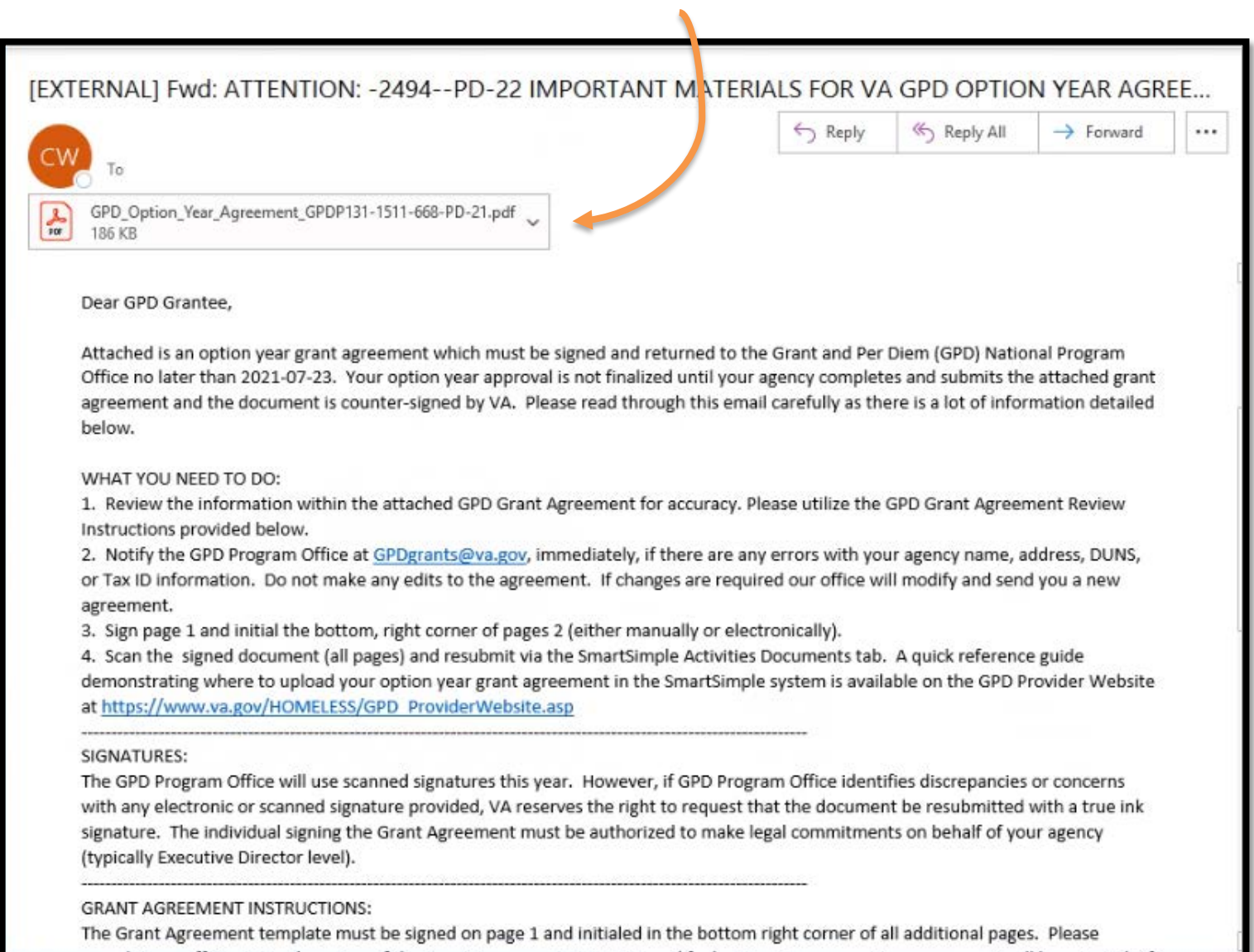


Grant & Per Diem: eGMS Guide

How-To: Upload the signed OPTION YEAR Grant Agreement

Step 1: Retrieve grant agreement file from your email

- When you receive the below email, follow the instructions in the email to initial and sign the PDF document.
- Sign your grant agreement then upload it in eGMS



[EXTERNAL] Fwd: ATTENTION: -2494--PD-22 IMPORTANT MATERIALS FOR VA GPD OPTION YEAR AGREE...

