PFA Grant Amendment Request

PFA Grants Program

Submission of this form constitutes a request and does not guarantee approval.

Project Information

Project Name: _____

PFA Project Tracking Number: _____

ODFW Agreement Number: _____

Lead Organization Name: _____

Lead Organization Address: _____

Project Start Date: _____

Project End Date: _____

Original Grant Award Amount ($): _____

Proposed Effective Date for Amendment: _____

To date, how many amendments have you requested?: _____

Amendment Request Details

Amendment Type (select all that apply and attach supporting documentation):

- ☐ Budget Category Realignment
- ☐ Budget Increase/Reduction Request
- ☐ Scope of Work Modification
- ☐ Project Term Adjustment

Required attachments:

- Revised line-item budget (.xlsx) for any budget-related changes. **Attach the original budget too.**

- Updated project map(s) for scope changes

- Tracked changes to deliverables table for timeline or deliverables modifications

- Updated engineering/design plans if applicable

Revised Total Budget (if applicable): $_____

Impact Summary

Will the amendment affect project deliverables?

☐ Yes – Attach revised deliverable table with tracked changes

☐ No

Will the amendment alter engineering plans or project designs?

☐ Yes – Describe and attach revised plans: ☐ No

Have you consulted with ODFW Regional Staff about this amendment?

☐ Yes – Name and date of contact:

☐ No – Please explain why consultation did not occur:

Have you evaluated alternative solutions to this amendment?

☐ Yes – Describe alternatives considered:

☐ No – Provide justification:

Explanation and Justification

Please provide a clear explanation of the reason(s) for the requested amendment. Be sure to address the following:

- Briefly describe the current status of your project (e.g., % complete, phases completed, upcoming milestones)

- Justification for the amendment (include any financial, regulatory, or logistical factors)

- Effect on project goals and objectives (including ecological or restoration outcomes)

- Any potential future impacts resulting from the proposed change

Attach additional pages or documentation as needed.

Submission Instructions

Submit the completed form and all required attachments at least 30 days prior to the proposed change to:

Andrew J. Spyrka
Private Forest Accord Grant Coordinator
Oregon Department of Fish and Wildlife
andrew.j.spyrka@odfw.oregon.gov

PFA Grants staff will work with the grantee to adjust timelines as needed based on the nature of the amendment.

Certification Statement

I certify that the information provided in this request is accurate and complete. I understand that submission does not guarantee approval and that all amendments are subject to review by the Oregon Department of Fish and Wildlife. I also confirm I have the authority to request this amendment on behalf of the Grantee.

Signature: _____

Title: _____

Date: _____

Primary Contact (if different from above):

Name: _____

Phone: _____