



## Texas Community Resiliency Program (CRP) CHANGE ORDER REQUEST FORM\* Construction

Date:		Contract #:	
City/County:		Contractor Name:	
Project Name:		Construction Contract Execution Date:	
Project Address:		Architect Name:	
Change Order #:			

\*The Change Order Request Form and Change Order Form must be submitted through the CRP Submission Portal

### Section 1. Change Order Details

The following change(s) is/are requested for approval to the above-identified contract:

Item No.	Item Description	Was the item in the original bid?	Description of Change(s) - quantities, units, unit prices, change in completion schedule, etc.	Justification for change

### Section 2. Change Order Construction Impacts

1. Change in construction contract duration?	Yes/No	If yes, revised construction contract duration:
2. Increase the scope of work?	Yes/No	If yes, explain:
3. Increase operation and maintenance costs?	Yes/No	If yes, explain:
4. Work Completion Date Change?	Yes/No	If yes, revised date for work to be completed:
5. Change in number of beneficiaries, as identified in the CRP contract?	Yes/No	If yes, new number of beneficiaries:
6. Change will create new circumstances or environmental conditions which may affect the project's environmental impact, such as concealed or unexpected conditions discovered during tactual construction?	Yes/No	If yes, explain:
7. Change will alter the validity of CRP contract special condition clearances and/or constructions clearances required by other agencies?	Yes/No	If yes, explain:
8. If applicable, does the Owner (as defined in the LURA) agree to the change order?	Yes/No/NA	

\*\*NOTE: A cumulative change in the contract price in excess of 25% **cannot** be approved.



## Texas Community Resiliency Program (CRP) CHANGE ORDER FORM\* Construction

\*Check box if using a different Change Order Form

City/County:		Contract #:	
Project Name:		Contractor Name:	
Project Address:		Construction Contract Execution Date:	
Change Order #:		Architect Name:	

Provide detailed description of Construction Contract change(s) below. Attach/reference any relevant exhibits, agreed upon adjustments in CCD, etc.

The original _____ was _____	
The net change by previously authorized Change Orders _____	
The _____ prior to this Change Order was _____	
The _____ will be _____ by this Change Order in the amount of _____	
The New _____ including this Change Order will be _____	
The Contract Time will be _____ by _____ (answer should be # of days)	

*NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive (CCD) until the cost and time have been agreed upon by both the Subrecipient and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND SUBRECIPIENT.**

<div style="border: 1px solid black; background-color: #ffffcc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; background-color: #cccccc; padding: 2px; text-align: center;">Architect (Firm name)</div>	<div style="border: 1px solid black; background-color: #ffffcc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; background-color: #cccccc; padding: 2px; text-align: center;">Contractor (Firm name)</div>	<div style="border: 1px solid black; background-color: #ffffcc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; background-color: #cccccc; padding: 2px; text-align: center;">Subrecipient</div>
<div style="border: 1px solid black; background-color: #ffffcc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; background-color: #cccccc; padding: 2px; text-align: center;">Signature</div>	<div style="border: 1px solid black; background-color: #ffffcc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; background-color: #cccccc; padding: 2px; text-align: center;">Signature</div>	<div style="border: 1px solid black; background-color: #ffffcc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; background-color: #cccccc; padding: 2px; text-align: center;">Signature</div>
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# Change Order Instructions

## Required Forms

1. CRP Change Order Request Form
2. Change Order Form\*  
*\* If using a different Change Order Form, please indicate on CRP Change Order Form*

### 1. Change Order Requests

- a. All change orders require TDHCA approval prior to execution of change order and must be properly supported.
- b. Costs must be CRP/CDBG eligible and the Subrecipient must have sufficient grant or local funds available to meet any increased costs.
- c. Change order requests that are not directly tied to CRP construction project budget and/or approved eligible expense(s) will not be approved.
- d. All change orders on a construction contract, whether paid by CRP or match, must be submitted for approval.
- e. Change orders require the following:
  - Partially executed Construction change order form signed by Subrecipient  
*\* If using a different Change Order Form, please indicate on CRP Change Order Form*
  - Support documentation (i.e., specification change with description/costs)
  - Approval by the owner if the subrecipient is not the owner

### 2. Change Order Amount Threshold

- a. Change orders for an increase of more than 25% will be rejected.
  - Must complete separate procurement process to allow for competitive bidding.
  - Threshold is less than 25% (as allowed by Tx Govt Code - *Sec. 271.060*)

### 3. Submission Procedures

1. Change Order Request Form - submit to TDCHA using the CRP Submission Portal.
2. Change Order Form - include in submission a partially executed change order form signed by the Subrecipient (or Owner if not owned by Subrecipient). Use any change order documentation agreed upon by the Architect, Subrecipient, and Construction Contractor that includes what is changing, why it's changing, change in quantities and cost implications.

### 4. Approval Process

- a. TDHCA reviews and approves/denies change order.
- b. TDHCA sends approval or denial to Subrecipient.
- c. Construction Change Order can be fully executed. Retain copy in the local CRP file.