



Scope of Work Modification Form

Use this form to review and document scope of work modifications proposed by the grantee. The results of this review will determine whether the OWEB Project Manager can authorize the scope of work modification. If OWEB Project Manager has questions regarding the modification parameters, they need to consult with their OWEB Program Manager.

Grant number:

Date:

Original project description:

Proposed scope of work change:

Background on proposed change:

Review and consider the following when approving modifications to the grant scope of work:

Review project summary/background information to better understand original scope of work.

Consider how modification fits original grant objective(s) and desired ecological outcome(s).

Review evaluation to determine if modification aligns or conflicts with TRT concerns or conditions

Does the modification involve a monitoring or EM component? If so, contact the OWEB EM Coordinator

Yes No

1. Answer the following questions. If either 1a or 1b is answered "No", then either consult with your OWEB Program Manager or notify the grantee that the modification is denied.

1a. Location. Is the requested modification within the same watershed as initially reviewed by the TRT?

Yes No

1b. Technical. Is the requested modification similar in scope and/or anticipated to achieve similar ecological benefit to what was initially reviewed by the TRT?

Yes No

2. Answer questions 2a & 2b. The OWEB Project Manager can approve the modified scope of work subject to receipt of any additional new or modified documentation, i.e. permits or landowner agreements.

2a. Permitting. Can the requested modification be implemented without any new permits or modifications to the existing permits? If No, please explain which permit is required and if it is new or modified.

Yes No

2b. Landowner Agreements. Can the modification be implemented under existing landowner agreement(s) without revision or addendum? If no, please explain:

Yes No

3. Answer the following questions to determine OWEB project manager actions needed to approve a modified scope of work:

3a. Budget & potential impact to funded actions:

- ◆ Will the change in work scope negatively impact the fiscal considerations of other funded project component? Yes No
- ◆ Is a revised budget required? Yes No
- ◆ Is a budget amendment necessary? Yes No
- ◆ Is a fund source change required? Yes No

3b. Project Management:

- | | | |
|---|-----|----|
| ◆ Is a time extension required? | Yes | No |
| ◆ Does the Project Abstract need to be revised? | Yes | No |
| ◆ Do the Project Metrics need to be updated? | Yes | No |

If yes to any of the above, consult OWEB Federal Reporting staff before proceeding.

3c. Other considerations, associated risks, or any outside perceptions if approved.

4. Items required from grantee to document and complete modification approval:

Revised Scope of Work

Modification justification & explanation of how original ecological outcomes will be met.

Project map showing original components vs. modified/additional components or actions.

Pre-project photos and revised PP map covering any new components or actions.

If required, addendum to the landowner agreement(s).

Excel table of scope changes (optional)

OWEB Project Manager Comments:

Recommendation for Approval: Board's Project Manager recommends approval of the requested scope of work modification.

OWEB Project Manager signature

Date