Participatory Budgeting · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4041 · Fax 707.648.4426

Participatory Budgeting Program
CHANGE ORDER FORM

1. GRANTEE NAME and ADDRESS

2. PB PROJECT NAME:

3. CHANGE ORDER NUMBER:

4. REQUESTED CHANGE IN ACTION PLAN

a) Please describe and explain the need for changes or deviations from Exhibit A (Action Plan). If applicable, please explain how this change may affect the timeline for purchasing funds or completing activities with grant monies.

b) Provide details showing how the requested change modifies the list of materials to be purchased and/or activities undertaken. This may include a description of costs of new items or activities, altered items or activities or anticipated items or activities that will not be purchased or performed. (The attached “Budget Worksheet” is attached to use for this section. Only include items that do not appear in the Action Plan, or are changed.) Show how the change will not affect the total grant monies to be received from the City.

BUDGET WORKSHEET

CHANGE REQUESTED	ITEM	ITEM DESCRIPTION	SITE(S)	AMOUNT
TOTAL:				

5. APPLICANT SIGNATURE

I hereby declare under the penalty of perjury that the goods or materials covered by this report have been performed in accordance with the project specifications, are complete and accurate, and are eligible under the agreement.

Printed Name _____

Title _____

Signature _____ Date _____

Please sign on the last page of this document. After review from the City Manager or designee, you will be informed if approval has been granted to change or deviate from the Action Plan.

This Change Order modifies and amends the provisions of that certain Contract dated _____, by and between the City of Vallejo and _____ (Grantee Name).

REQUESTED BY:
GRANTEE NAME:
_____

_____

By:
NAME OF CONTACT:

_____

TITLE:

_____

DATE: _____

(City Seal)

APPROVAL GRANTED:
CITY OF VALLEJO,
a municipal corporation

By:_____
Daniel E. Keen
City Manager

DATE:_____

ATTEST:

By:_____
Dawn Abrahamson
City Clerk

APPROVED AS TO CONTENT:

_____
Daniel E. Keen
City Manager

APPROVED AS TO FORM:

_____
Claudia Quintana
City Attorney