

## **Highly Rural Transportation Grant**

### **Suggestions for a Change of Scope Request**

#### **General Guidance**

#### **Background**

If a program is interested in making changes to their program that differ from what is stated in their original application, a Change of Scope request must be submitted by the HRTG funded program to HRTG National Program Office. Proposed reductions in service are not acceptable rationale for a change in scope. Please note, that a proposed Change of Scope reviewed by the HRTG National Program Office will consider whether the grant application would have scored as well in the year it was funded if the proposed Change of Scope is approved.

#### **Examples of modifications that require a Change of Scope Request Include**

- Changes in services provided.
- Changes in staffing. (resume required)
- Changes in program goals and objectives.
- Changes in population served.
- Change in county service area.

#### **Flow of Change of Scope Request**

Once a Change of Scope request is received by the HRTG National Program Office;

Depending on the scope of the request, it may take some time to review the change and how it reflects the entire grant application.

The HRTG National Program Office will provide its response in writing to the HRTG Grant Recipient.

#### **Suggested Outline for Requested Change of Scope**

1. Describe the proposed Change of Scope (be sure to identify the project number and program name).
2. Provide the justification for the change and any data that you have to support your justification.
3. Describe the proposed plans for change and the any applicable timeline.
4. If there is going to be changes in cost as a result of the proposed change in scope this should also be noted.

5. Be sure to include the name and number of a contact person regarding any questions about the proposed change.
6. Change of Scope requests should be on the original grantee organization letterhead and can be e-mailed to the HRTG National Program Office.