

# Legal Services for Veterans: Quarterly Performance Report

How-To: **Submit a Quarterly Report**

[LSV Provider Website](#)

## Step 1: Log into eGMS

Access eGMS: [https://hmlsgrants-va.mod.udpaas.com/s\\_Login.jsp](https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp)

- Your grantee's eGMS point of contact logs into the system
- Enter your email address and password and select the Log In button:

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](mailto:SSVF@va.gov), [GPDgrants@va.gov](mailto:GPDgrants@va.gov) or [VASSGFoxGrants@va.gov](mailto:VASSGFoxGrants@va.gov) or [LSVGrants@va.gov](mailto:LSVGrants@va.gov) for further assistance.

## Step 2: From the Main page, select the LSV Program shortcut

Welcome to the VHA Grant Programs Portal

Please click on the Organization Profile shortcut below to complete your organization information before starting an application.

**Organization and Contact Profile**

Organization Profile User Profile Change Password

**Applications and Grants**

Click any of the program shortcuts to open their corresponding pages.

Grant and Per Diem Program (GPD Grants)

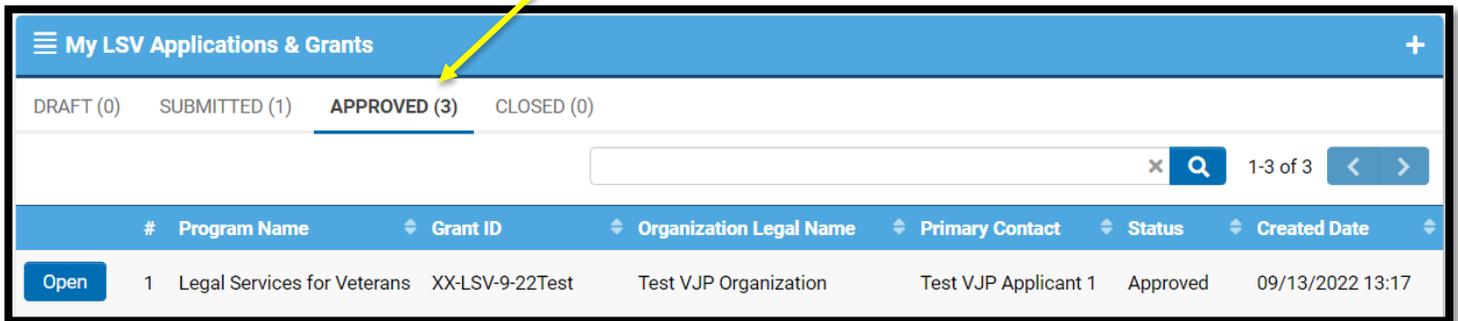
Supportive Services for Veteran Families (SSVF Grants)

Staff Sergeant Parker Gordon Fox Suicide Prevention Grants (SPGP Grants)

Legal Services for Homeless or At-Risk Veterans Grants (LSV Grants)

## Step 3: Select the appropriate grant award under My LSV Grants

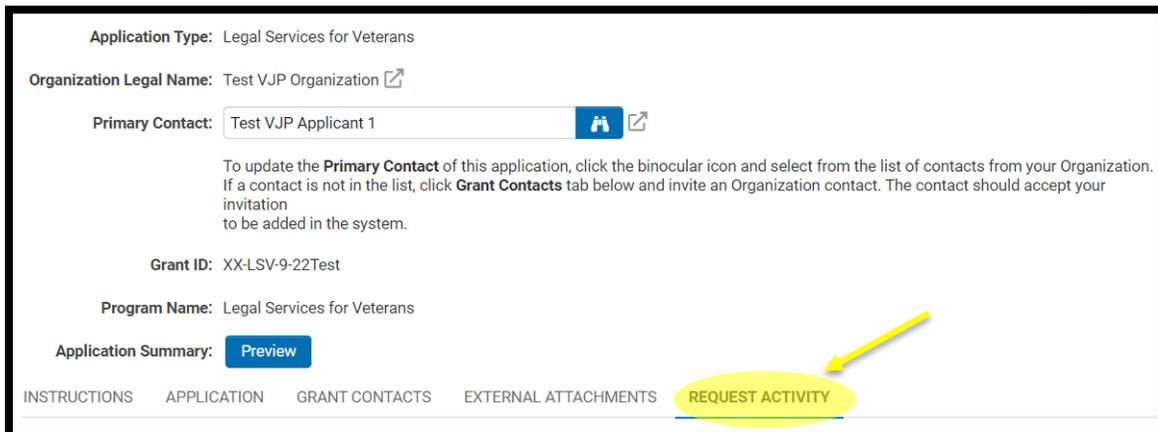
From the eGMS LSV Grants page look under My LSV Applications & Grants for the Grant ID for which you would like to submit a quarterly report.



