Supportive Services for Veteran Families (SSVF)

Companion Guide for Requests for Program Changes-FY24 Quarter 2

Introduction

All requests for program changes must be submitted to the SSVF Program Office by the Grantee via the UDPAAS grants management system. Grantees complete a standardized form for the request and supportive documentation (if required). This Companion Guide provides an overview of this process and submission deadlines, defines the various types of program changes, and provides instructions for completing the online form.

Definitions of Program Changes Types

Grantees may submit requests for changes to their existing grant agreement for the following items:

- o Change in geographic area served
    - • If you have added a service area during FY24 (fiscal year not budget cycle) that was not approved during resolution you will submit this as a change request.
- o Addition or termination of a subcontractor
    - • Subcontractors added not approved on FY24 Budget
    - • Subcontractors terminated during FY24

    *Note: Budget Modifications to the FY24 budget will not be available as a program change type during this cycle. As budgets are still being approved, any changes needed prior to the next formal program change process can be done through pre-approval by your Regional Coordinator.

Change Request Process

The Grantee begins the request process by going into their FY24 Grant under "My SSVF Grants" section of UDPaaS. Once opening, grantee will scroll down and select "Request Activity Tab". Grantee will open the "SSVF Program Change" button within this section of their program's UDPAAS account located at https://hmlsgrants-va.mod.udpaas.com/.

Based on the changes selected within the online form, certain supportive materials will be needed for the Program Office to process the request (described below). Grantee can save draft while working on the Program Change prior to submission.

Required Materials for Submissions

All Program Change requests submitted to the SSVF Program Office must contain the following supportive forms/documents:

- o Completed Program Change requirement form within the grants management system.
- o Supportive documents to justify the change request
    - o Letter of Termination with a removed subcontractor.
    - o Email of pre-approved Program Change

Timeline for Submissions

Requirement will be published **on March 4, 2024 and close for submissions on April 5, 2024.**