



1.4.9 CHANGES IN SERVICE SITE INFORMATION OR SERVICES PROVIDED

POLICY:

ND FPP must provide notice to the Office of Population Affairs (OPA) of any deletions, additions, or changes to the name, location, street address and email, services provided on-site and contact information for Title X recipients and service sites. Changes must be entered into the database within 30 days from the official OPA/GAM prior approval for changes in project scope, including clinic closures. (PA-FPH-22-001 NOFO, FY 22 Notice of Award Special Terms and Requirements)

Subrecipients must notify the ND FPP state office in writing (e-mail is acceptable) of any change in service site information or services provided to their family planning program.

PROCEDURE:

Change in scope occurs when the recipient proposes changes to project's objectives, aims, or purposes identified in the approved application, such as changing the service area; applying a new technology; adding or eliminating a service delivery site; or making budget changes that cause a project to change substantially from what was originally approved.

Examples of changes to the ND FPP service site information or services provided are:

- Change in service site hours
- Change in service site location
- Closure or addition of service site
- Change in service site staff, such as director or clinicians
- Discontinuation of the family planning program
- Significant change in services provided (e.g., offering vaginal ring rather than implant)

The [Title X Family Planning Change in Scope Worksheet](#) helps 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. Subrecipients must complete the change in scope worksheet and submit to the state office. The state office will notify OPA and OGM of the closure or addition of service sites.

If the contract for the family planning program is terminated, the ND FPP state office and the subrecipient shall negotiate a plan for:

- Notification of clients and options for continued care
- Disposition and protection of but not limited to financial and medical records, supplies or equipment



RESOURCES:

Title X Program Handbook

<https://opa.hhs.gov/sites/default/files/2025-03/title-x-program-handbook-dec-2024.pdf>

RHNTC Onboarding New Title X-funded Agencies: A Toolkit for Grantees

[Onboarding New Title X-Funded Agencies: A Toolkit for Grantees | Reproductive Health National Training Center](#)

RHNTC Closeout Toolkit for Title X Clinics

[Closeout Toolkit for Title X Clinics | Reproductive Health National Training Center](#)

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