**VA Grant and Per Diem (GPD)**
**Amendment to Grant Award—Change of Scope (COS) Checklist**

**Grantee instructions**: Please complete this tool and **after discussing your request with your GPD liaison,** please submit it and your signed COS request to our office (GPDGrants@va.gov). The GPD national program office reviews and responds to requests generally within 30 days. [Although the GPD national program office reviews amendments to grant applications (like changes of scope and site), the VAMC team is responsible for direct grant oversight and inspections](https://www.va.gov/vhapublications/ViewPublication.asp?pub_ID=9100).

More detail about changes of scope may be found in the [grant recipient guide](https://www.va.gov/HOMELESS/docs/GPD/providers/Recipient_Guide_Transitional_Housing.pdf), as well as on the [GPD provider webpage](https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp#trainings).

**Federal Award Identification Number (FAIN):** Click or tap here to enter text**.**

1. **Grantee’s legal name:** Click or tap here to enter text**.**
2. **Name of the VAMC liaison:** Click or tap here to enter text**.**
3. Is this COS temporary:[ ]  Yes [ ]  No
	1. If yes, when it is anticipated the change will no longer be required: **Click or tap here to enter text.**
4. Does this COS involve or affect a GPD capital grant?[ ]  Yes [ ]  No
	1. If yes, what is the capital grant FAIN: **Click or tap here to enter text.**
5. The COS request is signed by program leaders and on letterhead**:** [ ]  Yes [ ]  No
6. If this COS request involves changing staffing levels or credentials, a revised copy of the original staffing table showing changes/reductions in red and additions in green is included (i.e., the original staffing table is presented using Track Changes):[ ]  Yes [ ]  No
7. The COS request includes verbatim the original language in from the grant application and compares it directly to the proposed change:[ ]  Yes [ ]  No
8. Grantees: I have reviewed this COS proposal with my GPD liaison**:** [ ]  Yes [ ]  No
9. Grantees: I have not implemented this proposed change without first receiving GPD program office approval: [ ]  Yes [ ]  No
	1. If no, please detail why this change was implemented without prior approval: **Click or tap here to enter text.**
10. **Is there any additional information relevant to this request:** Click or tap here to enter text**.**