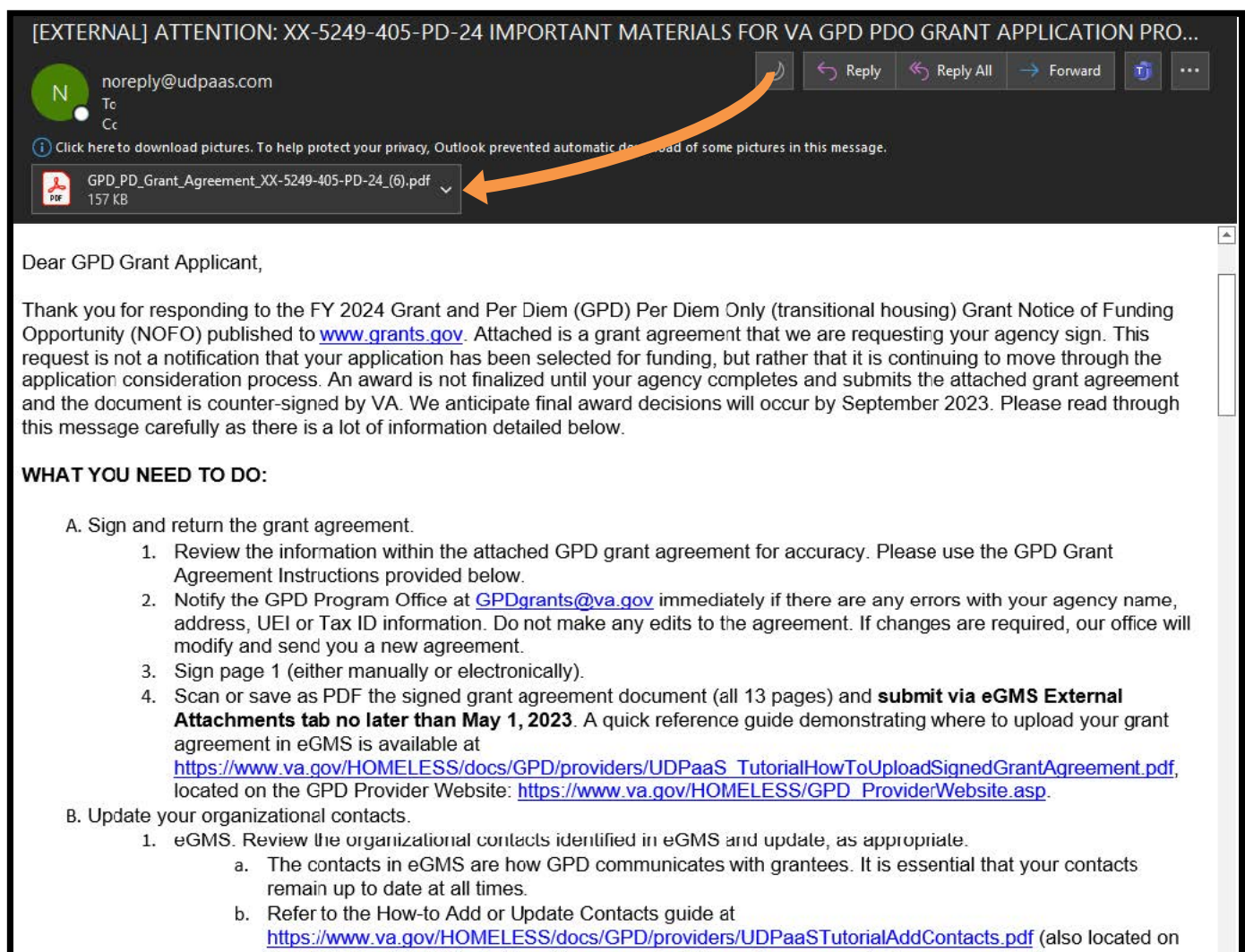


Grant & Per Diem: eGMS Guide

How-To: Upload a Grant Agreement

Step 1: Retrieve grant agreement PDF file from your email

- When you receive the below email, save your grant agreement to your computer then follow the instructions in the email to sign the PDF document.



