



**Vermont Emergency Management
Department of Public Safety**
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SCOPE CHANGE REQUEST CHECKLIST

Scope Changes must be approved by FEMA prior to construction. As stated in 44 CFR 206.204(e) (ii): “Change in the scope of eligible work; (2) The sub-grantee must evaluate each cost overrun and, when justified, submit a request for additional funding through the Grantee to the Regional Administrator for a final determination. All requests for the Regional Administrator’s approval will contain sufficient documentation to support the eligibility of all claimed work and costs.”

FEMA has graciously agreed to support the State of Vermont by allowing Applicants to seek PW Scope Changes, provided that thorough documentation is provided. In order for FEMA to consider a scope change request, the Applicant must supply all supporting information and documentation to the State. The following checklist identifies information required by FEMA in support of your Scope Change Request Letter (on Town Letterhead). The checklist is intended as clear guidance and must be completed and returned to me with your package of documentation. Failure to provide any of the required information is likely to result in the request being returned and/or rejected by FEMA.

Here are some examples of why a **Scope Change Request** may be warranted for one of your PW’s:

- The estimated costs in the original Project Worksheet were lower than the actual costs by more than 10% of the total.
- The original Project Worksheet did not capture all the repair costs due to damages encountered during inspections or repairs that could not be revealed prior to work beginning.
- The original Project Worksheet’s scope must be increased in order to meet the current codes and standards in place at the time of repairs.
- The Applicant feels the original Project Worksheet’s scope is incorrect or inadequate and has developed a design that is more cost effective and reasonable.

Scope Changes must be approved by FEMA prior to allowing the work or construction to begin.

Please understand that FEMA is currently accepting **Scope Change Requests** as a courtesy to the State of Vermont. This is a window of opportunity for Vermont Applicants that will not last forever.

If, after reviewing this packet, you believe you have a strong case for a Scope Change, we strongly recommend that you put together the required documentation as soon as possible and submit a complete package to the State for review and presentation to FEMA.

Scope Change Request Checklist

(Items in the package should follow the order of the checklist)

Disaster Number: _____

PROJECT CONSTRUCTION DATA:

Applicant Name: _____

Proposed Project Address: _____

Project Latitude/Longitude: _____

- ☐ Applicant Cover letter on Town Letterhead (including PW #) requesting scope change and why.
- ☐ List Referenced Project Worksheet (EMMIE #) and Attach Copy of PW: _____
- ☐ Vicinity map showing proposed location, disturbed areas, waterways, and wetlands.
- ☐ Map showing existing footprint (original PW) and proposed footprint (scope change).
- ☐ Special Considerations 9-Question Form as it pertains to the proposed project (included below).
- ☐ New Scope of Work for the proposed project.
- ☐ Anticipated start date and completion date of proposed project (regulatory timeframes apply).
- ☐ Estimated cost documentation to complete the proposed project: proposals, contracts, etc.
- ☐ Disposition of original facility (if applicable).
- ☐ Explanation of general disturbing activities (digging, structure removal, site work, access roads, etc.)

SUPPORTING DOCUMENTATION: (if required)

- ☐ Copies of all available Federal and State environmental and regulatory permits and approvals and any other relevant documentation (i.e. environmental site assessments, surveys, or reports).
- ☐ Copies of documentation or correspondence with the State Historical Preservation Office, if any.
- ☐ Copies of insurance settlements, statement of loss, insurance adjuster estimate of losses, or statement from Applicant if there is no insurance coverage.

Mail a complete package of the Scope Change Request Letter, completed Scope Change Checklist, and all Supporting Documentation to:

Vermont Emergency Management – Dept. of Public Safety
Attn: Ben Rose – State Public Assistance Officer
103 South Main Street
Waterbury, VT 05671
Phone number: (802) 585-4719
Ben.Rose@state.vt.us

VEM 09/12

