

Safe, Clean Water Program

Project Modification Guidelines

Frequently Asked Questions

Updated: September 2025



Are Project Modification Requests (PMRs) forms only submitted/reviewed once a year?

PMR forms may be submitted at any time and are reviewed upon receipt. For proposed modifications potentially deemed inconsistent with the approved Stormwater Investment Plan (SIP), the deadline to submit for inclusion in the pending SIP is October 31st. For example, the deadline for FY26-27 SIP consideration is October 31st, 2025.

How long does it take to receive final decision after submitting a PMR?

The turnaround time in receiving a final decision depends on if the request is consistent or inconsistent with the approved SIP. Consistent request will be determined by Safe, Clean Water Program (SCWP) Staff and processed accordingly; inconsistent request require Watershed Area Steering Committee (WASC) deliberation. If the PMR is submitted before the FY deadline, then the WASC will deliberate on the PMR for the pending SIP.

Can you provide additional guidance on how PMRs will be evaluated?

SCWP Staff will consider the following questions to determine consistency with the Project or Study included in the current fiscal year's SIP.

- Will the proposed schedule or budget modification impact future funding allocations?
- Was the Project or Study component proposed to be modified material to the decision to approve the Project or Study in the SIP?
- Would the proposed modification reduce benefits provided or change who is receiving benefits?

What is the process to request additional SCWP funding?

There are fields on the PMR form to indicate a revised funding request. For future years that have not been awarded, the applicant may indicate an increased funding request which will be brought to the WASC for consideration. During deliberations the WASC will have the discretion to budget/earmark additional funding, as appropriate and as able.

Does reporting a project that is deemed inconsistent put it at risk of losing future funding?

An approved SIP includes a budget for the current fiscal year and earmarked projections for the subsequent four years. The SCWP encourages funding projects to completion, but future funding allocations are at the discretion of the WASC. Per Ch 18.07.C.F.5 of the Ordinance, Programs and Projects that are over budget or behind schedule, or that demonstrate reduced or revised scope or benefits, may be adjusted or removed from future SIPs.

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If a PMR is submitted during the construction phase, will all construction have to be put on hold?

Under no circumstances may a Recipient begin implementation or expend SCWP funds for any proposed modification without receiving prior approval from SCWP Staff. But a Recipient may still proceed with activities that are not related to the proposed modifications or that do not require use of SCWP funds.

How do the PMR forms correlate with progress and expenditure reports?

Mid-year and Annual reports focus on progress and expenditures. Proposed modifications should be described in the PMR form and will be handled separately via the Project Modification Guidelines.

How do the PMR forms correlate with the Transfer Agreements (TAs)/Addendums?

Once a PMR is approved, SCWP Staff may request the Recipient submit an updated Exhibit A – Scope of Work and execute an Addendum, if appropriate.

If a TA/Addendum is pending execution, will Public Works suspend execution until the PMR is resolved?

A pending TA/Addendum may be suspended if it relates to work that is proposed to be modified. Public Works may not execute a TA/Addendum with an Exhibit A – Scope of Work that is inconsistent with the approved schedule, scope, budget, and benefits.