

# Reclamation Manual

Directives and Standards

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**WaterSMART Grants**  
**Request for a Change in the Project Scope Template**  
**(DATE)**

**Entity:**

**Agreement#:**

**Region:**

**GOTR:**

**Fiscal Year Awarded:**

**Original Project Completion Date:**

**Revised Project Completion Date (if applicable):** .....

Please briefly explain the project:

Please explain the reason(s) for the requested change of scope:

Will the change in scope result in the need for a time extension or result in any additional costs to Reclamation? Please explain.

Could the issue(s) have been avoided? Please explain.

Will the change in scope in any way minimize the expected project benefits identified in the financial assistance agreement? Please explain.

Yes:      No:

Has the project already received a time extension(s) or change in scope?

Yes:      No:

What is the likelihood that another change in scope request or a time extension request will be necessary in the future?

Does the WaterSMART Grant Regional Coordinator recommend approving this request?

Yes:      No:

If No, Please explain:

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\_\_\_\_ RECOMMEND APPROVAL OF REQUEST

\_\_\_\_ RECOMMEND DENIAL OF REQUEST

\_\_\_\_\_  
*WaterSMART* Grant Coordinator

\_\_\_\_\_  
Date

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\_\_\_\_ CONCUR WITH RECOMMENDATION FOR APPROVAL OF REQUEST

\_\_\_\_ RECOMMEND DENIAL OF REQUEST

\_\_\_\_\_  
Director, Policy and Administration

\_\_\_\_\_  
Date