

## Watershed Restoration Grants Branch

### CONTINGENCY FUNDING GUIDELINES

April 9, 2024

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#### Eligible Applicants:

California Department of Fish and Wildlife (CDFW) Contingency Funding is only available to currently funded WRGB projects with more than six months remaining in the current grant agreement term, at the time of the contingency request.

#### Requirements:

Contingency funding requests submitted must be in full compliance with all stated requirements of the original Proposal Solicitation Notice (PSN) (please confirm with your CDFW Grant Manager if you are unsure which PSN year).

Contingency funding requests must fit within the scope and scale of the current CDFW funded project. This funding will support increased and/or unanticipated costs associated with completion of the tasks specified in the grant agreement. Contingency funding requests must not include a time extension for the project.

#### Applications:

Contingency funding applications will be accepted with a request letter, on an ongoing basis, pending availability of funds and the nature of the funding request.

Contingency funding request letters must include the following information:

1. Total amount to be requested, including a line-item budget for the request that matches the grant agreement.
2. Explanation of why the additional funding is needed, with all supporting documentation. In other words, why have the costs increased?
3. What is the current project status?
4. What will happen to the project if the contingency funding request is not approved?
4. Explain how the requested funding still aligns with the grant as originally awarded.

The request letter and all supporting documentation must be submitted by email to [watershedgrants@wildlife.ca.gov](mailto:watershedgrants@wildlife.ca.gov).

CDFW will confirm receipt of the contingency funding request within approximately 30 days. During the contingency review process CDFW may request additional information in order to make a final decision.

## Review Criteria:

CDFW will evaluate contingency funding requests according to the overall criteria outlined in Table 1. Requests will be evaluated on a rolling basis and are subject to available funding.

Table 1: Contingency Funding Review Criteria

<b>Criteria</b>
<b>1. Administration Review</b> Is the project a currently CDFW funded project? Are there at least six months remaining in the grant term?
<b>2. Consistency with Existing Project</b> Extent to which the proposal demonstrates the additional funding request fits within the intent and scope of the existing project as originally awarded.
<b>3. Justification</b> Extent to which the proposal adequately describes and provides sufficient rationale to justify the need for additional funds. Demonstrated need for additional funding to complete the scope of work.

CDFW may request modifications, including reducing requested grant amounts to meet current and any potential future program priorities, funding targets and available funding limitations.

## Contacts

For questions about the Contingency Funding process please contact WRGB by e-mail at [watershedgrants@wildlife.ca.gov](mailto:watershedgrants@wildlife.ca.gov).