

Science Program Guidelines for Grant Amendment Requests

The following procedures summarize the amendment policy for Delta Stewardship Council, Delta Science Program grants. The Delta Science Program reserves the right to change this policy at any time for any reason.

Grant amendment types:

1. Budget changes:
 - No amendments to increase the amount of project funding will be allowed.
 - Line item adjustments (with no increase in total project funding) in excess of the lesser of \$250,000 or 15% of the agreement total, must be approved by the Delta Science Program.
2. Time extensions: the Delta Science Program may allow extensions of time (with no increase in funding).
3. Scope of work: any proposed significant change to the scope of work, deliverables, or major personnel, must be approved by the Delta Science Program.

Amendment Request Letter Content

All amendments must be requested in writing on letterhead to the Delta Science Program (send these to your Technical Grant Manager). Electronic submission of the amendment request letter is acceptable as an attached Word document on letterhead. Amendment requests within the body of an email message are not considered official requests. If any edits to previous documents are made as a part of your amendment request, they should be tagged electronically by using the “track changes” function in your word processing software.

Amendment requests must contain the following information:

1. The nature of the request clearly stated.
2. A complete, but brief summary, of the history of the grant and any previous amendments.
3. A brief description of any cost share associated with this amendment, including the amount and contributing agency(s).
4. Reasons for request (justification):
 - a. If a budget change, provide a revised budget with an explanation of changes being requested.
 - b. If a change of scope, explain how the requested amendment falls within the parameters of the approved project and is not a new project.

- c. If a no-cost time extension, provide a revised schedule of deliverables and budget.
5. Description of the current project status.
6. For projects requiring environmental review and/or permits, describe the review and approvals that have occurred to date. Does the requested amendment impact the ongoing review and approval process or timeline?
7. How does the project as amended continue to fall within the original project goals?
8. If the requested amendment ultimately is denied, how will the project be changed to work within the existing budget or time, i.e., what are the consequences of not granting the amendment?