Grant and Per Diem (GPD) Operational Conference Call

December 11, 2018
Introduction

› The call today is being lectured for the benefit of all participants

› You can participate in today’s call via Adobe Connect
  - Chat box available for questions comments

› Slides also available on GPD Provider website
  - [https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp](https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp)
Agenda

› Announcements
› Office of Business Oversight – Omar Ochoa
› Change of Scope/Change of Site
Announcements

› Per diem rate increase information is posted on the GPD Provider website
  - Forms and instructions also on the website
  - Increases must be requested and approved by our office
  - Effective date of increase is noted on the Per Diem Action Sheet that is sent to your organization and the GPD Liaison once approved

› GPD Case Management NOFA in concurrence
  - Late January-February 2019 timeline for publication
Office of Business Oversight

› The upcoming SF-425 training Wednesday December 12, from 10-12 pm and 2-4 pm
› Allowable and unallowable cost training within the next few months
› Suggestions about topics for our audit group email GPDfiscal@va.gov
› Upcoming GPD reviews
Change of Scope/Change of Site

› Modifications in what was awarded in the original grant application require prior approval from the GPD National Program Office before changes made

› Change of Scope- programmatic changes from the original grant application
  - Types of services being offered
  - Frequency of services being offered
  - Staffing changes
    › Number and type of staff
    › Education/credentialing expected of staff
    › Hours devoted to project
Change of Scope/Change of Site

› Change of Site – Location where services are being provided are different than those noted in the grant application
  - Moving site
  - Additional locations for service
  - Changes of sites that are approved are contingent upon passing an inspection

› New sites should be comparable or better than current location
Change of Scope/Change of Site - Process

› Prior to submitting any proposed changes discuss with GPD liaison for input

› Write up your proposed change of scope/site on agency letterhead
  - Note current state, proposed change, rationale for change
  - How your change will ensure the same level/comparable level of service (or setting for site change)
  - If there is a site change proposed what is the timeline
  - Support for GPD liaison/VAMC
    › **Note:** Support from GPD liaison/VAMC does not constitute approval
Change of Scope/Change of Site - Process

› Change of Scope/Site sent via email to GPDgrants@va.gov

› Requests to GPD National Program Office are reviewed weekly

› Written responses/disposition of requests are completed within 30 days
  - Additional information may be requested

› Requests and written responses are part of the grant record
Change of Scope/Change of Site - Tips

› Be sure what is in your grant application
  - At times staff responsible for implementing the grant are not aware of what the organization has committed

› If your organization originally received a capital grant from GPD moving to a new location may be difficult
  - Consult the GPD Office prior to submitting a proposed change for clarification

› Build in the time it takes for the change of scope process when submitting changes
Change of Scope- Tips

› Don’t make changes prior to approval
  – Could result in the corrective action process if change not approved

› Do not try to re-write your grant

› Think about re-structuring versus reducing services
Questions