

ECONOMIC DEVELOPMENT ADMINISTRATION
CHANGE ORDER FORM

EDA Award Number: _____ Date: _____

Recipient: _____

Co-Recipient(s): _____

Recipient's Authorized Representative: _____
Name & Phone Number

Construction Contract No.	Contractor Name	Change Order No.

The Change Order will provide for the following:

Change Order Justification (Include cost analysis, if not unit cost in bid proposal or schedule of values):

	TOTAL	EDA Funded Amount	* Non-EDA Funded Amount
Original Contract Amount	\$	\$	\$
Current Contract Amount adjusted by previous Change Orders	\$	\$	\$
This Change Order will _____(increase) _____(decrease) the Contract Amount by:	\$	\$	\$
The original, scheduled date of completion is/was:			
The new Contract Amount including this Change Order will be:	\$	\$	\$
The Contract Time will _____(increase) _____(decrease) the schedule by:	calendar days	calendar days	calendar days
The estimated date for completion of all work is:	(Date)	(Date)	(Date)

* Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.

Prepared By (Signature)

Date

Prepared By (Typed or Written Name & Title)