

Section 7.2.5: Change in Scope of Award

PURPOSE AND POLICY

Each agency should establish and follow a standard process for the various grant adjustments. A subgrantee may make minor changes in methodology, approach, or other aspects of the subgrant to expedite achievement of the subgrant's objectives. Changes in scope, activities, or other significant areas are changes that require prior approval from the grantor through an approved subgrant modification or amendment. These changes specifically include:

- Altering programmatic activities;
- Affecting the purpose of the project;
- Changing the project site;
- Change in organization with primary responsibility for implementation of the subgrant; and,
- Contracting out, subgranting, or otherwise obtaining the services of a third party to perform activities that are central to the purpose of the award.

The Office of Grants and Federal Resources (GFR) recommends that grant adjustments are processed via the eCivis Subrecipient Manager (SRM).

PROCEDURE

1. Submit grant adjustment request

The subgrantee submits a request for a grant adjustment in writing to the grant program manager, preferably through the eCivis Subrecipient Manager (SRM). The request should include all pertinent information the grantor requires to render a decision.

2. Review the grant adjustment request

The grant program manager reviews the grant adjustment request to determine if the requested change is allowable under the grant terms and conditions, is necessary and reasonable, is consistent with the goals and objectives of the grant and complies with any applicable state and federal policies and regulations. [Uniform Guidance §200.308](#) (Revision of budget and program plans) is the federal regulation governing change of program scope in federally funded grant programs. Grant program managers should consult with their agency leadership and follow internal policies regarding modification or amendment requests.

If a change is needed, the grant program manager asks the subgrantee, in writing, to make the changes and resubmit the request.

If the request is put on hold (e.g., to allow the grant program manager to gather additional details from the subgrantee), the grant program manager must inform the subgrantee of the reason why it is being put on hold.

3. **Approve or deny the grant adjustment request and notify grantee**

If the grant program manager denies the modification or amendment request, the grants program manager will notify the subgrantee in writing.

Once the modification or amendment is approved, the grants program manager will notify the subgrantee in writing. Again, the preferred method of handling these modifications and amendments is through the eCivis SRM.

4. **Record of the grant adjustment disposition**

Once the modification or amendment has been approved (or denied), the grants program manager records the change in the award file, preferably via the eCivis SRM.