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:

Funding Project No.:

Change Order No.:

Contract No.:

Contractor Name:

**CHANGE ORDER DOCUMENTATION:**

A copy, scan or original of one properly executed change order with **Owner’s and Contractor’s signatures including each signatory’s printed name and title is required.** An unexecuted copy may be submitted for a preliminary eligibility determination. All supporting documentation must be provided including the following, as applicable:

**□** 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.

**□** Summary and cost documentation which may include:

* Unit price cost,
* Lump sum for item or task,
* Contractors cost breakdown,
* Equipment invoices, and
* Engineer’s independent cost estimate, as applicable based on complexity of change order.

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