



Grant Scope Change

Scope of Work Changes: If it is necessary to change the approved scope of work or goals and objectives of the project, it is important to speak with your CVAD grant manager as soon as possible. Subrecipients must have prior approval before changing the scope of work.

Scope of work changes are required in order to significantly modify the programmatic goals, objectives, staffing and activities. New program narrative statements must be developed describing changes in any of the following areas:

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

How to request a scope of work change: Prior approval means before it happens. Unfortunately, subrecipients are not always aware of changes that need to be made until the changes need to be made. It is important to review budgets, staffing, goals and objectives frequently and anticipate changes which will require a scope of work change.

Scope of work changes must be requested by submitting the request in Iowa GVS; however, it is important to talk to your CVAD grant manager prior to submitting a request. [Here are the instructions.](#)

When grantees request an amendment or a revision to their grants, they must initiate an amendment or revision by navigating to Status Options and selecting **Initiate Amendment/Revision**. **Claims must be in either paid or cancelled status prior to initiating a request.**

Once the grantee initiates an amendment or a revision, they will receive this message:

Please complete the 'Amendment/Revision Request' form. Upon completion don't forget to submit your amendment/revision request by selecting the 'Submit Amendment/Revision' status option in the left hand navigation.

Grantee clicks on **Amendment Request** in the navigation panel under Amendments/Revisions. If there are multiple amendments, another navigation panel will open and the grantee selects the one in process.

On the Amendment Request page, the grantee selects can select **one or more** of the following:

Scope of Work – Grantees will answer two questions: What is the Scope of Work change? This is the requested SOW, which will be different from what is in the application. And Why is the Scope of Work changing? This a justification as to why the grantee needs to change their SOW.

Cancel or Submit: The grantee can cancel the amendment request at any time. The grantee can submit the amendment by clicking on the **Submit Amendment/Revision Request** on the navigation panel. This will forward the request to the assigned grant manager for review. If the grant manager needs additional information she will contact the the grantee.

Scope of work requests must include a detailed justification so it is clear why the scope of work changes are necessary. Justifications help CVAD determine if the request is appropriate and if the changes will impact the approved goals/objectives. It is possible a scope of work change will require a revision of a program's goals/objectives and/or the program budget.

Please note the scope of work change request may be denied if the requested position, activities, or costs are not allowable or are unreasonable. The funded program should submit a scope of work change request and await approval, prior to hiring staff, or incurring any expenses associated with the change. Failure to do so may result in an expense not being reimbursed.

The scope of work change request will be reviewed within 10 business days and the subrecipient will be notified regarding approval or denial.

Scope of work change requests will not be accepted within the last 30 days of the grant contract period, except in extenuating circumstances as determined by the VSS Grant Administrator.

