



IOWA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

Attorney General Tom Miller

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 in writing and submitted to the program's CVAD grant manager.

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. The scope of work change request is to be submitted to the subrecipient's primary contact either through email or via the correspondence section of IowaGrants.gov.

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.

