

Amendment Request Form

Laredo Regional Food Bank

Amendment # 1

Purpose of Amendment: A total of \$97,962.80 was left as a balance after all project activities were completed. Laredo Regional Food Bank has requested the funds be utilized for additional activities as follows:

The purchase of the following items:

- Walk-in Cooler and Freezer racks
- (1) Pallet jacks
- Cargo Van

Additionally, LRFB would like to allocate additional funds to food purchases in the amount of \$25,000.00

Justification: The purchase of these items would assist Laredo Regional Food Bank in furthering their mission of ending food insecurity in our community.

Exhibit A: Request to amend Performance Statement

Original Exhibit A:

The pandemic has caused challenges in obtaining food donations, additionally one of the food Bank's largest contributors was shut down due to the nature of its business being conducive to the spread of Covid-19. The Laredo Regional Food Bank is also facing aged equipment and its cooler and freezer are no longer in working order.

The Laredo Regional Food Bank will be constructing a walk-in cooler and freezer, as per provided specifications. (Approximately 20 x 12 ft., with a height of 103" for the walk-in cooler) (Approximately 20 x 12 ft., with a height of 103" for the walk-in freezer). Additionally, Laredo Regional Food Bank will be purchasing \$7,000.00 worth of food to donate.

(Additions to Performance Statement)

Purchase of walk-in cooler and freezer racks – This purchase would enhance the original activity of purchasing a walk-in cooler and freezer by allowing the Laredo Regional Food Bank to properly store food

Purchase of pallet jack – This equipment makes it possible to safely move and store food items around the warehouse

Purchase of cargo van – The purchase of a cargo van will allow LRFB to access and transport food donations

Exhibit B: Request for Budget Modification

Current Budget:

<u>Activity</u>	<u>Current Budget</u>	<u>Expenses</u>	<u>Available Budget</u>
Walk-In Cooler/Freezer	\$193,000.00	\$95,040.00	\$97,960.00
Food	\$7,000.00	\$6,997.20	\$2.80
Total			\$97,962.80

Requested Changes:

<u>Activity</u>	<u>Current Budget</u>	<u>Proposed Budget</u>	Total
Equipment Purchase (Pallet Jack, Cooler/Freezer Racks)	\$0	\$15,000.00	\$15,000.00
Food	\$2.80	\$25,000.00	\$25,002.80
Cargo Van	\$0	\$57,960.00	\$57,960.00
Total			\$97,962.80