

**Bonneville Power Administration**  
**Rescheduling – FY 2003/2004**

**Rescheduling Request**

***First, read the help documents***

Please carefully read the **Process For Conducting Rescheduling For Fiscal Years 2003-2004** and **Instructions for Submitting a Rescheduling Request** documents, which contain guidance and step-by-step instructions for the rescheduling process.

***Important notes***

- This form is to submit rescheduling requests for existing BPA-funded projects only.

***Steps to complete the form***

- 1) First, read the **Process For Conducting Rescheduling For Fiscal Years 2003-2004** and **Instructions for Submitting a Rescheduling Request** at [http://www.efw.bpa.gov/cgi-bin/FW/Info\\_For\\_Fish\\_Wildlife\\_Contractors.cgi](http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi).
- 2) Download a copy of this Rescheduling Request Form by going to the file menu and choosing “save as.” Save the file to disk or hard drive as something other than “Blank\_Rescheduling\_Request\_Form.doc.” Preferably, use the BPA 9-digit project number and “RS”, like “198906200RS.doc”.
- 3) When completing this form, take special note of the gray boxes – these are required fields. You may add or delete rows if needed. If you experience problems when filling out the form, you may contact Molly Moreland at 503-230-3501 or Cate Hanan at 503-230-5276 for assistance.
- 4) Discuss your rescheduling request with your BPA Project Manager/COTR. This step is very important to ensure that all relevant information is included in your rescheduling request.
- 5) After reviewing with your COTR, **email** your completed Rescheduling Request Form to [mkkerr@bpa.gov](mailto:mkkerr@bpa.gov), and **cc** (carbon copy) [within-year@cbfwa.org](mailto:within-year@cbfwa.org) and [mfritsch@nwcouncil.org](mailto:mfritsch@nwcouncil.org). **Please include the your project number in the subject line of your e-mail.**

You may also **mail** your request to:  
Rescheduling Requests, KEW-4  
Bonneville Power Administration  
PO Box 3621  
Portland, OR 97208-3621

Or **fax** your request to BPA at: 503-230-4563. BPA will forward copies of faxed or mailed requests to the Council and CBFWA.

- 6) Monitor the log on the [http://www.efw.bpa.gov/cgi-bin/FW/Info\\_For\\_Fish\\_Wildlife\\_Contractors.cgi](http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi) website to verify your rescheduling request is received.

## **Section 1: General Administrative Information**

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To be completed by the Project Sponsor or Contractor requesting rescheduling

If you are unsure of the correct number or title for your project, please contact your BPA COTR for assistance.

**BPA Project Number:**

**BPA Project Name:**

**Province:**

**Subbasin:**

**BPA Contract Number and Release (*if applicable*):**

**BPA Contract Name:**

**Contracting Officer's Technical Representative/BPA Project Manager:**

**Business Name of Agency, Institution or Organization Requesting Rescheduling:**

**Contact Person:**

**First Name**

**Last Name**

**Mailing Address**

**City, ST, Zip**

**Phone**

**Fax**

**Email Address**

**Section 2: Financial Information/Budget for Rescheduled Tasks**

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To be completed by the Project Sponsor or Contractor requesting rescheduling

|  | <b>FY 2003</b>     | <b>FY 2004</b>     |
|--|--------------------|--------------------|
| Original Budget for Rescheduled Tasks* |                    | (N/A Leave blank.) |
| Proposed Budget for Rescheduled Tasks* | (N/A Leave blank.) |                    |

**NOTE:** This form is for rescheduling tasks from FY 2003 to FY 2004 only. Requests to reschedule work into FY 2005 are not being considered at this time.

\*If the “Original Budget for Rescheduled Tasks” does not match the “Proposed Budget for Rescheduled Tasks,” please explain below.

**Explanation or Additional Information**

**Section 3: Description of Tasks to be Rescheduled/Justification**

To be completed by the Project Sponsor or Contractor requesting rescheduling. You may add/delete rows as necessary.

| <b>Task or Activity Description*</b> | <b>Original Start/End Date</b> | <b>New Start/End Date</b> | <b>Condition/Situation Creating the Need to Reschedule**</b> | <b>Cost</b> | <b>What Will Enable The Work To Be Achieved Now?</b> |
|--------------------------------------|--------------------------------|---------------------------|--|-------------|--|
| 1                                    |                                |                           |  |             |  |
| 2                                    |                                |                           |  |             |  |
| 3                                    |                                |                           |  |             |  |

\*Based on the Statement of Work.

\*\*Examples include permitting delays, contracting delays, or unforeseeable events like natural disasters, staff turnover, etc.

**Please explain why the following alternative funding solutions are not feasible and would jeopardize the project:**

|  |  |
|--|--|
| <b>Reducing existing scope of project</b> (i.e. eliminating some tasks planned for FY04 to accommodate the FY03 tasks) |  |
| <b>Shifting entire schedule</b> (i.e. deferring some FY04 tasks to FY05 to avoid doubling up on tasks this year)       |  |



## FORM COMPLETE

### How to Submit Your Rescheduling Request:

**Email** your completed Rescheduling Request Form to [mkkerr@bpa.gov](mailto:mkkerr@bpa.gov), and **cc** (carbon copy) [within-year@cbfwa.org](mailto:within-year@cbfwa.org) and [mfritsch@nwcouncil.org](mailto:mfritsch@nwcouncil.org).

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**End of Requestor's Portion of Form**  
Sections 4 and 5 are for BPA use only.

#### **Section 4: BPA Recommendation**

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To be completed by BPA

**Project Number (9 - digit #):**

- Agree with need to reschedule
- Disagree with need to reschedule (see comments below)
- Agree in part, or with the following considerations (see comments below)
- Defer to Council recommendation

**BPA Comments:**

**Section 5: Fiscal Year Spending Cap Adjustment**

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To be completed by BPA

|                                       | <b>FY 2003</b> | <b>FY 2004</b> | <b>Total</b> |
|---------------------------------------|----------------|----------------|--------------|
| Original FY Spending Cap              |                |                |              |
| Original Budget for Rescheduled Tasks |                |                |              |
| Proposed Budget for Rescheduled Tasks |                |                |              |
| Proposed FY Spending Cap              |                |                |              |