

GPD Grantee GIFTS User Guide

OVERVIEW OF GIFTS

GIFTS (also called Blackbaud Grantmaking) is an online grants management system. It does not require any software installation or specific hardware. Grantees just need access to the internet. GIFTS helps grantees manage their grants, complete operational tasks and requirements, submit applications, and will enhance communication with the GPD National Program Office.

The GPD National Program Office is implementing a grants management database called GIFTS to track, send, and receive grantee information including contact information. This guide contains step-by-step instructions for establishing a GIFTS account and utilizing the grantee portal. This guide will continue to be updated over time based on grantee questions and needs.

Every GPD organization will have a designated grantee portal account that is assigned based upon information submitted during the application process. This account will be used to receive and complete program requirements that are published to the account.

CREATING A GPD GIFTS ACCOUNT – CURRENT GRANTEEES

Current GPD Grantees needing to establish a GIFTS account will be sent an email directly from the GIFTS system similar to the one provided below. Grantees should click on the account login link provided and register with the GIFTS site using the same email address and the password provided.

Dear GPD Grantee,

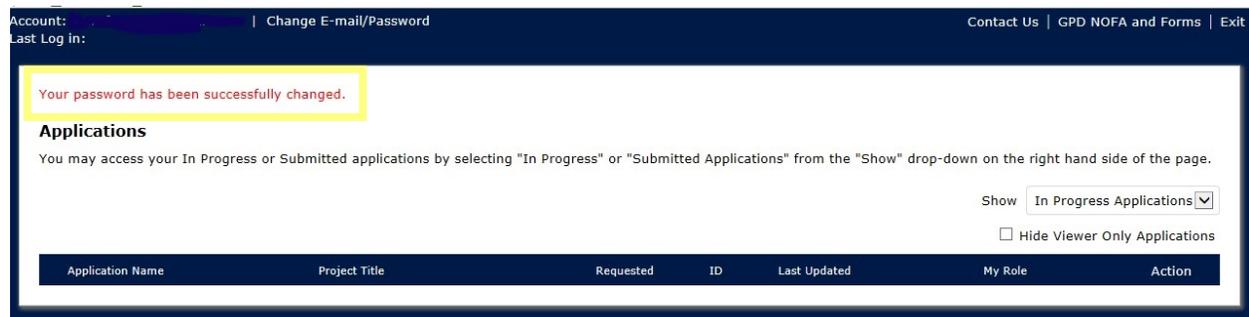
VA's Grant and Per Diem (GPD) Program is rolling out a new electronic grants management system, GIFTS. You have been identified as the GPD GIFTS Account Holder.

An account has been created for you under this email address. You can login to your account, «Account_Login_URL», at any time. Your password is «Password».

For security reasons you will be asked to change it when you first log in.

Thank you,
GPD National Program Office

Once you login and change your password, the link between your email and your GIFTS account will be established. In the future, you will receive requirements or be able to apply for grants from this portal.



Account: [redacted] | Change E-mail/Password | Contact Us | GPD NOFA and Forms | Exit
Last Log in:

Your password has been successfully changed.

Applications
You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page.

Show Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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GPD Grantee GIFTS User Guide

CREATING A GPD GIFTS ACCOUNT – NEW APPLICANTS

1. To begin, the authorized GIFTS Account Holder for your agency will need to create an account by clicking *New Applicant* on the grantee portal at: https://www.grantrequest.com/SID_5937/

NOTE: GPD Grantees that also have an SSVF grant award must create a separate GPD GIFTS account by navigating to the web address listed above. Grantees with both SSVF and GPD GIFTS accounts can use the same email address for both GIFTS accounts.

Please Sign In

- If you have an existing GPD account, please log in using your E-mail Address and Password.
- To create a GPD account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: GPDGrants@va.gov. Please add it to your safe-senders list to be sure you receive all communications.

E-mail [New Applicant?](#)

Password [Forgot Password?](#)

2. Register using the email and password you would like your GPD GIFTS account associated with.

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

GPD Grantee GIFTS User Guide

3. Upon initial login, a view like the following will be shown where applications a program has started but not submitted will be viewable. This is the default view for the program.

Account: [redacted] | Change E-mail/Password | Contact Us | GPD NOFA and Forms | Exit
 Last Log in: 11/9/2018 6:07 PM GMT-05:00

Applications
 You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page.

