

Proposal to Change an Existing Program

The purpose of this form is to assist the Office of Emergency Preparedness and Risk Management (EPRM) in evaluating proposed changes to existing programs. This will help EPRM to support program sponsors in hosting successful programs.

Please attach a copy of the original Program Proposal Form. If you do not have a copy of the original, or do not know if one was ever completed, reach out to Joe Madsen for further instruction.

Sponsoring Department: _____

Name of Program to be Changed: _____

Applicant Name: _____

Phone: (____) _____ - _____ Email: _____

Check boxes to indicate the proposed changes:

- ☐ Location: Original: _____ New: _____ Attach all new contracts, insurance certificates and
☐ Date(s): Original: _____ New: _____ route maps as applicable.

Program Details:

Outline the reason(s) for needing to change the program: _____

Give a detailed description of the changes to be made to the existing program (cite research done in preparation for this change):

FOR INTERNAL USE ONLY

Change(s) approved by:

Name: _____

Signature: _____

Date: _____ Email: _____