



# Specially Adapted Housing (SAH) Program Builder Informational Series

## Change Orders

# Change Order for SAH Construction Projects

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After final grant approval, any changes to any elements of the contract, including the list of materials, will require a change order, signed by all parties, and subject to VA approval.

This topic will cover the requirements for submitting a change order so that it can be reviewed for approval.



# Change Order Requirements

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Once you have determined that a change to the original contract is necessary, you will need to provide specific information (as well as documentation) that will allow VA to determine if the change order will be approved. Information that you will need to provide includes:

- typed or printed names of the parties to the change order, the specified roles, and signatures (with date) of all parties
- address of the subject property
- terms and cost of the change order (specifically highlighting any increase or decrease in contract price)
- reference to specific plans and specifications
- revised scope of work (if applicable)
- revised estimated time to complete the project (if applicable)
- revised/additional documentation (e.g., plans, specifications, descriptions of materials), as necessary

# Project Timing

Change orders should always address the project timing, either providing details of the time extension needed or stating that the timing doesn't change.



# Change Order Format

As with the original contract between you and the Veteran, VA does not dictate a specific change order format, provided all the required information is present.

VA Form 26-1844 may be used for this purpose. Please speak with your assigned SAH Agent for additional details about the change order format.

## Request for Acceptance of Changes in Approved Drawings and Specifications

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner

See Instructions and Conditions on Page 2.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Paperwork Project (0182-0001), Washington, DC 20503. HUD may not collect this information, and you are not required to provide it, if it does not have a valid OMB control number.

Section 203(b)(7) of the National Housing Act authorizes the Secretary of the Department of Housing and Urban Development to require the handling of insurance, repairs, and alternations. Builders who request changes to HUD's accepted drawings and specifications for construction properties as required by homebuyers, or determined by the builder use the information collection. The approved exhibits. These changes may affect the value shown on the HUD commitment. While no assurances are made, HUD generally discloses this data only in response to a Freedom of Information request.

Property Address	Case(s) No.
Mortgagee's Name & Address	We request acceptance of the following specifications of the above numbered case: <b>We Request</b> <input type="checkbox"/> <b>We Do Not Request</b> <input type="checkbox"/> an increase in the value and loan amount.
Description:	Buildings and Cos

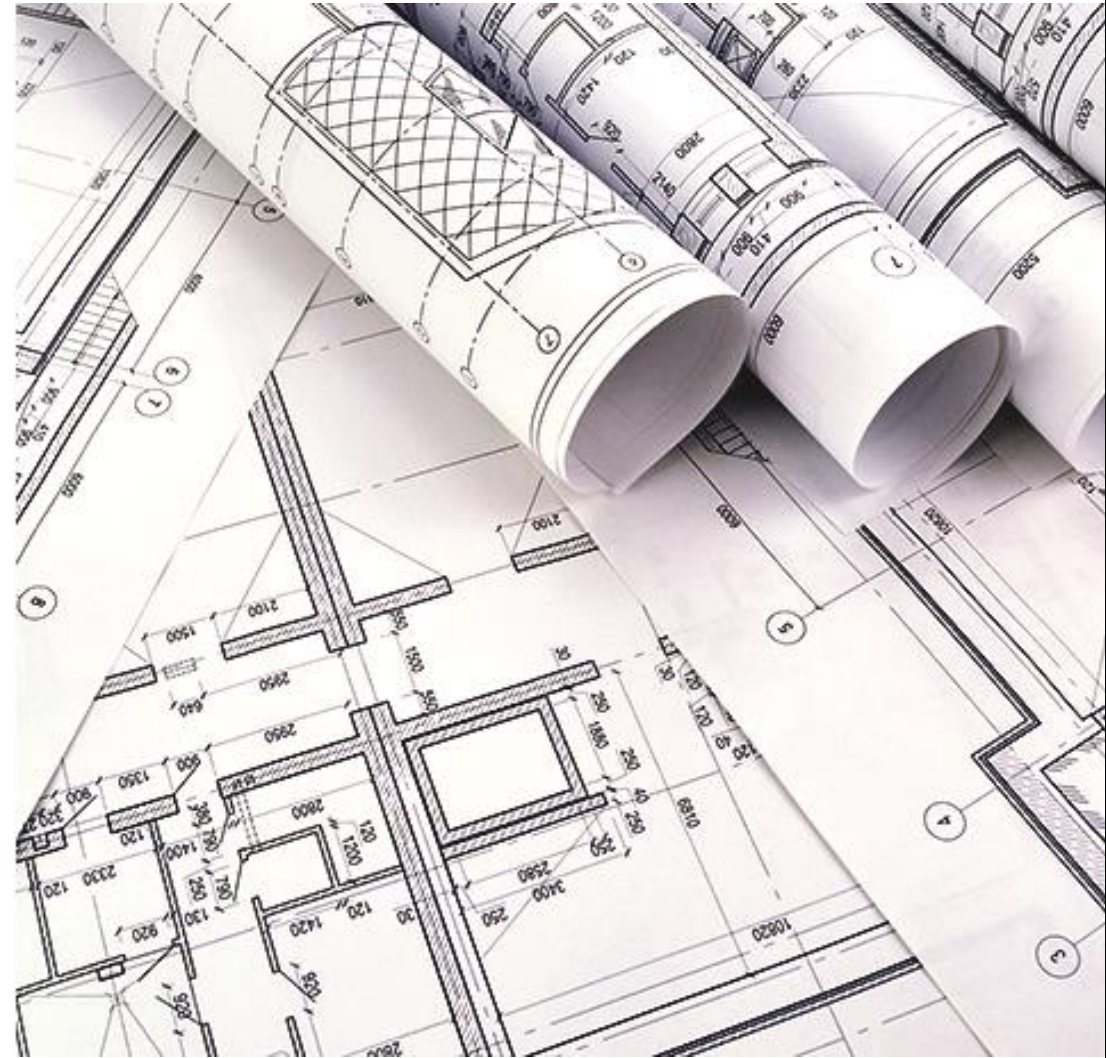


# Change Order Review Decision Process

Once a completed change order request has been submitted, the SAH Agent or Regional Loan Center (RLC) management will review and provide a decision within five business days.

If the change order is not approved, a thorough explanation for the decision will be provided, along with a mutually agreeable solution for resolving any construction issues.

The SAH Agent will notify you and the Veteran of the decision.





# Change Order Impact to Construction Work

A change order may alter the original terms of the project, the original contract amount, or the completion date.

When a change order is submitted:

- You may continue with any project construction work NOT affected by the change order.
- Construction work impacted by the change order CANNOT BEGIN until it has been approved.



# Key Points

Should a change to the contract be necessary after final grant approval, a change order must be completed and submitted to VA for approval. There may be special circumstances that also result in the need for a change order.

Be sure your change order includes:

- printed names and signatures (with date) of all parties to the contract and specified roles
- address of the subject property
- terms and cost of the change order
- reference to the specific plans and specifications
- revised scope of work
- revised estimate time to complete the project
- revised/additional documentation





## How to Learn More...

To learn more about builder-specific requirements like compliance inspections and final field reviews, check out the other titles in our Builder Informational Series.