

# Grant & Per Diem: eGMS Guide

How-To: **Submit an Initial Per Diem Rate Request**

[GPD Provider Webpage](#)


## Step 1: Find the Per Diem Worksheet Instructions on the GPD Website

**Per diem rate request instructions** are available on the GPD Provider Website under the Per Diem Rate Information drop down menu: [https://www.va.gov/HOMELESS/GPD\\_ProviderWebsite.asp#rate](https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp#rate)

- Make sure to read the instructions
- Then log into eGMS and complete the worksheet for the Initial Per Diem Rate activity/task

### Per Diem Rate Request Information

Please submit the completed worksheets through the [Electronic Grants Management System \(eGMS\)](#). Please direct questions to [GPDFiscal@va.gov](mailto:GPDFiscal@va.gov).

Transitional Housing Per Diem Rate Request Information:  
**NEW** [Per Diem Rate Request Instructions](#) 

## Step 2: Log into eGMS

**Access eGMS:** [https://hmlsgrants-va.mod.udpaas.com/s\\_Login.jsp](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 click the Log In button:

### VHA GRANTS

Login

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.

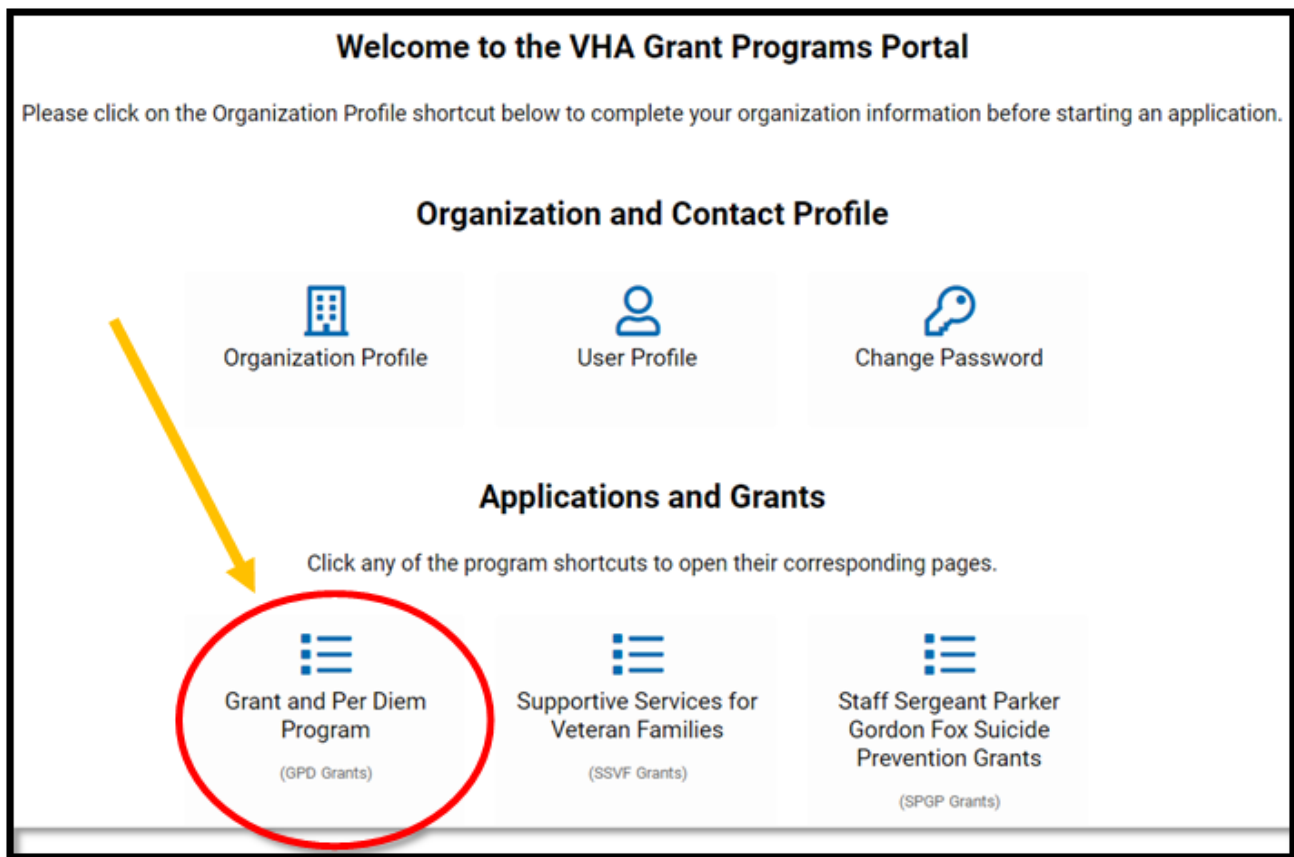
For technical questions or issues, please contact [SSVF@va.gov](mailto:SSVF@va.gov), [GPDgrants@va.gov](mailto:GPDgrants@va.gov) or [VASSGFoxGrants@va.gov](mailto:VASSGFoxGrants@va.gov) or [LSVGrants@va.gov](mailto:LSVGrants@va.gov) for further assistance.

Learn more about our [Privacy & Security policies](#)

New to the System?

## Step 3: Select the GPD Program, then select Initial Per Diem Rate activity under My Tasks

From the eGMS main page, select the Grant and Per Diem Program shortcut to view your grant records and activities.



## Step 4: Under My GPD Tasks, select the grant with Initial Per Diem Rate Request Activity Type Status

Under My GPD Tasks you will find the Activity Type, search for Initial Per Diem Rate Request in **Sent to Grantee** status; click to open this activity/task.

The screenshot shows the 'My GPD Tasks' interface. It includes a search bar, a table with columns for Organization Name, Grant Type, Grant ID, Activity Type, and Status, and a table with one task highlighted in yellow.

