

## Deviation Request Form

### ***Project Director completes 1-15.***

1. DATE PREPARED:
2. a. AGREEMENT No. b. PIN No.
3. GRANTEE NAME:
4. FUNDING SOURCE:  PROP 1  PROP 40  PROP 50  PROP 84  SADW
5. TYPE OF PROGRAM (E.G., TA, NPS, AG, CBI, SW, GW, ASBS)
6. PROJECT TITLE:
7. AGREEMENT TERM:  
START DATE: WORK COMPLETED DATE:  
 AGREEMENT NOT EXECUTED YET  AMENDMENT REQUIRED
8. PURPOSE OF THE PROJECT:
9. DESCRIBE THE PROPOSED DEVIATION FROM THE ORIGINAL SCOPE OF WORK:
10. WHY ARE THE MODIFICATIONS NECESSARY?
11. HOW DO THE PROPOSED CHANGES AFFECT THE BUDGET? A JUSTIFICATION IS REQUIRED FOR ANY BUDGET CHANGE.
12. DOES THE SCHEDULE OF WORK NEED REVISION?  Yes  No  
IF SO, EXPLAIN THE CHANGES AND WHY THEY ARE NECESSARY.
13. HOW WILL THE DEVIATION ACHIEVE THE ORIGINAL INTENT OF THE PROPOSAL?
14. PROJECT DIRECTOR'S NAME:

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SIGNATURE

DATE

15. THE PROJECT DIRECTOR MUST ATTACH, TO THE DEVIATION REQUEST FORM, EXHIBIT A FROM THE DRAFT AGREEMENT (IF AVAILABLE) OR EXECUTED AGREEMENT SHOWING ALL PROPOSED CHANGES (LANGUAGE ADDED AND DELETED, CHANGES TO WORK SCHEDULE DATES, EXHIBIT B IF

THERE ARE PROPOSED BUDGET ADJUSTMENTS) USING THE TRACK CHANGES FEATURE IN MICROSOFT WORD (REVIEWING TOOLBAR), AND A SUMMARY OF WORK COMPLETED.

**DFA Staff and Manager completes 16-18.  
Grant Manager Review**

16.  APPROVE  DENY IF DENIED, PLEASE PROVIDE A REASON:

GRANT MANAGER'S NAME:

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SIGNATURE

DATE

**DFA Senior Review**

17.  APPROVE  DENY IF DENIED, PLEASE PROVIDE A REASON:

DFA SENIOR'S NAME:

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SIGNATURE

DATE

**DFA Senior Review**

18.  APPROVE  DENY IF DENIED, PLEASE PROVIDE A REASON:

DFA BOND SECTION CHIEF'S NAME:

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SIGNATURE

DATE

[See next page for form instructions.](#)

## Instructions for Completing the Deviation Request Form

Submit the Deviation Request Form as soon as it becomes apparent that a change in the scope of work or work schedule is necessary.

1. Enter date prepared.
2. a. Enter Grant Agreement Number. b. Enter grant application PIN No.
3. Enter Grantee's name.  
Check box for applicable funding source. Specify funding source other than those listed.
5. Enter Type of Program (e.g., Non-point source [NPS], Agricultural [AG], Clean Beaches Initiative [CBI], Stormwater [SW], Groundwater [GW], Areas of Special Biological Significance [ASBS]).
6. Enter Title of the Project.
7. Enter the Agreement start date and work completion date. Check box to indicate if the agreement has not been executed yet or if this request is to amend an executed agreement.
8. Provide a brief description of the purpose of the project.
9. Describe the proposed deviation from the original scope of work.
10. Explain why modifications are necessary.
11. Explain how the proposed changes will affect the Agreement budget. A justification is required for any change to the budget.
12. Explain proposed changes to schedule of work and why they are necessary.
13. Explain how the deviation will achieve the original intent of the proposal.
14. The Project Director (PD) signs and dates the form and mails to the Grant Manager (GM).
15. The PD must attach, to the Deviation Request form, Exhibit A and B (as applicable) of the draft or executed Agreement (using track change feature to show all proposed changes).  
*When the deviation request is post-execution, the PD also prepares a summary of the project explaining how much work has been completed to date.*
16. The GM reviews the deviation request, signs and dates the form, and either approves or denies the request. If the GM approves the request, then the GM makes the proposed revisions to the scope of work (using strike-out/underline).
17. DFA senior staff will review the deviation request along with supporting documentation and approve or deny the request. If the request is denied, the PD will receive written notification of the decision, with copies to the GM and Program Analyst (PA).  
*If the request is approved, the Deviation Request Form, revised scope of work, and project summary (post-execution) are forwarded to the PA at the State Water Board, Division of Financial Assistance (DFA). The PA will facilitate DFA Bond Section Chief's approval of the deviation request.*
18. DFA Bond Section Chief will review the deviation request along with supporting documentation and approve or deny the request.  
*If denied, the PD will receive written notification of the decision, with copies to the GM and PA. If approved, the PA will start the amendment process.*