

## **Bay Area UASI Project Change Request Form**

August 15, 2012

- 1) Submitted by:
  - 2) Office:
  - 3) City/ County:
  - 4) Date submitted:
  - 5) Email:
  - 6) Phone number:
  
  - 7) Check all that apply:
    - a) Budget change request \_\_\_\_\_
    - b) Scope change request \_\_\_\_\_
    - c) Timeline extension request \_\_\_\_\_
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- 8) Project:
  - 9) Current project budget:
  - 10) Current project deadline:
  - 11) Funding source(s) (e.g., UASI 2011, UASI 2012):
  - 12) Is this project funded by a core city allocation?
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**13) Briefly explain the goals and deliverables of the project:**

14) **What is the nature of the requested change(s)?** State new budget amount, explain scope change, and/or new project completion date.

15) **Why is change needed?** (e.g., why is the project late, original budget estimates inaccurate, and or original scope of work no longer appropriate?)

16) **Are the requested changes a result of planning or implementation errors?** Please explain if this is or is not the case. If so, explain how you have analyzed processes and learned lessons to avoid such errors in the future.

17) **Do all the project stakeholders agree to the requested change?** Explain the relevant stakeholders and state the process by which they have been informed and have agreed to the requested change(s)

- 18) **For Equipment Projects** please include the following, as appropriate:
- a) What is the time required for an RFP process or sole source justification?
  - b) Equipment List including AEL numbers and quantity per AEL
  - c) Anticipated equipment delivery dates
  - d) Anticipated installation completion dates
  - e) Site information for EHP's
  - f) Is a performance bond required, if so, has it been obtained?
  - g) For EOC projects, has CalEMA approval been obtained?

**The Bay Area UASI project change request review process:**

1. Subrecipient Project Lead completes the BA UASI Project Change Request Form and submits it to the assigned Bay Area UASI project manager (note: the Subrecipient Project Lead is the person who has key responsibility for implementation of the project)
2. Project Manager reviews the form for completion.
3. Project Manager forwards the form to the BA UASI Assistant General Manager via email.
4. The Assistant General Manager reviews the form for approval and responds to the Project Manager via email.
5. The Assistant General Manager distributes the form to the Chief Financial Officer and the General Manager, flagging the issue for Approval Authority approval, if necessary.
6. The Project Manager informs the sub-recipient of approval or need for additional action/information.

*The Management Team will respond to the requesting jurisdiction's project change request as soon as possible and within a timeframe of two weeks.*

*Upon approval of the change request:*

7. The Project Manager retains approved request form with other project documentation.
8. For timeline changes – the Bay Area UASI Grants Unit completes the Cal EMA Performance Period Extension Request Form and sends it to the state for approval.
9. The Grants Unit makes updates to the Financial Workbook and processes changes to MOUs, if necessary.