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:**

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:

[ ] Grant number shown on the change order.

[ ]  Change Order Number.

[ ]  When providing final change order, mark as “Final” next to number.

[ ]  Clear description of **each** change.

[ ]  Detailed justification to identify the need for **each** change.

[ ]  If additional information is requested by the Division, a response is required within two (2) weeks, or the change order will be returned without further action.

[ ]  Supporting documents of extending construction duration and documenting costs which may include:

[ ]  Change orders that extend construction duration and exceed the CDBG-I Grant Recipient’s Grant Contract Expiration Date may not be approved without corresponding request for contract extension and receiving approval of such extension.

[ ]  Unit price cost

[ ]  Lump sum for item or task

[ ]  Contractors cost breakdown

[ ]  Equipment invoices

[ ]  Engineer’s independent cost estimate, as applicable based on complexity of change order.

[ ]  YES [ ]  NO [ ]  N/A: 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.

[ ]  Copy of the new, revised or noted, highlighted and/or red-lined contract drawings and/or specifications showing and describing the change.

[ ]  Submit executed change order with supporting documentation at: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>