GPD: Electronic Grants Management System (eGMS)

How-To: Add or Update Grant Contacts

GPD Provider Website

Step 1: Log into your Account

Access eGMS: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp Enter your email address and password then select the Log In button:

VHA GRANTS		
Login		Welcome to VHA Grant Programs Portal
		Welcome to the Department of Veterans Affairs grants management portal for
🐱 Email		VHA's Homeless and Office of Mental Health and Suicide Prevention Grant Programs. This portal supports a variety of grant functions associated with the
		Supportive Services for Veteran Families (SSVF), Grant and Per Diem (GPD), and
Password		SSG Fox Suicide Prevention Grant Programs (SSG Fox SPGP) Programs.
Lo	og In	Note: After 5 unsuccessful log-in attempts you will be locked out of the system.
	Forgot Password?	For technical questions or issues, please contact SSVF@va.gov,
Learn more about our	New to the System?	GPDgrants@va.gov or VASSGFoxGrants@va.gov or LSVGrants@va.gov for
Privacy & Security policies	Register	

Step 2: Select Grant and Per Diem Program to access grant records

Welcome to the VHA Grant Programs Portal

Please click on the Organization Profile shortcut below to complete your organization information before starting an application. **Organization and Contact Profile Organization Profile** User Profile **Change Password Applications and Grants** Click any of the program shortcuts to open their corresponding pages. Grant and Per Diem Supportive Services for Staff Sergeant Parker Legal Services for Program Veteran Families Gordon Fox Suicide Homeless or At-Risk **Prevention Grants** Veterans Grants (SSVF Grants) (SPGP Grants) (LSV Grants)

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Applications and active grant records are under My GPD Applications & Grants

• Select the grant record(s) here to open it and thus, add/ edit Grant Contacts for each grant.

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	My	GPD Applications &	Grants				+
DR/	\FT	(11) ≡SUBMITTED (1) EAPPROVED (8)	≡ CLOSED (0)			
e	•					×Q	1-8 of 8 < >
	#	Program \$	Туре 🗘	FAIN/Grant ID	Organization Name	Status	Created Date \$
	1	Grant and Per Diem	Per Diem Only	TEST234-3305-402-PD-24	GPD TESTING, INC	Approved	10/27/2022 07:57
	2	Grant and Per Diem	Capital Grant	TEST234-2494-402-CG-22	GPD TESTING, INC	Approved	05/03/2021 16:01

Step 4: Select Grant Contacts within the grant record

- 1) Upon opening the grant record, locate the Grant Contacts tab
- 2) Look for the individual in the Find Contact list and select their Role, then select the Add Contact button to add them to the grant record

Note: If the individual you are trying to add does not appear here, please skip this step and go to Step 5 below to send them an invitation.

< OVERVIEW	APPLICATION	EXTERNAL ATTACHMENTS	GRANT CONTACTS
Grant Contac	ts		
Find Cont	tact		
		Select Role	~ ×
() ()		Add Conta	ct

Step 5: Send an Invitation

If you don't find the individual under Find Contact, please select the Invitations button to invite them:

Invitations	5					0 of 0 <	>
Prefix	\$	First Name	🗢 Last Name	Email	Role	Status	\$
No Results Found							

- When the pop-up window appears, use the + plus button to add a contact and role. Click the + plus button again to add additional people. Be sure to select the Save button after adding contacts.
- (To remove a person, click the x next to the row you wish to delete)
- When you are ready, click the Invite button.
- Close the pop-up window by clicking the gray x at the top right corner of the window

Invitations					,	r^{\times}
Use the plus button below to enter y process.	your contact. Please ensu	re this information is accu	rate. Once you are done entering th	e contact information, plea	ase click on "Invite" to con	nplete the
Prefix	First Name	Last Name	Email	Role	Status	
	Grantee	Test	Test@email.com	Grant Operations 🗸	Draft	×
	Grantee	Test2	test@email.com	SQUARES POC V	Draft	×
	Grantee	Test3	tester@email.com	Organization Lea 🗸	Draft	×
+ +)						
			Save Invite			

At a minimum, in addition to the Grant Owner (POC for the FAIN), please add at least one contact for each of the following Roles:

- 1. Organization Leadership
- 2. Fiscal Management
- 3. Grant Operations
- 4. SQUARES POC (add your SQUARES Manager information here)



Step 7: Contacts: check email for Invitation Link; must accept invitation

a) Select the Invitation link in your email then Select Accept when prompted:

	Grant Contact Invitation
Dear GPD Tester,	
You have been invited as Grant Operations for the following Grant and Per Diem Grant: GPD Testing, Inc. Please click on the link below to accept or decline the invitation. https://hmlsgrants- ya.mod.udpaas.com/ex/ex_invitation_jsp?lang=1&token=%24yoNBHwPMXD8RGdY4turKyA%3D%3D If you are not a UDPaaS user, you will be routed to a registration signup page upon acceptance of the invitation. Please enter the following information into the Organization Information section: Legal Name: GPD TESTING, INC Organization Name: GPD Testing, Inc. DBA or AKA: GPD Transitional Housing, Inc. Address: 123 Test Street Address 2: City: Tampa State: Florida Postal Code: 20420-2412 Tax ID: 000000099 DUNS: 000000099 Then please enter your information into the contact information section. Sincerely, VHA Homeless Program	You have been invited GPDTester, You have been invited as Grant Operations for the a Grant and Per Diem Grant: GPD Testing, Inc Accept Decline
2	

b) Login if you are an existing user -or- Register if you are a new user

Existing users:

Please sign in after accepting the invitation:



New users:

Fill out and submit the registration form:

Organization Information		
Instructions Required fields are marked with an asterisk "*".		
* Organization Legal Name		
* Organization Name		
DBA or AKA		
* Address		
Address 2		
* City		
* State		

After filling out and submitting the registration form, the system will check for your organization and any possible duplicates.

Select the correct organization then click on the Select button to finish the registration process.