To: CW

GPD_Option_Year_Agreement_GPDP131-1511-668-PD-21.pdf
186 KB

Dear GPD Grantee,

Attached is an option year grant agreement which must be signed and returned to the Grant and Per Diem (GPD) National Program Office no later than 2021-07-23. Your option year approval is not finalized until your agency completes and submits the attached grant agreement and the document is counter-signed by VA. 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, 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 (either manually or electronically).
4. Scan the signed document (all pages) and resubmit via the SmartSimple Activities Documents tab. A quick reference guide demonstrating where to upload your option year grant agreement in the SmartSimple system is available on the GPD Provider Website at https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp

SIGNATURES:

The GPD Program Office will use scanned signatures this year. However, if GPD Program Office identifies discrepancies or concerns with any electronic or scanned signature provided, VA reserves the right to request that the document be resubmitted with a true ink signature. The individual signing the Grant Agreement must be authorized to make legal commitments on behalf of your agency (typically Executive Director level).

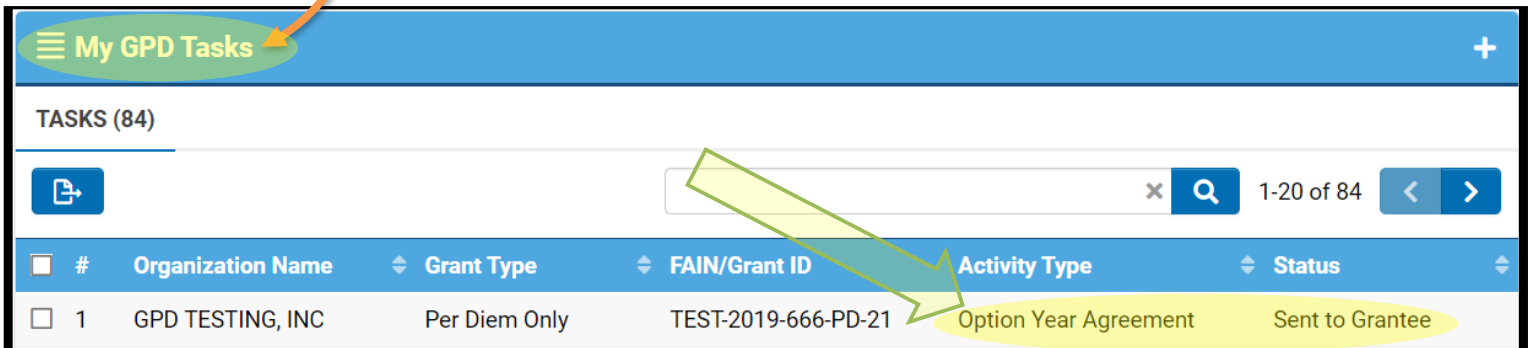
GRANT AGREEMENT INSTRUCTIONS:

The Grant Agreement template must be signed on page 1 and initialed in the bottom right corner of all additional pages. Please

Step 2: Log in to eGMS, Select Option Year Activity

- A Grant Contact of the grant record will select the Option Year Activity in the My GPD Tasks area, as shown below:

