


# Grant & Per Diem: eGMS Guide





## How-To: Upload Capital, Special Need or Case Management Grant Agreement

### Step 1: Retrieve grant agreement PDF file from your email


- When you receive the below email, follow the instructions in the email to initial and sign the PDF document.
- Scan your completed and signed document and save to your computer as a PDF.

[EXTERNAL] Fwd: ATTENTION: 1234-2370--CG-22 IMPORTANT MATERIALS FOR VA GPD CAPITAL GRANT ...

 Chelsea Watson <grantperdiem@gmail.com>  
To: Watson, Chelsea A.

 Reply  Reply All  Forward 

Wed 6/23/2021 6:49 PM

 GPD\_CG\_MOA\_1234-2370--CG-22.pdf  
337 KB

Dear GPD Grant Applicant,

Thank you for responding to the Grant and Per Diem (GPD) Capital Grant Notice of Funding Opportunity (NOFO) that published in the Federal Register on March 11, 2021. Attached is a grant agreement that we are requesting your agency sign. This request is not a notification that your application has been selected for funding, but rather that it is continuing to move through the application consideration process. Your application award is not finalized until your agency completes and submits the attached grant agreement and the document is counter-signed by VA. We anticipate final award decisions will occur September 2021. Please read through this email carefully as there is a lot of information detailed below.

WHAT YOU NEED TO DO:

1. Review the information within the attached GPD Grant Agreement for accuracy. Please utilize the GPD Grant Agreement Review Instructions provided below.
2. Notify the GPD Program Office at [GPDgrants@va.gov](mailto:GPDgrants@va.gov), immediately, if there are any errors with your agency name, address, DUNS, or Tax ID information. Do not make any edits to the agreement. If changes are required our office will modify and send you a new agreement.
3. Sign page 1 and initial the bottom, right corner of pages 2-11 (either manually or electronically).
4. Scan the signed document (all 11 pages) and resubmit via SmartSimple no later than Friday, July 16, 2021. A quick reference guide demonstrating where to upload your grant agreement in the SmartSimple system is available on the GPD Provider Website at [https://www.va.gov/HOMELESS/GPD\\_ProviderWebsite.asp](https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp)

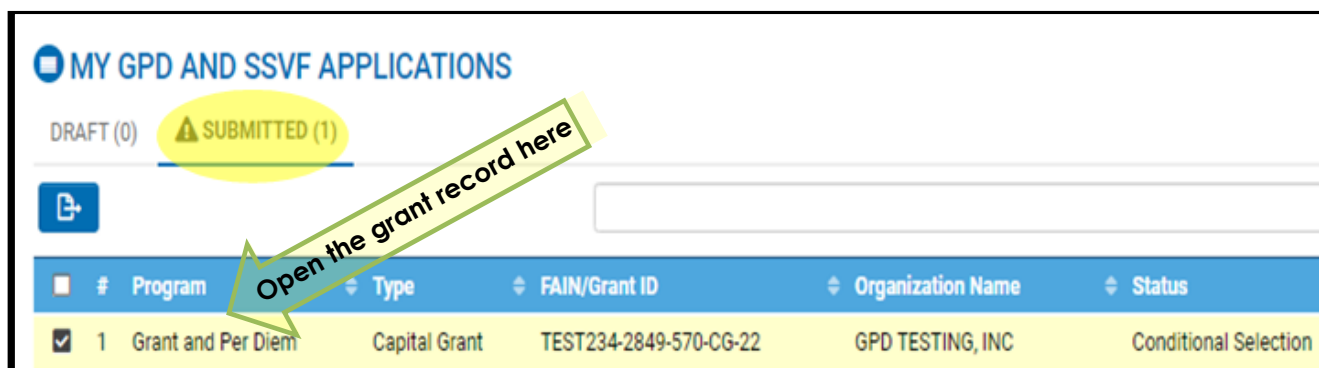
WHAT DOES VA PROPOSE TO FUND:

Below is what VA is proposing to fund. If the funding amount or number of GPD beds to be improved to individual spaces (bedroom and bathroom) as identified below is different from what your agency requested, then a modification was made during the review process to align your proposed award with the requirements of the NOFO. Should your agency not wish to continue to be considered for funding based on the recommendations below, please email our office at [GPDgrants@va.gov](mailto:GPDgrants@va.gov) notifying us of your agency's withdrawal.

## Step 2: Log in to Smart Simple, and select the grant application that is in “conditional selection” status

- The Owner of the record will select the grant application in the **My GPD and SSVF Applications area** (ensure your “submitted” applications are selected)

If you do not see an application in “conditional selection” status, you are not the Owner of the record  
If you are not the Owner, you will not be able to complete this action



#	Program	Type	FAIN/Grant ID	Organization Name	Status
1	Grant and Per Diem	Capital Grant	TEST234-2849-570-CG-22	GPD TESTING, INC	Conditional Selection



If you have more than one application record in *conditional selection* status, ensure you are selecting the correct record (Case Management, Capital, etc.) and upload only the signed agreement document that matches the FAIN/Grant ID.

