



Chapter 20 Contract Amendments

All proposed subaward or contract changes must be submitted to CVAD for approval. A subrecipient's primary CVAD contact will review the requested changes to determine if the changes are allowable, and if they warrant a contract amendment. If CVAD approves the requested changes and it is determined that an amendment is necessary, then CVAD will issue an amendment. The amendment will be signed by CVAD and potentially by the subrecipient if deemed necessary. Amendments issued to correct the original agreement are usually not countersigned.

Program Scope

The subrecipient must obtain prior approval from CVAD for any change in scope of work. In order to significantly modify the programmatic goals or objectives of an original contract, new program narrative statements must be developed describing any changes in the following areas:

- Target population
- Service Area
- Project goals
- Objectives
- Project activities
- Collaborative activities
- Performance measures
- Staffing
- Service Area
- Project timelines or deadlines

For more information, please see [Chapter 19-Budget Revision and Grant Scope Requests](#)

Budget Amendments or Revisions

A budget amendment is necessary anytime the total federal or state funding source or amount of a grant or contract changes or if movement of funds between budget line items is greater than 10% of the total budget. The subrecipient must secure prior approval from CVAD for all contract budget amendments. The program's request must be accompanied by an amended detail, summary budget pages and any related documentation supporting the change.

Budget revisions are requested by outlining how much a grantee is asking to move, from what expense type (payroll, benefits, travel, communications, etc.) to what expense type, why the funds are available to move and how it will impact the goals or objectives outlined in the grant application (grant scope revision). A budget revision request should be submitted in the correspondence section of IowaGrants.gov or emailed to your primary CVAD contact.

Amendments to the budget are not automatic and are not guaranteed. Budget amendments will be considered on a case-by-case basis.

Refer to [Chapter 19. Grant Scope and/or Budget Modifications](#) for additional information.

Agency Name Change

A contract amendment is required to change the legal name of a subrecipient agency in the CVAD grant management system.

An agency name change request must be submitted to CVAD along with copies of the official documentation supporting the legal action. This legal action generally involves non-profit agencies and results in approval of the Amendment to the Charter on file with the Secretary of State. CVAD will in turn review the documentation and amend existing CVAD contracts to reflect the legal change.

[Revised Substitute W-9](#) and ACH (Automated Clearing House) forms must also be submitted to CVAD before the amendment can be processed.

The agency name change amendment must be approved by CVAD. The contract amendment document must be signed by the subrecipient and CVAD.

Contract/Project Period Change

CVAD will issue a contract amendment when the period of performance or the time frame for the grant award changes. In general, CVAD issues their contracts with multi-year award periods to match the multi-year competitive grant cycle. The contract budget period and period of performance; however, are always for one year, normally October to September. At the end of each budget or period of performance year, CVAD will issue an amendment to the original contract, unless it's the last year of the award period. This amendment will change the budget period and the period of performance, update the funding amount and match and provide for any other changes to the original contract. This amendment must be signed by CVAD and the subrecipient's authorized official before any expenditures will be reimbursed.

CVAD does not accept requests from subrecipients to extend the end date of the budget period or period of performance or award period.

CVAD will make exceptions to these procedures only in extenuating circumstances and on a case-by-case basis.

