



CALIFORNIA FIRE SAFE COUNCIL (CFSC)
Request for Prior Approval of Grant Period Extension
and/or Change of Project Scope or Budget

Approval of the request must be given by the California Fire Safe Council prior to implementing the proposed change. Please allow at least 3 weeks for processing since it may be necessary for CFSC to consult with federal funding or environmental compliance agencies as part of their review process. Grantee and Fiscal Sponsor organizations must agree on requests for prior approval of extensions and scope changes to grant funded projects.

Organization Name:		Phone: () -
Fiscal Sponsor (if applicable)		
Project Contact:		Fax () -
E-mail:		Date:
Grant #:	Project Name:	

Request for GRANT PERIOD EXTENSION?

Yes No

If yes, please enter the current closeout date, the new requested closeout date, and give the reason for the requested extension in the box:

--

Yes No

Request for a PROJECT SCOPE CHANGE?

Please indicate the type of change(s) requested and give a detailed description in the box below. For changes to fuel treatments, prepare and submit a map that shows the new treatment areas and treatment types. Prior approval is required for the following types of changes:

- | | | |
|--|-----|----|
| 1. Change to the project activities or objectives such as fuel treatment activity, outreach method or area, education products or activities created, CWPP or risk assessment related changes. NOTE: A change here will likely result in a change to reported project accomplishments as well. | Yes | No |
| 2. Change to the project accomplishments such as the number or location of acres treated or treatment method (resulting from a change in treatment activity), type of number of education or planning products created, or the values protected. | Yes | No |
| 3. Change in key personnel listed in the application or award document such as the project coordinator. | Yes | No |
| 4. Absence for greater than three months of the project director or a 25% reduction in their time associated with the project. | Yes | No |

- | | | |
|---|-----|----|
| 5. Addition of third party involvement not included in the original application such as involvement of a cooperator or contractor that will have a major influence on the project. | Yes | No |
| 6. Change to the project budget such as reduction of match commitment, request for augmented funds or movement of funds between budget categories. For projects with >\$100,000 federal share, prior approval is required if > 10% of the budget will be moved between categories cumulatively) | Yes | No |
| 7. Other | Yes | No |

For CFSC Use

Executive Director Comments:

Grant Manager Comments/Attachments:

Approved as requested

Approved with conditions

Not approved

Grant Manager:

Date: