

Supportive Services for Veteran Families (SSVF)

Companion Guide for Requests for Program Changes-FY20 FINAL

Introduction

This SSVF Program Change request is being published by the SSVF Program Office so grantees may align their FY20 approved budgets to the program concept and changes made while operating under their approved CARES budgets. In addition, grantees may request anticipated changes for operating year FY21, as you are using FY20 funds at least for part of the first quarter of FY21.

All requests for program changes must be submitted to the SSVF Program Office by the Grantee via the GIFTS 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:

- Change in geographic area served
 - If you have added a service area during FY20 that was not approved during resolution you will submit this as a change request.
- Addition or termination of a subcontractor
 - Subcontractors added not approved on FY20 Budget
 - Subcontractors terminated during FY20
 - Anticipated addition of NEW subcontractor for FY21 operations (as of 10/01/2020) but will be using FY20 funds
- Addition of new budgeted line items.
 - Any line items that you added on your CARES Budget that you will carry over onto your FY20 budget should be reflected here. This includes NEW personnel positions, which do NOT have a budget line.
 - Anticipated NEW positions for FY21 operations (as of 10/01/2020) but will be using FY20 funds
 - New Other than personal line items
 - New Admin Costs

Change Request Process

The Grantee begins the request process by opening the “SSVF Program Change-FY20 FINAL” requirement form within the grantee portal of their program’s GIFTS account located at http://www.grantrequest.com/SID_2115.

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).

Required Materials for Submissions

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

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

Timeline for Submissions

Requirements are **DUE NO LATER THAN 10/13/2020.**