

ON-THE-JOB TRAINING CONTRACT MODIFICATION

Contract Number: _____ Modification Number: _____ Fund Source Code Number: _____

Name, Address & Phone No. of Contractor/Employer:

Signature_____

Date_____

Name/Title_____

I certify by my signature above that I am authorized to sign this contract and commit the contractor/ employer to the contract, Terms and Provisions, Part A Assurances and Certifications, and supplements, which are part of this agreement.

Others Authorized to Sign Agreements/Invoices (or additional signature)

Signature_____

Date_____

Name/Title_____

Name, Address & Phone No. of Agency/Grantor:

Signature_____

Date_____

Name/Title_____

I certify by my signature above that I am authorized to sign this contract and commit the Agency/grantor to the contract, Terms and Provisions, Part B Assurances and Certifications, and supplements which are part of this agreement.

Others Authorized to Sign Agreements/Invoices (or additional signature)

Signature_____

Date_____

Name/Title_____

Beginning and Ending Dates of Contract:

Maximum Contract Amount:

\$_____

Amount of Change (if any):

\$_____

Description of Modification(s) (Attach Training Summary, if applicable):

Directions for completing the On-The-Job Training Contract Modification

1. Contract Number - Enter assigned contract number (refer to original contract).
2. Modification Number - Enter modification number.
3. Fund Source Code Number - Enter assigned fund source code number (refer to original contract).
4. Name, Address & Phone No. of Contractor/Employer - Enter Contractor/Employer name, address and phone number.
5. Name, Address & Phone No. Agency/Grantor - Enter Agency/Grantor name, address and phone number.
6. Signatures - Obtain signatures of persons authorized to commit the Agency and the Contractor to the contract. If an additional signature is needed to authorize another person to sign, use this modification form.
7. Beginning and Ending Dates of Contract - Enter contract (or revised) contract period.
8. Maximum Contract Amount - Enter the total cost (or revised cost) for the contract.
9. Amount of Change - Enter the total dollar amount of change (plus or minus) from original contract or prior modification (if any).
10. Description of Modification - Describe the purpose of the modification, i.e., extending the training period ending date, deobligating or increasing funds, correcting errors made in the initial contract, obtaining new or additional authorized signatures, terminating agreements which will not be completed, etc.)

Attach a revised Training Summary if needed.

11. Page Number - Enter the total number of pages of the modification, including any supplemental page(s) which are a part of the modification.