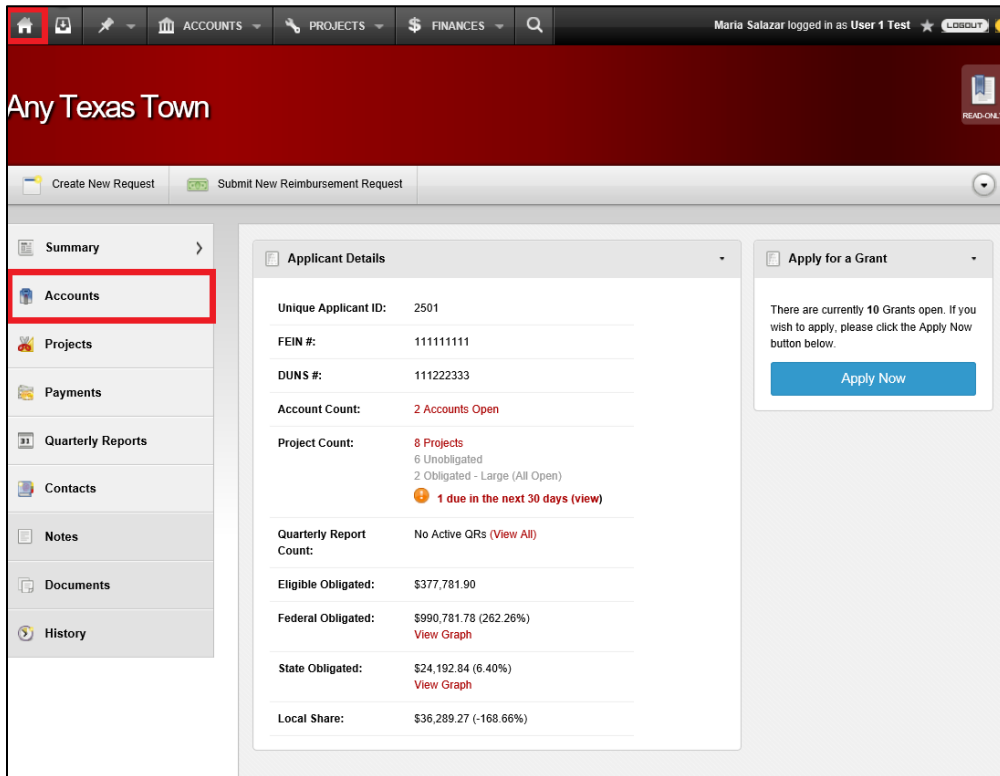
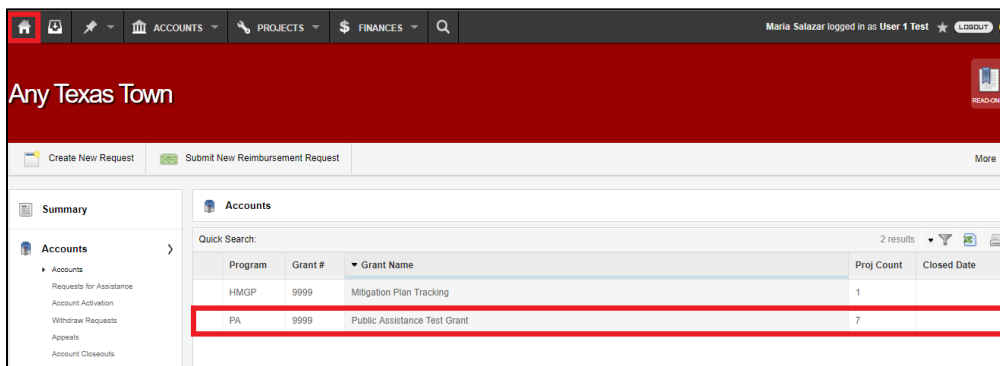


# Project Scope Modification/Cost Change

1. From the **Home** screen, select the **“Accounts”** tab from the left side menu. If you represent more than one organization, select the Applicant first.



2. Select the **“Account”** that contains the **Project** that needs a **Scope Modification/Cost Change**. The system will navigate to that account (*lines are hyperlinked*).



3. Select the **“Projects”** tab to the left of the **Account Details** screen to bring up a list of projects for this grant.

**Account for 9999 (PA) - Any Texas Town**

Active

Create New Request

**Summary**

- Projects** (Selected)
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

**Account Details**

**Project Count:** 7 Projects  
 5 Unobligated  
 2 Obligated - Large (All Open)

**Eligible Obligated:** \$377,781.90  
 \$377,781.90 Not Expended

**Federal Obligated:** \$990,781.78 (262.26%)  
 \$317,299.79 Un-Paid  
[View Graph](#)

**State Obligated:** \$24,192.84 (6.40%)  
 \$24,192.84 Un-Paid  
[View Graph](#)

**Grant**

9999 Public Assistance Test Grant  
 Public Assistance  
 Declared: January 18, 2017  
 Emergency Deadline: July 18, 2021  
 Permanent Deadline: January 18, 2023

**Applicant**

Any Texas Town  
 Sherman County (S - Northwest Texas Region Region)  
 FIPS #: 000-TEST0-00  
 State #: 90052 FEIN #: 111111111  
 Vendor #:  
 DUNS #: 111222333  
 Type: City  
 Physical/Mailing: 1 Longhorn Drive  
 Sherman, TX.

