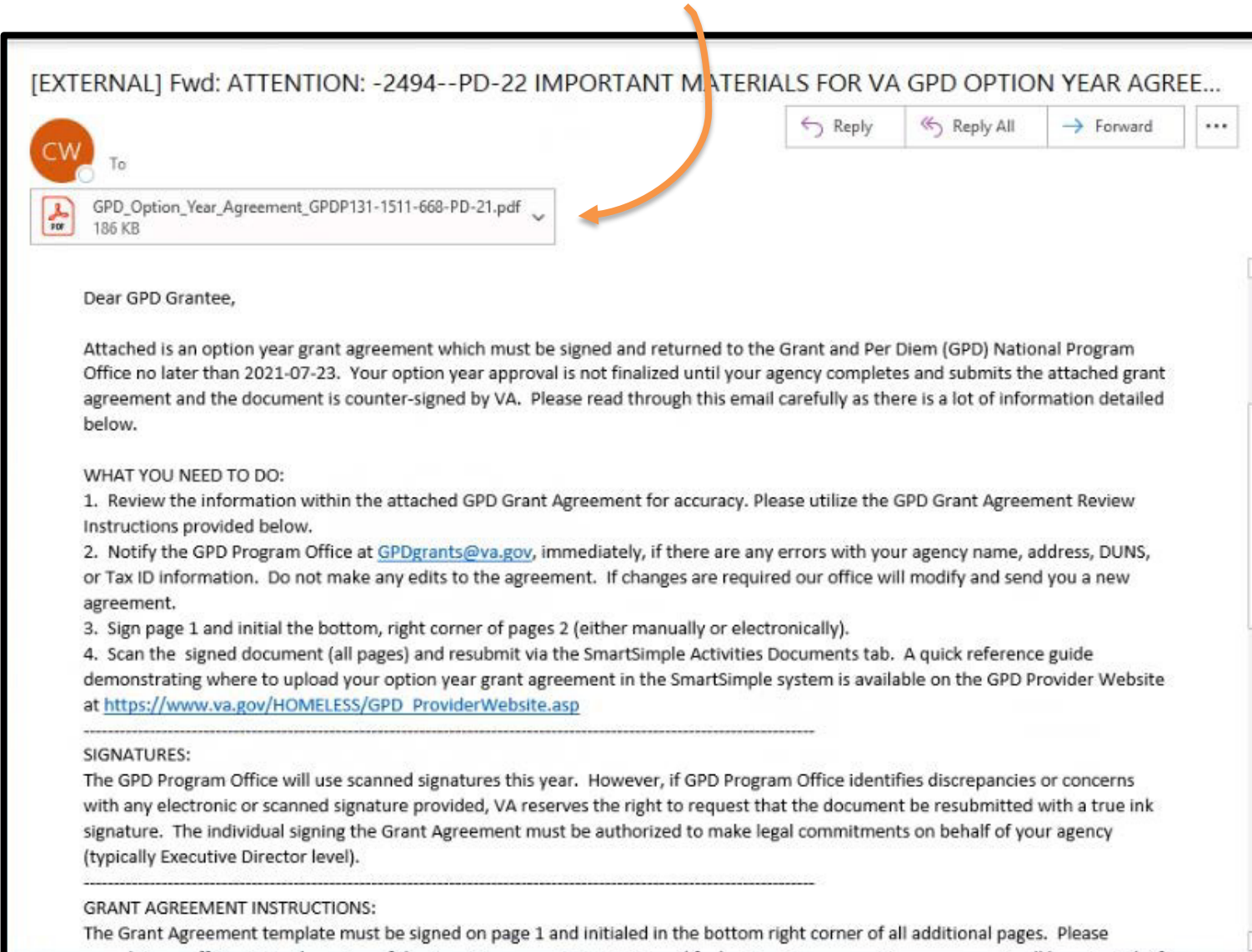


Grant & Per Diem: eGMS Guide

How-To: Upload the signed OPTION YEAR Grant Agreement and complete Annual Certifications

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

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:

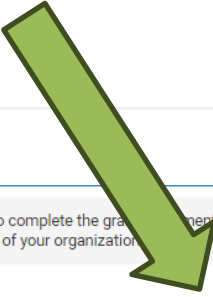
Note: If you do not see a task here, you are not a Grant Contact for this grant record. If you are not a listed Grant Contact, you will not be able to complete this activity. If that is the case, please reach out to the GPD National Program Office at GPDGrants@va.gov for assistance.



#	Organization Name	Grant Type	FAIN/Grant ID	Activity Type	Status
1	GPD TESTING, INC	Per Diem Only	TEST234-3305-402-PD-24	Option Year & Certifications	Sent to Grantee

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

Upon selecting the Documents tab, drag and drop files or select “browse files” to upload the signed agreement:



TEST234-3305-402-PD-24-Option Year Agreement-2215

Type: Option Year & Certifications Organization Name: GPD TESTING, INC

Due Date: Option Year: Please Select

OVERVIEW ANNUAL CERTIFICATIONS **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 representative. This individual must be authorized to make legal commitments on behalf of your organization.