Step 3: Click the External Attachments tab

Step 4: Click the Upload button located under “Grant Agreement Upload”

Capital Grant

OVERVIEW APPLICATION **EXTERNAL ATTACHMENTS** GRANT CONTACTS CERTIFICATIONS

government entities  
c. Letter(s) of coordination – optional  
d. Budget table (e.g., spreadsheet) - required (attach above)  
e. Third-party documentation (e.g., a plan from an architect, contractor or other building professional including estimated costs) – optional  
f. Photos, drawings, single short video (approximately 3 minutes or less) – optional  
g. Timeline of milestone accomplishments, dates and configuration(s) upon completion – optional  
h. Site control documentation (e.g., a deed, an executed contract of sale or a capital lease as described in 38 CFR 61.17) – optional

\* SF-424

Download the SF424:  
[SF424.pdf](#)

Letters of Coordination (optional)

E.g., from the VAMC, a CoC

Other

Grant Agreement Upload

Upload

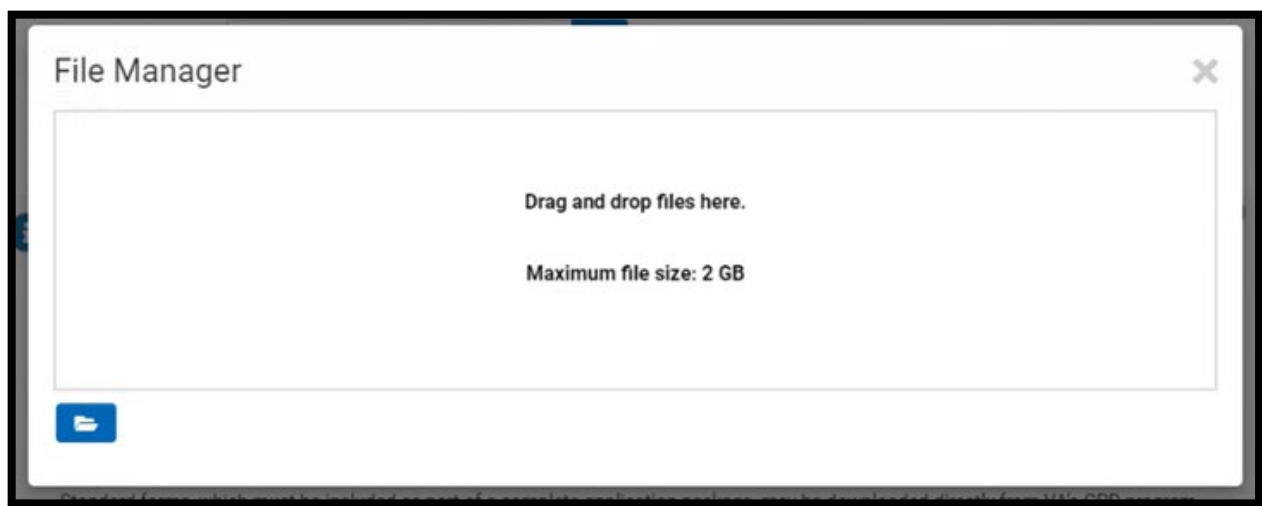
Click here

Save Draft Submit

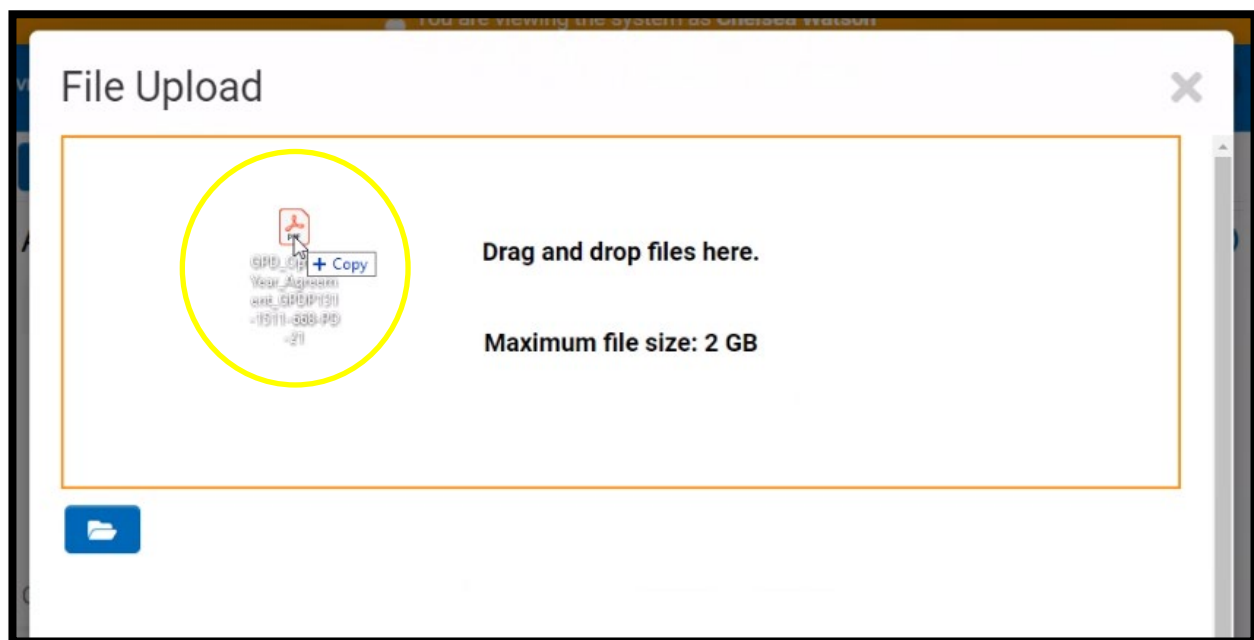
NEXT >

Step 5: Once the file manager window has opened, drag-and-drop your signed grant agreement PDF into the file manager window.

1. Open the file manager window



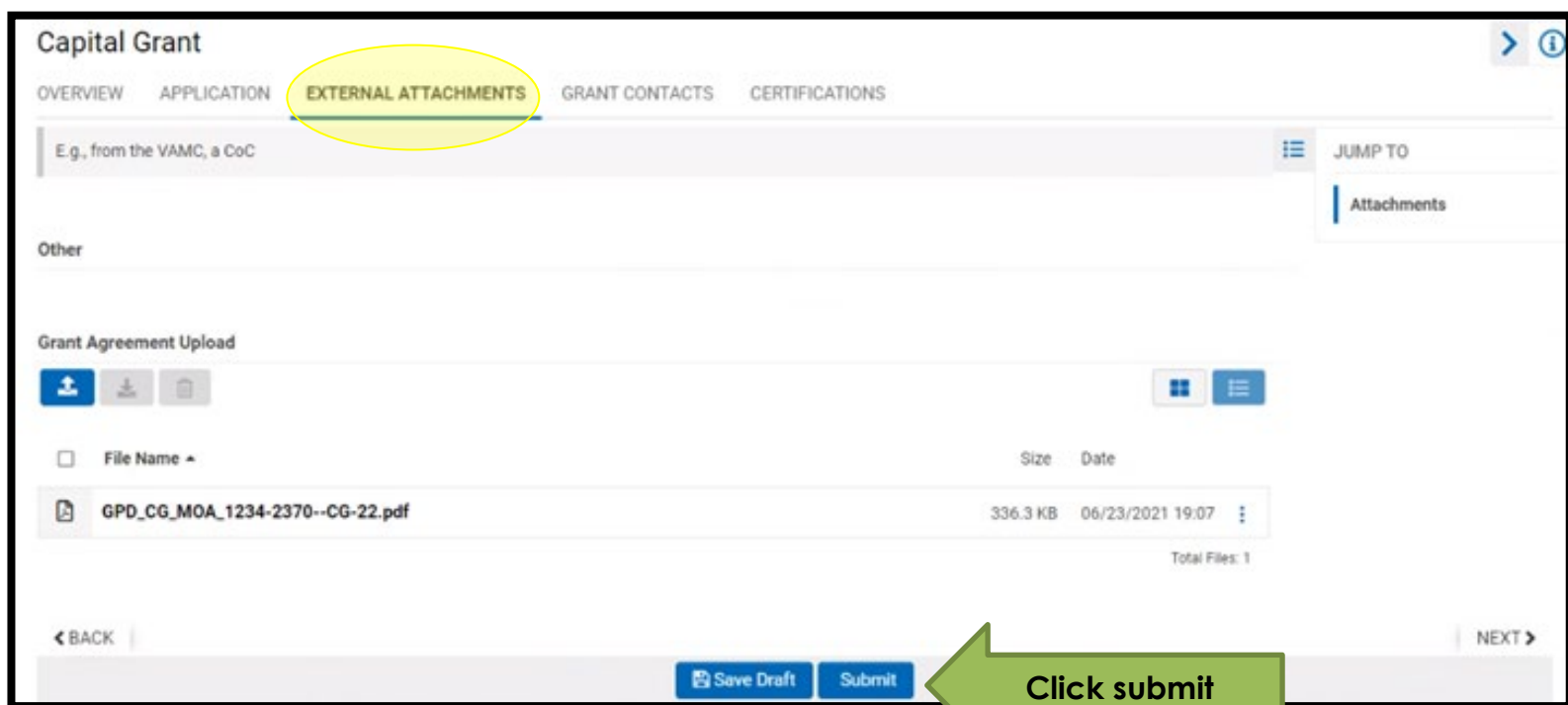
2. Drag and drop the PDF file of your signed grant agreement to upload



Step 6: Now that your upload is complete, close the file manager window



Step 7: Click the Submit button



**CONGRATULATIONS!** We have received your signed grant agreement file. You do not need to do anything else. We will contact you if anything else is needed.