

# Legal Services for Veterans: Request Payment

How-To: **Submit a Payment Request**

[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 [VAASSGFoxGrants@va.gov](mailto:VAASSGFoxGrants@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 payment request.

| # | 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  
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 payment

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

Payment Request

Create Payment Request

# Step 6: Open Create Payment Request; complete form

**Step 6a:** Click Save Draft for the Payment Request table button to appear

The screenshot shows the 'Payment Request Table' section of a form. At the top, there is a warning message: '\* Payment Request Table: Click Save before editing'. Below this is an information icon and a paragraph of text regarding approval of payments and tracking costs. The 'Authorized Submitting Official & Signature' section contains several input fields for name, title, and email, along with a signature line. At the bottom, there are three buttons: 'Save Draft' (highlighted with a yellow circle and arrow), 'Submit', and 'Send to Grantee'.

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



This close-up shows the 'Payment Request Table' section with a blue button labeled 'Open Payment Request' and a refresh icon. A yellow arrow points to the button.



**Example: You are billing for costs incurred for Quarter 1, August 1 – October 31, 2023.**

| Select each cost for specified billing period | Costs incurred for specified billing period | Number of Hours attributable for specified billing period (if applicable) | *Justification/Comments (required)  |
|---|---|---|---|
| Salary & benefits cost (attorney)             | \$25,000.00                                 | 400   | Three attorneys spent a total of 400 hours working with 8 different Veterans on a variety of legal services |
| Salary & benefits cost (other legal staff)    | \$5,000.00                                  | 200   | Legal staff including Accounting team and Administrative support preparing documents and screening clients  |
| Fees related to outreach, education, training | \$2,000.00                                  | 10  | Hosted 3 outreach events in collaboration with our local VAMC and provided educational materials            |
| Admin Costs (max 10%)                         | \$3,500.00                                  |   | Office space, office supplies, computer software, and cellphone   |
|   | <b>\$35,500.00</b>                          | <b>610</b>  |   |

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


▼ Billing Period Covered by this request

\* From:   

\* To:   



\* Recipient Account Number

LSV does not issue this number. This is an identifier created by your organization in your accounting system to segregate the costs related to this grant.



\* PMS Request Date

Add the date this payment request was entered in the Payment Management System (PMS) - [PMS login page](#)

- **Billing Period:** the date span that you incurred costs included in your request
- **Recipient Account Number:** An identifier created at the grantee level so that our audit team will be able to tie these costs back into your accounting system
- **PMS Request Date:** To ensure you've also entered the draw down in the PMS system; this system is how the funds will be electronically deposited into your bank account

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

PAYMENT REQUESTS

3801-3812). I declare to the best of my knowledge the foregoing is true and correct.

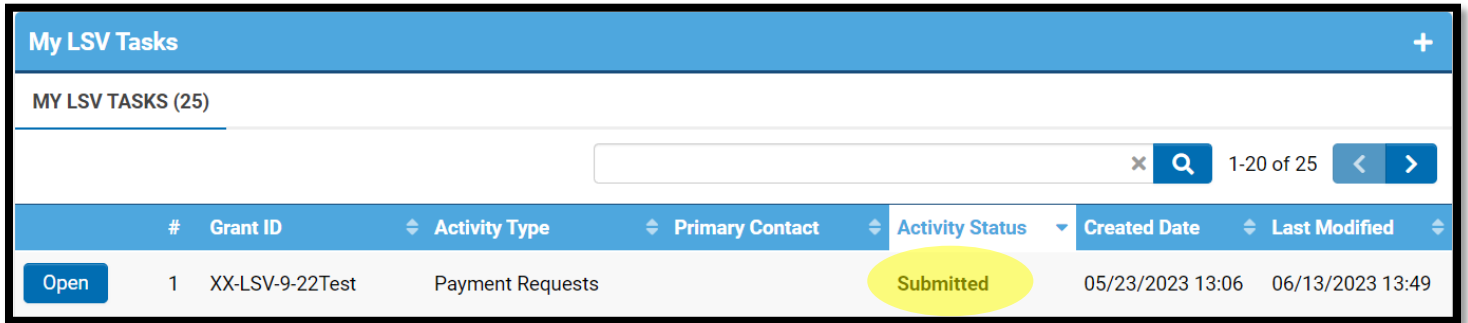
\* Authorized submitting official's name:

