

## Conference Minutes

**New Capital Grant Awardees January 18, 2012 @ 1 p.m. Eastern  
1-800-767-1750 Access code: 58099**

### I. Announcements

- A. Project Development Quarterly Reports were due January 6, 2012.
  
- B. Introduction to Trauma and PTSD: January 26, 2012 at 2:00 pm, Eastern Time.  
Power Point slides are available:  
[http://www.va.gov/HOMELESS/GPD\\_Staff\\_Dev\\_Training.asp](http://www.va.gov/HOMELESS/GPD_Staff_Dev_Training.asp)  
  
1-800-767-1750, access code: 17663
  
- C. Capital Grants awarded in 2010 that have not established site control will need to submit a letter to the GPD Program office requesting an extension. Please include circumstance as to why site control has not been established and action plan.
  
- D. As of October 1, 2011, all operational GPD providers will submit monthly per diem invoices through the Vendor Inquiry System (VIS). There are 2 websites you can visit for additional information:  
<http://www.va.gov/HOMELESS/VIS.asp> and <https://www.vis.fsc.va.gov>

### II. Reminders

- A. GPD New Capital Grant Awardees Call is the third Wednesday of every month at 1 pm Eastern. Call in number is 1-800-767-1750; access code 58099.
  
- B. Agenda items for future calls may be sent to [Susan.Langer@va.gov](mailto:Susan.Langer@va.gov) and [Michelle.Lewis1@va.gov](mailto:Michelle.Lewis1@va.gov)
  
- C. Notify the GPD Program Office in writing when projects are within 90 days of completion to request that a GPD liaison be officially assigned to the project. Your liaison will facilitate the initial inspection by the local VA medical center.
  
- D. Complete the Per Diem Request Form located on the GPD Provider website and send to the GPD Program office.
  
- E. All correspondence, forms, and emails should contain your project number and the official name of your agency/organization.

### III. Agenda

- A. **Capital Payments-** Requests for payments are sent via email, fax or mail. The agency must enter the request in HHS Division of Payment Management System at the same time as submitting the required documentation. Before you can draw down funds you have to establish an account with HHS. In order to establish an account, you would submit an SF 1199 Direct Deposit Form and the HHS DPM Financial Contract Form. These are both available on the Providers Website. [http://www.va.gov/HOMELESS/GPD\\_ProviderWebsite.asp](http://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp) HHS requires the original SF 1199 without any markups or whiteout being used. Once we receive both forms, we send them to the Division of Payment Management. It can take 6-8 weeks for an account to be established. HHS will send you an email letting you know that their account has been established at which time we would load the funds. Once we load the funds the agency will be able to request payments.

**Here is a list of web pages that you may find helpful:**

GPD Website: <http://www.va.gov/HOMELESS/GPD.asp>

GPD Provider Site: [http://www.va.gov/HOMELESS/GPD\\_ProviderWebsite.asp](http://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp)

**Our next conference call will be February 15, 2012 @ 1pm Eastern.**