#	Program Name	Grant ID	Organization Legal Name	Primary Contact	Status	Created Date
1	Legal Services for Veterans	XX-LSV-9-22Test	Test VJP Organization	Test VJP Applicant 1	Approved	09/13/2022 13:17

## Step 4: Navigate to Request Activity tab

When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right and select this tab.



Application Type: Legal Services for Veterans

Organization Legal Name: Test VJP Organization

Primary Contact: Test VJP Applicant 1

To update the **Primary Contact** of this application, click the binocular icon and select from the list of contacts from your Organization. If a contact is not in the list, click **Grant Contacts** tab below and invite an Organization contact. The contact should accept your invitation to be added in the system.

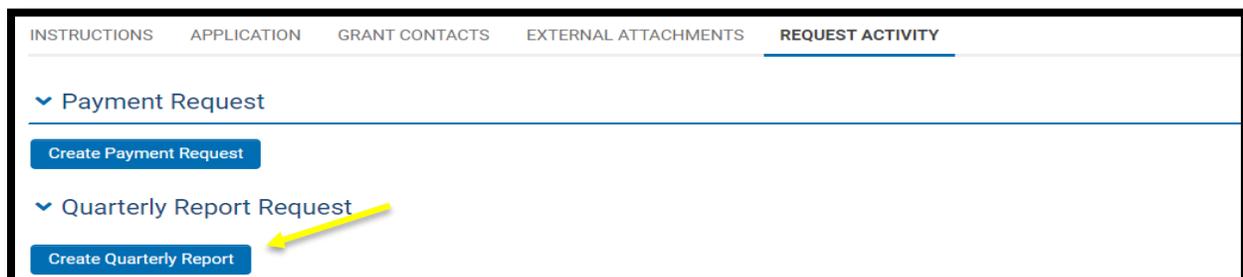
Grant ID: XX-LSV-9-22Test

Program Name: Legal Services for Veterans

Application Summary: [Preview](#)

