

Distribution	SUBJECT	Date
	USDA - RURAL DEVELOPMENT CHANGE ORDERS FORM RD 1924-7	09-01-2014

PURPOSE: To change the work required of the General Contractor from originally specified in the construction contract, signed plans and specifications (contract documents).

ISSUED BY: Owner of project, architect, or construction manager

PROCEDURE: Step I. : Owner, architect or CM determines the need or desire for a change in the contract documents.

Step II. : The owner, architect, or CM prepares the Change Order.

Step III. : The construction manager prices the requested change. Owner verifies the acceptability of the change. Required sketches, specifications or other relevant change order documentation should be attached to the CO.

Step IV. : Change Order is signed by owner, architect, and contractor.

Step V. : Four copies of the Change Order and related documentation are remitted to the FmHA District Director by the Construction Secretary.

Step VI. : The CS will prepare FPO to cover the additional work required by the Change Order. CM will approve. (See FPO section.)

Step VII. : USDA - RD approval procedure:

- a) District Director approves of change.
- b) Transmits to USDA - RD State Architect for final approval.
- c) State Architect approves change.
- d) Transmits approved change to District Director.
- e) District Director transmits copies of change to owner, architect and contractor.

EXAMPLE

FORM APPROVED
OMB NO. 0575-0042

Form RD 1924-7
(Rev. 2-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT AND
FARM SERVICE AGENCY

ORDER NO.	79- 002
DATE	December 1, 2011
STATE	Florida
COUNTY	Manatee

CONTRACT CHANGE ORDER

CONTRACT FOR Palmetto Villas Apartments Rehab

OWNER Palmetto Properties, Ltd.

To Flynn Development Corporation

(Contractor)
You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Provide playground and picnic area including playground equipment, mulch, picnic table and bench	\$	\$ 18,100
TOTALS	\$ 0.00	\$18,100
NET CHANGE IN CONTRACT PRICE	\$ 0.00	\$18,100

JUSTIFICATION:

Provide recreation area for residents and their children.

The amount of the Contract will be ~~Decreased~~ (Increased) By The Sum Of: Eighteen thousand one hundred Dollars (\$ 18,100).

The Contract Total Including this and previous Change Orders Will Be: Nine hundred twenty three thousand one hundred Dollars (\$ 923,100).

The Contract Period Provided for Completion Will Be ~~Increased/Decreased~~ (Unchanged) : 0 Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested <u>[Signature]</u> (Owner)	December 1, 2011 (Date)
Recommended <u>[Signature]</u> (Owner's Architect/Engineer)	<u>12/6/11</u> (Date)
Accepted <u>[Signature]</u> (Contractor)	<u>12/5/2011</u> (Date)
Approved by Agency <u>[Signature]</u> (Name and Title)	<u>12/6/11</u> (Date)

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- ORIGINAL-BORROWER'S CASE FOLDER
- COPY-CONTRACTOR
- COPY-BORROWER

Form RD 1924-7 (Rev. 2-97)

POSITION 6

C-200-A

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