

Grant Modifications & Public Statements

Modifications to your original project which require prior approval include changes to your original budget, project location, treatment types, projected deliverables, and subgrant term extensions. Approval is also required for publications relating to grant funded activities.

How to Submit Modification Requests

You may submit requests for changes using the form provided in your ZoomGrants account. Be sure to consult with CFSC staff if you are unsure whether a change requires prior approval. Failure to seek and receive prior written approval may result in the disallowance of costs. If federal funds were spent on disallowed costs, you may be required to pay them back.

Types of Modification Requests

Extensions of the grant term or reporting periods are the most common types of modifications requested. Requests for extension must be submitted *at least one quarter prior to the end of the grant term*. Typically, if an extension is approved, it is for one quarter at a time. On some occasions, extensions are given due to delays in payment, weather or other factors out of the grantees control. Extension requests may be denied if there has been a significant delay on the part of grantees in reporting or beginning project work. Sometimes there is not enough time available in the grant period to offer an extension regardless of the circumstances. This is a regular constraint faced with any federally funded grant.

Change to the project activities or objectives, such as fuel treatment activity, outreach method or area, education products or activities created, and CWPP or risk assessment plans. NOTE: A change of this type will likely result in a change to reported project accomplishments as well.

Change to the project accomplishments such as the number or location of acres treated or treatment method (resulting from a change in treatment activity), or type or number of education or planning products created.

Change in key personnel listed in the application or award document, such as the project coordinator, board president, or signatory.

Key personnel absence for greater than three months of the project director or other key personnel, or a 25% reduction in their time associated with the project.

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.

Budget Changes such as a 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.

Other changes that affect the project but do not fit into the above categories also may require prior approval.

Public Statements and Notices for Grant Related Activities

You must submit copies of all notices and announcements to CFSC for review as far in advance of release as possible. Thirty (30) days is optimal to provide your grant specialist enough time to review the draft.

The funding source acknowledgement, equal opportunity statement and endorsement statement below must be included in all grant-related publications. These may include press releases, public notices, printed or electronic media.

Funding Source Acknowledgement

Funding provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council.

Equal Opportunity Statement

In accordance with federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Not all prohibited basis apply to all programs.

If the material is too small to permit the full statement to be included, the material must at a minimum include the following statement:

This institution is an equal opportunity provider.

Non-Endorsement Statement

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the California Fire Safe Council, U.S. Forest Service or the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the California Fire Safe Council or the U.S. Government.

Program Access Complaints

The following information about how to submit complaints of program discrimination must be provided along with advertisement of services available through the grant funded project.

To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Use of Logos

If you want to use the U.S. Forest Service Insignia or the CFSC Logo on any media or material, you must contact your grant specialist for further instructions on seeking permission. The insignias and logos may not be used on any published media including webpages, printed publications, road signs or audiovisual productions, without prior written approval.



MODIFICATION REQUEST FORM

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 below:

Request for a PROJECT SCOPE CHANGE?

Yes No

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

Describe the change(s) requested in detail:

For CFSC Use

Executive Director Comments:

Grant Specialist Comments/Attachments:

- Approved as requested Approved with conditions Not approved

Grant Specialist: _____

Date: _____