INSTRUCTIONS APPLICATION GRANT CONTACTS EXTERNAL ATTACHMENTS **REQUEST ACTIVITY**

## Step 5: From the REQUEST ACTIVITY tab; select Create Quarterly Report



INSTRUCTIONS APPLICATION GRANT CONTACTS EXTERNAL ATTACHMENTS **REQUEST ACTIVITY**

Payment Request

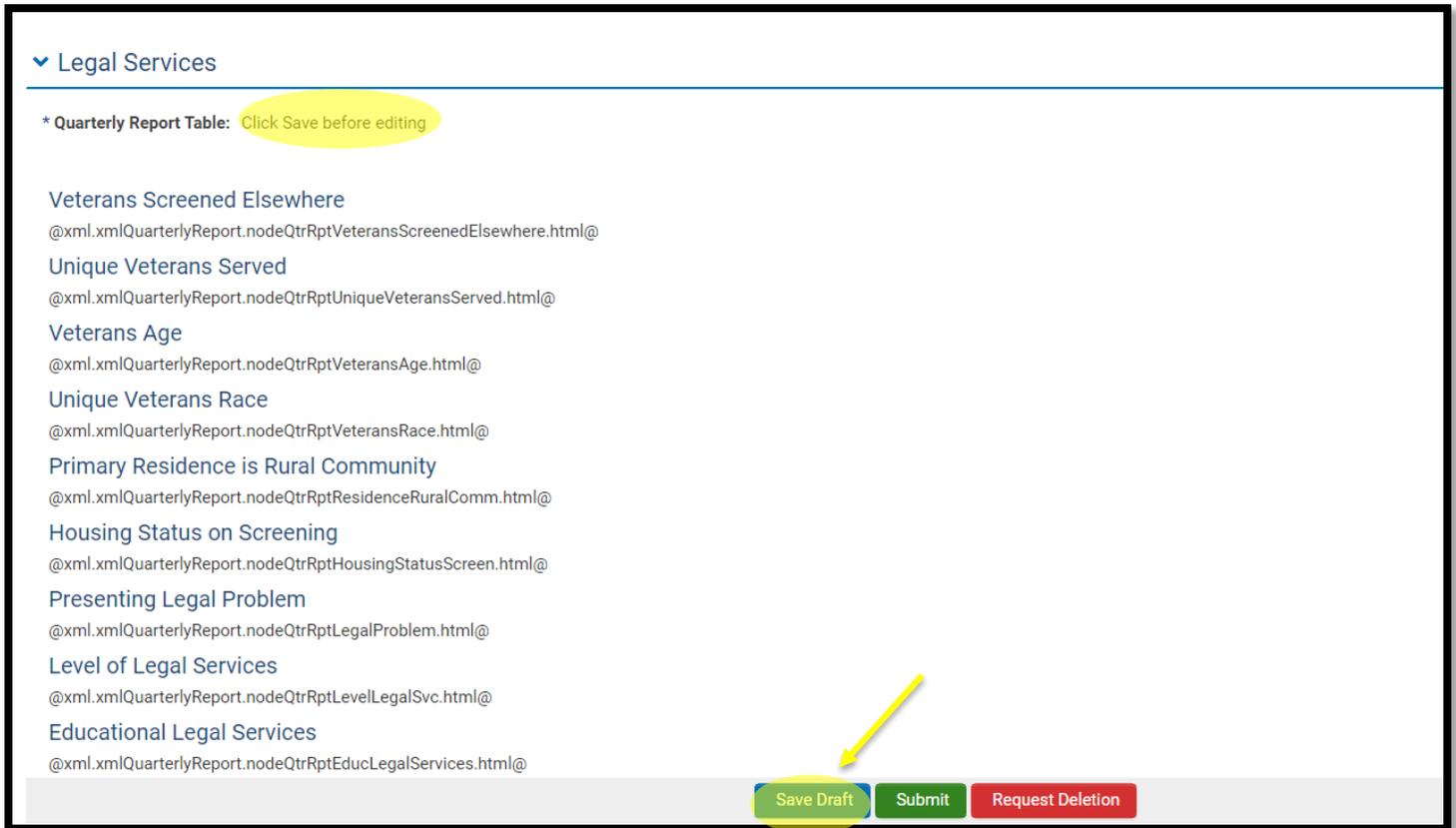
Create Payment Request

Quarterly Report Request

Create Quarterly Report

## Step 6: Open Create Quarterly Report; complete form

**Step 6a:** Click Save Draft for the Quarterly Report table button to appear



Legal Services

\* Quarterly Report Table: Click Save before editing

Veterans Screened Elsewhere  
@xml.xmlQuarterlyReport.nodeQtrRptVeteransScreenedElsewhere.html@

Unique Veterans Served  
@xml.xmlQuarterlyReport.nodeQtrRptUniqueVeteransServed.html@

Veterans Age  
@xml.xmlQuarterlyReport.nodeQtrRptVeteransAge.html@

Unique Veterans Race  
@xml.xmlQuarterlyReport.nodeQtrRptVeteransRace.html@

Primary Residence is Rural Community  
@xml.xmlQuarterlyReport.nodeQtrRptResidenceRuralComm.html@

