

Change Order Request Form

Project Address_____

CO Request Date _____

Requested Work Scope Adjustments (SAMPLE)

Add or Remove	Item/Task	Reason	Cost

Total net changes in project cost \$ _____

New total project cost \$ _____

Is New Total Project Cost greater than \$25,000? Y/ N

If Yes, Construction Manager and PEA Manager must certify that all alternative approaches have been fully explored and maximized prior to making and approving this over-cost change order:

- The items that are being added to the work scope are high priority and directly related to occupant health, safety, and habitability of the home
- The work order was examined to see if lower- priority items could be removed in order to create budget allowance for the new, high-priority items
- The additional items being added are new issues that presented themselves during the course of construction and were not known at the time of the inspection.
- All other options for covering the cost of the additional work have been explored and maximized: partner agency programs, etc.

Construction Manager : Name_____Agency_____ Signature_____

PEA Authorization: Name_____ Title_____ Signature_____