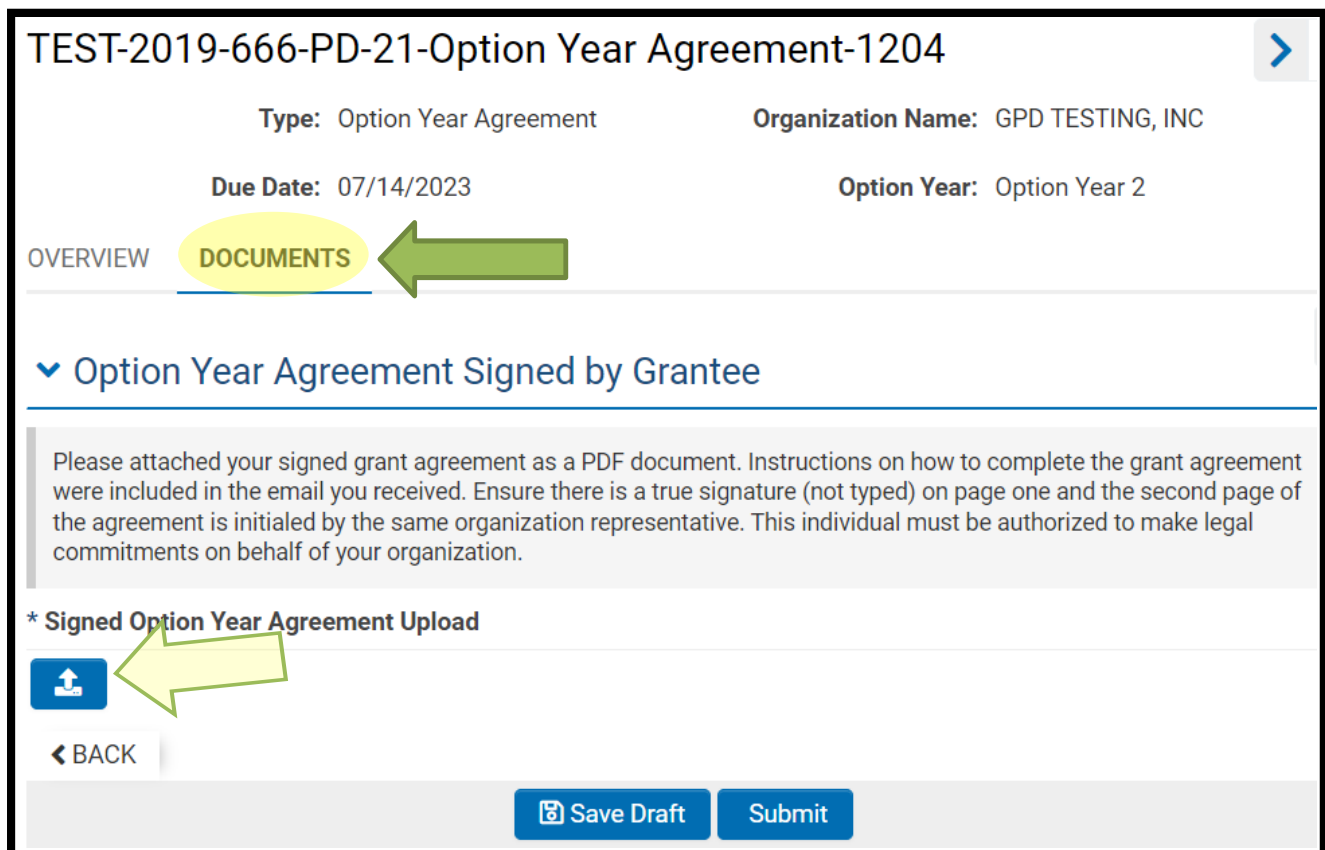
Note: If you do not see a task here, you are not a Grant Contact for this grant record. If you are not a listed Grant Contact, you will not be able to complete this activity. If that is the case, please reach out to the GPD National Program Office at GPDgrants@va.gov for assistance.



#	Organization Name	Grant Type	FAIN/Grant ID	Activity Type	Status
1	GPD TESTING, INC	Per Diem Only	TEST-2019-666-PD-21	Option Year Agreement	Sent to Grantee

Step 3: After you open the activity, select the Documents tab

Upon selecting the Documents tab, select the upload button under the *Signed Option Year Agreement Upload* section:



TEST-2019-666-PD-21-Option Year Agreement-1204

Type: Option Year Agreement Organization Name: GPD TESTING, INC


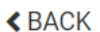
Due Date: 07/14/2023 Option Year: Option Year 2

OVERVIEW **DOCUMENTS**

▼ Option Year Agreement Signed by Grantee

Please attached your signed grant agreement as a PDF document. Instructions on how to complete the grant agreement were included in the email you received. Ensure there is a true signature (not typed) on page one and the second page of the agreement is initialed by the same organization representative. This individual must be authorized to make legal commitments on behalf of your organization.

