

Before completing this form, please speak with an MBI program team member to confirm whether the proposed change is allowable and whether a formal amendment is needed.

If changes are needed for more than one property or portfolio activity, grantees should submit related requests together whenever possible. One form may be used for multiple properties within the same RANGE cycle. Separate forms are required for properties awarded under different RANGE cycles.

MBI encourages grantees to use awarded funds for eligible activities that support residents' digital needs. Amendment requests should generally move funds to other eligible RANGE activities, rather than reduce the total grant award. Any reduction involving previously advanced funds will require reconciliation under the grant contract.

1. Requester and Grant Information

Grantee / Housing Operator		RANGE Round & Contract #	
Requester Name		Title	
Email		Phone	
Date Submitted		Grant Period End	12/31/2026
Number of Budgets Included		Budget Net Change (\$)	
Name of property or properties associated with the budget change requested			

2. Request Overview

Requested Action (check all that apply)	☐ Reallocate funding within the approved grant budget and cost categories ☐ Budget adjustment to address increased costs or unanticipated eligible expenses ☐ Modify grant scope and cost categories to include area(s) not previously requested
Reason	☐ Change increases any budget category by more than 10% ☐ Scope/activity change ☐ Other: _____

3. Justification

Provide a brief description explaining why the change is needed; clearly indicate line items where funds are being reallocated and those which you are requesting additional funding for. Indicate overall impact on budget and scope of work, and how the request supports your RANGE program goals. **Example: Requesting funds to address increased device costs, and more digital literacy instruction courses to address stronger-than-anticipated resident demand for digital, so we may serve more participants than originally anticipated.**

Insert text here:

4. Required Attachments

☐ Attached are the revised budget workbook(s) for the impacted properties with changes highlighted. Individual budget amount(s) total align with \$ Net Change indicated above.

5. Certification: I have discussed this request with an MBI team member who has affirmed this is an allowable change. I understand submission of this form is the first step in review and does not guarantee approval of the requested change(s).

Authorized Requester Signature: _____ Date: _____