



FFT Amendment Policy Revision – October 9, 2009

Replaces Amendment Policy Revision cited in FFT Update July 17, 2009

The Ministry of Forests and Range (“MFR”) is not liable for any costs that have occurred outside of an approved project or amendment. Works are not authorized to proceed without approval by the Administrator. The following outlines the revised amendment process effective July 17, 2009 and the factors that trigger an amendment:

When completing amendments, Recipients must revise the Outputs/Funding table to include the proposed quarterly budget and units of output. To facilitate the Investment Manager’s review, the Recipient must provide a rationale for all proposed changes. Recipients should place this rationale in the “Recipient Comments” text box. In addition, the tendering percentage must be updated to reflect the proposed budget change. If new areas are added to a project, First Nation information-sharing is required prior to amendment approval.

The following is a list of factors for which an amendment must be submitted (amendments must be completed within 15 calendar days of becoming aware of the changes):

- i) A project is expected to exceed the approved project budget by greater than 10%
- ii) Quarterly spending varies from the approved budget by greater than 10% (e.g. project work is postponed until the following quarter)
- iii) The unit price (e.g., \$/ha, \$/report, including all project related administration) increases by greater than 10% (i.e. any budget increase that does not have a proportionate output increase)
- iv) Work will not be completed as approved in the project plan
- v) The amended work is not in the same location as the approved project plan
- vi) Any change to the approved project standard(s) or,
- vii) Any changes to an innovative project

