

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 and select the Log In button:

VHA GRANTS

Login

Email
Snow.White@gmail.com

Password
.....

Log In

Forgot Password?

New to the System?
Register

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 SPGP) 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, GPDgrants@va.gov or VASSGFoxGrants@va.gov for further assistance.

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 Program
(GPD Grants)

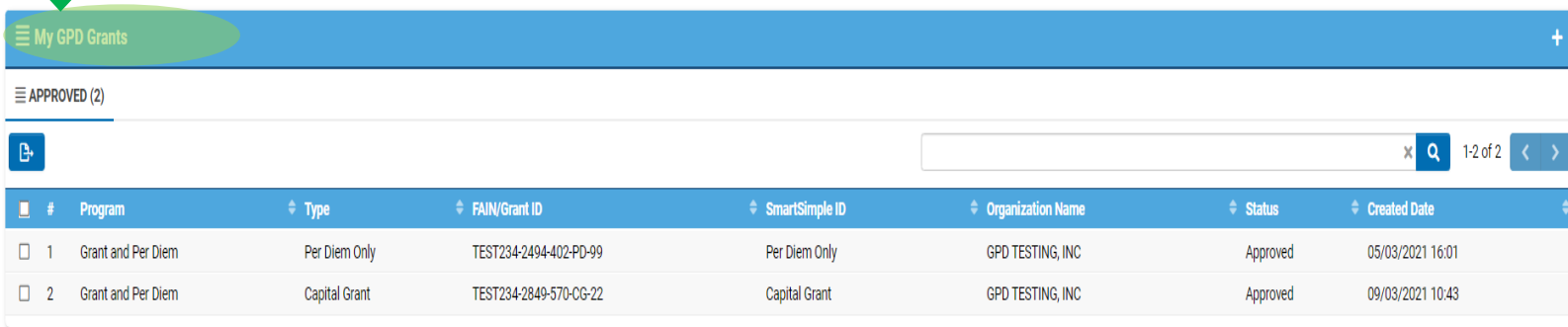

Supportive Services for
Veteran Families
(SSVF Grants)


Staff Sergeant Parker
Gordon Fox Suicide
Prevention Grants
(SPGP Grants)

Step 3: Select grant records

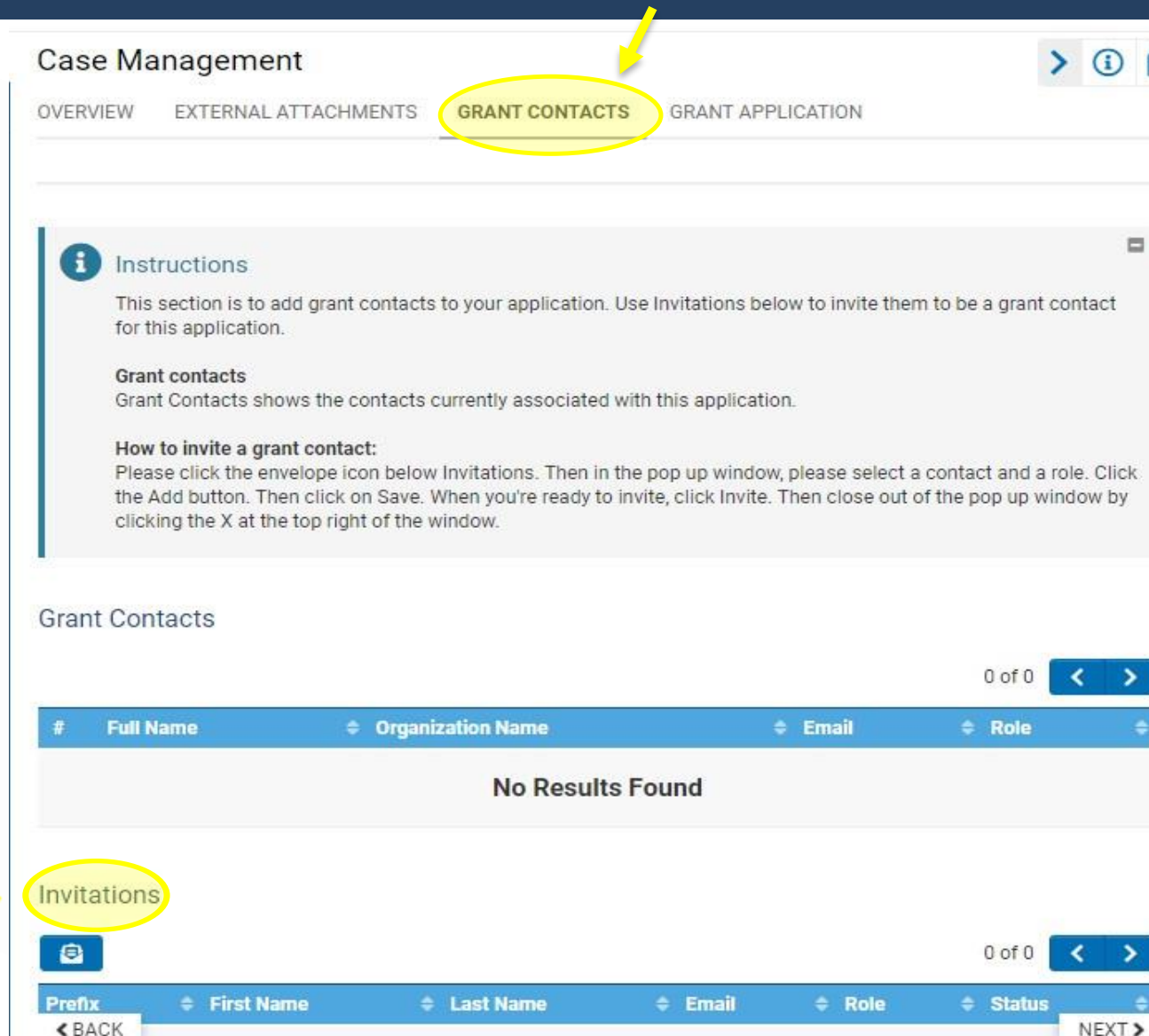
Active grant records are under **My GPD Grants**

