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Next Review	1 year after approval

Owner	Matthew Yascolt: Director of Substance Use Disorder
Policy Area	Substance Use Disorders
Applicability	Detroit Wayne Integrated Health Network

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Substance Use Disorder Financial Reallocation or Additional Funding Management

PROCEDURE PURPOSE

This Standard Operating Procedure (SOP) outlines the process that service providers, vendors, or contractors must follow to request additional funds for their programs after initial contracts and Statements of Work (SOWs) have been issued. This procedure ensures a consistent, transparent, and equitable review process for all funding requests.

EXPECTED OUTCOME

Optimal grant utilization at high quality service providers for optimal community outcomes through the decisions of a committee ensuring a consistent, transparent, and equitable review processes.

PROCEDURE

1. Request Submission:All requests for additional funding must be submitted using the designated Smartsheet Forum link: https://app.smartsheet.com/b/form/7340014da5814e70a6be64d949062f23
   Providers are responsible for ensuring all required fields in the Smartsheet Forum are

completed accurately and with sufficient detail to support their request. This includes, but is not limited to:

a. Provider Name and Contact Information.
b. Original PO or Blanket Order Number(s).
c. Program Name(s) for which additional funding is being requested.
d. Detailed justification for the additional funding request, including specific needs, increased service volume, unforeseen circumstances, etc.
e. Clear breakdown of the requested funds and how they will be utilized.
f. Supporting documentation (e.g., data, reports, revised budget projections) as applicable.

2. Committee Review:
Upon submission of the Smartsheet Forum, the funding request will be routed to a designated committee comprised of Detroit Wayne Integrated Health Network (DWIHN) employees and stakeholders. The committee will convene once per month to review all funding requests received since the previous meeting.The committee will evaluate each application based on factors such as:

a. Clarity and completeness of the request.
b. Justification provided for the additional funding need.
c. Alignment with the overall goals and priorities of DWIHN.
d. Availability of funds.
e. Impact of the additional funding on program outcomes and service delivery.
f. Past performance of the provider.

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3. Voting and Decision:
Following the review of each application, voting members of the committee will vote on whether to approve or deny the additional funding request. The decision will be based on a majority vote of the voting members present.

4. Notification of Outcome:
The applicant will be notified of the committee's decision via a formal letter (attached, ensure proper letterhead is used) from the Substance Use Department (SUD) Department Program Manager. (i.e. Prevention by Prevention Specialist, State Opioid Response by State Opioid Response Grant Coordinator, Specialty Grant by Grant Coordinator).

a. The notification letter will clearly state whether the additional funding request has been approved or denied.
b. If approved, the letter will outline the approved funding amount and any associated conditions or requirements, and will be followed by an updated statement of work and contract as necessary.
c. If denied, the letter will provide a brief explanation for the denial.

5. Important Considerations:

a. Timeliness: Providers should submit their funding requests well in advance of when the additional funds are needed, keeping in mind the monthly meeting schedule of

the review committee.

b. Completeness: Incomplete applications may be delayed or denied. Providers are encouraged to provide thorough and accurate information.

c. Justification: The justification for additional funding must be clear, specific, and compelling. General or vague requests are less likely to be approved.

d. No Guarantee: Submission of a funding request does not guarantee approval. The committee's decision is final.

e. Communication: Providers should direct any questions regarding this process to the SUD Director or their designee.

Responsibilities:

1. Service Provider Vendors/Contractors: Responsible for adhering to this SOP, completing the Smartsheet Forum accurately and completely, and providing necessary supporting documentation.
2. Review Committee: Responsible for reviewing funding requests in a timely and equitable manner, evaluating applications based on established criteria, and making informed decisions.
3. The DWIHN SUD Department is responsible for maintaining the Smartsheet Forum, coordinating the committee review process, and ensuring timely notification of decisions.
4. The DWIHN SUD Department is responsible for issuing the official notification letters to applicants.
5. Review and Updates:
   This SOP will be reviewed and updated periodically, or as needed, to ensure its continued effectiveness.
   By adhering to this SOP, we can ensure a fair and efficient process for addressing service provider vendor or contractor requests for additional program funding.

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MONITORING STEPS

Who monitors this procedure:	SUD Provider Liaison and SUD Grant Manager
Department:	SUD
Frequency of monitoring:	Monthly
Reporting provided to:	SUD Director
Comments: *Include hyperlink or reference to the overarching policy*	

Attachments

Approval Letter Template (1).docx

Denial Letter Template (1).docx

Approval Signatures

Step Description	Approver	Date
Clinical Officer Review	Stacey Sharp: Associate Vice President of Clinical Operatio	Pending
Unit Review and Approval	Matthew Yascolt: Director of Substance Use Disorder	06/2026

Applicability

Detroit Wayne Integrated Health Network

Standards

No standards are associated with this document

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