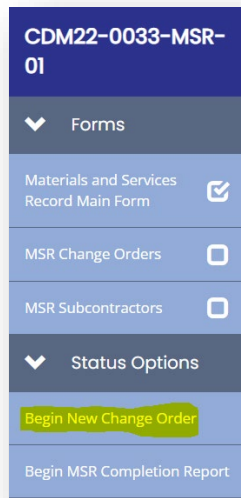
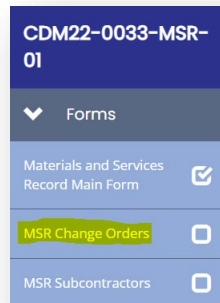


# How to Complete & Submit a Change Order

1. Under Status Options, click “Begin New Change Order”.



2. Under Forms, click “MSR Change Orders”.



This box will pop up. Click “Ok”.

A confirmation dialog box with a blue header and a close button (X). The text inside the dialog reads: "Are you sure that you want to change the status from MSR Vendor Selection Accepted to MSR Change Order in Process?" Below this is a text area with the prompt "Please enter any notes in regards to this status change". At the bottom right, there are two buttons: "Cancel" and "OK" (highlighted in yellow).

**3. Provide a justification for the change and enter budget and timeline information.**

**NOTE: If the work completion date will not change, leave that field blank.**

Justification for change: \*

0 of 2000

**Change to Contract Amount:**

Change to TxCDBG Grant

Change to Match

Change to Additional Local Funds

Total Change to Contract \$0.00

Revised Date for Work to be Completed:

**4. Answer the questions in the dropdown table.**

**NOTE: If new line items are added, an additional box will appear below the table for a justification and price statement for the new items.**

Will this change order: *	
Change existing line items?	<input type="text" value=""/>
Add new line items?	<input type="text" value=""/>
Change the contract duration?	<input type="text" value=""/>
Increase the scope of work?	<input type="text" value=""/>
Increase operation and maintenance costs?	<input type="text" value=""/>
Change the number of beneficiaries, as identified in the TxCDBG contract?	<input type="text" value=""/>
Create new circumstances or environmental conditions which may affect the project's environmental impact, such as concealed or unexpected conditions discovered during actual construction?	<input type="text" value=""/>
Alter the validity of TxCDBG contract special condition clearances and/or construction clearances required by other agencies?	<input type="text" value=""/>

5. Upload the Change Order document prepared by the engineer.

Partially executed construction change order: \*

Select *Drag Files Here*

NOTE: These sections are for TDA use.

Costs Not Approved

Item	Reason	Amount
		\$
Total		\$0.00

TDA Comments

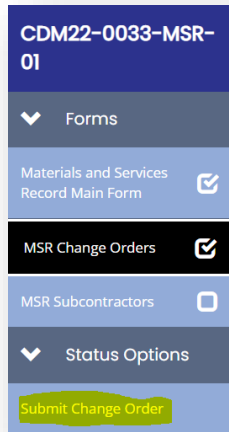
0 of 4000

6. Once all information has been entered, click "Save" in the upper right corner.

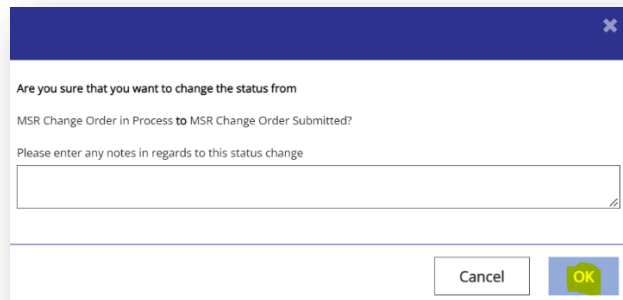
Jane PD

New Note | Save | Add

7. Under Status Options, click “Submit Change Order”.



This box will appear. Click “Ok”.



**NOTE:** In the Financial Interest Disclosure table of the MSR Main Form, there is now a column for “Cumulative Change Orders”.

Financial Interest Disclosure				
	Original	Cumulative Change Orders	Current	Percent Difference from Original
Total Contract Amount *	\$ 50,000.00	\$15,000.00	\$65,000.00	30.00 %
Amount to be funded by TxCDBG *	\$ 35,000.00	\$10,000.00	\$45,000.00	28.57 %
Amount to be funded by Match *	\$ 0.00	\$5,000.00	\$5,000.00	%
Amount to be funded by additional Local Funds	\$15,000.00	\$0.00	\$15,000.00	0.00 %
Ineligible Project Costs		\$0.00		