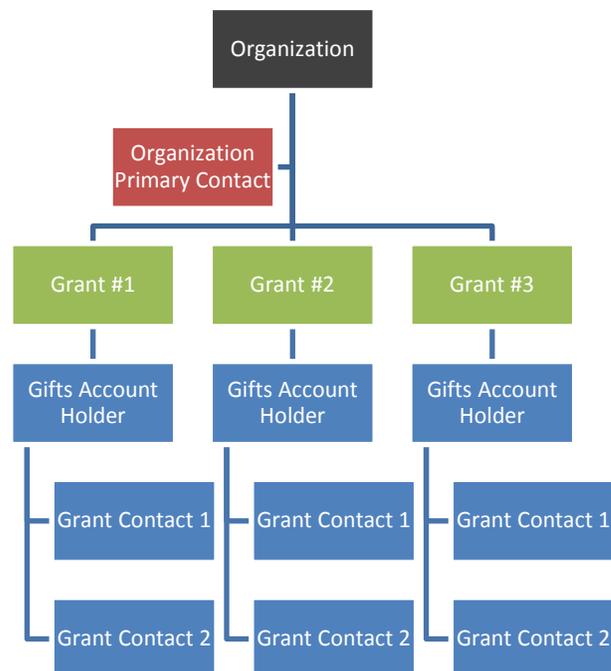
Show In Progress Applications ▾
 Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action			
GPD Grant Application			20003	7/26/2018	Owner				
GPD Grant Application			20002	7/26/2018	Owner				

CONTACTS FOR GIFTS

The GPD National Program Office maintains specific records of contacts related to organizations and grant awards. All contacts require First Name, Last Name, Position Title, Telephone, and Email. Through GIFTS, the GPD National Program Office will be able to maintain these contacts for each grant record thus streamlining communication. This information can also be updated over time as staff transition or change. It is important to note that the GPD National Program Office does not have a separate list-serve database for releasing newsletters or other announcements. Only the contacts identified in GIFTS will be used for correspondence. Grantees are responsible for ensuring that additional GPD program staff receive applicable notifications. This may include forwarding emails as well as follow up discussion with your GPD direct service staff, administrative staff, and financial staff so that everyone has the information that they need with respect to their work and their roles.

CONTACTS OVERVIEW



GPD Grantee GIFTS User Guide

GRANTEE POINTS OF CONTACT IN GIFTS

Organization Primary Contact

Grant agencies must have one *Organization Primary Contact*. This contact is assigned to the Organization, not a specific grant award, and is normally someone who signs grant agreements or makes all executive decisions for the organization. This is most often the CEO, the President, or Executive Director. Changes to this contact throughout the year are considered significant changes and require formal notification to the GPD National Program Office.

Organization is typically defined by the same Employer Identification Number (EIN) utilized for multiple grants. Grantees with multiple awards can only have ONE Organization Contact. Complete all sections: Full Name, Title, Email and Telephone Number.

Grant Contact # 1

Grant Contact 1 is associated with the primary contact for a specific FAIN (project number) for that Organization. This contact may be a Program Manager, Director, Coordinator, Grant Administrator, or other position overseeing the GPD project. Complete all sections: Full Name, Title, Email and Telephone Number.

Note: *Grant Contact 1* will also receive award notifications and grant agreements, as a backup contact to the Organization Contact.

Grant Contact # 2

The *Grant Contact 2* serves as a backup contact for the Grant Contact 1. This contact is typically a Program Manager, Senior Case Manager or other person familiar with the GPD project; this contact person will receive the same notifications as Grant Contact 1. Complete all sections: Full Name, Title, Email and Telephone Number.

GPD Grants Management System Account Holder (GIFTS Account Holder)

The *GIFTS Account Holder* contact is responsible for receiving all online requirement forms that are sent from the GPD National Program Office. There is only one allowable account holder per grant award. The email address associated with this contact is used for accessing the GIFTS accounts and requirement forms related to the grant award. This account holder ensures that the online requirements sent from the GPD National Program Office are complete and sent back by the deadline. This contact may be the same as *Grant Contact 1* or *Grant Contact 2*. Please note that the account holder has permissions to transfer the requirement to staff within the agency and also to allow other staff members to review the form prior to submission to VA. Complete all sections: Full Name, Title, Email and Telephone Number.

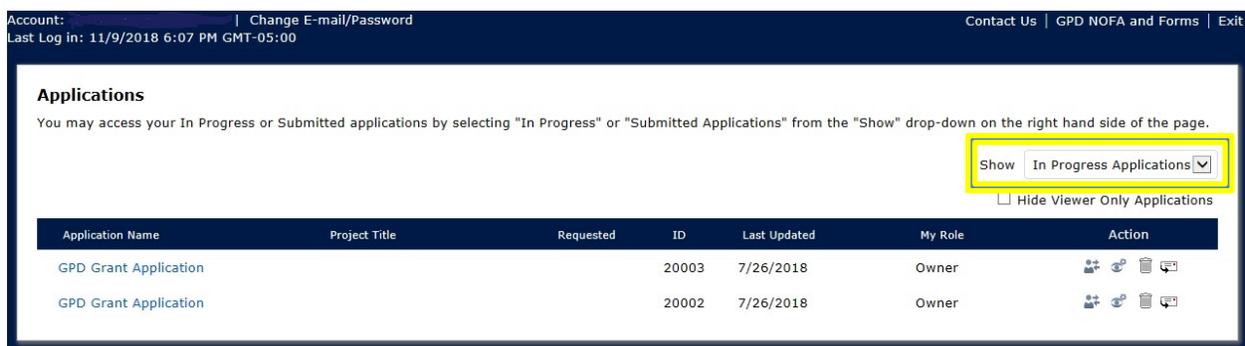
GPD Grantee GIFTS User Guide

APPLYING FOR GPD GRANTS THROUGH GIFTS

Applications submitted after a Notice of Funding Availability (NOFA) is opened with a direct link that creates a new request for a form. If you are currently logged into the GIFTS portal, they will open with the account you're signed in with. Otherwise they will prompt you to sign in to an existing account or create a new account.

