

**Assistance Award/  
Amendment**

**U.S. Department of Housing  
and Urban Development**

Office of Administration

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input type="checkbox"/> Award <input checked="" type="checkbox"/> Amendment	
3. Instrument Number «Grant_ID»		4. Amendment Number 1	5. Effective Date of this Action <b>See Block 20 Below</b>
7. Name and Address of Recipient «Grantee» «Organization» «Organization_2» «Address1» «Address2» «City», «State» «Zip5»		8. HUD Administering Office HUD, Office of Healthy Homes and Lead Hazard Control 451 Seventh Street, SW Room P3206 Washington, DC 20410	
		8a. Name of Administrator Curtissa L. Coleman	8b. Telephone Number (202) 755-1785 x119
10. Recipient Project Manager «Contact_Person», «Primary_Phone»		9. HUD Government Technical Representative GTR, «GTR», «GTR_EXT» GTM, «GA», «GAEXT»	
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearing House	13. HUD Payment Office CFO Accounting Center P.O. Box 901013 Fort Worth, TX 76101	
14. Assistance Amount Previous HUD Amount      «Grant_Amount» HUD Amount this action      \$00.00 Total HUD Amount      «Grant_Amount» Recipient Amount      «Total_Match» Total Instrument Amount      «Total_Awd_Amt»		15. HUD Accounting and Appropriation Data 15a. Appropriation Number      15b. Reservation Number «Appro_No»      «Reservation_No» Amount Previously Obligated      «Grant_Amount» Obligated by this action      \$0.00 Total Obligated      «Grant_Amount»	
16. Description Employer Identification Number:      «EIN»      Program: LHH			
This grant is issued to amend the following clauses in the grant award document (see Attachment 1).			
On the HUD 1044, Cover Page, change the Recipient Amounts in Blocks 14 and 15 as stated above.			
Period of Performance is «Start_Date» through «End_Date».			
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.			
17. Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office. <input checked="" type="checkbox"/>		18. Recipient is not required to sign this document . <input type="checkbox"/>	
19. Recipient (By Name):		20. HUD (By Name):	
Signature & Title	Date:	«GO», Grant Officer	Date:
Signature & Title	Date:	Signature & Title	Date:

Previous editions are obsolete

form HUD 1044 (8/90)  
ref. Handbook 2210.17

ATTACHMENT 1  
«Grant\_ID»  
Amendment #«Amend»

**PERIOD OF PERFORMANCE**

The grantee shall provide all services hereunder for a period of «Months» months from the effective date of the grant. The period of performance begins on the date stipulated in block #5 of the HUD-1044. Grantees are to comply with the requirements of 24 CFR 84.28 or 24 CFR 85.23 (Period of availability of funds), as applicable, in charging costs to the grant. All obligations incurred under the award must be liquidated not later than 90 days after the end of the funding period. The preparation of the final administrative and financial reports is to be completed within the 90-day closeout period.

**ESTIMATED COST AND PAYMENT - LINE OF CREDIT CONTROL SYSTEM (LOCCS)**. Amend paragraph (a) as follows:

- (a) The grantee shall be reimbursed for costs incurred in the performance of work under this grant in an amount not-to-exceed «**Grant\_Amount**». In the event the grantee incurs cost in excess of this amount, the excess shall be borne entirely by the grantee. HUD reserves the right to withhold one-percent (1%) of the Federal grant amount pending the receipt and approval of a final progress report prepared in accordance with **the Article entitled “REPORTS” in this grant agreement.**

**AMOUNT OF COST SHARE (ESTIMATED COST AND PAYMENT – MATCHING)**,

clause is added as follows:

- (a) The estimated cost for the performance of this grant is «**Total\_Awd\_Amt**».
- (b) The grantee shall be reimbursed by HUD for 100% of costs incurred in the performance of this grant. HUD shall not be obligated to reimburse the grantee in excess of «**Grant\_Amount**». HUD reserves the right to withhold one-percent (1%) of the Federal grant amount pending the receipt and approval of a final progress report prepared in accordance with Policy Guidance 2000-02 and any amendments.
- (c) The grantee agrees to bear without reimbursement by HUD «**Total\_Match**» of the total costs. The grantee is not obligated to contribute more than «**Total\_Match**». However, in the event that the grantee incurs costs in excess of the estimated cost of «**Total\_Awd\_Amt**» such excess shall be borne entirely by the grantee.

**BUDGET**

LINE ITEM	HUD AMOUNT	MATCH AMOUNT
1. Personnel	«Personnel»	«PersonnelM»
2. Fringe Benefits	«Fringe»	«FringeM»
3. Travel	«Travel»	«TravelM»
4. Equipment	«Equipment»	«EquipmentM»
5. Supplies	«Supplies»	«SuppliesM»
6. Consultants	«Consultants»	«ConsultantsM»
7. Contracts	«Contracts»	«ContractsM»
8. Other	«Other»	«OtherM»
9. Indirect Costs	«Indirect»	«IndirectM»
10. Totals	«Grant_Amount»	«Total_Match»

The grantee shall incur costs in conformance with the budget shown below or otherwise attached. The grantee shall not commingle any funds computed under this grant with any other existing or future operating accounts held by the grantee.

**The grantee shall be reimbursed by HUD for 100% of allowable costs incurred in the performance of this grant. HUD shall not be obligated to reimburse the grantee in excess of «Grant\_Amount». HUD reserves the right to withhold one-percent (1%) of the Federal grant amount pending the receipt and approval of a final progress report prepared in accordance with the Article entitled “REPORTS” in this grant agreement.**

**INDIRECT COSTS, to be negotiated, if applicable**

(a) Pursuant to the provisions of this clause, the allowable indirect cost under this instrument shall be obtained by applying the final rates negotiated. Pending establishment of final rates, reimbursement will be made on the basis of billing rates accepted by the Grant Officer. The following rates are hereby established for the period indicated:

Category	Ceiling Rate	Billing Rate	Base
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From effective date of award until amended

**Not applicable.**

(b) The grantee's ceiling rate is as indicated above. However, the grantee agrees to bill at the billing rate shown above for the entire period of performance of the grant. At completion of the grant, upward adjustments may be made from the billing rate up to the ceiling rate. However, such adjustments must be within the total amount of the grant.

**KEY PERSONNEL**

The personnel specified below are considered to be essential to the work being performed hereunder:

<b><i>Key Personnel and % of time</i></b>
«KeyPers1»
«KeyPers2»
«KeyPers3»

Prior to diverting any of the specified individuals to other work, the grantee shall notify the Grant Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the work effort. No diversion shall be made by the grantee without the written consent of the Grant Officer.

**REPORTS AND DELIVERABLES**

**DELIVERABLES**

The grantee shall include a schedule listing all significant project milestones, and dates for submission of all project deliverables including quarterly project reports, interim reports where appropriate, the final report, and financial reports utilizing HUD form 269. Upon approval of the work plan, the grantee should ensure all deliverables identified in the Work Plan and Benchmark schedule are delivered on time.

*List of Deliverables: To be negotiated*