



REQUESTING CHANGES TO A FOREST HEALTH GRANT

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

All amendment requests should be submitted through eCivis Portal using the Request Grant Agreement function. Please refer to the [eCivis Grants Portal CAL FIRE Grantee User Manual](#) section 6 for additional information on how to submit an amendment request. In all cases, a signed letter on the grantee's letterhead shall be submitted. 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:

The following situations require a formal amendment and must be issued a new grant agreement capturing the change.

A. Change to the project end date.

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. Project performance period extensions are usually not an option. Please talk with a Forest Health Area Forester if you have concerns about finishing your project by the end date.

B. Budget change of 10% or more between budget categories.

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.

The amendment request letter must give specific details on budgetary changes proposed. This includes a detailed description of what budget category and budget line item dollar amount is changing and where the money is being reallocated to. All budgetary changes must include an explanation and justification for the requested change.

The following situations may require a formal amendment:

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 Forest Health Program staff.

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"

Proposed changes to the physical location, addition/subtraction of acres, and/or change in treatment objective or activity will require the submission of revised map(s) with accompanying spatial data shapefiles. Revised maps should include hatch marks on acres to be removed and/or designate all new proposed acres/treatment change. Please refer to the Spatial Data – Shapefiles section on the [Forest Health Grantee Resources](#) web page for additional resource on spatial data shapefile requirements.

If a newly proposed treatment area/treatment type is requested, the grantee will need to provide information on environmental compliance for the proposed change. Please refer to the Environmental Compliance section on the [Forest Health Grantee Resources](#) web page for additional information.

Prior to final approval, the grantee must work with a Forest Health Area Forester to update the progress report workbook:

- Treatment Tracking tab: accurately reflect the treatments and acres.
- Work Plan tab: update any changes to the work plan.
- Environmental Compliance: update to accurately reflect what environmental compliance document will be used to cover CEQA for any newly purposed treatments/treatment area.

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 4-8 weeks from the time a complete Formal Amendment package is submitted in eCivis Grant Portal.

Informal amendments:

If a proposed project amendment is not deemed a Formal Amendment by a CAL FIRE Forest Health Area Forester, it will be considered an Informal Amendment. Informal Amendments are reviewed and approved by the CAL FIRE Forest Health Area Foresters. Expect Informal Amendments to take 2-4 weeks from the time a complete Informal Amendment is submitted in eCivis Grants Portal.

For additional information or questions, please reach out to your assigned Forest Health Area Forester or email ForestHealth@fire.ca.gov.