4. A list of projects will display. Select the **“Project”** that needs the **Scope Modification and/or Cost Change**.

**Account for 9999 (PA) - Any Texas Town**

Active

Create New Request

**Summary**

- Projects** (Selected)
- Payments
- Quarterly Reports
- Contacts

**Projects**

Quick Search: 7 results

Proj...	Proj SF	Project Title	Proj...	Size	Eligible Amt	F %	Expended %	Fede...	State...	Status
11		Test	E	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
74		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	0%	0%	n/a	Closeout in Progr...
75		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
126		Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
205		DR-4332-City Emergency Protective	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
490		Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	75%	0%	0%	0%	Closeout in Progr...
					\$377,781.90					

5. The **Project Details Summary** screen will display. Click the **“Create New Request”** button.

The screenshot shows the 'Project #11 - Test (L, Cat E)' summary page. The 'Create New Request' button is highlighted with a red box. The page displays project details, grant information, applicant information, and a process checklist.

Project Details	
Number:	F# 11
Title:	Test
Type:	E - Public Buildings & Equipment
Eligible Funds:	\$0.00 (L)
Federal Funds:	\$0.00
Advances Requested:	\$0.00 <a href="#">Expand</a>
Work Complete %:	98.00% Quarterly Report is 0.00% complete. Project Version is 0.00% complete.
Project Status:	Pending Obligation
Work Deadline:	January 18, 2023

Grant	
9999 Public Assistance Test Grant Public Assistance Declared: January 18, 2017 Emergency Deadline: July 18, 2021 Permanent Deadline: January 18, 2023	

Applicant	
Any Texas Town Sherman County (S - Northwest Texas Region) FIPS #: 000-TEST0-00 State #: 90052 FEIN #: 111111111 Vendor #: DUNS #: 111222333 Type: City Physical/Mailing: 1 Longhorn Drive Sherman, TX.	

Process Checklist	
<input checked="" type="checkbox"/>	Initial Obligation
<input type="checkbox"/>	Pending Obligation
<input type="checkbox"/>	Project Management
<input type="checkbox"/>	Project Closeout

6. Select **“New Scope Modification / Cost Change”** to be navigated to the form.

The screenshot shows the 'Create a New Request' form selection screen. The 'New Scope Modification / Cost Change' option is highlighted with a red box. The screen lists several request types with their descriptions.

Request Type	Description
<b>New Reimbursement Request</b>	This form requests funding from the State on a given project. Please attach copies of invoices, receipts, checks or payroll documents to support the requested amount for reimbursement.
<b>New Advance of Funds Request</b>	This form requests advance funding on large Project Worksheet with documentation supporting the request.
<b>New Project Closeout</b>	This form notifies State that work on a given project is complete and a final inspection is needed. The approval of this request will close the project and remove the need for status reports on future Quarterly Reports.
<b>New Time Extension</b>	This form notifies the State that the physical work on a project will not be completed by the work completion deadline. Typically this request for an extension should be made at least 30 days prior to an upcoming deadline.
<b>New Scope Modification / Cost Change</b>	This form notifies the State of a request for a Scope of Work Modification or a Cost Change that could be advantageous to make additional improvements to or necessary to change the scope of work on a project while restoring its pre-disaster design.
<b>New Project Appeal</b>	This form notifies the State of a desire to Appeal a Federal Determination regarding account or project eligibility.

[Cancel](#)

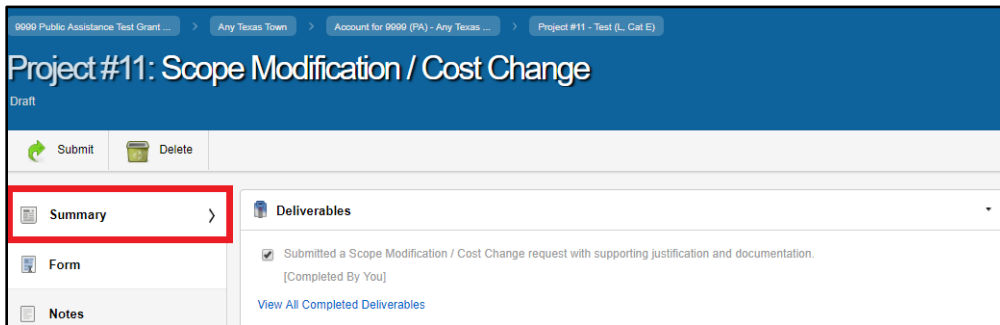
7. The form will display. Complete the form:
  - a. Select the ***“Type”*** of change for the Project from the drop down menu.
  - b. Enter the ***“Description”*** for the change to the Project.
  - c. Enter the ***“Justification”*** (*why is a Scope Modification and/or Cost Change needed*).
  - d. Select an option for ***“Funding Change”*** from the drop down menu.
    - If you select ***“Requesting Additional Funds – Cost Overrun,”*** or ***“Returning Funds – Cost Underrun”*** enter the additional required information:
      - enter the ***“Federal Share”***
      - enter ***“State Share”***
      - enter ***“Local Share”***
  - e. Enter ***“Anticipated Cost.”***
  - f. Enter the ***“Source of Additional Funds”*** for the Project (Non-Federal funds).
  - g. Select the ***“Work Performed By”*** from the drop down menu (*who performed the work*).
  - h. Enter the ***“Anticipated Completion Date.”***
  - i. Add ***“Additional Comments,”*** if needed.
  - j. Click ***“Save”*** (*the form can be saved without submitting, and retrieved at a later time from your “Drafts” under the Inbox menu*). The form must be saved before attaching any documents.
  - k. Click the ***“Add Document”*** button to upload supporting documentation for the Scope Modification/Cost Change.
  - l. Click the ***“Submit”*** button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