Note: For Grantees with existing GIFTS accounts, an application is not necessarily tied to the account that the grantee uses to submit their requirements since they can be created and submitted from any account.

1. "In-Progress" applications if closed out before submission should be visible under the Applications tab in the grantee portal account that opened the application when logging back in.



Account: [redacted] | Change E-mail/Password
Last Log in: 11/9/2018 6:07 PM GMT-05:00

Contact Us | GPD NOFA and Forms | Exit

Applications
You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page.

Show In Progress Applications ▾
 Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
GPD Grant Application			20003	7/26/2018	Owner	   
GPD Grant Application			20002	7/26/2018	Owner	   

2. If the account has previously submitted applications on behalf of the program, they can be viewed by changing the view on the applications page to show "Submitted Applications".



Account: [redacted] | Change E-mail/Password
Last Log in: 11/13/2018 1:21 PM GMT-05:00

Contact Us | GPD NOFA and Forms | Exit

Applications
You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page.

Show Submitted Applications ▾
 Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
GPD Grant Application			20004	9/6/2018	Owner	  

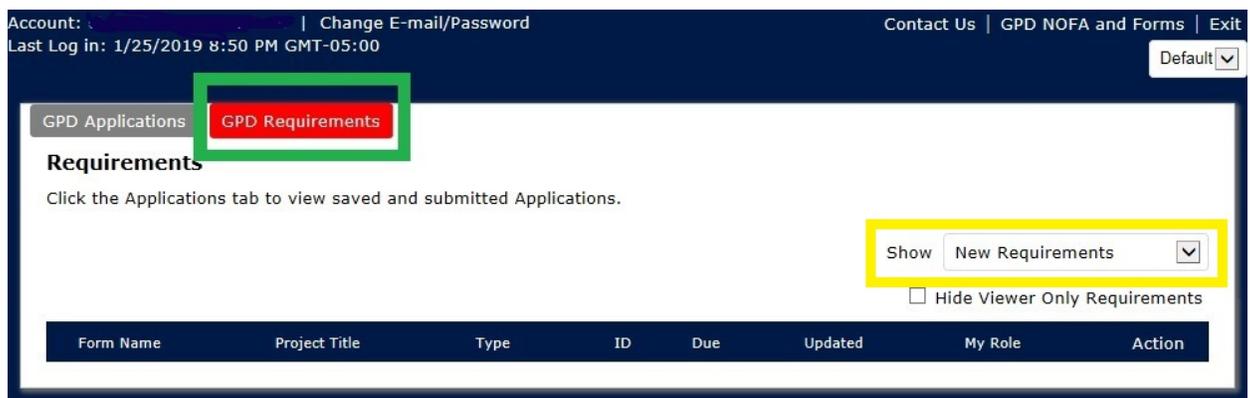
REQUIREMENTS

Requirements are specific tasks or actions sent from the GPD National Program office to a grantee. Requirements can be retrieved by the *GIFTS Account Holder* when they log into their GIFTS account. The *GIFTS Account Holder* can then transfer the requirement to another person such as a Program Manager or other user. GIFTS also allows the person completing the requirement to send a copy of the information to an email address. This is useful when feedback from another staff member is needed prior to official submission.

GPD Grantee GIFTS User Guide

A requirement form is sent to a grantee to collect and retrieve information. For example, a grantee might receive a requirement to review and update their contact information. Sometimes a requirement will be due on a specific date. Other requirements will be open-ended and can be submitted, as needed (ex. a Change of Scope request). Additionally, the type of requirement forms will vary. Some will include the submission of documents as attachments and others will be a web form that is to be completed. A number of processes for the GPD National Program Office will be updated using the requirements process to exchange information. More information on requirements will be shared throughout the onboarding process.

1. The default view after switching to the requirements section of the grantee portal shows all new requirements that have been published to the account. These are requirements that have not been previously opened by the program.



2. Using the “Show” filter options in the right-hand portion of the screen will allow you the option to switch between views of new, in-progress, and submitted requirements. From the different views, you will be able to see what has been submitted, those currently waiting to be submitted, and those that have recently been assigned to the program. The layout will show the forms name, type, due date, and give a list of options that can be performed with the form.

Note: If you have previously opened a form, it will no longer show up under the default “New” view and should be found by switching the show filter to “In-Progress”.



GPD Grantee GIFTS User Guide

TRANSFERRING REQUIREMENTS

3. The options are located in the “Action” column of the requirement. In order from left to right, they allow for the transference of the requirement to another account, allow for you to allow other accounts to view this specific requirement, and allow you to send a copy of the requirement form to an email address.

Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
 Corrective Action Plan	Delete this after testing	Monitoring Visit (UMP)	51888	05/24/2016	07/19/2016	Owner	  