[EXTERNAL] ATTENTION: XX-5249-405-PD-24 IMPORTANT MATERIALS FOR VA GPD PDO GRANT APPLICATION PRO...

noreply@udpaas.com
To
Cc

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

GPD_PD_Grant_Agreement_XX-5249-405-PD-24_(6).pdf
157 KB

Dear GPD Grant Applicant,

Thank you for responding to the FY 2024 Grant and Per Diem (GPD) Per Diem Only (transitional housing) Grant Notice of Funding Opportunity (NOFO) published to www.grants.gov. 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. An 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 by September 2023. Please read through this message carefully as there is a lot of information detailed below.

WHAT YOU NEED TO DO:

A. Sign and return the grant agreement.

1. Review the information within the attached GPD grant agreement for accuracy. Please use the GPD Grant Agreement Instructions provided below.
2. Notify the GPD Program Office at GPDgrants@va.gov immediately if there are any errors with your agency name, address, UEI 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 (either manually or electronically).
4. Scan or save as PDF the signed grant agreement document (all 13 pages) and **submit via eGMS External Attachments tab no later than May 1, 2023**. A quick reference guide demonstrating where to upload your grant agreement in eGMS is available at https://www.va.gov/HOMELESS/docs/GPD/providers/UDPaaS_TutorialHowToUploadSignedGrantAgreement.pdf, located on the GPD Provider Website: https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp.

B. Update your organizational contacts.

1. eGMS. Review the organizational contacts identified in eGMS and update, as appropriate.
 - a. The contacts in eGMS are how GPD communicates with grantees. It is essential that your contacts remain up to date at all times.
 - b. Refer to the How-to Add or Update Contacts guide at https://www.va.gov/HOMELESS/docs/GPD/providers/UDPaaS_TutorialAddContacts.pdf (also located on

Step 2: Log in to eGMS, and select the correct grant application

- Please select the grant application (please ensure the FAIN matches the one on the grant agreement) in the **My GPD Applications & Grants** area under the **“Submitted”** tab:



If you have more than one application record in *Under Review* status, ensure you are selecting the correct record (Case Management, Transition in Place, Per Diem Only, etc.) and upload only the signed agreement that matches the FAIN/Grant ID.

The screenshot shows the 'My GPD Applications & Grants' interface. At the top, there is a blue header with the title and a plus sign. Below the header, there are tabs for 'DRAFT (7)', 'SUBMITTED (5)', 'APPROVED (7)', and 'CLOSED (2)'. The 'SUBMITTED (5)' tab is selected and highlighted. Below the tabs, there is a search bar with a magnifying glass icon and a search button. To the right of the search bar, it says '1-5 of 5' with left and right navigation arrows. Below the search bar is a table with the following columns: '#', 'Program', 'Type', 'FAIN/Grant ID', 'Organization Name', 'Status', and 'Created Date'. The table contains three rows of data, all with a status of 'Under Review'.

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Created Date
1	Grant and Per Diem	Case Management	TEST234-3271-501-CM-24	GPD TESTING, INC	Under Review	07/13/2022 10:53
2	Grant and Per Diem	Case Management	TEST234-5757-442-CM-24	GPD TESTING, INC	Under Review	04/21/2023 12:08
3	Grant and Per Diem	Case Management	TEST234-3495-402-CM-24	GPD TESTING, INC	Under Review	11/22/2022 10:33

Note: If you do not see the application here, you are not a Grant Contact for this record. If you are not a listed Grant Contact or the Grant Owner, you will not be able to complete this activity, if that is the case, please reach out to the GPD National Program Office at GPDgrants@va.gov for assistance, please include your FAIN in the subject line of the email.

