Grant & Per Diem: Case Management – Quarterly Report

How-To: Submit a quarterly report for Case Management

GPD Provider Webpage

Step 1: Log into eGMS

Access eGMS: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- Your agency’s eGMS point of contact logs into the system
- Enter your email address and password and select the Log In button:

![eGMS login screen]

Step 2: From GPD Grants page, select the appropriate grant award

From the eGMS GPD Grants page look under My GPD Applications & Grants for the Case Management FAIN/Grant ID for which you would like to submit a quarterly report.

![My GPD Applications & Grants screen]

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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.

From the Request Activity tab select the Create Quarterly Report (blue button)
Step 1: Complete the form; instructions for each field must be followed exactly or the activity will be returned for corrections

Step 2: Submit
Step 4 cont: When and how to complete form

**When:** Grantees will be required to submit quarterly reports, 30 days from the end of each quarter.  
**IMPORTANT DATES:** Reports will need to be completed for costs based on the following dates -  
- By January 30, 2022 for year 1, quarter 1 (Oct 2021 - Dec 2021)  
- By April 30, 2022 for year 1, quarter 2 (Oct 2021 - Mar 2022)  
- By July 30, 2022 for year 1, quarter 3 (Oct 2021 – Jun 2022)  
- By October 30, 2022 for year 1, quarter 4 (Oct 2021 – Sep 2022)  
- By January 30, 2023 for year 2, quarter 1 (Oct 2021 – Dec 2022)  
- By April 30, 2023 for year 2, quarter 2 (Oct 2021 - Mar 2023)  
- By July 30, 2023 for year 2, quarter 3 (Oct 2021 – Jun 2023)  
- By October 30, 2023 for year 2, quarter 4 (Oct 2021 – Sep 2023)

**What:** Grantees will report actual costs incurred (advances are not allowable). **Reports will be cumulative throughout the entire grant award; each report will begin Oct 2021.**

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**Sample:** You are completing the report in July 2022, for Quarter 3. This report will cover costs from Oct 2021 – Jun 2022.

**Cash Receipts:** You will include HHS draws from the start of the award in October through June 30. Do not include draws in July.

*Cash Receipts:* $100,000.00

This is the amount of Federal funds drawn through the HHS Division of Payment Management System for the FAIN identified. Information reported is only for the quarter period referenced above.

- Verify HHS transaction dates so that you are only including draws for the current reporting period.
- For example, if you are reporting for Quarter 1, information provided is based on Oct 1 thru December 31 and the requirement in January.
- DO NOT include draws that were done in January if you are reporting Quarter 1. This pattern would hold true for all subsequent quarters.

**Cash Disbursements:** You will include the total amount of Federal funds disbursed against the grant from the start of the award in October through June 30. Can be greater than Cash Receipts.

*Cash Disbursements:* $100,000.00

This amount is total amount of Federal funds disbursed/expended against the grant award as of the reporting period end date (Dec 31, Mar 31, Jun 30, Sept 30). This amount is cumulative throughout the entire grant award period, beginning October 1, 2021, and should be appropriately documented in your general ledger.

- Cash Disbursements can be greater than Cash Receipts if you had incurred costs during the reporting period prior to drawing funds in HHS

**Cash on Hand:** Cash Receipts minus Cash Disbursements. This amount should be zero or negative, a positive number would indicate funds were drawn and not expended. Advances are not allowed.

*Cash On Hand:* 0.00

(Cash Receipts minus Cash Disbursements) Note: this amount should be zero or negative. A positive number would indicate funds were drawn under the grant award and not expended. Advances are not authorized.
Step 5: Navigate to main page; activity should be in pending status

After submitting the Quarterly report, navigate to the eGMS GPD Grants page (shown in step 2) and your activity/task will indicate **Submitted** status.

GPD program staff will review your report and reach out to the identified point of contact, if there are questions/issues.

![My GPD Tasks Table]

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Step 6: Approval; activity complete

Grantee will only be notified if corrections are needed, otherwise the activity will be changed to **approved** status once it has been reviewed and accepted.

For future quarterly requirements, complete another *Create Quarterly Requirement* activity/task.