Grant and Per Diem (GPD)
Veterans Health Administration (VHA)
Electronic Grant Management System (eGMS)

UDPaaS User Guide
(Draft Version 0.3)
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Terms and Abbreviations

- VHA – Veterans Health Administration
- GPD – Grant and Per Diem
- VHA Grants – VHA Grant Programs application
- UDPaaS – Universal Design Platform as a Service
- NOFO – Notice of Funding Opportunity
- MOA – Memorandum of Agreement
- FAIN - Federal Award Identification Number

Introduction

This document has been developed to provide guidance for Veterans Health Administration (VHA) Grant Programs application for Grant and Per Diem Grants Program (GPD) powered by UDPaaS. The VHA Grant Programs application supports the submission, review, approval, monitoring and reporting of applications and grants administered by the GPD program.

General Overview

The GPD process starts from applicant registration, through the distribution of executed Memorandum of Agreement (MOA). Below is a simple process diagram:

In each step of the process, an email notification is sent to the recipients. Process boxes 1-2 and 5-8 will send email notifications to the Applicant if their application will be considered for award. Process box 4 will send review invitation notification to Reviewers.

a. Prerequisites
   a.1. User Account and Access
   A user, either staff, applicant or grantee will need to have user account in VHA Grants.
       - Staff are manually added by a system administrator and assigned a program staff role.
       - Applicant accounts are created upon registration. Each contact should have a unique email address in the record because it will be used as username.
a.2. Roles
User roles will be assigned to provide proper visibility and allow users to take actions throughout the platform. Roles determine available actions for applying for grants, awarding grants, as well as monitoring and reporting processes.

Roles currently in use for the GPD programs are Applicant, GPD Staff and System Administrator.

b. GPD Program Support Email
For questions or assistance, please contact GPDgrants@va.gov
VHA Grants URL
The VHA Grants url is provided in GPD Grant Opportunity announcement. The production url is https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

Login Page

The VHA Grants login page allows a user to:

- Register – for new applicants (see the Applicant Registration section of this document).
- Login – for existing VHA Grants user
- Reset Password – for existing VHA Grants user
APPLICANT/GRANTEE GUIDE

Applicant Registration

New applicants need to register to be added in VHA Grants. Returning applicants and/or grantees can login into VHA Grants (see User Login section of this document). Using their existing login credentials.

The following are recommended internet browsers to user to get into VHA Grants:

- Google Chrome
- Firefox
- Safari
- Microsoft Edge

For Organizational registration, there are 2 registration options, depending on the category type of your organization. These categories are:

- **Charitable or Nonprofit Organization** - Organizations under this category are registered in the Internal Revenue Service (IRS).
- **Eligible Entities that are not Charitable or Nonprofit Organization** – Organizations under this category include:
  - City/township government
  - State government
  - Public/Indian housing authority
  - Legal Aid Organization
  - Veterans Organization
  - County government
  - Tribal organization
  - Consumer Cooperative
  - Law School
  - Any other eligible entity

a. **Registering with Charitable or Nonprofit Organization**

2. In the login page, click **Register**.

3. Click **Charitable or Nonprofit Organizations**.

4. An Organization Search page that utilizes a copy of the IRS database will be opened.

5. Enter either your Organization’s **EIN** (without the dash) or **Name** and click **Search**.
A list of Organizations that match the entered search criteria will be displayed. Below is a sample.

<table>
<thead>
<tr>
<th>#</th>
<th>EIN</th>
<th>Legal Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>326477156</td>
<td>EILEEN B MCCINTOCK TEST TR</td>
<td>P O BOX 634</td>
<td>MILWAUKE</td>
<td>WI</td>
<td>53201-0634</td>
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<td>2</td>
<td>347158393</td>
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<td>P O BOX 634</td>
<td>MILWAUKE</td>
<td>WI</td>
<td>53201-0634</td>
</tr>
</tbody>
</table>

a. If your organization is in the list, you can click the detail icon to view an organization’s information. Click your Organization and the Organization Information section of the registration page will be populated with details.

b. If your organization is NOT in the list, contact the GPD team (see General Overview section of this document) for assistance.

6. On the Registration page, enter Organization name under the Organizations Legal Name field. Note: these two fields must match.

7. Enter your contact information under Contact Information section. Fields with * in front are required so values need to be entered before submitting. Website is an optional entry.
Below is a sample Registration page.

8. After entering all the required information, click **Submit**.
b. Entities that are Not Charitable or Nonprofit Organizations


2. On the login page, click Register.

3. Click Eligible Entities that are Not Charitable or Nonprofit Organizations.

4. Enter your Organizational Information and your Contact Information. Fields with * in front are required so values need to be entered. Website are optional entries.
5. After entering all the required information, click **Submit**.

