



Agreement Number:

**17. Consistency with Existing Project.** (Attach additional pages if necessary):

**18. Grant Manager Recommendation:**

\_\_\_\_\_

Grant Manager Signature

\_\_\_\_\_

Date

**19. Program Manager Recommendation:**

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Grant Program Manager Signature

\_\_\_\_\_

Date

**20. WRBG Branch Chief (Approved/Denied):**

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WRBG Branch Chief Signature

\_\_\_\_\_

Date

Agreement Number:

**Proposed Contingency Request Briefing Form Instructions**

1. Prepared By: Insert the name of the Grant Manager who prepared the Contingency Request Brief Form.
2. Date: Insert the date the briefing was completed and submitted to the Grant/Contract Coordinator.
3. Grantee Name: Insert Grantee name
4. Project Title: Insert the Project Title.
5. Agreement Number: Insert the Agreement Number
6. WRGB Program: Insert the WRGB Program Name
7. Funding Source: Identify the agreement fund source.
8. Additional Funding Sources: Identify any additional funding sources, if applicable.
9. Agreement Start Date: Insert the start date of the agreement.
10. Current End Date: Insert the current end date of the agreement.
11. Current Agreement Total: Insert the total amount the agreement was awarded, including any additions outside of the current amendment.
12. Amount Requested: Insert the amount of additional funds being requested
13. Unspent Balance: Insert the current unspent balance of the agreement.
14. Project Description: Include a brief summary (3-4 sentences or less) of the agreement. The summary should include the project type, location, and any other pertinent information.
15. Current Project Status: Include a brief description of the current project status.
16. Justification of Request: Determination whether the justification is adequately supported. Does the request demonstrate a need for the additional funding to complete the scope of work?
17. Consistency with existing project: Does the request demonstrate how the additional funding still aligns with the grant as originally awarded?
18. Grant Manager Recommendation: Provide a recommendation to approve or deny the amendment request and include the rationale for that recommendation.
19. Program Manager Recommendation: Program Manager identifies if the amendment request gets submitted to the WRGB Branch Chief for approval.
20. WRGB Branch Chief (Approved/Denied): WRBG Branch Chief denotes if they approve or deny the contingency funding request.