Step 3: Select the External Attachments tab

- 1) Locate the External Attachments tab in the application record
- 2) Upload the signed agreement under Grant Agreement Upload
- 3) Upload any additional documents under Additional Attachments (Conditional Selection)

TEST234-3943-405-PD-24

OVERVIEW APPLICATION **EXTERNAL ATTACHMENTS** GRANT CONTACTS

Grant Agreement Upload

Please upload your signed Grant Agreement

<input type="checkbox"/>	File Name ▲	Size	Date	
<input type="checkbox"/>	Blank_testing_doc.pdf	34.5 KB	03/06/2023 12:16	⋮

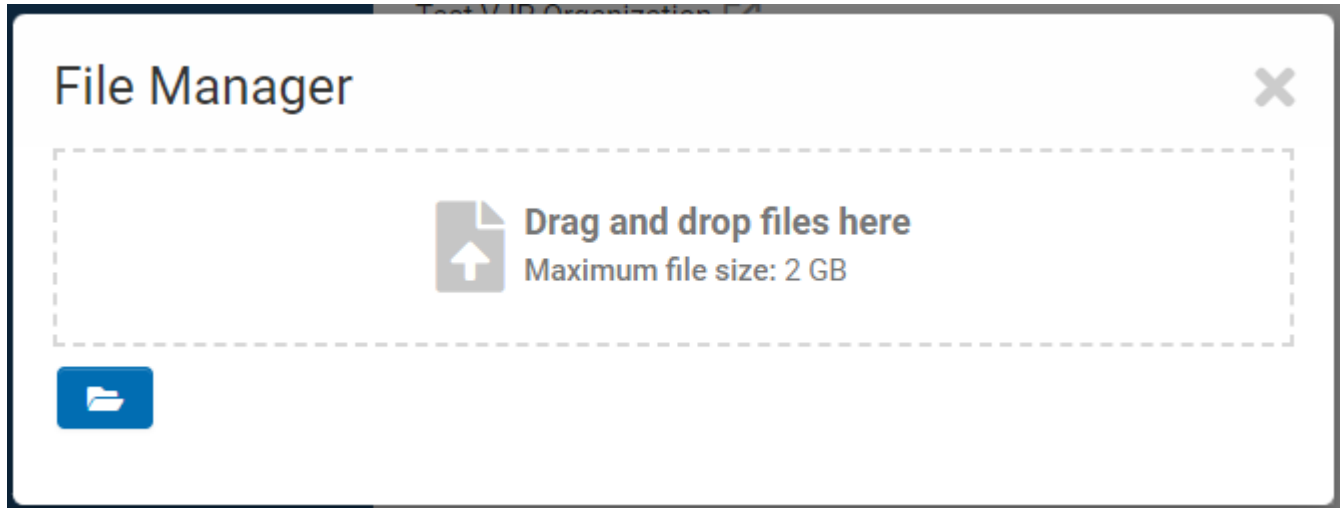
Total Files: 1

Additional Attachments (Conditional Selection)

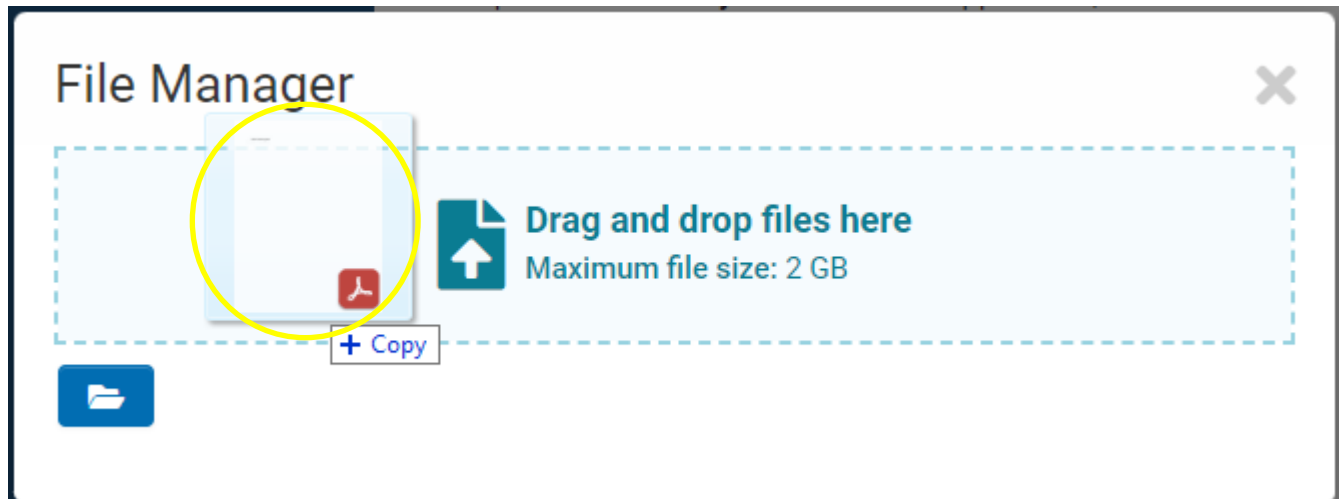
Please upload any required additional documents or information that was requested in your Conditional Selection email, if applicable.

Step 4: Once the file manager window has opened, drag-and-drop your signed grant agreement PDF into the file manager window.

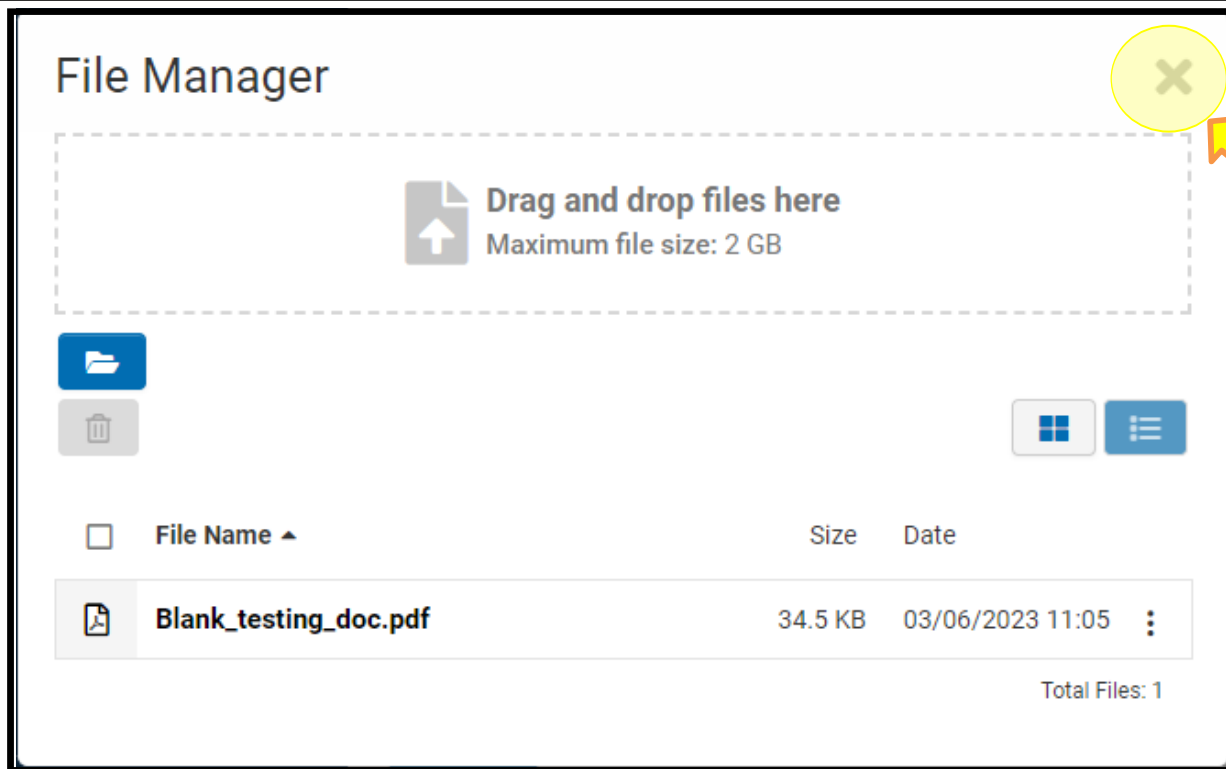
1. Open the file manager window



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



Step 5: Now that your upload is complete, close the file manager



Step 6: Select the Submit button after all documents are attached

Once all required documents have been successfully uploaded, select the submit button to complete this task and thus notify the GPD National Program Office of your submission.

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.

