RESET

HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)

CHANGE ORDER

Agency (CAA): _____

CAA Address: _____ (Street, City, State, Zip)

Applicant Name: _____

Property: _____ (Street, City, State, Zip)

CAA Technician Name: _____

CAA Technician Phone: _____

CAA Technician Email: _____

Co-Applicant Name: _____

Contractor: _____

Contract Date: _____

☐ **Grant $15,000.01 or Greater** (pre-approval required) ☐ **Grant $15,000.00 or Less** (pre-approval not required)

INSTRUCTIONS: Number Change Orders in order of submission dates. Projects that cost $15,000.01 or greater must receive MaineHousing approval before the work can commence. *Change Orders* requiring additional funding must be accompanied by a *Change Order Invoice* to be eligible for payment. Photographs must accompany the *Change Order* when applicable. *Change Orders* and supporting documentation must be retained in the CAA's project file.

Change Order # _____ **Prepared By:** _____

Item Number*	Description of Change - Explain in Detail	Cost Change
		$
		$
		$
		$
		$
		$
	TOTAL AMOUNT REQUESTED	$ 0.00

*Please use section number from Job Standards and Specifications (Appendix A of Construction Contract).

Original Contract Amount: $ _____

Change Order Amount: $ 0.00

Updated Contract Amount: $ 0.00

All Contract Extensions exceeding 45 days must be pre-approved

Contract Time Extended by _____ **calendar days**

Updated Completion Date: _____

Contract Time Not Extended ☐

This *Change Order* is made a part of the Contract, and the parties have hereto set their signatures:

Applicant (Owner) Signature _____ Date _____

Co-Applicant (Co-Owner) Signature _____ Date _____

Contractor Representative Signature _____ Date _____

CAA Technician Signature _____ Date _____

COMPLETED BY MAINEHOUSING

Projects that exceed $15,000.01 must receive MaineHousing approval before the work can commence. MaineHousing's signature serves as approval or denial for this Change Order.

☐ **PO APPROVED** ☐ **PO DENIED** ☐ **Tech APPROVED** ☐ **Tech DENIED**

MaineHousing Program Officer Signature _____ Date _____

MaineHousing Technician Signature _____ Date _____

MaineHousing Notes: