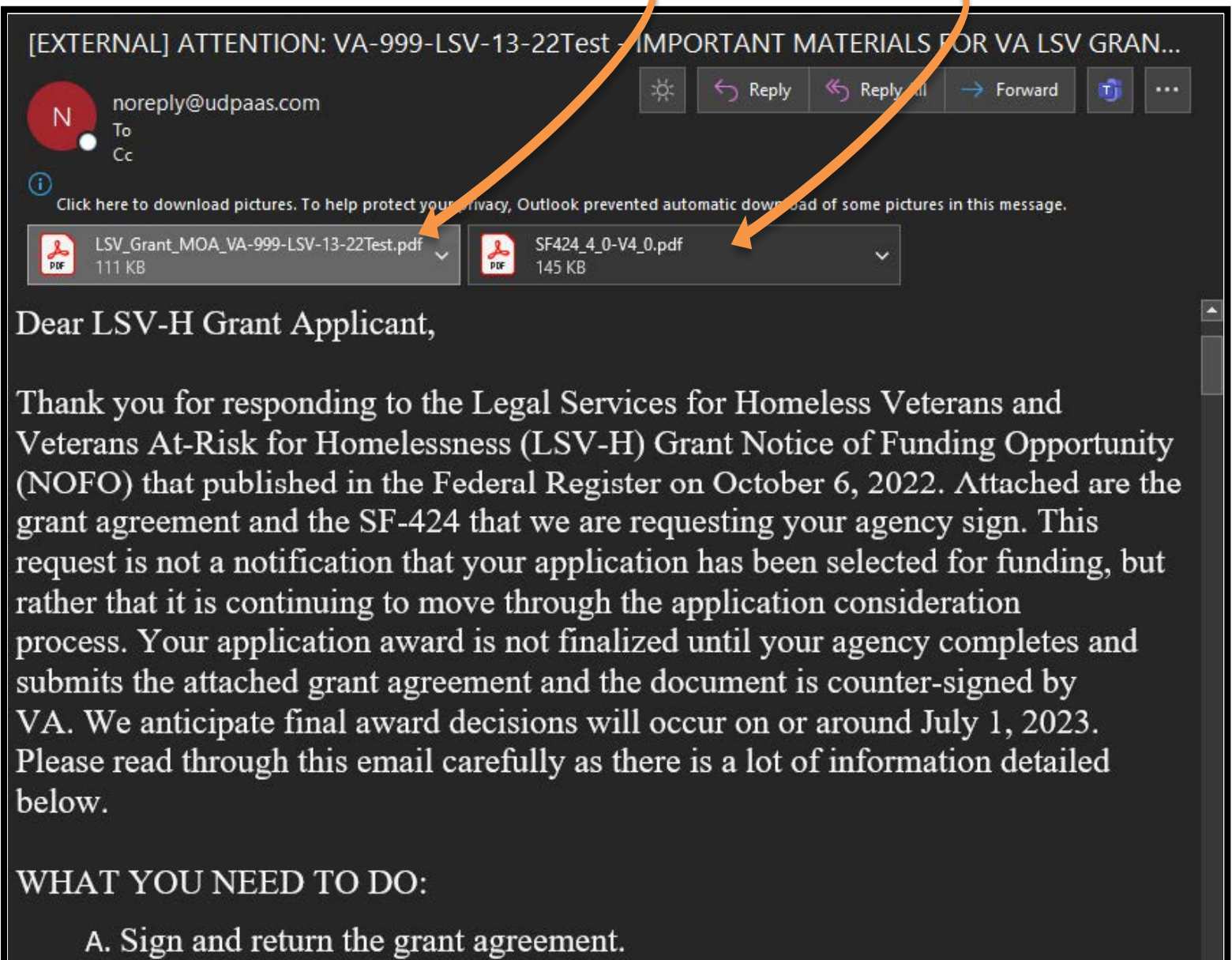


# Legal Services for Veterans: eGMS Guide

## 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: VA-999-LSV-13-22Test - IMPORTANT MATERIALS FOR VA LSV GRAN...

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.

LSV\_Grant\_MOA\_VA-999-LSV-13-22Test.pdf  
111 KB

SF424\_4\_0-V4\_0.pdf  
145 KB

Dear LSV-H Grant Applicant,

Thank you for responding to the Legal Services for Homeless Veterans and Veterans At-Risk for Homelessness (LSV-H) Grant Notice of Funding Opportunity (NOFO) that published in the Federal Register on October 6, 2022. Attached are the grant agreement and the SF-424 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. Your application 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 on or around July 1, 2023. Please read through this email carefully as there is a lot of information detailed below.

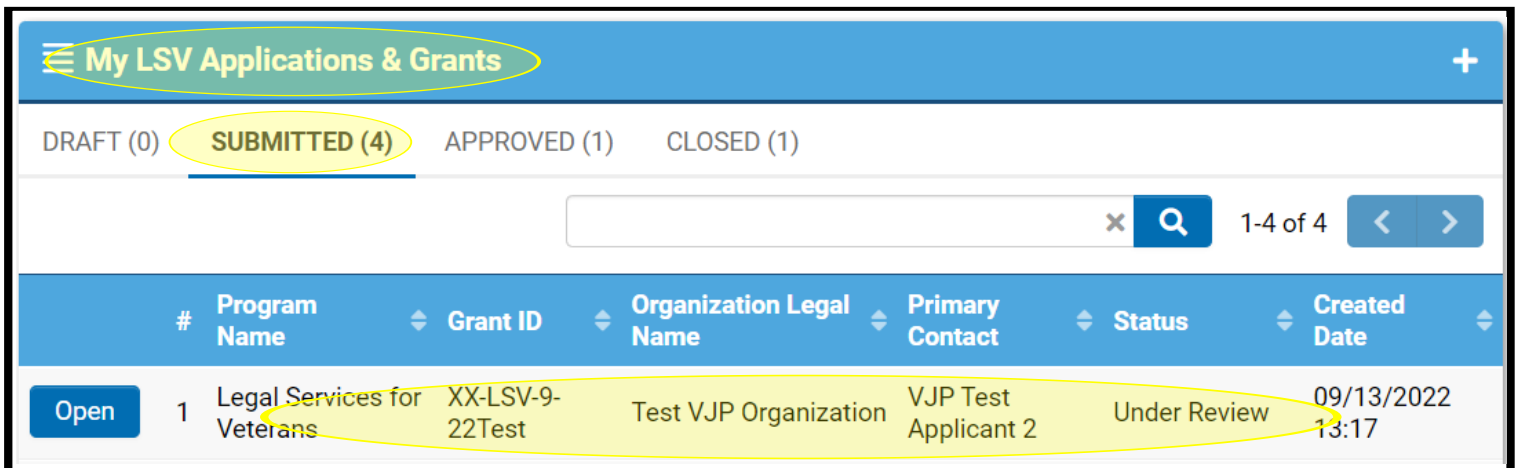
**WHAT YOU NEED TO DO:**

A. Sign and return the grant agreement.

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

- The Grant Owner or a Grant Contact of the record will select the grant application in the **My LSV Applications & Grants** area and ensure you're in the **"Submitted"** tab.

**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 VJP Program Office at [LSVGrants@va.gov](mailto:LSVGrants@va.gov) for assistance.



#	Program Name	Grant ID	Organization Legal Name	Primary Contact	Status	Created Date
1	Legal Services for Veterans	XX-LSV-9-22Test	Test VJP Organization	VJP Test Applicant 2	Under Review	09/13/2022 13:17



If you have more than one application record in *Under Review* status, ensure you are selecting the correct record and upload only the signed agreement that matches the Grant ID.

## Step 3: Select the External Attachments tab

- 1) Locate the External Attachments tab in the application record
- 2) Upload the signed SF-424 under Application for Federal Assistance (SF-424)
- 3) Upload the signed agreement under Grant Agreement

VA-999-LSV-13-22Test




INSTRUCTIONS   APPLICATION   GRANT CONTACTS   **EXTERNAL ATTACHMENTS**


**\* Application for Federal Assistance (SF-424)**

Upload your signed SF-424 here:  
Please fill out and sign the SF-424 that is attached to the email you received.

You may also download the SF-424 document here if needed:  
[SF-424 Form](#)

**NOTE:** Ensure the SF-424 that is uploaded is viewable and has a true signature (wet-ink or digital/electronic). Documents with wet-ink signatures must be scanned and uploaded. Simply typing a name in the signature block is not acceptable.




**Upload**   


<input type="checkbox"/> File Name ^	Size	Date
 Blank_testing_doc.pdf	34.5 KB	03/14/2023 12:42

Total Files: 1

**\* Grant Agreement**

Please upload your signed Grant Agreement

**Upload**   

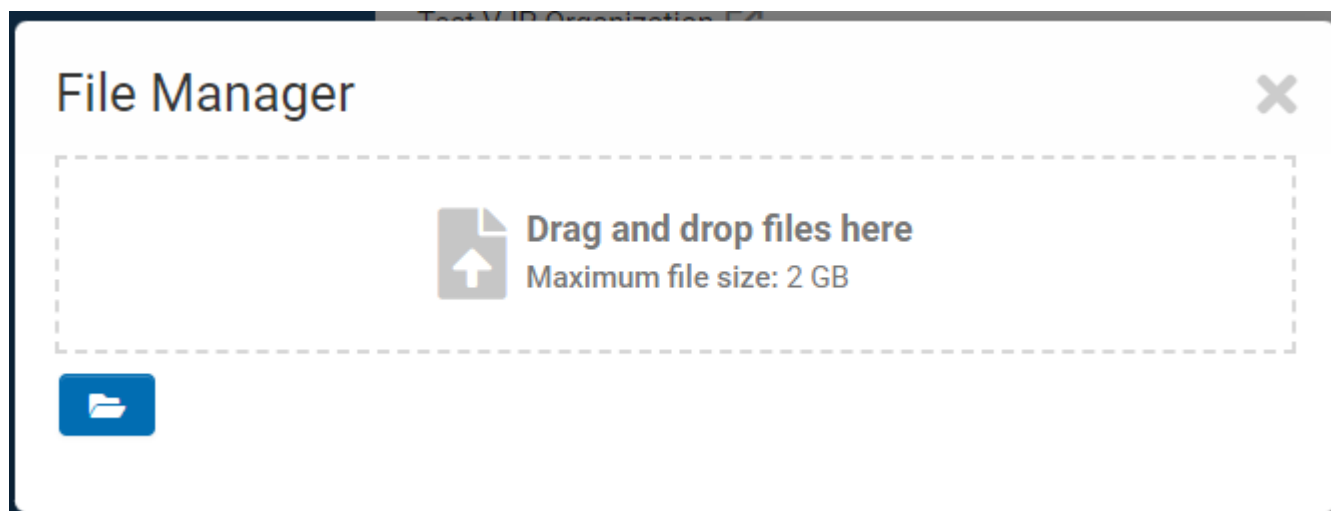
<input type="checkbox"/> File Name ^	Size	Date
 Blank_testing_doc.pdf	34.5 KB	03/06/2023 12:57

