

## CONTRACT AMENDMENT REQUEST

-PLEASE TYPE or PRINT LEGIBLY-

DATE SUBMITTED (from Contractor):

SUBMITTED TO: Arts in Corrections		FROM (Contractor's Official Name as Written on Contract):
CONTRACT/AGREEMENT # AIC-	CURRENT AMENDMENT #	PREPARED BY (Name and email)

### TYPE OF AMENDMENT

This amendment requests the following changes to be made (check all that apply):

**Item 1.1 - BUDGET TRANSFER REQUEST**

Budget Transfer Requests must be completed by institution. Changes can include:

- A decrease in an institution and/or total contract amount
  - Creating a new budget line item
  - Transferring funds from one budget line item to another
- Item 1.2:** The funds in this Budget Transfer Request total in 15% or more of the total contracted budget for the requested institutions.
- Item 2 – ADD OR REMOVE STAFF AND/OR ARTS PROVIDER IN EXHIBIT E**
- Item 3 – OTHER CONTRACT AMENDMENT(S)**

### ATTACHMENTS FOR BUDGET TRANSFER REQUEST

1. **Attachment 1 – Contract Amendment Request** form.
2. **Attachment 2 – Current Budget:** The current contracted budget (in an Excel spreadsheet) with the areas you intend to change highlighted in yellow.
3. **Attachment 3 – New Budget:** The new revised budget (in an Excel spreadsheet) with the changed areas highlighted in yellow.
4. **Attachment 4 – Justification:** A Word document with an explanation for each budget change item.

### ATTACHMENTS FOR CHANGES TO EXHIBIT E AND ALL OTHER CONTRACT AMENDMENTS

1. **Attachment 1 – Contract Amendment Request** form.
2. **Attachment 2 – Justification**
  - a. **For changes to Exhibit E:** A Word document with a list of the individual(s) to be removed from Exhibit E. The names and biographies of the individuals to be added to Exhibit E.
  - b. **All Other Contract Amendments:** If applicable, submit a copy of the contract page that needs to be amended with the area that needs to be adjusted highlighted. All amendment items must include a Word document with an explanation for each change.

**CONTRACT AMENDMENT REQUEST SUBMISSION PROCESS**

1. Submit form and attachments to the AIC Analyst to review via email with the subject line including *CAR* and your contract number (including amendment number).
2. Completed packets will be submitted to the AIC Program Manager for approval.
3. If the request is approved, the AIC Program Manager will email the approved packet to the email listed above and the change will be immediately in effect.
4. If Items 1, 2, and/or 3 are checked above a contract amendment is required and must be approved by the Office of Legal Services. If this applies to your request, further instructions will be provided via email.

**AIC PROGRAM MANAGER APPROVAL**

<input type="checkbox"/>	<b>APPROVED</b>	<input type="checkbox"/>	<b>DENIED</b>	DATE:
NEW AMENDMENT NUMBER:		Notes		
PROGRAM MANAGER NAME:		PROGRAM MANAGER SIGNATURE:		PHONE NUMBER: EMAIL: <hr style="border: 1px solid blue;"/>

DISTRIBUTION:       Contractor       CAC Contract file