



State Water Efficiency and Enhancement Program

Scope of work revision form

Scope of Work (SOW) revisions may be required when unforeseen circumstances prevent Recipients from installing the approved project components and/or achieving the project's estimated water savings and GHG reductions. Recipients must obtain prior approval from CDFA's Office of Grants Administration in writing before proceeding with any changes to the funded project. Failure to obtain prior approval of SOW revisions may result in unallowable costs, as reimbursement is available only for approved project components.

Requests for project revisions must be made in writing to the assigned Grant Specialist and provide a detailed justification explaining the need for the change and how the proposed change benefits or enhances the project irrigation system and practice. In addition, SOW revision requests must clearly outline changes to project components, and any impacts to the implementation timeline and budget. Changes that result in **lower water savings and GHG reductions** will not be approved.

Examples of project changes that may not be approved include but are not limited to:

- Increasing the horse power of a motor
- Reducing the solar capacity
- Exceeding the originally budget request
- Adding extra sensors or equipment to recover unspent awarded funds
- Reducing Irrigation Water Management level
- Change in APN
- Changes due to foreseen circumstances

In addition to answering the questions below provide both original and amended documents such as Project Design and budget worksheet.



Question1: Provide a complete description of why a scope of work change is necessary and how these changes are due to unforeseen circumstances?

Provide complete details about the requested project change and a justification.

Question2: Does this change involve project design revision? For example, change in irrigation system infrastructure (main, submain, line spacing), change in location of pump, motor etc.

Provide complete details about the design change.

Question3: Is there a change in location of the equipment? Change in location of flowmeter, pump, solar panel etc. (Note: moving a project to an APN not included in the SWEEP application will not be allowed)

Provide complete details about the location change.



Question 4: Is there a reduction in equipment/ sensors reduction from originally proposed? Change in number of flowmeter, pump, solar panels etc.

Provide complete details about the change in number.

Question 5: Any changes that do not fall in above categories.

Provide complete details about the change.

Question 6: List all major project components with component description that would be substituted due to this SOW change.

Before	After

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