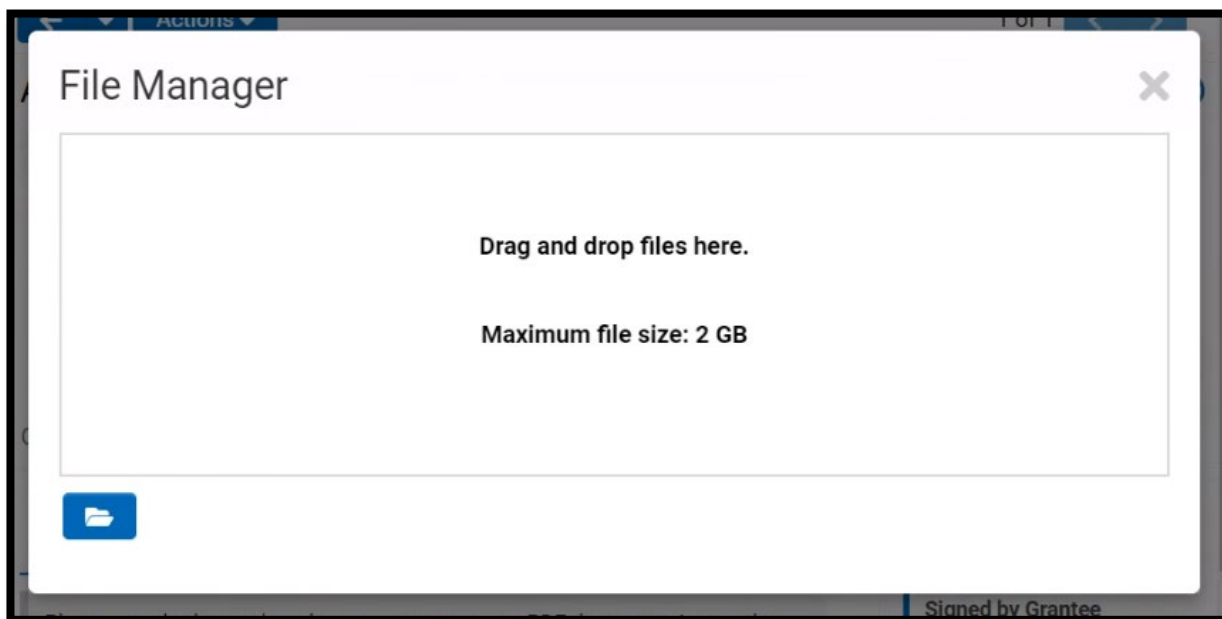
* Signed Option Year Agreement Upload

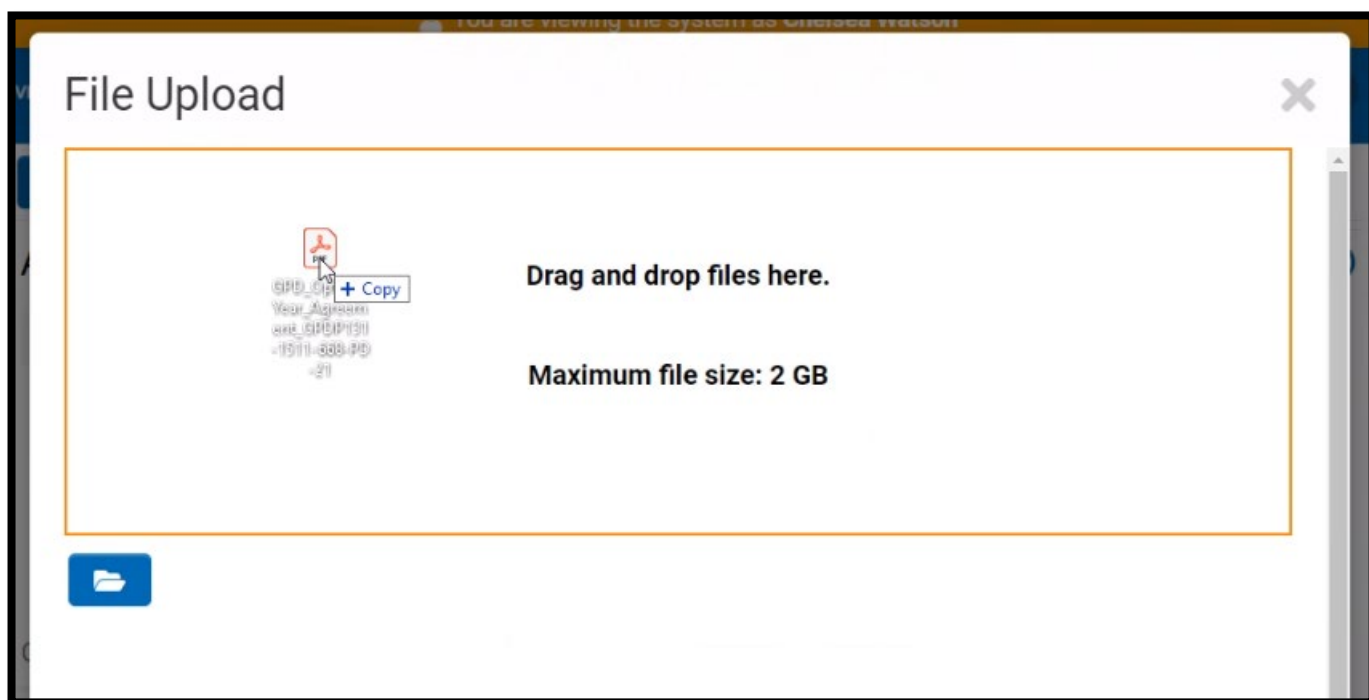
Step 4: Upload the signed agreement

When the File Manager window opens, drag-and-drop your recently saved signed grant agreement into the File Manager window

1.

