

Amendments to an Approved Grant Agreement Business & Workforce Development Grants

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Business and Workforce Development grant agreements may sometimes require scope of work or budget changes to meet the grant goals. All amendments are at the discretion and written approval of CAL FIRE Wood Products & Bioenergy staff. This document describes the amendment process, timelines, and required documents.

There are two types of grant amendments: Major Amendment and Minor Amendments. Major Amendments require both CAL FIRE and the grantee to re-sign the grant agreement. These typically take 6 weeks to be executed after CAL FIRE Wood Products receives a complete amendment request. Minor amendments require approval in writing but do not require re-signing. Minor amendments typically take 2-4 weeks after receiving a complete amendment request. Once an amendment request is submitted via eCivis, it must be approved or denied before any invoices can be paid. Amendment review often includes an in-person site visit.

To propose an amendment to a grant agreement, follow these steps:

- 1) Contact your CAL FIRE Wood Products Forester to discuss the situation and next steps.
- 2) Prepare the required supporting documentation.
 - a. Signed letter on letterhead (see template below)
 - b. Updated *Project Budget* showing proposed changes annotated.
 - c. Updated *Work Plan and Timeline* (Worksheet 1 of Business and Workforce Development Project Workbook), if any changes.
 - d. Updated *Scope of Work* showing proposed changes. Include a chart of changes showing Original; Proposed; Justification.
 - e. Often required: Business Plan, letters of support, etc.
- 3) Submit an amendment request via eCivis . See [CAL FIRE eCivis User Guide](#) page 44 for detailed eCivis guidance info. This includes:
 - a. Enter proposed changes to financial, goal, and other info when prompted
 - b. Upload signed letter on letterhead
 - c. Upload supporting documents
- 4) Expect follow up, questions, site visits, and edits to the amendment documents.

The following situations require a Major Amendment:

- A. Change to the project end date.
- 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.
- C. Change to the overall award amount.

Discretionary Major Amendment:

The following situations may require a formal amendment, at the discretion of the Wood Products Staff.

- D. Request will result in a substantial impact to the project's quantitative achievements such as biomass utilization, trainee completions, jobs created, etc.
- E. Request will result in substantial changes to the scope of the project.

Minor Amendments:

If a proposed project amendment is not deemed a Major Amendment by CAL FIRE Wood Products Staff, it will be considered a Minor Amendment. Minor Amendments are reviewed and approved in writing via eCivis and at the discretion of CAL FIRE Wood Products Staff. Please contact CAL FIRE Wood Products staff prior to submitting a minor amendment for a consultation.

Amendment Request Letter Template – complete, put on your organization’s letterhead, and sign

Dear Wood Products Team:

[redacted] requests an amendment to Business/Workforce Development grant agreement number [redacted] [redacted].

We propose to change [redacted]. We request this change now because of [redacted].

Proposed changes to the scope of work:

Original (summary)	Requested Change	Justification
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Proposed changes to budget.

- a) [redacted] will be moved from [redacted] to [redacted] because [redacted]
- b) [redacted] will be moved from [redacted] to [redacted] because [redacted]
- c) [redacted] will be moved from [redacted] to [redacted] because [redacted]
- d) [redacted] will now be paid for by [redacted]
- e) [redacted] will now be paid for by [redacted]
- f) [redacted] will now be paid for by [redacted]

We expect this to change the timeline by [redacted].

This proposal [redacted] require any changes for NEPA or CEQA. We plan to address these changes by [redacted].

There [redacted] any budget categories that change by >10%.

We [redacted] request a change to total grant award amount.

We [redacted] request an extension/change to grant agreement end date.

This request [redacted] time sensitive. We want to start [redacted] on [redacted].

If this amendment request is not approved, then we plan to [redacted].

Sincerely,

[redacted] [redacted]
[redacted]