**Project Change Form**

*PART A*

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| --- | --- | --- |
| **Applicant Name:** | **Project Number: -** | **Applicant Change ID:** |
| **Name of Recipient Contact:** | **Date Requested:** | |
| **Description of the change:** | | |
| **Business or technical justification for change:** | | |
| **Impact on the project (including major risks if applicable):** | | |
| **Applicant Declaration** (to be completed by the Applicant) | | |
| By signing this document, the Recipient acknowledges and agrees that the request to change to the Contribution Agreement as specified in Part A of this form is subject to the approval of Northern Development and if so, approved by the Northern Development shall become legally binding.    The Applicant further acknowledges and agrees that all provisions of the Contribution Agreement remain in full force and effect, except as modified by this form. | | |
| X  Applicant Name  Title    Veuillez enlever ce texte une fois la partie A complétée. Veuillez cliquer sur le bouton droit de la souris sur le bloc de signature ci-contre et sélectionner configuration de signature afin de changer le texte associé au nom du bénéficiaire et au titre du signataire. Ensuite, cliquer sur le bouton droit de la souris sur le bloc de signature ci-contre et sélectionner signer afin de dactylographier votre signature ou insérer une image de votre signature. | | |
| Comments: | | |

**Required Attachments**

***Revised mapping (.kmz) files are required for all scope changes.***

**Phase 2 – Intake 1 Connect to Innovate Projects**

* Any revised documentation, change orders, etc. that have been sent to ISED must also be sent to Northern Development.

**Phase 2 – Intake 2 Last Mile Projects**

* **A** revised Template 2 – Project Budget for all budget changes

**Phase 2 – Intake 3 – Transport Infrastructure Projects**

* A revised Template 2 – Project budget for all budget changes
* A revised Template 4 – Communities and Network Capacity for all community and network capacity changes
* A revised Template 5 – Transport Communities for all transport community changes

**Phase 3 – Last-Mile, Transport Projects**

* A revised Template 2 – Application Workbook for all community, budget, and equipment changes

**Phase 3/4 Core UBF Projects**

* Any revised documentation, change orders, etc. that have been sent to ISED must also be sent to Northern Development.

**Phase 4 – Economic Recovery Intake**

* A revised Template 2 – Application Workbook must be supplied for all budget, community, locale, highway, or equipment changes

**🟅** *If you do not have access to the above materials, please contact* [*connectingbc@northerndevelopment.bc.ca*](mailto:connectingbc@northerndevelopment.bc.ca) *to receive copies.*

*PART B*

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| --- | --- | --- |
| **Impact Assessment**  (to be completed by NDIT Staff) | | Amendment Required (Committee Review Required)  No Amendment Required |
| **Program Director Name:** | | |
| **Change Impact Assessment:** | | |
| **Impact on project parameters:**  Budget  Equipment  Named Communities  Locales  Highways  Project Schedule  Risk Profile | | |
| **Program (if applicable)**  Budget Updated Date: \_\_\_\_\_\_\_\_\_  Project Schedule Updated Date: \_\_\_\_\_\_\_\_\_  Risk Profile Updated Date: \_\_\_\_\_\_\_\_\_  Other: \_*specify*\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ | | **Engineering (if applicable)**  Equipment List Updated Date: \_\_\_\_\_\_\_\_\_  Named Communities Updated Date: \_\_\_\_\_\_\_\_\_  Locales Updated Date: \_\_\_\_\_\_\_\_\_  Highways Updated Date: \_\_\_\_\_\_\_\_\_  Coverage maps Updated Date: \_\_\_\_\_\_\_\_\_    Other: \_*specify*\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ |
| **Decision/Recommendation** (to be completed by NDIT staff) | | |
| Approved  Declined | Technical Review:  Supported  Not Supported  Date (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (YYYY-MM-DD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Comments: | | |