



IOWA DEPARTMENT OF JUSTICE

**ATTORNEY GENERAL
BRENNA BIRD**

Chapter 20 Contract Amendments

All proposed subaward or contract changes must be submitted for approval through Victim Assistance's grant management system, Grants for Victim Services, otherwise known as GVS.

All requested changes are reviewed by a grant coordinator with final approval by the grant administrator.

The following require signed amendments. For more information, please see [Chapter 19-Budget Revision and Grant Scope Requests](#)

Scope of Work changes:

The subrecipient must obtain prior approval from Victim Assistance for changes in the implementation of the project which significantly changes the target population, goals, service area, or project activities .

Budget or Funding changes:

Victim Assistance will amend subawards if the award amount or the funding sources change during the contract period. Budget revisions do not require contract amendments. Grantees are allowed to overspend a budget category by up to 10% without a budget revision.

Project Director changes:

Victim Assistance will amend subawards if the project director assigned to a project changes during the contract period.

Project Period changes:

In general subawards are issued for one year - from October to September. If Victim Assistance determines the period of performance should be changed, the grant administrator will issue an amendment updating the effective award dates.

Agency Name change:

An agency name change request must be submitted to the grant coordinator assigned to your agency 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. Victim Assistance will review the documentation submitted and amend current subawards to reflect the legal change.

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

