

REQUEST TO CHANGE SCOPE OF PROJECT

When is a formal request required?

When the grantee wants or needs to change the scope of the project – i.e. modify project goals, methods, or other significant changes to the approved project plan.

What is the maximum extension allowed?

An extension of up to 10 months from the original deadline for funds to be expended is permitted. For projects having a date of September 30 as the deadline for all funds to be expended, the maximum extension allowed is through July 31 of the following year.

What should the request include?

A complete request includes the following three items:

- 1) The project title
- 2) Description of the revised scope or objectives of the award
- 3) Authorized signature of project coordinator or grantee

Where do I send the request?

E-mail to the Specialty Crop Block Grant Program Administrator:
Eric Boyington
Eric.Boyington@agri.idaho.gov
(208) 332-8537

When is the change of scope final?

The change must be approved in writing by the ISDA Specialty Crop Grant Administrator. Depending on the nature and size of the change, the request may also be routed through fiscal, legal, admin, and/or USDA before becoming final. This process may take as long as two weeks, and the change is not final until confirmed in writing by the ISDA Specialty Crop Grant Administrator.