

SRF Change Order Supplemental Information Form

Attach this form with any Change Order submitted to the Division of Water for approval on projects being funded via SRF loans. Contact the Water Infrastructure Branch at 502/564-3410 with any questions on completing the form.

Project Name: _____

Borrower: _____ KIA Loan Number: _____

Contract Name/Number: _____ Change Order Number: _____

Provide a detailed description and justification for the Change Order Work below (attach additional pages as necessary):

For change orders that include a time extension, provide the following:

Revised Substantial Completion Date: _____ Revised Final Completion Date: _____

Brief justification for the time extension:

Are the proposed changes within the original scope of work? _____

If no, has KIA approved a Request to use Residual Funds Form? _____ Approval Date: _____

Are changes being proposed to the sanitary features of design (e.g. new water/sewerlines)? _____

If yes, have Plans and Specifications been approved by the DOW? _____ Approval Date: _____

Are components included in the change order compliant with the American Iron and Steel requirements of the SRF program? _____

Is any of the proposed work outside of the scope of the approved environmental document? _____

If yes, has a revised environmental document been submitted to the DOW for approval? _____

Approval Date: _____

Describe the funding source for this change order (attach additional pages as necessary):

If the funding source includes SRF contingency funds, is the work eligible for SRF funding? _____

List ineligible or partially ineligible items in the table below. Attach additional pages as necessary.

Item	Eligible Amount	Ineligible Amount

Other Information to be submitted with this request:

- ☐ 1. Provide a copy of the executed change order.
- ☐ 2. Provide a copy of the revised budget.
- ☐ 3. Provide a location map for any work note included in the approved plans.
- ☐ 4. Quotes/proposals to support prices for new items of work.
- ☐ 5. Relevant drawings and technical information.

SRF Project Cost Summary

Project Title: _____

WRIS#: _____

Project Budget: Estimated
enter date

As Bid
enter date

Revised
enter date

Cost Classification	SRF KIA Loan	Funding Source 1	Funding Source 2	Funding Source 3	Funding Source 4	Funding Source 5	Local Funds	Unfunded Costs	Total
1 Administrative Expenses									
2 Legal Expenses									
3 Land, Appraisals, Easements									
4 Relocation Expenses & Payments									
5 Planning									
6 Engineering Fees – Design									
7 Engineering Fees – Construction									
8 Engineering Fees – Inspection									
9 Engineering Fees – Other									
10 Construction									
11 Equipment									
12 Miscellaneous									
13 Contingencies									
Total									

Funding Sources	Amount	Date Committed
1		
2		
3		
4		
5		
Total		

Local Funding Sources	Amount	Date Committed
1		
2		
3		
Total		

Total Funding \$ _____

Cost Categories	Funding Source	Total Cost
Treatment (DW)		
Transmission and Distribution (DW)		
Source (DW)		
Storage (DW)		
WWTP Secondary Portion (CW)		
WWTP Advanced Portion (CW)		
Inflow and Infiltration Correction (CW)		
Major Sewer Rehabilitation (CW)		
Collector Sewers (CW)		
Interceptor Sewers including Pump Station (CW)		
Combined Sewer Overflow Correction (CW)		
Purchase of Systems (DW and CW)		
Restructuring (DW and CW)		
Land Acquisition (DW and CW)		
Total Costs		