\* Authorized submitting official's title:

\* Authorized submitting official's email:

\* Applicant Signature

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



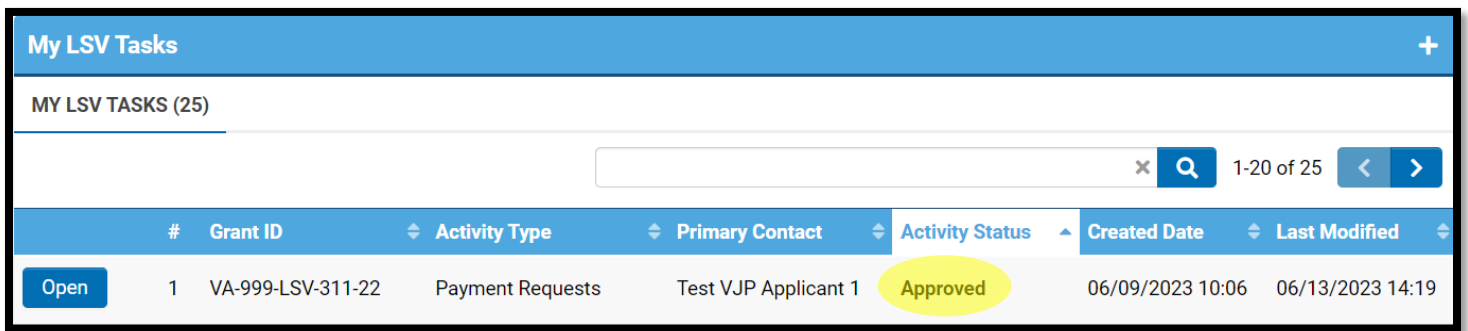
The screenshot shows a web interface for 'My LSV Tasks'. At the top, there is a blue header with the text 'My LSV Tasks' and a plus sign. Below the header, it says 'MY LSV TASKS (25)'. There is a search bar with a magnifying glass icon and the text '1-20 of 25'. Below the search bar is a table with columns: '#', 'Grant ID', 'Activity Type', 'Primary Contact', 'Activity Status', 'Created Date', and 'Last Modified'. The first row of the table has the following data: '# 1', 'Grant ID XX-LSV-9-22Test', 'Activity Type Payment Requests', 'Primary Contact', 'Activity Status Submitted' (highlighted in yellow), 'Created Date 05/23/2023 13:06', and 'Last Modified 06/13/2023 13:49'. There is an 'Open' button to the left of the first row.

| # | Grant ID        | Activity Type    | Primary Contact | Activity Status | Created Date     | Last Modified    |
|---|-----------------|------------------|-----------------|-----------------|------------------|------------------|
| 1 | XX-LSV-9-22Test | Payment Requests |                 | Submitted       | 05/23/2023 13:06 | 06/13/2023 13:49 |

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

## Step 7: Approval; activity complete

Grantees will only be notified if corrections are needed, otherwise, it will be reviewed and accepted for payment. Grantees will see the request updated to *Approved* status under "My LSV Tasks" AND our office will process the corresponding payment request in HHS.



The screenshot shows a web interface for 'My LSV Tasks'. At the top, there is a blue header with the text 'My LSV Tasks' and a plus sign. Below the header, it says 'MY LSV TASKS (25)'. There is a search bar with a magnifying glass icon and the text '1-20 of 25'. Below the search bar is a table with columns: '#', 'Grant ID', 'Activity Type', 'Primary Contact', 'Activity Status', 'Created Date', and 'Last Modified'. The first row of the table has the following data: '# 1', 'Grant ID VA-999-LSV-311-22', 'Activity Type Payment Requests', 'Primary Contact Test VJP Applicant 1', 'Activity Status Approved' (highlighted in yellow), 'Created Date 06/09/2023 10:06', and 'Last Modified 06/13/2023 14:19'. There is an 'Open' button to the left of the first row.

| # | Grant ID          | Activity Type    | Primary Contact      | Activity Status | Created Date     | Last Modified    |
|---|-------------------|------------------|----------------------|-----------------|------------------|------------------|
| 1 | VA-999-LSV-311-22 | Payment Requests | Test VJP Applicant 1 | Approved        | 06/09/2023 10:06 | 06/13/2023 14:19 |

**\*For future payment requests, complete another *Create Payment Request* activity/task.**