

# Grant & Per Diem: Request Capital Payment

How-To: **Submit a Capital payment request**

[GPD Provider Webpage](#)

## Step 1: Log into UDPaaS

Access UDPaaS: [https://hmlsgrants-va.mod.udpaas.com/s\\_Login.jsp](https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp)

- Your agency's UDPaaS point of contact logs into the system
- Enter your email address and password and click 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](mailto:SSVF@va.gov), [GPDgrants@va.gov](mailto:GPDgrants@va.gov) or [VASSGFoxGrants@va.gov](mailto:VASSGFoxGrants@va.gov) for further assistance.

## Step 2: From Main, select the appropriate grant award under My Grants

From the UDPaaS main page look under **My Grants** for the Capital FAIN/Grant ID for which you would like to submit a payment request.

You must open your grant record to submit a payment request

WELCOME TO THE VHA GRANT PROGRAMS PORTAL

Please click on the Organization Profile shortcut below to complete your organization information before starting an application.

To start an application, please go under Grant Rounds and select the appropriate grant type to apply for.

To view existing applications, see Draft and Submitted grants below under Applications.

Organization Profile | User Profile | Change Password

GRANT ROUNDS

These are the current opportunities that are available for applicants to apply.

0 of 0

No Results Found

MY APPLICATIONS

DRAFT (1) | SUBMITTED (0)

Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Case Management	TEST234-2077-539-CA-22	GPD TESTING, INC	Draft

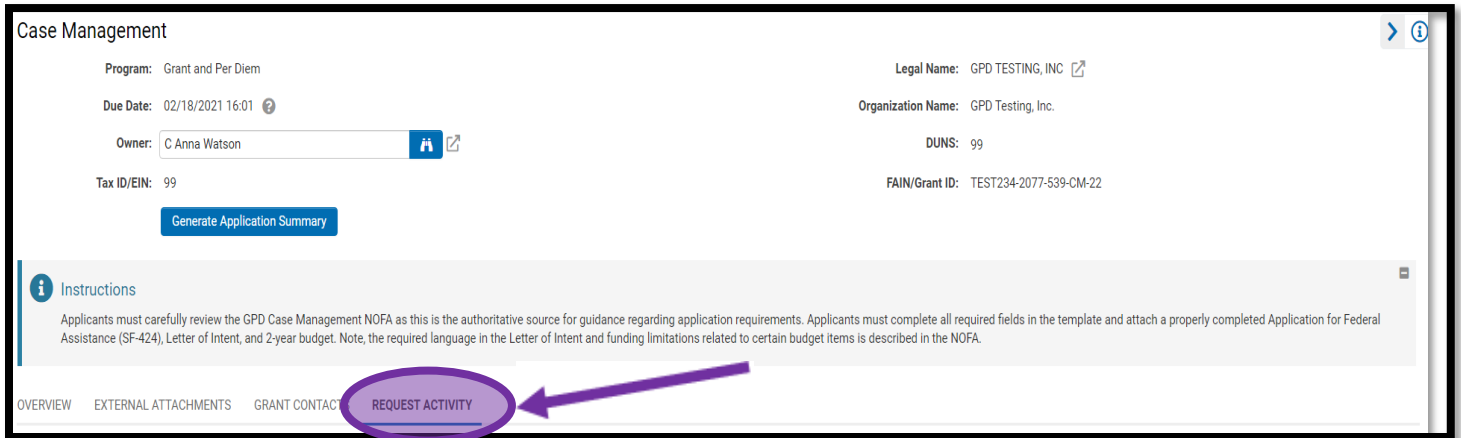
MY GRANTS

ALL GRANTS (3)

Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Special Need	TEST234-2822-402-SN-22	GPD TESTING, INC	Approved
2	Grant and Per Diem	Per Diem Only	TEST234-2494-402-PD-22	GPD TESTING, INC	Approved
3	Grant and Per Diem	Special Need	TEST234-2370-473-SN-22	GPD TESTING, INC	Approved

## Step 3: Navigate to Request Activity tab

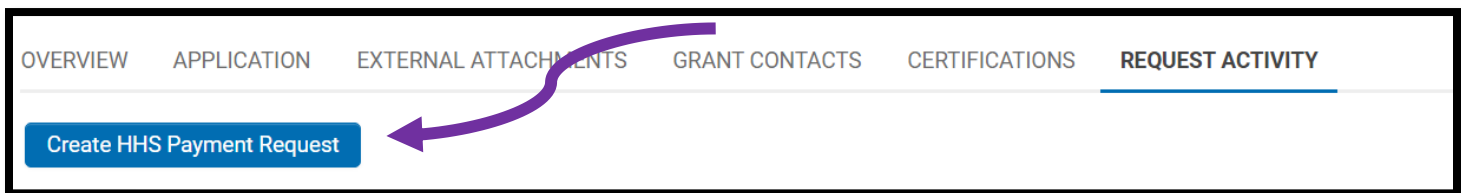
When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right and select this tab.



