

Step 4: 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.

Special Need

Program: Grant and Per Diem Legal Name: GPD TESTING, INC

Due Date: 05/25/2021 16:01 Organization Name: GPD Testing, Inc.

Owner: C Anna Watson DUNS: 99

Tax ID/EIN: 99 FAIN/Grant ID: TEST234-2370-673-SN-22

[Generate Application Summary](#)

Instructions

Applications for grants must be received by the GPD National Program Office no later than 4:00 p.m. Eastern Time on May 25, 2021.

In the interest of fairness to all, this deadline is firm as to date and hour. VA will treat any application that is received after the deadline as ineligible. Applicants should take this practice into account and submit their materials early to avoid the risk of unanticipated delays, computer service outages or other submission-related problems that might result in ineligibility. Applications must be submitted as a complete package. Materials arriving separately will not be included in the application package for consideration and may result in the application being rejected or not funded.

The required documentation for an application submission is outlined in the Application Documentation Required section of this NOFO. Standard forms, which are part of a complete application package, may be downloaded directly from VA's GPD program website at: www.va.gov/homeless/gpd.asp. Questions may be referred to the GPD National Program Office at: GPDGrants@va.gov. For an incorrect, incomplete, inconsistent, unclear or incorrectly formatted application package will result in the application being rejected.

OVERVIEW APPLICATION EXTERNAL ATTACHMENTS GRANT CONTACTS CERTIFICATIONS **REQUEST ACTIVITY**

Step 5: From the REQUEST ACTIVITY tab; select CREATE PER DIEM MODIFICATION REQUEST Button

From the **Request Activity** tab select the **Create Per Diem Modification Request** (blue button)

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[Create Per Diem Modification Request](#)

[← BACK](#)

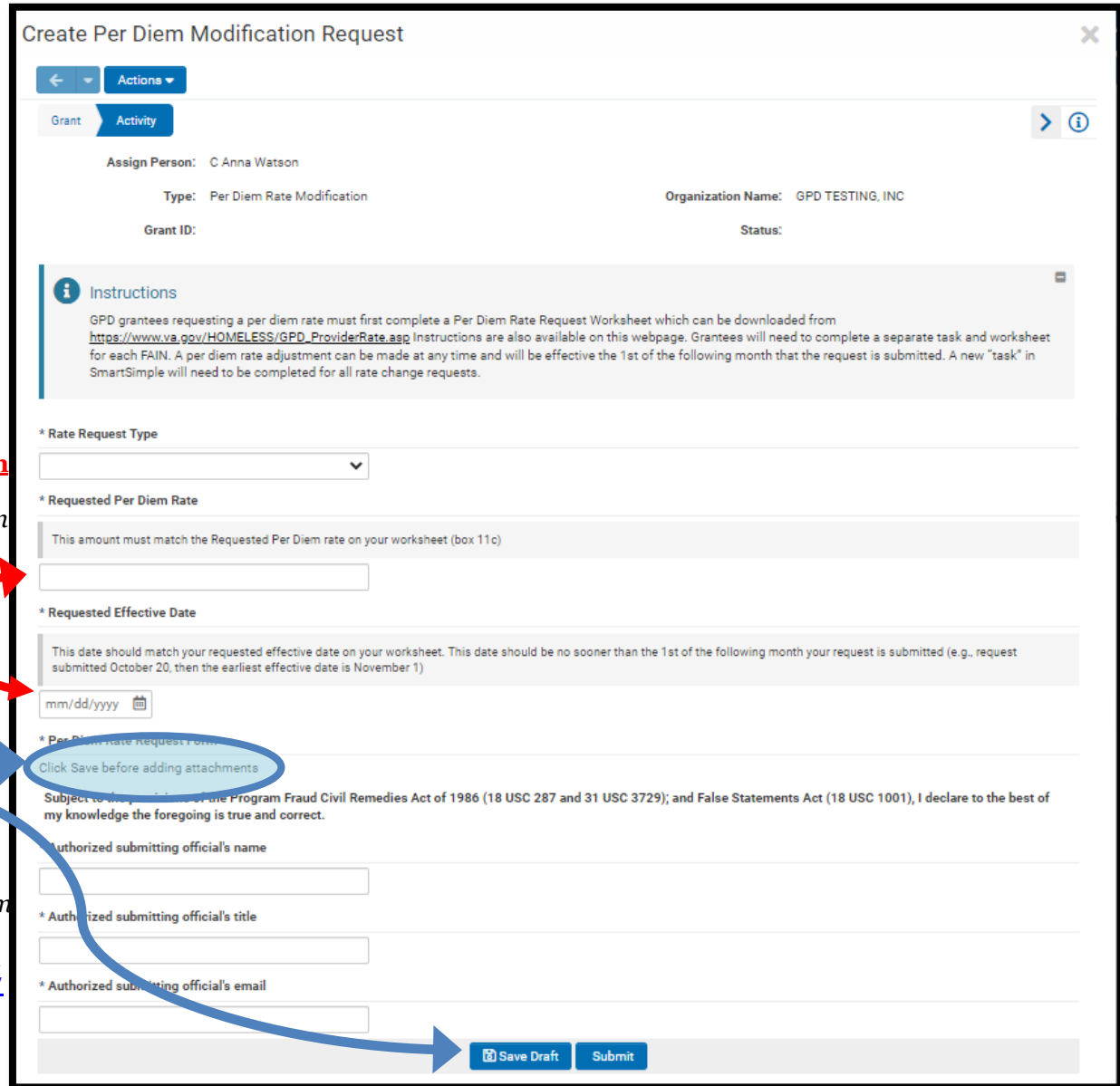
Step 6: Open Per Diem Rate Modification template; SAVE DRAFT

