

PROJECT MODIFICATION OF BUDGET OR OF PRIMARY RESPONSIBILITY FORM

LHA and Project number:	
Date	
RCAT PM	
RCAT PM email address	
Email this form to the DHCD Project Manager with a copy to LHA	

REQUEST FOR ACTION BY DHCD: check all applicable boxes

- 1) Increase the Total Development Cost (TDC) and CFA by more than \$10K for projects with an approved Estimated Construction Cost (ECC) under \$50K** (RCAT to make this request as soon as TCD increases by \$10K)

Approved CIP TDC is:	
Current TDC is: (please increase the CFA allocated to this project to this amount)	

- 2) Increase the CFA on a project where the ECC is under \$50K and the increase is less than \$10K.** (RCAT to make this request prior to bidding or if TDC increases post bidding)

Approved CIP TDC is:	
Current TDC is: (please increase the CFA allocated to this project to this amount)	

- 3) Transfer primary responsibility for this project from RCAT to DHCD due to the project exceeding an ECC of \$50k or project is determined to be complex.** (RCAT to make this request as soon as ECC exceeds \$50K or if the RCAT determines the project appears complex during any phase of design of the project)

<u>A DESIGNER HAS NOT BEEN HIRED YET</u>	
Approved CIP construction budget is:	
Current ECC amount is:	

<u>A DESIGNER HAS BEEN HIRED (if checking this box, send plans to DHCD)</u>	
Design firm is:	
Current ECC amount is:	
Approved construction budget (hard cost) is:	
The current design phase is (e.g., schematics, construction documents)	

- 4) Review and approve going forward on bid over \$60K.** (If checking this box, submit copies of the bid tab and the bid documents electronically)

Approved construction budget (hard cost) is:	
Low bid amount is:	
If bid cannot be accepted, please indicate whether A) RCAT intends to rebid at ECC above 50K or B) RCAT intends to redesign to keep ECC lower than 50K.	

- 5) Approve Change Orders collectively over \$10K.** (RCAT to call DHCD CA as soon as the proposed change order that increases the CO total to over \$10K is being discussed so that the DHCD CA can have input on CO; RCAT to submit this request once the change order is approved by designer and LHA but not yet submitted to contractor) (If checking this box submit copies electronically of all previously approved COs and the current CO to be approved/signed by DHCD CA).

Construction contract amount is:	
How many Change Orders are there?	
Total Change Order amount is:	

LHA and Project number:	
Date:	
DCHD AESU Staff:	
AESU email address:	
Email this form to DHCD Project Manager and the RCAT PM with a copy to LHA and the RCAT Director of the Region	

REQUEST FOR ACTION BY RCAT: check all applicable boxes

- 6) Transfer primary responsibility for this project from DHCD to RCAT due to the project decreasing to an ECC below \$50k or a complex project is determined to no longer be complex. (DHCD to make this request of RCAT and RCAT to verify acceptance of project)

Project background by DHCD:	
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<u>A DESIGNER HAS NOT BEEN HIRED YET</u>	
Approved CIP construction budget is:	
Current ECC amount is:	

<u>A DESIGNER HAS BEEN HIRED (if checking this box, send plans to RCAT)</u>	
Design firm is:	
Current ECC amount is:	
Approved construction budget (hard cost) is:	
The current design phase is (e.g., schematics, construction documents)	