Below is a sample Registration page.
c. **Error on Submit**
   If you click **Submit**, without entering value in fields with *, an error message in the heading section of the Registration page will be displayed.

   Below is a sample validation error message.

   ![Organization Information](image)

   **Submission failed due to the following:**
   - Organization Name cannot be empty.

   ![Registration Acknowledgement](image)

   **Registration Acknowledgement**
   After a successful registration, the “Registration Complete” message below will be displayed. Users will receive an email notification indicating that they have been registered. Additional information will be included in the email, such as username, temporary password, and the URL to login as a user.
User Login

a. Login

1. Open an internet browser and enter the url [https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp](https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp)
2. Enter your email address and password. Click Login.
3. If you are an existing user, you will be able to see the VHA Grants applicant portal.
4. If you are a new user and are logging in for the first time, you will need to use the link provided in the registration welcome email to set up your password.
5. You must follow the password creation guideline when entering a new password.
6. Select Save when done.
7. You should now see the VHA Grants applicant portal.

b. **Forgot Password**
A user password reset request can be initiated through the **Forgot Password** link.

1. Click **Forgot Password**.

   ![Forgot Password Login](image)

   **Welcome to VHA Grant Programs Portal**
   Welcome to the Department of Veterans Affairs grants management portal for 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 SSG Fox Suicide Prevention Grant Programs (SSG Fox SPSP) Programs.

   **Note:** After 5 unsuccessful log-in attempts you will be locked out of the system.

   For technical questions or issues, please contact SSVF@va.gov, GPOGrants@va.gov or VAASSFoxDxGrants@va.gov or LSV@va.gov for further assistance.

2. Enter your email address in the pop-up box.

   ![Request Password](image)
3. The pop-up box below will be displayed with instructions. You will receive an email with temporary password.

![Request Password]

4. Reset your password with the link provided in the email.
5. Click Save.

General Navigation

1. Link menu is displayed on the upper right side of the page.

   ![Link Menu]

2. In most VHA Grants pages, a list view is the main display. A list view displays a group of data records.
Below is a sample list view from the applicant portal:

A row can be clicked to open its detail record. Records can be sorted by selecting a column and click either up or down icons ( ).

3. VHA eGMS user interface provides a variety of buttons and tools available to each user. If you are unsure what a button is designed to do, hover your mouse over it to display its function. For example:

4. A Back button ( ) with down arrow ( ) is on almost every page of the application. The back button will allow a user to return to the previous page(s), listed when the down button is clicked.
5. Toggle between View and Edit buttons in a detail page. When you need to edit a record, click **Edit**. To go back to view mode, click **View**.

![Edit and View buttons](image)

6. Menu buttons with down arrow has different list of options. Below is a sample with split screen options under Actions menu in an application form.

![Menu buttons example](image)

7. View Profile icons are available in a contact or organization standard fields. If View Profile icon is clicked, a pop-up box with organization or contact profile will be opened.

![View Profile icons example](image)

8. Some forms are organized with header section and tabs. A selected tab is identified with bold font and underlined.

![Tab example](image)
9. A form tab with sections displays a **Jump To** list on the side of the tab. When a section name in the list is clicked, the system will auto-scroll up or down to the selected section.

In the sample screenshot below, when Request Overview is clicked, the screen scrolled down to Request Overview section of the application form.

10. Depending on the current status of a record, buttons on the bottom of the page are displayed to perform an action on the form/page such as Save Draft and Submit.

11. To logout from VHA Grants, click the circled letter on the upper right-hand corner of the page. Click **Logout**.
Applicant Portal Navigation

The Applicant Portal depicted below. “Welcome to the VHA Grant Programs Portal” is the graphical user interface that an applicant or grantee will see after login.

The information that follows explains how to navigate within the Applicant Portal and perform required actions:

a. **Organization and Contact Profile**

![Organization and Contact Profile](image)
a.1 Organization Profile
1. Click Organization Profile shortcut icon.

2. Toggle between Edit and View buttons to update your organization profile.

3. When in edit mode and done with updates, click Save.

a.2 User Profile
1. Click User Profile shortcut icon.

2. Toggle between Edit and View buttons to update your user profile.

3. When in edit mode and done with updates, click Save Draft.

a.3 Change Password
Change Password shortcut will display the password change page, similar to the Forgot Password link from the Login page (see User Login section of this document).
b. Applications and Grants

Applicants can apply for any open opportunities of programs under the Applications and Grants section in the applicant portal. Click a program shortcut icon to open their corresponding page.

A program page can be opened through any of the following:

- Click a program icon under the Applications and Grants section.
- Click a program link in the menu found on the upper right section of the home page.

