

**CONSTRUCTION GRANTS & LOANS
CHANGE ORDER CHECKLIST**

The following checklist must be completed and all information must be submitted prior to approval. Incomplete submittals will not be reviewed.

Owner _____
Project Name _____
Project No. _____
Change Order No. _____
Contract No. _____
Contractor _____

Change Order Documents

- _____ Two(2) copies of the properly executed change order (an unexecuted copy may be submitted for a preliminary review, however all supporting documentation must be included);
- _____ Federal and/or State Project number(s) shown on the change order;
- _____ Clear description of **each** change;
- _____ Detailed justification to identify the need for **each** change;
- _____ Justification and documentation for any contract time extensions (Time extensions for weather should be for above average precipitation. The average number of days with precipitation greater than 0.10" for each month can be obtained from NOAA Report No. 20.)
- _____ Copies of new or revised contract drawings and/or specifications for the change;

Cost Documentation: The degree of cost documentation required is directly proportional to the cost of the change. However, each of the following items should be addressed regardless of the cost:

- _____ Engineer's independent cost estimate;
- _____ Contractor's detailed cost breakdown for labor, material, equipment, tax, overhead, and profit;
- _____ Copies of suppliers' invoices for major items;
- _____ Memorandum of negotiation which documents the negotiation process and the basis for the final negotiated settlement