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	GPD TESTING, INC	Transition in Place	TEST234-3832-402-TP-24	Initial Per Diem Rate Request	Sent to Grantee

## Step 5: Fill out the requested Initial Per Diem Rate information

Fill out all fields in the request and in the Per Diem Rate Worksheet:

i. Add your Recipient Account Number:


ii. Fiscal Year of the grant cycle  
(prepopulated - edit if needed):

**\* Recipient Account Number**


GPD does not issue this number. This is an identifier created by your organization in your accounting system to segregate the costs related to this grant.

**▼ Estimated Costs Based on Fiscal Year**

**\* From:**

10/01/2023 

**\* To:**

09/30/2024 

iii. Open & fill out all fields in the Per Diem Rate Worksheet:

**▼ Per Diem Rate Request Worksheet**

**\* Per Diem Rate Request**

[Open Per Diem Rate Worksheet](#)

**Note:** The Per Diem Rate amounts (8a-8c) will auto-populate after filling out the worksheet & selecting Save Draft

**▼ 8. Per Diem Rate**

Please select Save Draft after completing and saving your worksheet in order to see the Per Diem Rate information auto-calculate below.

**8a. Supplemental HMIS Per Diem**

\$0.00

**8b. Base Per Diem Rate**

\$18.33

**8c. Requested per diem rate (Base + Supplemental HMIS)**

\$18.33

# Step 5 (continued): Fill out the requested Initial Per Diem Rate information

iv. If approved to serve Minor Dependents, select Yes, otherwise, select No:

▼ 9. Minor Dependents

\* 9a. Approved to serve minor dependents:

--Select One--

--Select One--

Yes

No

v. Select the Rate Type & Effective Date (prepopulated):

▼ Request Type and Effective Date

\* Rate Request Type

Indicate if this is a new award.

Please select

\* Requested Effective Date

This date should be no sooner than the 1st of the following month your request is submitted (e.g., request submitted October 20, then the earliest effective date is November 1)

10/01/2023

vi. Fill out the required Authorized Officials information:

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the costs reported are allowable and allocable for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). 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 6: Save & submit your request

After filling out all of the information within the request and in the worksheet select Save Draft then select Submit:

TEST234-3832-402-TP-24-Initial Per Diem Rate Request-443 > ⓘ

Type: Initial Per Diem Rate Request Organization Name: GPD TESTING, INC

**Instructions**

**GPD grantees requesting a per diem rate must first select Save Draft to start the request.**

Please find a copy of the [Per Diem Rate Request Instructions](#) in the dropdown menu *Per Diem Rate Request Information* on the GPD Provider Website: [https://www.va.gov/HOMELESS/GPD\\_ProviderWebsite.asp#rate](https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp#rate). Grantees will need to complete a separate task and worksheet for each FAIN. A per diem rate adjustment can be made at any time and will be effective the 1st of the following month that the request is submitted. A new "task" in eGMS will need to be completed for all rate change requests.

**INITIAL PER DIEM RATE REQUEST**

\* Recipient Account Number ☰ JUMP TO

GPD does not issue this number. This is an identifier created by your organization in your accounting system to segregate the costs related to this request.

▼ Estimated Costs Based on Fiscal Year

\* From: 10/01/2023

\* To: 09/30/2024

▼ Per Diem Rate Request Worksheet

\* Per Diem Rate Request

Select Save Draft after filling out the form.

When finished, select the Submit button.

## Step 7: Navigate back to My GPD Tasks; the activity should be in submitted status now

After submitting the Per Diem Rate Request, navigate back to the GPD portal 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.

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	TESTING GPD	Per Diem Only	XX-5249-405-PD-24	Per Diem Rate Modification	Resubmitted
2	TESTING GPD	Per Diem Only	XX-5249-405-PD-24	Initial Per Diem Rate Request	Submitted

## Step 8: Approval email sent; activity complete

Once approved, an email will be sent to the point of contact who submitted the request. Email notification will include the **approved per diem rate** and **effective date**. The status under eGMS activity/task will change to **Approved**

Admissions are subject to the approval of the VA GPD Liaison assigned to provide oversight and monitoring of your program.

If future per diem rate changes are necessary, complete a *Per Diem Rate Modification* activity.

FAIN: TEST234-2370-673-SN-22

Greetings:

The VA GPD Office received a per diem rate request from your agency for the FAIN listed below. Based on this information our office received it has established the following per diem rate which is indicated below. Eligible bed days or visits are subject to the approval of the VA Liaison assigned to your organization.

VISN : VISN 8: VA Sunshine Healthcare Network  
VAMC: 673 - Tampa, FL  
PER DIEM RATE: \$123.50  
EFFECTIVE DATE: 10/01/2021

Your agency is advised to read the applicable VA regulations and OMB Circulars to ensure it excludes unallowable costs from its per diem estimates. The approved per diem rate assumes that unallowable costs have been excluded. Please review rent and fees in the section below. General and Administrative expenses are allowable only if an Indirect Rate Agreement has been negotiated with your cognizant Federal Agency.

NOTE, if your agency reported that resident rent and/or fees were charged to Veterans (question 7(b)) and this amount was not estimated accurately, please notify our office, as it is likely that your per diem rate would be overstated.

Your organization is required to submit the OMB SF 425 on an annual basis. The reporting period is based on Federal financial reporting fiscal year. Once submitted this form is subject to review and/or audit by the VA.

If you have any questions, please contact the VA National Grant and Per Diem Program Office at [GPDFiscal@va.gov](mailto:GPDFiscal@va.gov). Thank you for participating in this program and serving our Veterans.

Sincerely,  
GPD National Program Office