Each program page displays:

1. Program specific instructions. Below is a sample GPD application and grants instructions.
2. A section that lists **Notice of Funding Opportunity**.
An open funding opportunity will be in active status and has cycle start and end date. Below is a sample screenshot.

![Notice of Funding Opportunity](image)

3. A section that lists **“My GPD Applications & Grants”**, which are existing program specific applications of an applicant in Draft & Submitted statuses and current Approved or Closed grants. Below is a sample screenshot.

![My GPD Applications & Grants](image)

4. A section that lists **“My GPD Tasks”**, which are existing program activities or tasks of an applicant related to approved grants. Below is a sample screenshot.

![My GPD Tasks](image)
Apply for a Funding Opportunity

An open Funding opportunity can be viewed in each program page. Click on a program shortcut icon to view. The instructions below will be using an GPD Grant application.

a. **Start New Application**
   1. Click GPD Grants icon under the Applications and Grants section in the portal.
   2. Click **Open** under Notice of Funding Opportunity section.

3. The GPD active notice of funding opportunity detail page will be opened. Click **Apply Now**. Note that the **Apply Now** button will not be displayed when the Due date to apply field has passed.
b. **Fill out and submit Application Form**

1. When the **Apply Now** button is clicked, a new application form will be created.
2. Click **Save Draft** or **Continue** at the bottom of the page, to auto-save a newly created application.

Each application that has been saved initially will be assigned a Grant ID, which is either based on an GPD grant id naming convention or manually assigned FAIN Grant ID. The naming convention of an auto generated GPD grant id consists of:

- Organization Vendor No (found in application form)
- GPD Auto generated sequential number
- GPD Application Type
- Last 2 numbers of Program Grant Round Year

3. The GPD Grants application form is organized with a header section and 5 tabs.

- **Overview** – contains display of applicant organization information and required fields related to the organization.
• **Application** – contains application required fields organized with different sections. Fields with asterisks (*) in caption/label are required fields and need to be provided with value before submitting the application.

• **External Attachments** – contains upload fields of required documents for the application.

• **Grant Contacts** - Grant Contacts shows the contacts currently associated with the application. Organization contacts should be added in an application to be able to view it thru the Applicant portal.

• **Certifications** – contains acknowledgement of applicant that all provided information is true and complete.

4. When all required fields in the application have been completed with the appropriate information, click **Submit**.

If the application is submitted and there are required fields that do not have data entered it will result in submission failure. Submission failure cause(s) will be displayed on the header section of the application form. You can click each of the error message and the page will focus on the field linked to the error.
A sample list of submission failure messages:

Per Diem Only

Submission failed due to the following:
- VUN cannot be empty.
- Continuum of Care is required.
- Number of beds proposed for the entire three year period is required.
- Invalid numeric input of Bridge Housing Beds
- Invalid numeric input of Clinical Treatment Beds
- Invalid numeric input of Low Demand Beds
- Invalid numeric input of Service Intensive Beds
- Invalid numeric input of Hospital to Housing Beds
- Invalid numeric input of Beds for Minor Dependents
- Invalid numeric input of Service Center Visits
- Site Address 1 is required.
- Site city is required.

If the link, "Invalid numeric input of Bridge Housing Beds", is clicked, the field with error will be focused and highlighted in red.

Below is a sample screenshot:

Your applications in Draft and Submitted statuses can be viewed in the Applicant Portal home page, under "My GPD Applications & Grants" list view (see Application Portal Navigation section of this document).

c. Completed and Submit Assigned Activities

Tasks or activities related to existing grants are listed under "My GPD Tasks" list view in the Applicant Portal’s GPD Grants page. (See Application and Grants section of this document).
d. Upload Signed Memorandum of Agreement (MOA)
   If an application is identified for conditional selection, the applicant will receive an email notification with attached unsigned MOA. The applicant is required to sign and upload the signed MOA in their application record.

   1. Login as an applicant.
   2. Open your application.
   3. Click External Attachments tab.
   4. Upload signed MOA.

---

e. Update Application/Grant Owner
   To update an application or grant owner, please contact GPD Staff at GPDgrants@va.gov for assistance.
f. Create Activity

Selected grant activities, depending on application type, can be created by grantees on pending approval or approved applications.

Activities that a grantee can create in Approved status under Request Activity tab:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Activity that can be created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem, Transition Place, Special Need</td>
<td>Per Diem Modification</td>
</tr>
<tr>
<td>Case Management</td>
<td>Quarterly Report</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>HHS Payment</td>
</tr>
</tbody>
</table>

Below is a sample of Request tab with Create Quarterly Report button.