

COUNTYWIDE ACTION PLAN (CAP) PROJECT IMPLEMENTATION DESIGN AND ENGINEERING BUDGET ALLOWANCE INCREASE REQUEST FORM

Purpose: This form is intended for grantees seeking approval to increase the allowable budget allocation for Design and Engineering costs for small projects from the standard 20%/25% (in-house/consultant) to a maximum of 40%.

CAP County Coordinator:	
CAP County:	
Date:	
Year Project Was Approved:	
Project Title:	

Instructions and Eligibility Criteria for Design and Engineering Budget Increase

Applicants requesting an increase to the allowable Design and Engineering (D&E) budget must meet the following eligibility criteria. Requests will be evaluated based on project size and the proposed justification.

Eligibility Criteria:

- Only projects with a **total approved budget under \$100,000** are eligible to request an increase to the D&E budget allowance.
- The maximum allowable D&E percentage varies by total project budget, as outlined below:

Total Project Budget	Maximum Allowable D&E Percentage (In-House/Consultant)
Under \$25,000	Up to 35%/40%
\$25,000 to \$49,999	Up to 30%/35%
\$50,000 to \$100,000	Up to 25%/30%

Instructions:

- Complete all required sections of this form.
- Clearly justify the need for increased D&E funding, including a breakdown of how the increased D&E funding impacts the construction portion of the funding allotted.
- Attach any supporting documentation that may strengthen your request (i.e. budgets, invoices, or letters from consultants).

Once complete, send this form along with any back up materials (i.e. budgets, invoices, letters, etc.) to the county's DEP CAP Grant Project Advisor.

CAP Project Implementation Design and Engineering Budget Allowance Increase Request Form

1.	Current Budget Overview
a.	Total Project Budget
b.	Current allocation for Design and Engineering (% and \$ amount)

c.	Requested new allocation for Design and Engineering (% and \$ amount)
2.	Justification for Increase
a.	Rationale for request (i.e. complex site conditions, advanced engineering requirements, specialized design elements, regulatory compliance needs)
b.	Description of Scope Changes or Unique Challenges (i.e. unforeseen site constraints, environmental issues, stakeholder-driven design revisions)