

10.0 APPENDIX

All appendix materials can be downloaded from the [DDOT CM Manual website](#). Please click the list below to download the corresponding electronic file.

Change Order Forms

- Checklists
 - [Change Order Checklist](#)
 - [No Cost Change Order Checklist](#)
 - [Article 3 Directive Checklist](#)
- [Change Order Package Checklist with Divider Sheets](#)
- [Program Action Request \(PAR\) Form](#)
- [Standard Operating Procedure \(SOP\) – FHWA 1365 Form](#)
 - [FHWA 1365 Form – Project Changes](#)
- [Independent Government Estimate \(IGE\) Worksheet Template \(See Section 103.01 Article 3 D. Change Order Breakdown of DDOT Standard Specifications for Highways and Structures\)](#)

Construction Administration Documents

- [DDOT Document Management System \(DMS\) Information](#)
- [DDOT SharePoint Folders and Contents](#)
- [DDOT Letterhead](#)
- [DDOT Memo Template](#)
- [Transmittal Letter](#)
- [Pre-construction Conference Agenda](#)
- [Logs \(Submittals, RFIs, etc.\)](#)
- [Engineer's Project Diary](#)
- [Inspector's Daily Report \(IDR\)](#)
- [Plantings Periodic Report \(PPR\)](#)
- [Meeting Minutes](#)
- [Sign-in Sheet](#)
- [DDOT Report Template](#)
- [Weekly Report Template](#)
- [Weekly Report Sample](#)
- [Non-Compliance Report \(NCR\)](#)
- [Substantial Completion Letter](#)
- [Utilities Contact List](#)

Invoice Forms

- [Invoice Forms for Construction Contracts](#)



- [Invoice Forms for Consulting Services](#)

Project Closeout Forms/Checklists

- [SOP – FHWA Federal-Aid Project \(FAP\) Closeout](#)
 - [Closeout Checklist for Project of Division Interest \(PoDI\) Projects](#)
 - [Closeout Checklist for State Assumed Projects](#)
 - [Final Acceptance Report Form for PoDI Projects](#)
 - [Final Acceptance Report Form for State Administered Projects](#)
- [SOP – Local Capital Closeout](#)
 - [Closeout Checklist for Local Capital Projects](#)
 - [Final Acceptance Report Form for Local Capital Projects](#)

Civil Rights Forms

- [DBE Utilization Form](#)
- [DBE Contractor Payment Form](#)
- [Commercially Useful Function \(CUF\) On-Site Review Form](#)