

## PROJECT WORKSHEET CHANGE REQUEST

Please complete each box as necessary, according to the nature of your request.

DECLARATION # DR -	PW #	FIPS #	PW DATE:	CATEGORY:
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APPLICANT:	COUNTY:	PROJECT NAME:
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**PROPOSED CHANGES TO SCOPE OF WORK** (Enter any proposed changes to the currently approved scope of work. Please add attachments as necessary for a complete request description.)

**COST ESTIMATE** (Enter any additional costs or existing costs that differ significantly from currently approved estimates.)

ITEM	CODE	NARRATIVE	QUANTITY	UNIT	UNIT PRICE	COST
1.						
2.						
3.						
4.						
5.						

**TOTAL ESTIMATED ADDITIONAL COST**  
(Please provide attachment for any additional details or line items.)

**SOURCE OF FUNDING FOR ADDITIONAL COSTS** (if any):

**WORK TO BE PERFORMED BY:** (check one)  
 A. Contract       B. Applicant's Employees and Equipment       C. Combination of A. and B.

**ESTIMATED DATE OF COMPLETION** (If any additional time is needed, please explain extenuating circumstances):

Applicant confirms by signature below that: 1) approval is based on the information provided with this request; 2) any changed conditions are to be immediately brought to the attention of the Public Assistance Officer; and, 3) all projects approved for changes remain subject to all previous requirements for accountability, completion, and closure.

<b>SIGNATURE OF APPLICANT'S AUTHORIZED REPRESENTATIVE:</b>	<b>DATE:</b>
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<b>PRINT NAME and POSITION:</b>	<b>CONTACT NUMBER and EMAIL:</b>
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## **EHP COMPLIANCE for CHANGE REQUESTS**

When an applicant proposes an alternate or improved project or requests scope changes to a Project Worksheet (PW), FEMA is required to review the revised project for Environmental/Historic Preservation (EHP) compliance. Hazard mitigation, improved projects and alternate projects require a more detailed level of review because, by definition, they may involve a change in the function or capacity of a facility and/or work outside the footprint of the existing structure. The applicant is responsible for obtaining all required permits and complying with all conditions placed on the project.

If a proposed project:

- involves any action on beaches
- is in or adjacent to floodplains, wetlands or water-ways
- changes the location or capacity of the damaged facility
- has the potential to affect any environmentally sensitive areas
- will involve excavation or digging in undisturbed ground
- is around any potentially historical sites or structures, or
- involves the repair or replacement of any structure more than 45 years old

The applicant must provide (as appropriate):

- site plans, drawings or sketches
- design/construction plans or drawings
- hydraulic/hydrological study or analysis
- location, site and floodplain (FIRM) maps
- a record of any contact with regulatory agencies
- copies of any existing permits and permit applications
- photographs of the damaged facility and the surrounding area

Projects submitted to FEMA without the necessary back-up documentation cannot be processed through environmental review and are likely to be delayed.

Also, in order to avoid unnecessary delays:

- provide clear damage description and scope of work
- do not combine multiple PW's in a single request letter
- note the date of construction of buildings and historic background
- provide overall photographic views of buildings and surroundings
- note and photograph any dedication or historical information plaques
- completely describe and locate the proposed site of replacement facilities

If this information is not included, processing will be delayed because FEMA will ask that the scope be clarified, dates established and locations determined.

It is especially important that the applicants provide the plans, maps, studies, photos, etc. and obtain the required permits/approval from the appropriate agencies **PRIOR** to the start of construction. Verification that all necessary permits have been obtained and all conditions have been met is required at project close-out. Failure to do so may jeopardize FEMA funding.

Please contact the State Public Assistance Officer if you have any questions. Thank you.

**Emergency Management & Homeland Security – Dept. of Public Safety**

**Public Assistance Office**

**103 South Main Street**

**Waterbury, VT 05671**

**Phone number: (802) 585-4209**

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