Step 1: click **Save Draft** before completing form; this will make the upload button  appear

Step 2: complete the form; information in the template below **must match** the *Per Diem Rate Request Worksheet* that you attach, or the activity will be returned for corrections

Step 3: upload your completed *Per Diem Rate Request Worksheet* (MS Excel) document

Step 4: click **Submit**



The screenshot shows a web form titled "Create Per Diem Modification Request". At the top, there are navigation buttons for "Grant" and "Activity", and an "Assign Person" field with the name "C Anna Watson". Below this, the form type is "Per Diem Rate Modification" and the organization is "GPD TESTING, INC".

An "Instructions" box contains the following text: "GPD grantees requesting a per diem rate must first complete a Per Diem Rate Request Worksheet which can be downloaded from https://www.va.gov/HOMELESS/GPD_ProviderRate.asp. Instructions are also available on this webpage. 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 SmartSimple will need to be completed for all rate change requests."

The form has several required fields with asterisks:

- * Rate Request Type:** A dropdown menu.
- * Requested Per Diem Rate:** A text input field with a note: "This amount must match the Requested Per Diem rate on your worksheet (box 11c)".
- * Requested Effective Date:** A date input field with a note: "This date should match your requested effective date on your worksheet. 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)".
- * Per Diem Rate Request Form:** A section containing a blue button that says "Click Save before adding attachments".
- Declaration:** A text area with the text: "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:** A text input field.
- * Authorized submitting official's title:** A text input field.
- * Authorized submitting official's email:** A text input field.

At the bottom of the form, there are two buttons: "Save Draft" (with an upload icon) and "Submit".

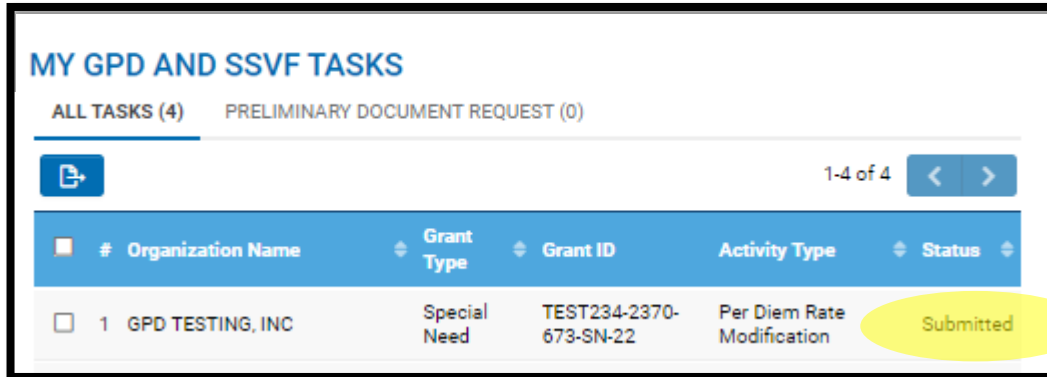
Annotations on the image include:

- A red circle around the "Rate Request Type", "Requested Per Diem Rate", and "Requested Effective Date" fields, with a red arrow pointing to the text: "These fields **must match exactly** the information on the uploaded *Per Diem Rate Request Worksheet*".
- A blue circle around the "Click Save before adding attachments" button, with a blue arrow pointing to the text: "Click **Save Draft** for upload button to appear. Then **Upload** the *Per Diem Rate Request Worksheet* (MS Excel document) from https://www.va.gov/HOMELESS/GPD_ProviderRate.asp".
- A blue arrow pointing from the "Save Draft" button to the "Upload" button icon.

Step 5: Navigate to main page; activity should be in pending status

After submitting the *Per Diem Rate Modification* request, navigate to the UDPaaS main page (shown in step 3) 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.



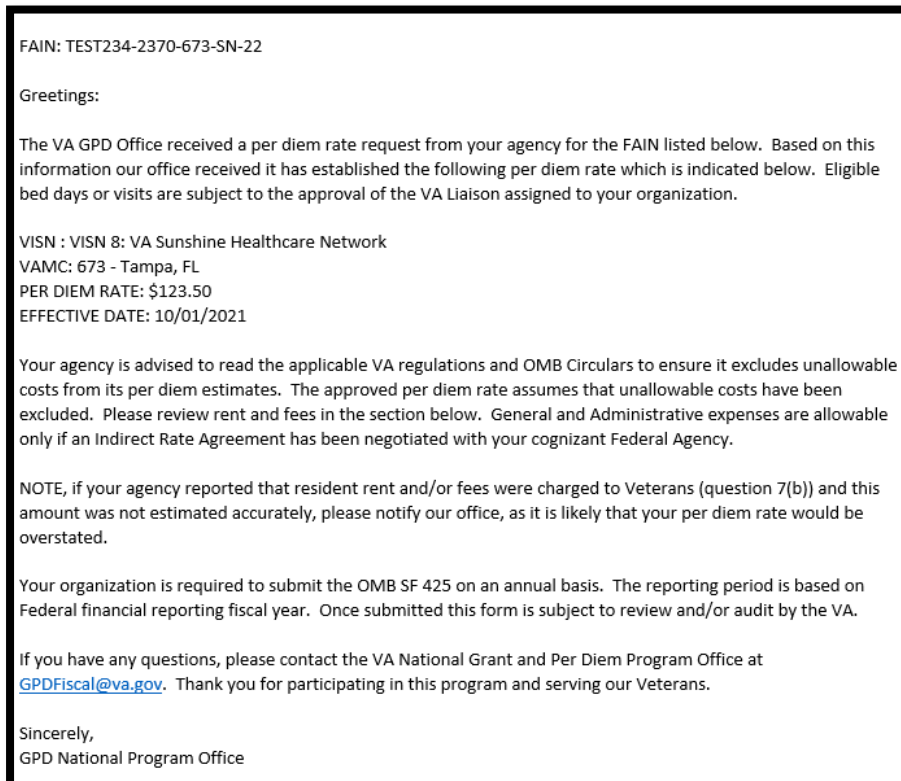
The screenshot shows a web interface titled "MY GPD AND SSVF TASKS". It has two tabs: "ALL TASKS (4)" and "PRELIMINARY DOCUMENT REQUEST (0)". Below the tabs is a table with columns: #, Organization Name, Grant Type, Grant ID, Activity Type, and Status. The first row shows a task for "GPD TESTING, INC" with a "Special Need" grant type, "TEST234-2370-673-SN-22" grant ID, and "Per Diem Rate Modification" activity type. The status is "Submitted", which is highlighted with a yellow oval.

| # | Organization Name | Grant Type | Grant ID | Activity Type | Status |
|---|-------------------|--------------|------------------------|----------------------------|-----------|
| 1 | GPD TESTING, INC | Special Need | TEST234-2370-673-SN-22 | Per Diem Rate Modification | Submitted |

Step 6: Approval email sent; activity complete

Once approved, an email will be sent to the UDPaaS point of contact. Email notification will include the **approved per diem rate** and **effective date**.

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



The screenshot shows an email with the following content:

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. Thank you for participating in this program and serving our Veterans.

Sincerely,
GPD National Program Office