

Section 3 Change Request Form

Instructions: This form is to be completed by the contractor when a job position title, numerical commitment, or Tier option will be changed from their original contractual commitment. This form, and accompanying documentation, must be submitted by the Contractor to their Contract Compliance Specialist. A revised Job Order Form and Schedule C must be submitted with this document. It will be reviewed by Resident Services and the User Department. The request will be approved by Contract Compliance.

****This section is to be completed by the Contractor****

Contractor Name:

Contract Number:

Original Section 3 Commitment:

Proposed Section 3 Commitment:

Reason for the Change Request:

****Internal Use Only****

CHA Section 3 Change Review:

Resident Services

Concurrence (Yes or No)

Date Reviewed

User Department

Concurrence (Yes or No)

Date Reviewed

CHA Section 3 Change Approval:

Contract Compliance

Date Approved

If for any reason CHA does not approve the change request, the contractor will be contacted directly with the remedy selected by CHA by their Contract Compliance Specialist.