

**Virginia Land Conservation Foundation
Board of Trustees**

**Resolution to Establish Protocol to Approve Changes of Scope
for Previously Awarded Grants**

Adopted November 3, 2025

WHEREAS, pursuant to Title 10.1. Conservation, Chapter 10.2 of the Code of Virginia (the “VLCF Code”), the Virginia Land Conservation Foundation (“VLCF”) Board of Trustees (the” Board”) awards competitive grants for the perpetual conservation of lands throughout Virginia;

WHEREAS, the Board awards grants for projects based on the scoring of applications and their competitive ranking. The resulting grant agreements require grantees to conserve the property presented in the applications, which earned the scores that garnered grant funding;

WHEREAS, during the preparation of required due diligence documents, some grantees may discover that more or less acreage than what was included in their grant agreement is in fact available to be conserved. This may occur after obtaining the property boundary survey, or title work;

WHEREAS, the Board recognizes that a discovery of more acreage than what was included in a grant agreement, increasing conserved lands, supports the objectives of the Board and does not require further Board action;

WHEREAS, the Board recognizes that due to circumstances beyond the control of VLCF grant awardees, awardees may require more time that has typically been needed to obtain required document review and approval from program administrators and delivery of funds under other partner programs;

WHEREAS, the Board desires to establish this official procedure for the amendment of previously awarded grants to change the scope of the grant award by modifying the terms to accomplish VLCF’s goal of implementing the original projects to the greatest extent possible enabling such projects to serve their purposes of the “protection or preservation of ecological, cultural or historical resources, lands for recreational purposes, and lands for threatened or endangered species, fish and wildlife habitat, natural areas, agricultural and forestal lands and open space.”

NOW THEREFORE BE IT RESOLVED, that the Board adopts the following policy and process if a grantee presents a change in scope to acquire less acreage for a previously awarded VLCF grant:

Adjustments to Project Acreage that Result in a Reduction of Acres Conserved

1. To adjust the acreage of a project to conserve less acreage than what was included in the grant agreement, the grantee must share with VLCF grant managers adequate information and a revised budget to justify and seek a change of scope. All requests for changes in scope must be submitted to the VLCF grant manager.
2. The Director of the Department of Conservation & Recreation, or their designee, may have the authority to review and approve any change in scope that is the greater of either 25 acres or less, or 10 percent or less than what was originally included in the grant agreement.
3. The Secretary of Natural and Historic Resources may have the authority to review and approve any change in scope that is the greater of more than 25 acres or more than 10 percent, but not more than 20 percent, of the acreage in the grant agreement.
4. Any change in scope that is both more than 25 acres and more than 20 percent of what was originally included in the grant agreement shall be heard by the VLCF Board.
5. A grantee may appeal the decision of the Director of the Department of Conservation & Recreation, or their designee, or the decision of the Secretary of Natural and Historic Resources to the VLCF Board. All decisions of the VLCF Board related to scope changes shall be final.
6. Any grantee desiring to appeal a scope change decision or requiring the review of the VLCF Board must submit all required materials no less than 45 days prior to the meeting of the VLCF Board. The VLCF Board has the discretion to schedule a meeting at the call of the chair to review scope change requests or appeals.

BE IT FURTHER RESOLVED, that:

1. Nothing in this Resolution shall be interpreted in any manner that is inconsistent with the Code of Virginia or established rules and regulations related to VLCF grants.
2. Scope adjustments may require modifications to the Grant Agreement and/or applicable VLCF Grant Manual for the amended project. Any such modifications to the terms of a Grant Agreement or Grant Manual shall be limited to only those necessary to carry out the purposes of this Resolution and all other terms shall remain unchanged.
3. Any modifications authorized by this Resolution shall be documented in a writing referencing this Resolution and signed by: (i) the VLCF grant awardee and (ii) either the Secretary of Natural and Historic Resources or the Director of the Virginia Department of Conservation & Recreation or their designee.

Adoption

The VLCF Board adopted this Resolution at its November 3, 2025, meeting at the Richmond Library. The Policy shall be included as Addendum B in the Board approved Bylaws.

The Policy shall remain in effect until rescinded by the Board or until nullified or altered by amendments to the *Code of Virginia*.

Summary of VLCF Resolution to Amend Grants			
Issue to be Addressed	Entity to Approve		
	Staff	SNHR	VLCF Board
Less Acreage	The greater of 0 to 10% or up to 25 acres	More than 10%, up to 20%, and more than 25 acres	More than 20% and more than 25 acres