

## Change of Scope/Site Requests

Any significant alteration in an awarded grant requires a change of scope which must be approved in writing by the GPD National Program Office before it can be implemented. Proposed reductions in service are not acceptable rationale for a change in scope. Please note, the GPD National Program Office will also consider whether the grant application would have scored as well in the year it was funded if the proposed change of scope is approved.

A change of site is a request to provide services described in the grant application at a different or additional location. Changes of site follow the change of scope approval process. If a site change is approved by the GPD National Program Office, the new site must pass GPD inspection by the local VAMC prior to placement of Veterans.

Changes of scope must be submitted to the GPD National Program Office (through [GPDGrants@va.gov](mailto:GPDGrants@va.gov)) by the grantee with the liaison's approval, or by the liaison and/or NHC directly. Changes of scope should be discussed with the GPD liaison and the VAMC prior to submission to the GPD National Program Office.

Examples of modifications that require a change of scope request:

- Changes in services provided
- Changes in staffing (including credentialing or educational requirements)
- Changes in admission or discharge criteria
- Changes in population served

One of the most common change of scope request received asks to alter staffing. A best practice for this type of request is for the grantee to use Track Changes on the staffing table originally submitted with the initial grant application. Please see this example:

Job Title	Brief Description of responsibilities (1 to 2 sentences)	Education level	Hours per week allocated to GPD project	Amount of annual salary allocated to the GPD project
<u>Veterans Services Supervisor</u>	<ul style="list-style-type: none"> <li>• Supervision Support</li> <li>• ISP file reviews</li> <li>• Coaching</li> </ul>	Bachelor's Degree with one year working with homeless populations / three years' experience with one year being a case manager.	10	11,250
<u>Residential Advocate</u>	<ul style="list-style-type: none"> <li>• Program support</li> <li>• Milieu management</li> <li>• Basic needs advocacy</li> </ul>	High School Diploma / Bachelor's Degree	160	150,393
<u>Case manager</u>	<ul style="list-style-type: none"> <li>• Housing search and rapid placement</li> <li>• Barrier mitigation</li> <li>• Goal setting and planning</li> <li>• <del>service navigation</del></li> <li>• <del>Appointment accompaniment</del></li> </ul>	Bachelor's Degree/Three Years Case Management Experience	60 80	<del>62,902</del> 83,869
<u>Peer support specialist</u>	<ul style="list-style-type: none"> <li>• <del>Resource and service navigation</del></li> <li>• <del>Appointment accompaniment</del></li> </ul>	Peer Support Specialist Certificate	40	<del>29,123</del>
<u>Employment specialist</u>	<ul style="list-style-type: none"> <li>• Direct job placement</li> <li>• Resume building and interview skill building</li> </ul>	Bachelor's Degree	32	25,280
<u>Program manager</u>	<ul style="list-style-type: none"> <li>• Program oversight</li> <li>• Staff supervision</li> <li>• Community engagement</li> </ul>	Bachelor's Degree / Master's Degree	20	29,925
<u>Custodian</u>	<ul style="list-style-type: none"> <li>• Basic cleaning and facility maintenance</li> </ul>	High School Diploma	20	17,455
<u>Wellness and Peer Support Access Specialist</u>	<ul style="list-style-type: none"> <li>• Recovery support groups</li> <li>• Service brokerage</li> <li>• Resource and Service Navigation</li> <li>• Appointment Accompaniment</li> </ul>	CADC / QMHA / QHMP Peer Support Specialist Certificate	<del>16</del> 40	<del>17,235</del> 43,087

Figure 1: Change of scope staffing table example

Short, 15-minute recorded presentations for grantees and liaisons on changes of scope are available. GPD liaisons should refer to the internal-to-VA SharePoint. Grantees may view the change of scope recorded presentation from the February 9, 2021, operational webinar, available on the GPD Provider website.

### **Award Period & Option Years**

The award period is stated in the grant agreement. In general, PDO awards are for one year, but have subsequent “option years” that may allow for the grant to be authorized for up to two additional years. SN grants are three-year grants with no option years. TIP grants are three-year awards with no option years.

As of FY 2023

- PDO awards are in the second option year,
- SN grants are in the second-of-three year, and
- TIP grants are in the third-of-three year.

### **Flexing of Beds between Models (PDO Only)**

PDO grantees with multiple bed models are allowed, without a change of scope, to flex beds between the grantee’s models under the same VAMC catchment area.

As stipulated in the PDO NOFO, this flex may be up to five beds per grant award (*i.e.*, five beds per FAIN). Successful applicants who seek a greater number of flex beds than what is allowed must receive prior written approval from the GPD National Program Office.

### **Homeless Management Information System (HMIS)**

HMIS is a locally administered web-based data system used to record and analyze both program and client information at the local Continuum of Care level. It is used by federal partners, including VA, to measure project performance and participate in benchmarking of the national effort to end homelessness. Currently, using HMIS is optional for GPD grantees, but highly encouraged.

The applicable fees associated with HMIS are eligible costs for GPD awards. In 2021, P.L. 116-315 stipulated that GPD grantees may be reimbursed for reasonable amounts of HMIS-associated costs under certain conditions. GPD sets the limit for this amount at \$10,000 per grant. For many grantees, HMIS-associated costs can be calculated within the per diem rate limits. For others, whose necessary and reasonable HMIS-associated whose costs exceed the per diem rate limit in effect at the time, an amount that does not exceed \$10,000 per grant may be requested beyond the per diem limit.

More information about HMIS is available on the GPD Provider website.

### **Veterans with Minor Dependents**

In 2021, P.L. 116-315 authorized GPD PDO and TIP grantees to receive per diem payments for Veterans with the care of minor dependents. Grantees interested in applying for per diem payments to serve Veterans with minors must complete a special change of scope package. All information about this process and its associated documents are available on the GPD Provider website. SN grant recipients are not eligible to apply to serve Veterans with minors through this change of scope process.