

# Watershed Restoration Grants Branch

## INTERNAL CONTINGENCY FUNDING REQUEST PROCEDURES

April 9, 2024

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Below are the internal procedures for a Contingency Funding Request.

Guidelines and requirements for a contingency funding request can be found within the [WRGB Guidelines Link](#).

### **Contingency Funding Process:**

1. Grantee submits a formal request and provides justification as to why the additional funding is needed to the Watershed Grants email box ([watershedgrants@wildlife.ca.gov](mailto:watershedgrants@wildlife.ca.gov)).
2. Once received, the request letter will be sent to the assigned Grant Manager (GM) and added to the Contingency Funding tab on the [Grant Tracking Sheet](#).
3. The GM will review and fill out the [Contingency Brief form](#) and provide a recommendation on whether the request is adequately supported. The GM will then submit the Contingency Brief form along with all other supporting documentation to the Program Manager.
4. The Program Manager will review the Contingency Brief form and supporting documentation to determine:
  - a. If the request is adequately supported and approved
  - b. If there is funding available for this request (will work with admin on availability of funds)
5. If approved by the Program Manager, the request will be sent for WRGB Branch Chief approval. If the request was not approved, the GM will inform the Grantee.
6. If approved by the WRGB Branch Chief, the approval notice will be sent to the GM to start the [Executed Amendment Process](#).

### **Considerations for GMs:**

1. Contingency funding request must fit within the parameters of the current CDFW funded project.
2. The funding should only support increased and/or unanticipated costs associated with completion of the tasks specified in the grant agreement.
3. The request must not change the scope of work of the original grant agreement.
4. There must be at least six months left in the current agreement term, at the time of the contingency request.