

Appendix H: SRFB Amendment Request Authority²



Sponsors may appeal any decision to the SRFB. Use the [amendment request template](#) to submit a request to an RCO grants manager.

“Consult” means the lead entity obtains a decision from its technical and citizens committees. Puget Sound lead entities must consult the Puget Sound Partnership for cost increases using PSAR funds.

All Project Types

Cost Change Amendment: Increase Project Funds Due to Project Overruns³

Example: The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis, design, and install the culvert. Sponsor now requests an increase in SRFB funds.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

²Adopted June 9, 2005, revised December 8, 2011

³Cost increases may be granted only if funding is available.

Scope Change Amendment: Increase or decrease project scope (no funding change)

Example: Sponsor planted three thousand trees and shrubs on three acres of riparian habitat, as outlined in the contract. Funds remain and the sponsor wants to plant an additional one hundred trees and shrubs on adjacent acres.

Sponsor plans to replace two barrier culverts. After designing the project, sponsor only has funds to install one culvert. Sponsor requests a scope reduction, but still needs to use all the funds.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Project Type Change Amendment

Example: Sponsor proposed to purchase floodplain or riparian habitat and reconnect a side channel on a portion of the site. Sponsor now proposes to purchase the land only.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Sponsor Change Amendment

Example: Original sponsor is unable to start or complete the work and requests a different sponsor finish the project.

Lead Entity	Consult
RCO Director	May approve

Match Reduction Amendment

Example: Sponsor received \$75,000 from SRFB and provided \$33,000 (30 percent) in match for a total project cost of \$108,000. Later, the sponsor could raise only \$14,000 (15 percent) in match for a total project cost or \$89,000. Sponsor requests a match reduction of 57 percent ($\$19,000/\$33,000$) and corresponding scope reduction.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Acquisition Projects

Scope Change Amendment: Change site to a contiguous site

Example: Sponsor proposed to purchase six parcels. One of the parcels is not available and sponsor asks to buy a different contiguous site.

Lead Entity	Consult
RCO Director	May approve site add/change
SRFB Review Panel	Available to review change

Scope Change Amendment: Change site to a non-contiguous site

Example: Sponsor proposed to buy four parcels. One of the parcels is not available and sponsor asks to buy a different site on a different part of the river.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Request to Pay More than Fair Market Value (no increase in funding)

Example: Sponsor and landowner negotiate a purchase price above the fair market value.

RCO Director	May approve up to 10 percent
SRFB Subcommittee	May approve more than 10 percent
SRFB	May approve more than 20 percent

Restoration Projects

Scope Change Amendment: Significant change in the project location

Example: Sponsor is unable to replace a culvert at the proposed location and asks to replace a culvert on another river or in another Water Resource Inventory Area or to benefit different fish.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Assessment Projects

Scope Change: Significant change in the location of assessment

Example: Sponsor proposed to inventory barriers on a specific river and later asks to inventory another river, Water Resource Inventory Area, or to benefit different fish.

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend to SRFB
SRFB Review Panel	Available to review change
SRFB	May approve

Project Type Change: Change type of assessment

Example: Sponsor proposed to do reach assessment but determines tributary assessment is more important

Lead Entity	Consult
RCO Director	May approve or recommend to SRFB Subcommittee
SRFB Subcommittee	May approve or recommend SRFB
SRFB Review Panel	Available to review change
SRFB	May approve