

Grant & Per Diem: eGMS Guide

How-To: **Submit Per Diem Rate Modification Request**

[GPD Provider Webpage](#)

Step 1: Locate the Per Diem Rate Request Instructions from VA Website

Per diem rate request instructions are available on the GPD Provider website under the Per Diem Rate Request Information dropdown menu: https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp#Rate

- Make sure to read the instructions before getting started

Per Diem Rate Request Information

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

Transitional Housing Per Diem Rate Request Information:

NEW [Per Diem Rate Request Instructions](#) 

NEW [How-to Submit an Initial Per Diem Rate Request in eGMS](#)  (activation)

NEW [How-to Submit a Per Diem Rate Modification](#)  (increase/decrease)

Step 2: 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

VHA GRANTS

Login

Email

Password

Log In

Forgot Password?

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

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 or LSVGrants@va.gov for further assistance.

Step 3: From the GPD Grants page, select the appropriate grant award

From the eGMS GPD Grants page look under **My GPD Applications & Grants** for the Approved **FAIN/Grant ID** that you would like to request a per diem rate modification for. Click anywhere on the grant record to open it.

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Created Date
1	Grant and Per Diem	Per Diem Only	TEST234-3305-402-PD-24	GPD TESTING, INC	Approved	10/27/2022 07:57
2	Grant and Per Diem	Capital Grant	TEST234-2494-402-CG-22	GPD TESTING, INC	Approved	05/03/2021 16:01

Step 4: Navigate to the Request Activity tab in the grant record

When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right. Then select the ***Create Per Diem Modification Request*** button to begin.

The screenshot displays the VHA GRANTS interface for a specific grant record. The header includes navigation links for Home, GPD Grants, SSVF Grants, LSV Grants, and SPGP Gr. Below the header, there are buttons for navigation (back, forward), 'New', and 'Actions'. The main content area shows the grant ID 'XX-4046-402-TP-24' and various details such as Program (Grant and Per Diem), Due Date (01/30/2023 16:01), Owner (Test Account), Legal Name (GPD Test Org), Organization Name (GPD Test Org), DUNS, Tax ID/EIN (0), and Grant ID. An 'Application Summary' section includes a 'View PDF' button. Below this is an 'Instructions' section. A horizontal navigation bar contains tabs for OVERVIEW, APPLICATION, EXTERNAL ATTACHMENTS, GRANT CONTACTS, CERTIFICATIONS, and REQUEST ACTIVITY. The REQUEST ACTIVITY tab is highlighted with a purple oval and a purple arrow pointing to it from the right. Below the navigation bar, the 'Create Per Diem Modification Request' button is highlighted with a purple oval. At the bottom left, there is a 'BACK' button, and at the bottom right, there is a 'Save Draft' button.

VHA GRANTS

< Home GPD Grants SSVF Grants LSV Grants SPGP Gr. >

< New Actions

XX-4046-402-TP-24

Program: Grant and Per Diem Legal Name: GPD Test Org

Due Date: 01/30/2023 16:01 ? Organization Name: GPD Test Org

Owner: Test Account

DUNS:

* Organization UEI: test0000 Tax ID/EIN: 0

FAIN/Grant ID: XX-4046-402-TP-24 Grant ID:

Application Summary: View PDF

Instructions

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

Create Per Diem Modification Request

< BACK

Save Draft

Step 5: Select Save Draft, fill out the requested information

- 1) Select **Save Draft** before starting; this will make the worksheet button appear
- 2) 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): Filling out the Per Diem Rate information

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

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

9. Minor Dependents

* 9a. Approved to serve minor dependents:

--Select One--

--Select One--

Yes

No

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 Justification section:

Comments/Justification

* Per Diem Rate Request Justification/Comments

For any per diem rate increases or decreases, provide a brief justification that outlines the changes to the operational budget associated with this FAIN. Discuss the primary reasons the program costs have increased or decreased and if these changes are expected to be temporary or permanent.

vii. 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:

TEST234-3943-405-PD-24-Per Diem Rate Modification...

GPD PER DIEM RATE REQUEST

Note: Please complete separate Worksheets for Per Diem Only and Service Center grants, be sure each request aligns with the correct FAIN.

*** 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:**

*** To:**

Save Draft **Submit** **Request Deletion**

Select Save Draft after filling out the form.

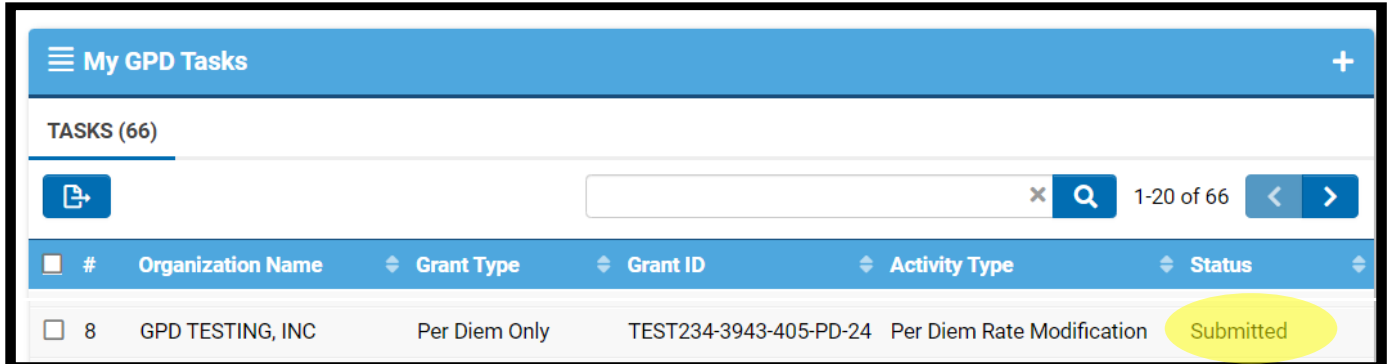
When finished, select the Submit button.

If a draft task was created by accident, you can select Request Deletion to remove it if needed.

Step 7: Navigate to main page; activity should be in pending status

After submitting the *Per Diem Rate Modification* request, navigate to the eGMS 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 Tasks". Below the title is a search bar and a pagination indicator "1-20 of 66". A table lists tasks with columns: #, Organization Name, Grant Type, Grant ID, Activity Type, and Status. The first row shows a task with ID 8, Organization Name "GPD TESTING, INC", Grant Type "Per Diem Only", Grant ID "TEST234-3943-405-PD-24", Activity Type "Per Diem Rate Modification", and Status "Submitted". The "Submitted" status is highlighted with a yellow oval.

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
8	GPD TESTING, INC	Per Diem Only	TEST234-3943-405-PD-24	Per Diem Rate Modification	Submitted

Step 8: Approval email sent; activity complete

Once approved, an email will be sent to the eGMS 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.

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