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



#	Program	Type	FAIN/Grant ID	SmartSimple ID	Organization Name	Status	Created Date
1	Grant and Per Diem	Per Diem Only	TEST234-2494-402-PD-99	Per Diem Only	GPD TESTING, INC	Approved	05/03/2021 16:01
2	Grant and Per Diem	Capital Grant	TEST234-2849-570-CG-22	Capital Grant	GPD TESTING, INC	Approved	09/03/2021 10:43

Step 4: Upon opening the Grant record, select Grant Contacts and click Invitations



Case Management

OVERVIEW EXTERNAL ATTACHMENTS **GRANT CONTACTS** GRANT APPLICATION

Instructions

This section is to add grant contacts to your application. Use Invitations below to invite them to be a grant contact for this application.

Grant contacts
Grant Contacts shows the contacts currently associated with this application.

How to invite a grant contact:
Please click the envelope icon below Invitations. Then in the pop up window, please select a contact and a role. Click the Add button. Then click on Save. When you're ready to invite, click Invite. Then close out of the pop up window by clicking the X at the top right of the window.

Grant Contacts

0 of 0

#	Full Name	Organization Name	Email	Role
No Results Found				

Invitations

0 of 0

Prefix	First Name	Last Name	Email	Role	Status
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◀ BACK NEXT ▶

Step 5: Add Contacts

- 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.
- (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 grey x at the top right corner of the window

Prefix	First Name	Last Name	Email	Role	Status
	John	Doe	John.Doe@outlook.com	Fiscal Manager	Draft
	Alice	Green	Alice.Green@gmail.com	Grant Operatic	Draft
	Dave	Smith	David.Smith@mail.com	Grant Writer	Draft

Step 6: Please add a contact for each of these 4 Roles for each grant:

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

- Organization Leadership
- Fiscal Management
- Grant Operations
- SQUARES POC (add your SQUARES Manager information here)

-- Select One --

- Select One --
- Board Member
- Data/IT Management
- Direct Service Provider
- Fiscal Management
- Grant Operations
- Grant Writer
- Organization Leadership
- SQUARES POC**

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

Click Invitation link and then click Accept.

Sign In (or) **Register**

Dear Jane Doe,
You have been invited as Board Member for the following Grant: Testing, Inc..
Please click on the link below to accept or decline the invitation.

https://hmlsgrants-va.mod.udpaas.com/ex/ex_invitation.jsp?lang=1&token=%248Ywcf%2FDqmOBdiFa%2BH7M6%2Bh8IxRkVoX35%2BfPsMIjv4F4%3D

If you are not a SmartSimple 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: TESTING, INC
- Organization Name: Testing, Inc.
- DBA or AKA:
- Address: 123 Test Street
- Address 2:
- City: Tampa
- State: Florida
- Postal Code: 33617-0000
- Tax ID: 000000099
- DUNS: 000000099

Then please enter your information into the contact information section.
Sincerely,
VHA Homeless Program

Existing Users

Accept

Done! ✓

New Users

Accept

Redirected to Registration page

Grant Contact Invitation

You have been invited

Abby Williams,

You have been invited as Grant Operations for the a Grant and Per Diem Grant: GPD Testing, Inc.

Accept Decline

Invitation Accepted

You have accepted the invitation

Thank you for accepting the invitation. Please go to [here](#) and login using your SmartSimple credentials. If you are a new SmartSimple user, please check your email for your login and temporary password. If you do not receive an email, then please go to the main page and use the "Forgot Password" link. Then within the portal, find this application under "My Applications".

Reminder: Please check your spam/junk folders for any automated emails from SmartSimple

VHA Homeless Grants: SSVF and GPD

Registration

Organization Information

Instructions

Required fields are marked with an asterisk "**".

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2