

Process For Conducting Rescheduling for Fiscal Years 2003- 2004

Note: These instructions apply to rescheduling requests being considered in November 2003. Subsequent requests may follow a slightly different process.

Background Information

- The forum for approving rescheduling requests in the early part of FY 2004 will be the Program Status Review Meetings.
- The first Program Status Review Meeting will be held on November 13, 2003.
- Any project sponsor wishing to request rescheduling at the November Program Status Review Meeting must submit his or her request and supporting documentation to BPA by October 27, 2003. The Rescheduling Request Form and instructions are available at http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi.
- While it is not yet clear how much funding will be available for rescheduling in FY04, it is important that we have a list of projects requesting rescheduling (along with the documentation supporting the requests) so that funds, if available, can be applied quickly.

#	Step	Description	Instructions
1	Validate That Rescheduling is the Right Process for the Request	Rescheduling is a narrowly defined process that enables uncompleted work to be moved from one fiscal year to another.	Rescheduling is used when a project sponsor wants to move work and funds <u>between fiscal years</u> . Rescheduling is a request for a <u>change in the fiscal year spending cap</u> associated with such a move. The purpose of rescheduling is to enable funding to be available when the work will actually occur. Rescheduling only applies when <i>each</i> of the following conditions are true:

			<ul style="list-style-type: none"> • There is a need to change the timing of work from one fiscal year to another that also requires an associated adjustment to the spending cap(s). • There is no need to change the project’s overall scope. • There is no need to change the project’s overall budget. • The work is still valid and can realistically be performed on the new schedule, in addition to work already scheduled. <p>Rescheduling is <u>not</u> the appropriate process for adding new tasks to a SOW.</p> <p>Rescheduling is <u>not</u> the appropriate process for adding new money to a budget to accomplish new or existing tasks.</p> <p>Rescheduling is <u>not</u> required to move work and funding from one contract year to the next, unless a fiscal year spending cap adjustment is also involved.</p>
2	Document and Justify The Rescheduling Request, in Coordination With Your COTR	Both new requests for rescheduling and those already included in the Council’s 2004 budget recommendations must be documented and submitted to BPA.	<p>Sponsors must document and justify all rescheduling requests using the Rescheduling Request Form and Instructions (available at http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi), even if the requested amount was already included in the 2004 Council budget recommendations.</p> <p>Documentation is required because rescheduling will only be supported if it is consistent with the criteria outlined in step 1.</p> <ol style="list-style-type: none"> a. Review the Rescheduling Request Form with your COTR. b. Discuss your request with your COTR. Together, compile any documentation supporting the need to reschedule, and make sure you share a basic understanding of the facts.

3	Submit the Rescheduling Request to BPA	In order to be considered at the November 13, 2003 Program Status Review Meeting, rescheduling request forms must be submitted to BPA by October 27, 2003.	<p>a. After reviewing with your COTR, submit your completed Rescheduling Request Form to mkkerr@bpa.gov, and cc (carbon copy) within-year@cbfwa.org and mfritsch@nwcouncil.org. You may also mail your request to:</p> <p style="padding-left: 40px;">Rescheduling Requests, KEW-4 Bonneville Power Administration PO Box 3621 Portland, OR 97208-3621</p> <p>Or fax your request to BPA at: 503-230-4563. BPA will forward copies of faxed or mailed requests to the Council and CBFWA.</p> <p>b. Check the log of rescheduling requests at http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi to verify that your request has been received.</p>
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