The screenshot displays the 'Case Management' interface. At the top, there are fields for Program (Grant and Per Diem), Due Date (02/18/2021 16:01), Owner (C Anna Watson), Tax ID/EIN (99), Legal Name (GPD TESTING, INC), Organization Name (GPD Testing, Inc.), DUNS (99), and FAIN/Grant ID (TEST234-2077-539-CM-22). A 'Generate Application Summary' button is visible. Below this is an 'Instructions' section with a warning icon and text: 'Applicants must carefully review the GPD Case Management NOFA as this is the authoritative source for guidance regarding application requirements. Applicants must complete all required fields in the template and attach a properly completed Application for Federal Assistance (SF-424), Letter of Intent, and 2-year budget. Note, the required language in the Letter of Intent and funding limitations related to certain budget items is described in the NOFA.' At the bottom, a navigation bar contains tabs: OVERVIEW, EXTERNAL ATTACHMENTS, GRANT CONTACTS, and REQUEST ACTIVITY. The 'REQUEST ACTIVITY' tab is circled in purple, and a purple arrow points to it from the right.

## Step 4: From the REQUEST ACTIVITY tab; select CREATE Quarterly Report

From the **Request Activity** tab select the **Create HHS Payment Request** (blue button)



The screenshot shows the 'REQUEST ACTIVITY' tab selected in the navigation bar. The 'REQUEST ACTIVITY' tab is underlined in blue. Below the navigation bar, a blue button labeled 'Create HHS Payment Request' is visible. A purple arrow points from the 'EXTERNAL ATTACHMENTS' tab area down to the 'Create HHS Payment Request' button.

# Step 5: Open Create HHS Payment Request; complete form

**Step 1:** Complete the form (Amount Requested, Name, Title, Email); instructions for each field must be followed exactly or the activity will be returned for corrections

← Actions ▾

Type: HHS Payment Request Organization Name: GPD TESTING, INC > ⓘ

Grant ID: Status:

**\* Amount Requested:**  
This amount must match exactly to the amount requested in HHS Division of Payment Management System

**\* SF-270, SF-271, and/or Invoices**  
Grantees must upload the SF-270 (acquisition) or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS. Additionally, associated invoices to substantiate costs incurred related to this payment request must be attached. Failure to provide the proper documentation will result in your request being rejected.  
Click Save before adding attachments

**AUTHORIZED SUBMITTING**

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), I declare to the best of my knowledge the foregoing is true and correct.

**\* Authorized submitting official's name**

**\* Authorized submitting official's title**

**\* Authorized submitting official's email**

**Step 2:** Click Save Draft for the upload documents button to appear

**Step 3:** Upload all relevant forms and invoices for payment

**\* Upload SF-270, SF-271 and Invoices**




1. Upload the SF-270 (acquisition) and/or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS.
2. Upload associated invoices to substantiate costs incurred related to this payment request. Advances are **NOT** authorized, except for acquisition of land or a facility. Failure to attach the proper documentation will result in your request being rejected.




## Step 4: Verify all your documents were uploaded and appear under “File Name”

\* Upload SF-270, SF-271 and Invoices

1. Upload the SF-270 (acquisition) and/or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS.  
2. Upload associated invoices to substantiate costs incurred related to this payment request. Advances are **NOT** authorized, except for acquisition of land or a facility.  
**Failure to attach the proper documentation will result in your request being rejected.**

File Name	Size	Date
 SF270.pdf	189.9 KB	12/13/2021 08:10

Total Files: 1

## Step 5: Click “Submit” *Your request will not come through to our office without this step\**

### AUTHORIZED SUBMITTING

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), correct.

#### \* Authorized submitting official's name

First Last

#### \* Authorized submitting official's title

CFO

#### \* Authorized submitting official's email

firstlast@gmail.com

 Save Draft

 Submit




## Step 6: Navigate to main page; activity should be in pending status

After submitting the payment request, navigate to the UDPaaS main page (shown in step 2) and your activity/task will indicate **Submitted** status.

GPD program staff will review your request and reach out to the identified point of contact, if there are questions/issues. **Grantees may only request funds once they have CFM approval.**

ALL TASKS (20)

PRELIMINARY DOCUMENT REQUEST (0)

 1-20 of 20  

<input type="checkbox"/>	#	Organization Name	Grant Type	Grant ID	Activity Type	Status
<input type="checkbox"/>	1	GPD TESTING, INC	Capital Grant	TEST234-2849-570-CG-22	HHS Payment Request	Submitted

## Step 7: Approval; activity complete

Grantee will only be notified if corrections are needed, otherwise it will be reviewed and accepted for payment. Grantees will see the request updated to *Approved* status under “My Tasks” AND our office will process the corresponding payment request in HHS. Funds will be sent to the organization via EFT.

### My Tasks

ALL TASKS (20)    PRELIMINARY DOCUMENT REQUEST (0)

GPD TESTING, INC	Capital Grant	TEST234-2849-570-CG-22	HHS Payment Request	Approved
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For future payment requests, complete another *Create HHS Payment Request* activity/task.