



Bay Area UASI Project Change Request Form

Instructions:

Answer all questions or note that it is not applicable.

The TAB button will advance or back up (Shift+Tab) to the next field.

The ENTER button will enter check mark into multiple choice boxes.

Fields where currency is entered only need the numbers, the \$ and commas are entered for you

Some fields are limited in the number of characters. Additional pages may be submitted

Contact your Bay Area UASI Project Manager with questions.

1. Date Submitted: mm/dd/yyyy

2. Check all that apply:

Time Line Extension
Request:

Budget Change Request:

Scope Change Request:

3. Funding Type

Core City

Hub

Regional

4. Agency:

5. City or County

6. Name and Title

7. Phone # and E-mail:

8. Funding Source:

9. Project Name

10. Current Budget:

11. New Budget:

12. Amount for Re-Allocation:

13. Current Project Deadline: mm/dd/yyyy

14. Requested Project Deadline: mm/dd/yyyy

15. Briefly explain the goals and deliverables of the project.

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

17. Why is change needed? (eg., Why is the project late, original budget estimates inaccurate, and/or original scope of work no longer appropriate?) If the requested changes are a result of planning or implementation errors, please explain how you have analyzed processes and learned lessons to avoid such errors in the future.

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

19. For equipment projects, please answer the following, as appropriate:

a. What is the time required for an RFP or sole source justification?

b. Equipment list, including AEL numbers and quantity/amount per AEL.

c. Anticipated equipment delivery dates.

d. Anticipated installation completion dates.

e. Is an EHP required?

Yes

No

If yes, has it been obtained?

Yes

No

f. Is a Performance Bond required?

Yes

No

If yes, has it been obtained?

Yes

No

g. For EOC Projects, has CalEMA approval been obtained?

Yes

No

h. For watercraft/aircraft projects has CalEMA approval been obtained?

Yes

No

20. Additional Information:

21. To be completed by BAUASI Management Team staff after review:

Reviewed by:

Date: mm/dd/yyyy

Approved:

Comments:

Yes

No

The Bay Area UASI Project Change Request Review Process:

1. Sub-recipient Project Lead completes the Bay Area UASI Project Change Request Form and submits it to the assigned Bay Area UASI Project Manager (Note: The Sub-recipient Project Lead is the person who has key responsibility for implementation of the project).
2. Project Manager reviews the form for completeness.
3. Project Manager forwards the form to the Bay Area UASI Assistant General Manager via E-mail.
4. The Assistant General Manager reviews the form for approval and responds to the Project Manager via E-mail.
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 time-frame of two weeks

Upon approval of the change request:

7. The Project Manager retains approved request form with other project documentation.
8. For time-line changes, the Bay Area UASI Grants Unit completes the CalEMA 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.