



## Change Order Submission Checklist

Change Order #: \_\_\_\_\_

Grantee: \_\_\_\_\_

Previous Contract Amount: \_\_\_\_\_

Grant #: \_\_\_\_\_

Change Order Amount (+/-): \_\_\_\_\_

Contractor: \_\_\_\_\_

New Contract Amount: \$ \_\_\_\_\_

### **Submit the following to RIA:**

- ☐ Contract change order form
- ☐ Description of changes to the contract including itemized quantities and costs
- ☐ Justification of need for the change order by the engineer, including an explanation of any changes to customers served
- ☐ Documentation of how costs were determined, if different from the contract itemized cost rate
- ☐ Determination by engineer that such costs are reasonable, if different than the itemized cost
- ☐ Map showing location of any new or revised activities
- ☐ Commitment letter from Grantee for any costs which exceed the RIA grant or other construction funding commitments previously submitted

*If there is a change in project location, the number of customers or if there is a significant change from the scope approved in the Rural Infrastructure Authority (RIA) grant application, a Grant Amendment must be submitted and approved by RIA prior to execution of the change order.*

Comments:

***Submitted by:***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date