

Division of Water Infrastructure (Division) CDBG-I Change Order Checklist

To be considered for eligibility, the following information must be submitted for an eligibility determination (approval). The Division will send a letter indicating what costs are eligible for funding to the project owner and engineer.

Owner: _____

Project Name: _____

CDBG-I Grant and Contract Number: _____

Change Order Number: _____

Consultant Name and email: _____

Contractor Name: _____

CHANGE ORDER DOCUMENTATION and SUBMITTAL CHECKLIST:

One (1) original properly executed change order with **original or digital signatures and include signatory's printed name with title is required.** An unexecuted copy may be submitted for a preliminary eligibility determination via email to Division engineer. All supporting documentation must be provided including the following, as applicable:

	Yes	No	N/A	Description
1.				Grant number shown on the change order.
2.				Change Order Number.
3.				When providing final change order, mark as "Final" next to number.
4.				Clear description of each change.
5.				Detailed justification to identify the need for each change.
6.				Unit price cost.
7.				Lump sum for item or task.
8.				Contractors cost breakdown.
9.				Equipment invoices.
10.				Engineer's independent cost estimate, as applicable based on complexity of change order.
11.				CDBG-I include any impacts of LMI persons if there is a scope reduction. NOTE: A change order that reduces the public benefit below 51% of LMI persons will be deemed ineligible per the CDBG-I funding guidance.
12.				Change orders that extend the construction duration beyond the Recipient's Grant Contract Expiration Date may not be approved without corresponding request for contract extension and receiving approval of such extension.
13.				Per DOL Final Rule §29 CFR 1.6(a)and (c), Grant Recipient and Contractor will need to agree and submit the current calendar year's prevailing wage rate if the following apply:
a.				The contract is changed to include additional, substantial construction not within the original scope of work, or
b.				The contract is changed to require the contractor to perform work for an additional time period not originally obligated, including when an option is exercised on a contract.
c.				NOTE: The prevailing wage rate may/may not change from what was executed in the contract and must be added to the supporting documentation for Division eligibility review.
14.				Copy of the new, revised or noted, highlighted and/or red-lined contract drawings and/or specifications showing and describing the change.

- If additional information is requested by the Division via email to the grant recipient's consultant, a response is required within 14 calendar days, or the change order will be returned without further action.
- See CDBG-I Procurement Policy for additional information on Change Orders.
- Submit executed change order with supporting documentation at: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form> .