* Signed Option Year Agreement Upload

Drop files here or browse files
Maximum file size: 2 GB

Step 4: Complete the Annual Certifications

Next, select the Annual Certifications tab:

TEST234-3305-402-PD-24-Option Year Agreement-2218

Type: Option Year & Certifications

Due Date:

OVERVIEW **ANNUAL CERTIFICATIONS** DOCUMENTS

* Certification

As an authorized representative of the applicant or grantee organization, I certify to the best of my knowledge and belief that the following certifications, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, fa

- 1. The per diem rate for the currently active FY 2024 award remains accurate and no unobligated cash provided by VA for FY 2024 per diem payments *showing a lower rate for the currently active grant to resolve any unobligated cash on hand.*
- 2. All monthly payment vouchers for the FY 2024 award are up-to-date, and no vouchers are in arrears. *(If needed: Prior to completing this certification, GPDvouchers@va.gov.)*
- 3. The per diem rate on file for FY 2024 in eGMS continues to be accurate for FY 2025 or an updated per diem rate request is submitted. *(If needed, ins*
- 4. If indirect costs are being requested from the grant, the organization's negotiated indirect cost rate agreement (NICRA) or the organization's de minimis rate may be up to 15%. Applicants who signed a de minimis certification for a 10% rate must submit an updated de minimis certification to use a *requested from the grant, this item is not applicable.*
- 5. Any conflicts of interest are disclosed to GPD (2 C.F.R. § 200.112 and SAM certifications). *(If needed: Disclosures must be provided as an attachme*
- 6. Training for staff regarding suicide prevention is provided annually.
- 7. Training for staff regarding equity and inclusion is provided annually.
- 8. As of July 2, 2024, written notice of beneficiary religious protections is provided to all Veterans and prospective Veterans (or other eligible beneficia *Compliance." See the [April 9, 2024 Monthly Operational Webinar](#) for details, available on the [GPD provider page](#).)*
- 9. Any required SF-425 Federal Financial Reports (FFRs) are submitted to VA for all active and closed VA grants (38 C.F.R. § 61.66(a) and 2 C.F.R. § 20
- 10. Any actions required by an A-133 Single Audit or a VA-specific fiscal review (e.g., a fiscal review of VA grants conducted by VA's Office of Business
- 11. The organization does not have an outstanding GPD, VA, or Federal debt (38 C.F.R. § 61.41(a) and § 61.12(g)).
- 12. The organization continues to meet the management standards described in 2 C.F.R. part 200 and 38 C.F.R. part 61 and continues to be able to ef

Please select ▼

From the dropdown box, select "Yes, I certify":

12. The organization continues to meet the management stand

Please select ▼

Please select

Yes, I certify

Step 6: Select the SUBMIT button


*** Certification**

As an authorized representative of the applicant or grantee organization, I certify to the best of my knowledge and belief that the following certifications, in accordance with 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 other

- 1. The per diem rate for the currently active FY 2024 award remains accurate and no unobligated cash provided by VA for FY 2024 per diem payments is in the grantee's possession showing a lower rate for the currently active grant to resolve any unobligated cash on hand.)
- 2. All monthly payment vouchers for the FY 2024 award are up-to-date, and no vouchers are in arrears. (If needed: Prior to completing this certification, outstanding vouchers GPDvouchers@va.gov.)
- 3. The per diem rate on file for FY 2024 in eGMS continues to be accurate for FY 2025 or an updated per diem rate request is submitted. (If needed, instructions for submitting a request are available on the [GPD provider page](#).)
- 4. If indirect costs are being requested from the grant, the organization's negotiated indirect cost rate agreement (NICRA) or the organization's de minimis certification, which may be up to 15%. Applicants who signed a de minimis certification for a 10% rate must submit an updated de minimis certification to use a rate of up to 15%. (If requested from the grant, this item is not applicable.)
- 5. Any conflicts of interest are disclosed to GPD (2 C.F.R. § 200.112 and SAM certifications). (If needed: Disclosures must be provided as an attachment to this activity in accordance with the [GPD provider page](#).)
- 6. Training for staff regarding suicide prevention is provided annually.
- 7. Training for staff regarding equity and inclusion is provided annually.
- 8. As of July 2, 2024, written notice of beneficiary religious protections is provided to all Veterans and prospective Veterans (or other eligible beneficiaries) as required by the [GPD provider page](#). See the [April 9, 2024 Monthly Operational Webinar](#) for details, available on the [GPD provider page](#).
- 9. Any required SF-425 Federal Financial Reports (FFRs) are submitted to VA for all active and closed VA grants (38 C.F.R. § 61.66(a) and 2 C.F.R. § 200.112(g)).
- 10. Any actions required by an A-133 Single Audit or a VA-specific fiscal review (e.g., a fiscal review of VA grants conducted by VA's Office of Business Management) are completed.
- 11. The organization does not have an outstanding GPD, VA, or Federal debt (38 C.F.R. § 61.41(a) and § 61.12(g)).
- 12. The organization continues to meet the management standards described in 2 C.F.R. part 200 and 38 C.F.R. part 61 and continues to be able to effectively implement

Yes, I certify

[← BACK](#) [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 your Annual Certifications and we will contact you if we need anything else.