## Scope Modification/Cost Change Form

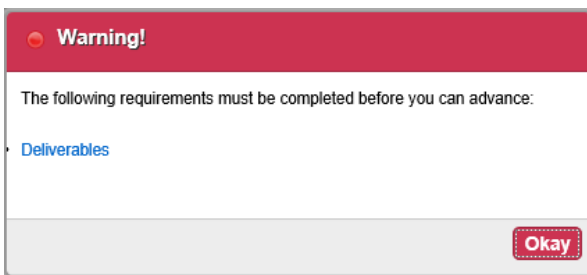
If ***“Requesting Additional Funds – Cost Overrun”*** or ***“Returning Funds – Cost Underrun”*** is selected in Item ***“d”*** (as noted above), of the Scope Modification / Change Form, additional required fields will display.

- After you have saved the form, click the ***“Summary”*** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

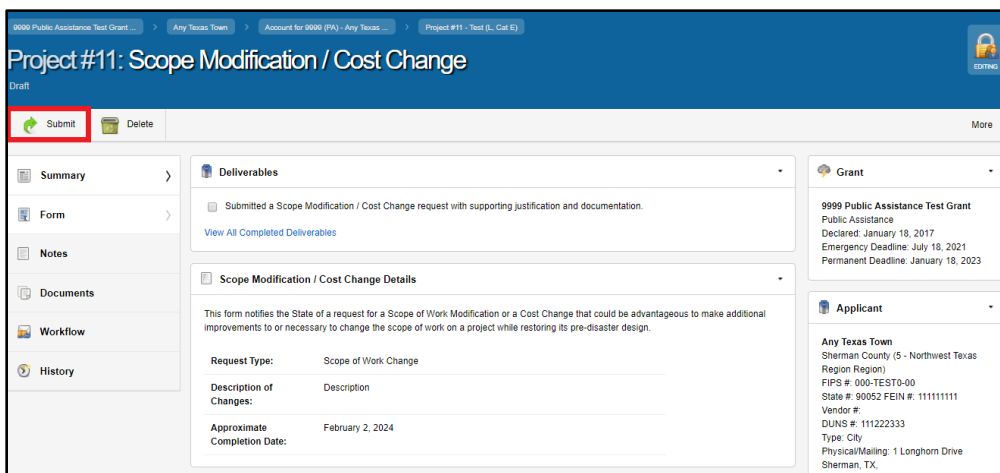
**Note:** Each **Deliverable** must be checked off/completed before the form can be submitted.



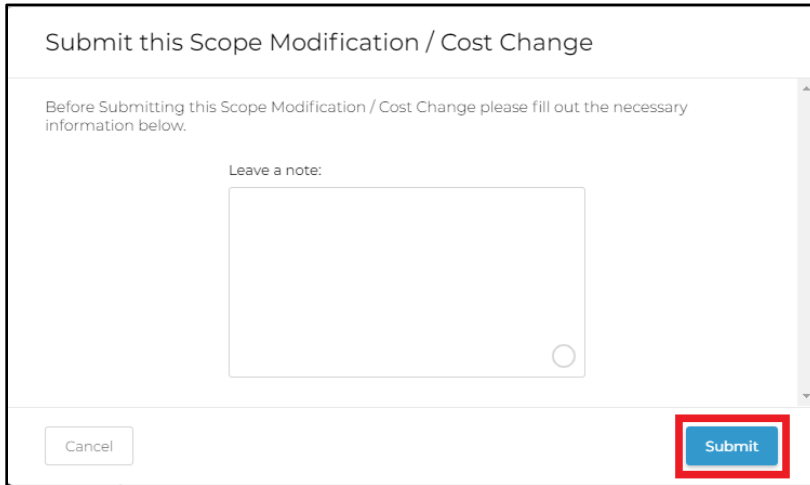
9. If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



10. Click the **“Submit”** button when all of the **Deliverables** have been completed.



11. You may leave a note when this window is displayed. Click the **“Submit”** button when done.



12. A notification will display letting you know that the **Scope Modification / Cost Change** was successfully submitted. Select the button for the desired action. **“Close”** the window, or **“Go to Project.”**

