Use this worksheet to help identify elements for clinic closures, new clinics or other programmatic changes which may require a request for a Change in Scope to the current Title X family planning project. All changes in scope must be approved by the OASH Office of Grants Management. Please consult your Federal Project Officer for guidance when considering and/or requesting a change in scope.

1. Grantee and Service Site Requesting Change:
2. Change requested:

Clinic site addition(s) \_\_\_\_ Clinic site closure(s) \_\_\_\_

1. Description of the geographic area and population served which is affected by the change in scope:

1. Description of the need for proposed change in services:

* How was the need for change determined
* How will the addition/deletion of clinics address overall need for FP services in the service area\

1. Proposed change in service(s), including days/hours of clinic operation:
2. The budgetary implications of the change, i.e., the amount, budget line or category where funds are transferred to/from, and other budgetary elements impacted by the proposed change.: :
3. Evidence that the replacement organization has experience in providing clinical health services, specifically family planning services, if applicable:

1. If opening a clinic site(s), indicate the number of unduplicated clients, males, and females, expected to be served at the new clinic site(s). If closing a clinic site(s), indicate how many clients are expected to be displaced from the closure of the clinic site(s):
2. If closing a site(s), how and when will clients be notified that the site(s) is closing? Document plans (e.g., medical records) to continue to serve clients displaced by closing the site in order to minimize the impact on the clients: (N/A if adding clinic sites.)
3. What provisions were implemented to ensure that the clients do not lose access to care?
4. Explanation of the mechanism used to bring the new sites into the existing grantee network, e.g., was there a competitive process, expanding existing site, etc.: (N/A if closing a clinic site.)