

WATERSHED RESTORATION GRANTS BRANCH

AMENDMENT REQUEST GUIDELINES

[Proposition 1 and 68 Grant Programs, Fisheries Restoration Grant Program, Wetlands Restoration for Greenhouse Gas Reduction Program]

March 30, 2022

Grantees may request grant amendments for budget changes, time extensions, and changes to Project tasks. Agreements may be amended in accordance with the Agreement and General Terms and Conditions.

To request a grant amendment, please submit the following information to your CDFW Grant Manager via an email or letter. We recommend copying WatershedGrants@wildlife.ca.gov, as this email allows CDFW to monitor and route the request if your Grant Manager is out of the office.

1. Exactly what is being requested?
 - Budget changes (include an overview of proposed changes),
 - Updates to existing Tasks or schedule, and/or
 - Time extension (if a time extension is requested, clearly state the proposed new Grant expiration date).
2. Brief explanation of why changes are being requested.

Time extension requests must be submitted a minimum of 45 calendar days prior to the agreement end-date to allow adequate time to process the amendment request. The processing timing for other amendment requests varies, but small changes and budget shifts under 10% will generally be processed within two weeks.

Budget shifts may be allowed after the end of the grant term, as long as the actual charges were incurred prior to the grant term end date.