1. **Sign the enclosed Grant Agreement**
   - Page 1, Block 23: Type or clearly print title and name of authorized grantee official.
   - Page 1, Block 25: Signature of authorized grantee official.
   - Page 1, Blocks 22 and 24: **Do not** write anything in these blocks as they are reserved for the VA approving official.
   - Pages 2-12: Ensure **all** pages are initialed.
   - Ensure that you have carefully reviewed all information on the agreement and that it is correct. Make certain that you return all 12 pages initialed.
   - If any information on your grant agreement is incorrect email Chelsea Watson (Chelsea.Watson@va.gov) so that a corrected agreement can be drafted. **Do not** make pen changes to the agreement.

2. **Complete SF-424A: Non-Construction Budget**
   - Instructions were included with your conditional selection package.
   - The budget should be based on the number of beds and housing model identified in your grant agreement.
   - If you received multiple conditional selection packages for separate applications, a separate SF 424A and B must be submitted for each application.

3. **Complete and Sign SF-424B: Non-Construction Assurances**

4. **Go to the GPD Provider Page to download and electronically complete the Per Diem Rate Request Worksheet** (https://www.va.gov/homeless/GPD_ProviderRate.asp).
   - The form will auto calculate your requested per diem rate based on the information provided.
   - Print the completed worksheet ensuring that you sign and date the document.
   - Carefully review the FAQ sheet and instructions prior to completing the Per Diem Rate Request Worksheet.
   - Note, there is an option to request one per diem rate for multiple projects at the same medical center.

5. **Review the Grant Verification Sheet.**
   - Review the **Required Documentation** section and ensure you submit all information requested under this section, if applicable.
   - Email Chelsea Watson (Chelsea.Watson@va.gov) if there are any corrections required.

**Documentation due no later than Wednesday, July 12, 2017**