

**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