



Suggestions for a Change of Scope Request

Highly Rural Transportation Grant (HRTG)



A Change of Scope request must be submitted if making changes to a HRTG program that differs from the original application.

General Guidance

Background

If a non-federal entity 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.
- Changes 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 (identify the project number and program name).
2. Provide the justification for the change and any data you have to support your justification.
3. Describe the proposed plans for change and the applicable timeline.
4. Note any changes in cost as a result of the proposed change in scope.
5. Include the name and number of a contact person regarding any questions about the proposed change.
6. Request the Change of Scope on the original grantee organization letterhead. The request can be e-mailed to the HRTG National Program Office.