← BACK Total Files: 1

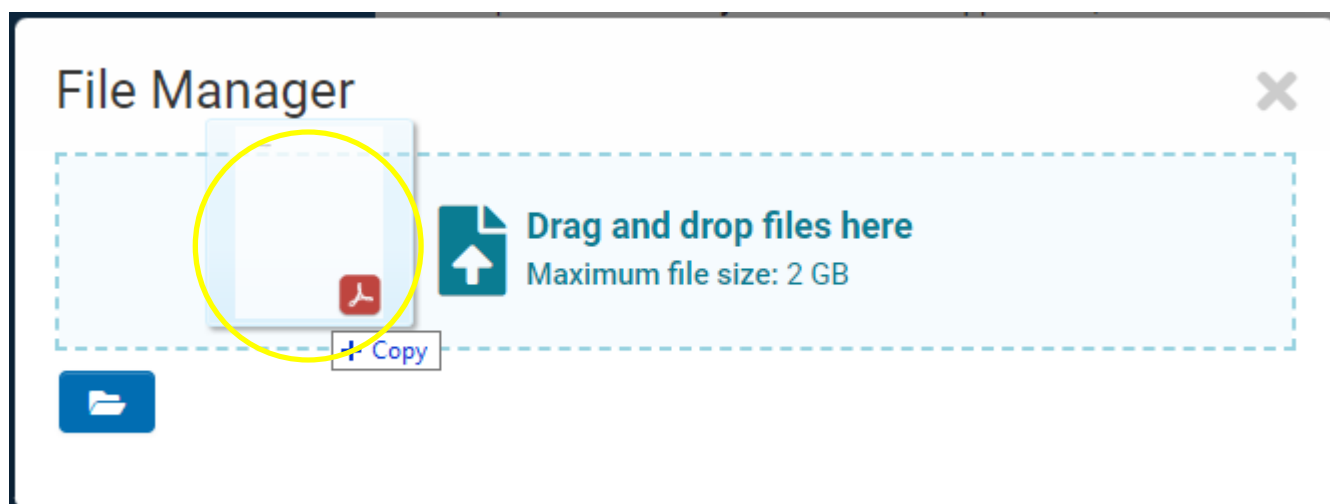
**Save Draft**   **Submit Forms**

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

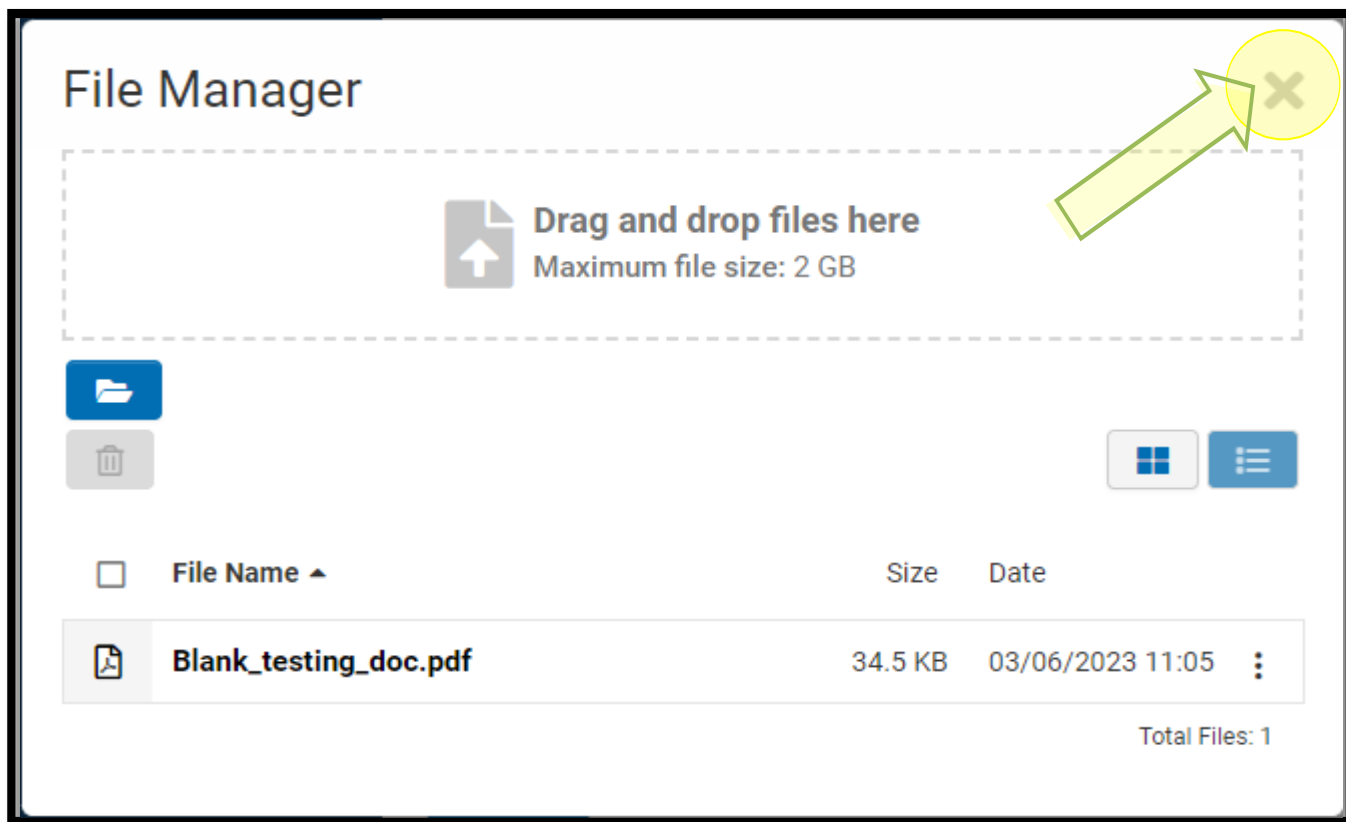
1. Open the file manager window



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

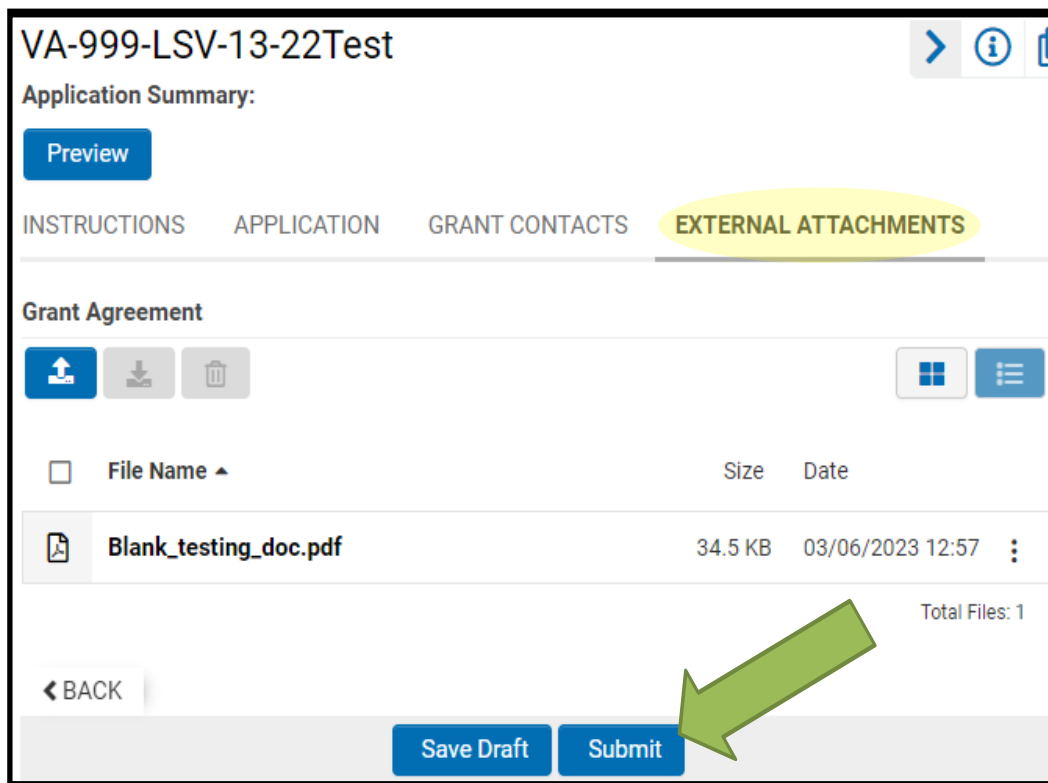


## Step 5: Now that your upload is complete, close the file manager



## Step 6: Select the Submit button

Once all required documents have been successfully uploaded, select the submit button to complete this task and thus notify the LSV 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.