

CAL FIRE Forest Health Program

Changes to an Approved Grant

When requesting a change to a grant with an executed grant agreement in place, please review the following to determine what to submit and if a formal or informal amendment is required. The grantee is strongly encouraged to work with the CAL FIRE Forest Health Project Specialist to discuss the request prior to submittal.

In all cases, a signed letter on the grantee’s letterhead should be emailed to the Forest Health Project Specialist/Forester. The letter should clearly and succinctly explain what is being requested, why, and how the change may affect the project outcomes. The requested changes may be summarized in a chart (Original; Proposed; Justification). The letter must be accompanied by additional materials, depending on the nature of the change request.

The following situations require a formal amendment:

- A. Change to the project end date.
 - Please note: Forest Health grant funds are appropriated by the California Legislature and carry with them required dates by which all funds allocated in a fiscal year must be liquidated, therefore project end dates may not exceed the following dates:

Original Project End Date
FY 16/17: March 31, 2022
FY 17/18: March 31, 2025
FY 18/19: March 31, 2025
FY 19/20: March 31, 2025
FY 20/21: March 31, 2025

- Required: Updated *Work Plan* (‘Work Plan’ sheet in [Forest Health Workbook](#))
- B. A reallocation of CAL FIRE grant funds between main budget categories (Salaries & Wages, Employee Benefits, Contractual, Travel, Supplies, Equipment, Other) that increases or decreases any of the changing budget categories by 10% or more. This does not apply to matching funding.)
 - Required: Updated *Project Budget* with additional columns to show proposed changes (‘Budget’ sheet in of [Forest Health Workbook](#))
 - Required: A revised version of the proposed *Project Budget* with revised date
 - Required: Updated *Work Plan* (‘Work Plan’ sheet in [Forest Health Workbook](#)), if any changes.

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The following situations may require a formal amendment. Proposals will be reviewed and the need for a formal amendment will be at the discretion of the Forest Health project team.

- A. Changes in the physical project location/“treatment areas”
- B. The addition/subtraction of treatment acres
- C. A change in “treatment objective” or “treatment activity”
 - Required: Revised map(s) with accompanying GIS shapefiles. Include hatch marks on acres to be removed and/or designate all new proposed acres.
 - Required: Updated *Treatment Tracking* worksheet (‘Treatment Tracking’ sheet in [Forest Health Workbook](#))
 - Required: Updated *Work Plan* (‘Work plan’ sheet in [Forest Health Workbook](#)), if any changes.
 - Required: Updated *Environmental Compliance* worksheet (‘Environmental Compliance’ sheet in [Forest Health Workbook](#)) and associated documents, if applicable
- D. Revised GHG Data & Documentation

All Formal Amendments must be reviewed by CAL FIRE’s Grants Management Unit and required the execution of a new Grant Agreement signed by CAL FIRE Executive Staff. Expect Formal Amendments to take **4-6 weeks** from the time a complete Formal Amendment package is submitted.

Informal amendments:

If a proposed project amendment is not deemed a Formal Amendment by your CAL FIRE Forest Health Project Specialist, it will be considered an Informal Amendment. Informal Amendments are reviewed and approved by the CAL FIRE Forest Health Project Specialist. Expect Informal Amendments to take **2-4 weeks** from the time a complete Informal Amendment is submitted.