

# Workplan Revisions

## Section 319(h) Grants Program

Federal section 319(h) grant guidance and Item #40 in the grant agreement between your organization and Ohio EPA provides information about procedures and required documentation whenever changes are proposed to be made to your section 319(h) sub-grant funded project. Workplan revisions are required whenever it becomes necessary for you to:

1. Revise the end date of the project.
2. Modify any deliverables on Attachment A of your grant agreement
3. Revise the estimated load reductions anticipated from your project
4. Change or modify your project budget

**Instructions:** Detailed instructions are included on the attached Workplan Revision form. An electronic copy has been provided on the CD-ROM you received with your signed grant agreement. All requests for workplan revisions must be submitted using this form and all requests must have an original signature by the authorized project representative using blue ink. Workplan revisions must be submitted to:

Martha Spurbeck, Grants Administrator  
Ohio EPA-Division of Surface Water  
P.O. Box 1049  
Columbus, Ohio 43216-1049

If you have any questions regarding this matter, please feel free to contact Martha Spurbeck, Grants Administrator at 614-644-2869 or via email at [martha.spurbeck@epa.ohio.gov](mailto:martha.spurbeck@epa.ohio.gov)

Ohio EPA—Division of Surface Water  
 Nonpoint Source Management Program

## Request for Revisions to 319(h) Grant Agreement

**Instructions:** Provide all information in the appropriate spaces. Incomplete information or insufficient details likely will result in our contacting you and delaying our processing of your request. Be sure your request form is **signed** by the Project Representative specified in your Section 319 Grant Agreement. NOTE: Each page of the request must also be initialized by the Project Representative when completing the request.

<b>Project Name</b>		<b>Project Number</b>	
<b>Project Sponsor</b>		<b>Telephone</b>	
<b>Project Representative</b>		<b>E-Mail</b>	
<b>Mailing Address</b>			
<b>City, State &amp; Zip Code</b>			

**Signature of Project Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

Ohio EPA Use Only							
<b>Date Revision Request Rec'd</b>				<b>Ohio EPA Reviewer</b>			
<b>Reviewer's Recommendation</b>	Approve	Disapprove	Partial*	<b>Final Agency Disposition</b>	Approved	Disapproved	Partial*

**Reviewer's Signature** \_\_\_\_\_ **Date Review Complete** \_\_\_\_\_

**Agency Approval by** \_\_\_\_\_ **Date** \_\_\_\_\_

\* Any Disapproval or Partial Approval must include a "Comments Section" completed by the Ohio EPA Reviewer and included on the last page of this request.

**Requests to Extend Project End Date:** Identify the proposed end date and briefly explain reasons prompting the need to revise the project end date. Include a revised project schedule with remaining key milestones to clearly demonstrate that the revised end date will result in the project deliverables being completed within the time frame proposed. Please keep in mind that **any extension must be submitted at least 30 days prior to the grant expiration date** and may not extend more than 12 months from the current expiration date of the grant.

<b>Current Project Period</b> Enter current START & END Dates		<b>Revised Project Period</b> Enter Revised START & END	
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**Information and Details:** Please use space below to provide information and/or detail to justify your request.

**Change in QUANTITY of Deliverables:** Complete the table below by listing all deliverables for which you are proposing to either increase or decrease the quantity of the deliverables listed in your subgrant agreement Appendix A. Be specific and consistent using terms and units of measure consistent with those used in your subgrant agreement Appendix A. Be sure to include reasons for the changes being proposed, including how such changes will affect the outcomes of the original project(s). Any resulting changes to the project budget must be so noted in the Change in Project Budget table.

Appendix A Reference #	DELIVERABLE	ORIGINAL Quantity	REVISED Quantity	Reason for proposed change, including how the revision will affect the outcomes of the project.
SAMPLE Objective 1-- Detail 2	SAMPLE Stream Restored	SAMPLE 1280 linear ft	SAMPLE 2400 linear ft	SAMPLE—Landowner permission was obtained to expand the length of stream restoration sites during project planning. This revision will result in performing less education & outreach in order to use available funds to increase the linear footage of stream to be restored.

**Additional Information and/or Detail:** Please use space below to provide any additional information and/or detail to justify your request.

**Change in TYPE of Deliverables:** Complete the table below by listing any proposed changes to the types of deliverables listed in your subgrant agreement Appendix A. Be specific and consistent using terms and units of measure consistent with those used in your subgrant agreement Appendix A. Be sure to include reasons for the changes being proposed, including how such changes will affect the outcomes of the original project(s), including any changes in the estimated load reductions. Any resulting changes to the project budget must be so noted in the Change in Project Budget table.

Appendix A Reference #	DELIVERABLE	ORIGINAL Detailed Deliverable	REVISED Detailed Deliverable	Reason for proposed change, including how the revision will affect the outcomes of the project.
SAMPLE Objective 2-- Detail 3	SAMPLE Riparian Restoration	SAMPLE Hardwood Tree Planting	SAMPLE Willow Post Installation Streambank Stabilization	SAMPLE—Instability and severe slopes within the project area are too steep to be secured with tree planting. We are proposing to revise our tree planting deliverable to installation of willow posts and streambank stabilization BMP. Doing so will restore severely eroded riparian areas and result in a sediment load reduction of approximately 80 tons/year.

**Additional Information and/or Detail:** Please use space below to provide any additional information and/or detail to justify your request.

**Changes in Estimated Load Reductions Likely to Result from the Proposed Revision**

Nitrogen (lbs/yr)	Original Load Reduction	Proposed Load Reduction	Phosphorus (lbs/yr)	Original Load Reduction	Proposed Load Reduction
Sediment (tons/yr)	Original Load Reduction	Proposed Load Reduction	OTHER	Original Load Reduction	Proposed Load Reduction

**Change in Project Budget:** Please enter all applicable information into the columns below. Any proposed revisions to any budget categories requires that the original budget amount column be completed for ALL categories—not just the category that will be revised. If a category is not being revised, the revised budget column should be the same as the original budget column. Any revisions, must be accompanied by a justification and description of all changes being made in your budget.

<b>Budget Category</b>	<b>ORIGINAL Federal Budget Amount</b>	<b>REVISED Federal Budget Amount</b>	<b>ORIGINAL Match Budget Amount</b>	<b>REVISED Match Budget Amount</b>	<b>Justification and Description of Changes:</b> Provide a summary of your revised budget (by category) and include a brief justification and ITEMIZED breakdown for the amount proposed in each category. For example: Restore 1,000 feet of streambank @\$10/linear foot OR 100 hours @\$15.95/hour for watershed coordinator. ANY budget category being revised MUST be accompanied by a justification and description of the revisions being proposed.
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Cost Share					
Indirect					
<b>Total</b>					

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**COMMENTS:** Any "Partial Approval" or "Disapproval" must include detailed information on the reasons contributing to the Agency's action. This section is to be completed by the Ohio EPA Reviewer, 319 Grant's Administrator and/or NPS Program Manager.

Signature of Ohio EPA Representative completing the Comments \_\_\_\_\_

Date \_\_\_\_\_