



Oregon Community Paths
REQUEST FOR CHANGE ORDER

Who initiates the form?	The Oregon Community Paths Project Recipient
When is the form processed?	When the first milestone or final project delivery milestone is delayed by 90 days or more, or when any other changes to the agreement are requested.
Where does the recipient send the form?	To the Oregon Community Paths Program Manager at CommunityPaths@odot.state.or.us
Action required by Oregon Community Paths Program Manager	Reviews the Request for Change Order and either approves the request or forwards to the Oregon Community Paths Advisory Committee for review.
Oregon Community Paths Advisory Committee	Reviews the Request for Change Order and either approves or disapproves the requested changes. Returns form with action taken to the Oregon Community Paths Program Manager.
Oregon Community Paths Program Manager	Notifies Project Recipient of action taken.



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The Project Recipient must submit this form when the first milestone or completion date listed on the Recipient's Oregon Community Paths agreement are projected to be delayed by 90 days or more, or when any other changes to the Agreement are requested.

Instructions to Recipient:

1. Complete Parts A, B, and C
2. Sign and date Page 1 of this form and submit completed form and all attachments to the Oregon Community Paths Program Manager CommunityPaths@odot.state.or.us

Part A: Project Details

PROJECT NAME		REGION NUMBER		IGA NUMBER	
RECIPIENT NAME					
ADDRESS				CHANGE ORDER NUMBER	
CITY		STATE	ZIP	DATE CHANGE REQUESTED	
PHONE		EMAIL			
Recipient – Complete form, sign, date, and send form with any attachments to the Oregon Community Paths Program Manager at CommunityPaths@odot.state.or.us				RECIPIENT SIGNATURE	
				DATE	

ODOT USE ONLY

Oregon Community Paths Program Manager	<input type="checkbox"/> Approved <input type="checkbox"/> Recommended approval <input type="checkbox"/> Do not recommend approval	SIGNATURE	DATE
Oregon Community Paths Advisory Committee (if needed)	<input type="checkbox"/> Approved <input type="checkbox"/> Recommended approval <input type="checkbox"/> Do not recommend approval	SIGNATURE	DATE
Oregon Community Paths Program Manger after Advisory Committee (if needed)	<input type="checkbox"/> Approved <input type="checkbox"/> Recommended approval <input type="checkbox"/> Do not recommend approval	SIGNATURE	DATE



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Part B: The first milestone or final project completion milestone are hereby requested to be modified as follows:

Project Key Milestone Description	Original milestone due date	Current milestone due date	Requested milestone due date
1.			
6.			

Part C: Change request information. (Answer all questions. Provide as much detail a possible to answer the questions in Part C. Use additional sheets if necessary.)

1. Describe the change requested
2. Why is the change required
3. Does the change meet the original intent of the Oregon Community Paths Project? Address what the original considerations were and if they are changed now.
4. Does the change affect the total match?
5. Provide justification for the change. As project readiness is a key component to the project, any delays to the project will be scrutinized carefully. If this request results in a delay, explain why this project should still be considered viable as opposed to canceling it or imposing sanctions identified under "Recipient Requirements" of your Oregon Community Paths Agreement.
6. Mitigation: What efforts have you make to keep the Project on schedule?