

AP Amendment Review Consideration Outline (DRAFT 1/10/2024)

Regarding OHF AP requests affecting budget lines, stated activities, and/or projected acre outputs.

Appropriation (legal citation & title): _____

Project Manager: _____

% of Budget Spent to Date: _____

% of Outputs Completed to Date: _____

Proposed Amendment: _____

Intent of Amendment: _____

Questions/considerations:

1. Does amendment change the original "intent" of appropriation?
 - a. If "yes," how, why, where, who?
 - b. If "no," potential to approve unless additional concerns.
2. Have output acre goals been achieved?
 - a. If "yes," potential to approve unless additional concerns.
 - b. If "no," why not, what % has been achieved, how much time remains (months, years).
3. How will proposed budget (\$) shifts affect Budget lines and why?
 - a. Examine stated needs and rationale for proposed budgetary shifts.
 - i. Personnel & DSS
 - ii. Contracts & acquisitions
 - iii. Professional Services, etc.
4. How will proposed budget (\$) shifts affect Output Acres?
 - a. For both increases and reductions, what are the justifications, and do they appear realistic?
 - b. Review Output Table details for Fee Title Acquisition, Easement Acquisition, Restoration, & Enhancement.
 - i. Are output table projections realistic (cost per acre per activity, per region, etc).
If not, why?
5. Do proposed shifts appear to significantly alter focus of activity?
 - a. If yes, how significant is the alteration?
6. Is there a specific and detailed plan should the shifts be allowed?
 - a. Does stated plan show fore-thought, include variables, contingencies, flexibility, etc.?
 - b. Does stated plan indicate an actual believable vision for successful outcomes?
7. Recommended Procedure
 - a. Disapprove administratively
 - b. Approve administratively
 - c. Move onto upcoming Council Agenda for Council review