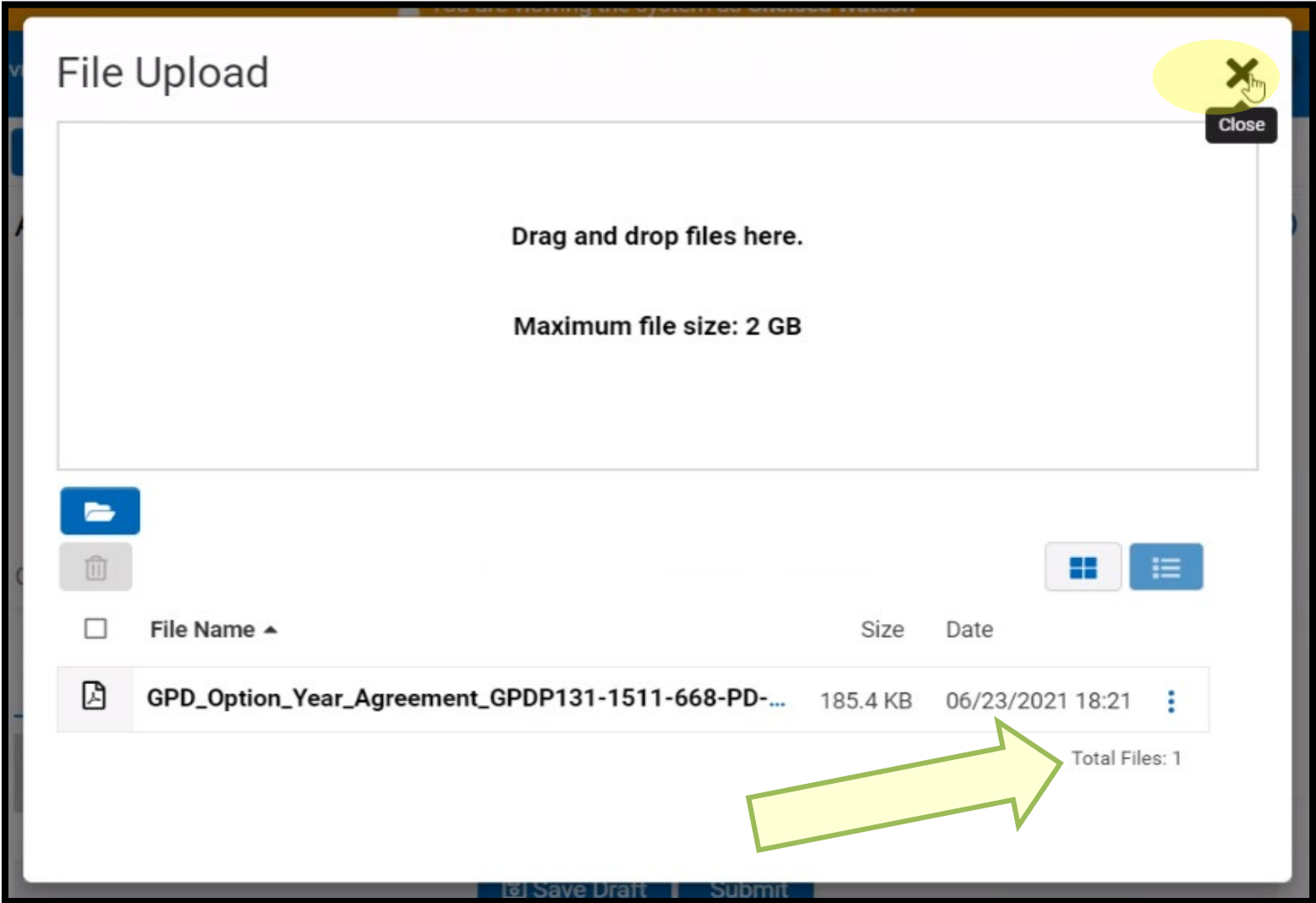


2.



Step 5: When upload is complete, close the window

Close the File Manager window by selecting the Close button in the upper right corner



Step 6: Select the SUBMIT button

The screenshot displays a web application interface with a dark blue header. The main content area has two tabs: 'OVERVIEW' and 'DOCUMENTS', with 'DOCUMENTS' selected. Below the tabs, there is a section titled 'Option Year Agreement Signed by Grantee' with a downward arrow icon. A text box contains instructions: 'Please attached your signed grant agreement as a PDF document. Instructions on how to complete the grant agreement were included in the email you received. Ensure there is a true signature (not typed) on page one and the second page of the agreement is initialed by the same organization representative. This individual must be authorized to make legal commitments on behalf of your organization.' Below this is a 'Signed Option Year Agreement Upload' section with icons for upload, download, and delete. A table lists the uploaded file: 'GPD_Option_Year_Agreement_GPDP131-1511-668-PD-21.pdf' with a size of 185.4 KB and a date of 06/23/2021 18:21. At the bottom, there are two buttons: 'Save Draft' and 'Submit'. The 'Submit' button is highlighted with a yellow circle, and a green arrow points to it from the right. A 'BACK' button is also visible on the left.

OVERVIEW DOCUMENTS

Option Year Agreement Signed by Grantee

Please attached your signed grant agreement as a PDF document. Instructions on how to complete the grant agreement were included in the email you received. Ensure there is a true signature (not typed) on page one and the second page of the agreement is initialed by the same organization representative. This individual must be authorized to make legal commitments on behalf of your organization.

Signed Option Year Agreement Upload

File Name	Size	Date
GPD_Option_Year_Agreement_GPDP131-1511-668-PD-21.pdf	185.4 KB	06/23/2021 18:21

Total Files: 1

Save Draft Submit

**Great job, this activity is now complete!
You do not need to do anything else. Our office has received
your signed agreement and we will contact you if we need
anything else.**