Housing Status on Screening  
@xml.xmlQuarterlyReport.nodeQtrRptHousingStatusScreen.html@

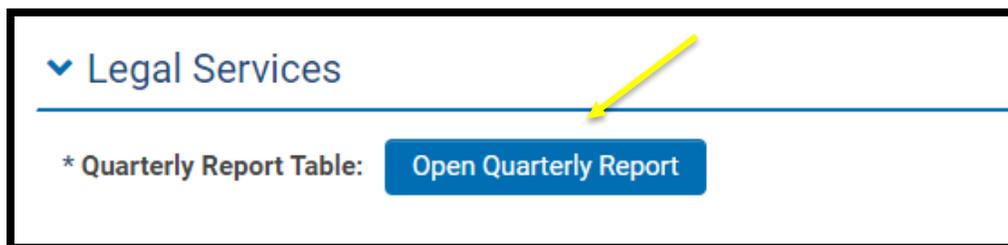
Presenting Legal Problem  
@xml.xmlQuarterlyReport.nodeQtrRptLegalProblem.html@

Level of Legal Services  
@xml.xmlQuarterlyReport.nodeQtrRptLevelLegalSvc.html@

Educational Legal Services  
@xml.xmlQuarterlyReport.nodeQtrRptEducLegalServices.html@

Save Draft Submit Request Deletion

**Step 6b:** Once you Save Draft; you will be able to enter your data into the Quarterly Report table



Legal Services

\* Quarterly Report Table: Open Quarterly Report

Please use the + symbol to add as many additional rows as needed under each category. **There are 13 sections in the table that will need reviewed in total**, below is the first section for reference.

This report should include **cumulative data beginning August 1<sup>st</sup> for each quarter** submitted.

- If you are submitting your Quarter 2 report, it should include *all* data submitted on your Quarter 1 and then updated to include Quarter 2.

Please select each reason that applies	Number of Veterans screened referred elsewhere	Comments/Explanation
Legal needs outside scope of the grant	1	Provide brief explanation
1		

**Step 6c:** Complete the rest of the form; instructions for each field must be followed exactly or the activity will be returned for corrections

- **Quarter** – Select the appropriate quarter from the drop down
- **Grant Performance Review Period** – Enter quarter you are submitting data for
- **Final Rule** – Certify both statements
- **Data Quality** – Certify all three statements
- **Trainings & Webinars** – Certify both statements
- **Budget** – Certify all five statements
- **Upload your Quarterly Tracking Tool** – ***\*Do Not include any PHI/PII***
- **Additional Feedback for LSV Program Office** – include any comments relevant to the quarterly report

**Step 6d:** Once certified, save draft, and select “Submit” - **Your request will not come through to our office without this step\***

Authorized Submitting Official & Signature

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:

\* Applicant Signature

Remove Restore

Save Draft Submit Request Deletion

After submitting the quarterly report, navigate to the main page (shown in step 2) and go to your MY LSV Tasks, your activity/task will indicate **Submitted** status.

My LSV Tasks							
MY LSV TASKS (37)							
#	FAIN/Grant ID	Activity Type	Primary Contact	Activity Status	Created Date	Last Modified	
Open	1	XX-LSV-9-22Test	LSV Quarterly Reporting	Test VJP Applicant 1	Submitted	06/16/2023 09:55	06/20/2023 08:48

LSV program staff will review your report and reach out to the identified point of contact, if there are questions/issues.

## Step 7: Approval; activity complete

Grantee will only be notified if corrections are needed, otherwise, it will be reviewed and accepted. Grantees will see the request updated to **Approved** status under “My LSV Tasks”

My LSV Tasks							
MY LSV TASKS (37)							
#	FAIN/Grant ID	Activity Type	Primary Contact	Activity Status	Created Date	Last Modified	
Open	1	XX-LSV-9-22Test	LSV Quarterly Reporting	Test VJP Applicant 1	Approved	06/16/2023 09:55	06/20/2023 08:51