

Grantee Instructions:

- Enter the Grant Program, Grantee Name, Purchase Order ID, Revision Number and Submission Date into the corresponding fields.
- Enter the scope change information in the corresponding areas. The current scope should be the current language in the contract and the revised scope should be the desired changes to the language in the contract.
- Enter any additional details or explanations in the notes field below.
- Submit the scope change template to the ECD Grant Program Director or Manager.

Program Manager Instructions:

- Review the submitted contract scope change and sign next to “ECD Approval Signature” to approve.
- Send the completed scope change form to the ECD Contracts Coordinator for scope change.

Notes:

Scope Change

Grant Program:

Grantee Name:

Purchase Order ID:

Revision Number:

Submission Date:

Current Contract Scope	Revised Contract Scope

ECD Approval Signature: