



Office of Broadband Development
Grantee/Subrecipient Material Project Change Request Form

This form is required to be completed by a Grantee/Subrecipient prior to making any material changes to the project scope approved by KOBD at the time the grant agreement was executed. **One form should be submitted per change being requested.**

Examples: Deviation from original approved route, added or removed segments, fewer or more locations, overall architecture, fiber placement approach (aerial v. buried), manufacturer/model number changes and budget variances of 10% or more per line item.

Completed forms should be emailed to the Office of Broadband Development at KDC_broadband@ks.gov. Any documentation necessary to support your request should be attached when emailing this document to KOBD.

Grantee/Subrecipient Entity Name:

Grant Program (e.g., ADOPT, DOCK, BAG 3.0, LINC, etc.):

Grant Project Name:

Person Making Request:

Title of Person Making Request:

Email of Person Making Request:

Date:

Please describe the proposed project change, including what factor(s) are driving the need for change:



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Please describe the impact this change will have on the project budget (if none, enter N/A):

Please describe the impact this change will have on the project timeline (if none, enter N/A):



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KOBD USE ONLY

Initial Response Sent By:

Date:

Comments:

Final Decision:

Approved

Approved in Part

Not Approved

Decision By:

Date:

Comments: