget-impacting amendments, these should be set prior to the start of any billing that requires the amendment. For Scope of Work adjustments, the date should be the same as when the changes were or (will be) in place for the contracted program

The Amendment Request form must be filled out in its entirety, signed on the “Subrecipient Signature” line and then submitted via email to the HHS staff member listed on the “Program Professional” line of the form.

Following a review of the amendment request, the staff member may reach back out for more information or may proceed with internal processing. Depending on the amendment being requested, HHS staff may need to notify/request changes from funders.

Following any additionally required approvals, a compliant amendment may be moved through either a formal contract amendment process (may require additional budgetary approval through the Spokane City Council for significant changes) or may be routed for signature through the City’s Minor Contract process.

Additional Information

- Amendments are restricted to no more than two per contract, per contract period
 - This does not include annual renewal/extension amendments
- All amendment requests must be submitted at least ninety (90) days prior to the end of the contract term