

**Modification to Subgrant Agreement**

**Modification Number (Type in the number.) to Subgrant Agreement Between  
the Department of Economic Opportunity and  
(Type in the Local Government Name.)**

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, (“the Department”), and (Type in the local government name.), (“the Recipient”), to modify **DEO Contract Number** (Type in contract number.), awarded on (Type in the date.) (“the Agreement”).

**WHEREAS**, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of \$(Type in amount.) to the Recipient under the Small Cities Community Development Block Grant (“CDBG”) Program as set forth in the Agreement;

**WHEREAS**, the Department and the Recipient desire to modify the Agreement;

**NOW, THEREFORE**, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

**Reinstate the Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

**Extend the Agreement**

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of (Type in the date, if applicable).

**Revise the Activity Work Plan**

3. Attachment , Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment , which is attached hereto and incorporated herein by reference.

**Revise the Program Budget**

4. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.

## Modification to Subgrant Agreement

**Modification Number:** (Type in the modification number.)

**DEO Contract Number:** (Type in the contract number.)

**Recipient:** (Type in the local government name.)

**Page 2**

**Change the Participating Parties**

5. “(Type in the name, if applicable),” is removed as a Participating Party to this agreement.
6. “(Type in the name, if applicable)” is added as a Participating Party to this agreement. A copy of the new Participating Party Agreement, containing provisions and caveats that meet or exceed the conditions agreed to in the original Participating Party Agreement, is attached.

**Include an Unmet Need as Addressed in the Original Application**

7. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.
8. Attachment , Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment , which is attached hereto and incorporated herein by reference.
9. A revised Project Narrative, Form G-2 from Part II of the approved CDBG Application Form, which shows the unmet need from the original application that is being included in the Subgrant Agreement listed as addressed need, is attached hereto and incorporated herein by reference.

**Change the Number of Accomplishments and/or Beneficiaries**

10. Attachment A, Program Budget, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

**Reflect the Change in Agency from DCA to DEO**

11. This modification to the Subgrant Agreement hereby replaces “Department of Community Affairs” with “Department of Economic Opportunity” where appropriate in context.

**Other:**

12. (Type in the reason for the modification.)



### Modification to Subgrant Agreement

April, 2015

**Modification Number:** (Type in the modification number.)

**DEO Contract Number:** (Type in the contract number.)

**Recipient:** (Type in the local government name.)

**Page 3**

A ***Request for Amendment***, Form SC-35, shall be included with this Modification if there is a change to the Attachment A, Program Budget, of the Subgrant Agreement; if unmet need is being included as addressed need; or if there is a change in the number of accomplishments or beneficiaries.

All provisions of the Subgrant Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this document as of the dates set herein.

**State of Florida**  
**Department of Economic Opportunity**

**Recipient: (Type in the local government name.)**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Name: (Type in the name of person signing.)

Title: Director  
Division of Community Development

Title: (Type in the person's title.)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Modification to Subgrant Agreement****Instructions for Completing the *Modification to Subgrant Agreement* Form.**

1. Use the “Tab” key to move from one field to the next. “Shift Tab” lets you move backwards.
2. Type in the Modification Number in the three fields where it asks for the number.
3. Type in the Contract Number in the three fields where it asks for the number.
4. Type in the Local Government Name in the five fields where it asks for the Recipient.
5. Type in the Date and Subgrant Amount in the fields on the first page where it asks for the information.
6. Move the cursor to the appropriate box(es) to indicate the modification(s) being requested. Left “click” on the box and an “X” will appear, indicating that the section is being modified.
7. If the modification seeks to extend the end of the subgrant, type in the new date on the appropriate line.
8. If the modification makes changes to the “Participating Parties,” type in the names where indicated.
9. If the reason for the modification is not one of the eight common reasons, put an “X” in the check box before “Other” at the bottom of the second page and then tab to the form field and type in the reason. An example of an “other” modification is to bring the Subgrant Agreement under the provisions of a revised administrative rule.
10. On page 3, type in the name and title of the person authorized to sign the modification and have the person sign two copies. **The date must be hand written. (*The person signing the modification must be either the chief elected official or have signature authority by resolution of the governing board.*)**
11. Submit a minimum of two originals of the modification along with the required supporting documentation.