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>