

Truckee Fire Protection District Measure T Wildfire Prevention Grant Program

Changes to an Approved Grant

When requesting a change to a grant with an executed grant agreement in place, please review the following to determine what to submit when requesting an amendment to a project. The grantee is strongly encouraged to work with the Truckee Fire Protection Districts Project Manager/Forester to discuss the request prior to submittal.

In all cases, a signed letter on the grantee's letterhead should be emailed to the Truckee Fire Wildfire Prevention Division. The letter should clearly and succinctly explain the current status of the project, what is being requested, why, and how the change may affect the project outcomes. The letter must be accompanied by additional materials, depending on the nature of the change request. Amendments must be approved by Truckee Fire in writing, Truckee fire will provide an amended grant Agreement for signature by both parties.

The following situations require a formal amendment:

- A. Change to the project end date.
 - Please note: Measure T Wildfire Prevention grant funds are appropriated each fiscal year. Ideally, funds allocated in a fiscal year will be liquidated each year, if a Project end date extension is requested, Truckee Fire must be informed 90 days before the agreement expiration date.
 - Required: Signed letter providing purpose and reasoning for extension request.
 - Required: Updated work plan and schedule
- B. A reallocation of 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.
 - Required: Signed letter providing purpose and reasoning for budget change.
 - Required: Updated Project Budget with additional columns to show proposed changes.
 - Required: Updated Scope of Work (SOW) and revised map with accompanying GIS shapefiles if budget changes will increase or decrease acres treated.
- C. Changes in the physical project location/ treatment areas
 - Required: Signed letter providing purpose and reasoning for location change
 - Required: Updated SOW and revised map with accompanying GIS shapefiles
 - Required: Updated Environmental compliance permits, if applicable.

- D. The addition/subtraction of treatment acres or a change in treatment activity
- Required: Signed letter providing purpose and reasoning for change.
 - Required: Revised map(s) with accompanying GIS shapefiles. Include hatch marks on acres to be removed and/or designate all new proposed acres.
 - Required: If change in Treatment Activity, updated SOW and Environmental compliance permits must be submitted, if applicable

Formal Amendments

All Formal Amendments must be reviewed by Truckee Fire Protection Districts (TFPD) Wildfire Prevention Division and requires the execution of a new Grant Agreement signed by the TFPD Fire Chief. Expect Formal Amendments to take **2-4 weeks** from the time a complete Formal Amendment package is submitted.

Informal amendments:

If a proposed project amendment is not deemed a Formal Amendment by TFPD, it will be considered an Informal Amendment. Informal Amendments are reviewed and approved the Truckee Fire Protection Districts Wildfire Prevention Division. Expect Informal Amendments to take **1-2 weeks** from the time a complete Informal Amendment is submitted.

