

Grant and Per Diem (GPD)

Veterans Health Administration (VHA)

Electronic Grant Management System (eGMS)

UDPaaS User Guide

(Draft Version 0.3)

Document Version History

Version No.	Date	Prepared By	UDPaaS version	Brief Description of Change(s)
0.1	10/17/2022	UDPaaS Team	202206.02	Initial draft
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Terms and Abbreviations

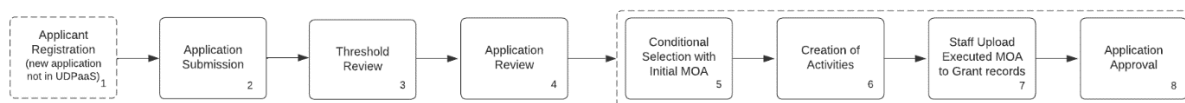
- VHA – Veterans Health Administration
- GPD – Grant and Per Diem
- VHA Grants – VHA Grant Programs application
- UDPaaS – *Universal Design Platform as a Service*
- NOFO – Notice of Funding Opportunity
- MOA – Memorandum of Agreement
- FAIN - Federal Award Identification Number

Introduction

This document has been developed to provide guidance for **Veterans Health Administration (VHA) Grant Programs** application for **Grant and Per Diem Grants Program (GPD)** powered by **UDPaaS**. The VHA Grant Programs application supports the submission, review, approval, monitoring and reporting of applications and grants administered by the GPD program.

General Overview

The GPD process starts from applicant registration, through the distribution of executed Memorandum of Agreement (MOA). Below is a simple process diagram:



In each step of the process, an email notification is sent to the recipients. Process boxes 1-2 and 5-8 will send email notifications to the Applicant if their application will be considered for award. Process box 4 will send review invitation notification to Reviewers.

a. Prerequisites

a.1. User Account and Access

A user, either staff, applicant or grantee will need to have user account in VHA Grants.

- Staff are manually added by a system administrator and assigned a program staff role.
- Applicant accounts are created upon registration. Each contact should have a unique email address in the record because it will be used as username.

a.2. Roles

User roles will be assigned to provide proper visibility and allow users to take actions throughout the platform. Roles determine available actions for applying for grants, awarding grants, as well as monitoring and reporting processes.

Roles currently in use for the GPD programs are **Applicant**, **GPD Staff** and **System Administrator**.

b. GPD Program Support Email

For questions or assistance, please contact GPDgrants@va.gov

VHA Grants URL

The VHA Grants url is provided in GPD Grant Opportunity announcement. The production url is https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

Login Page

The VHA Grants login page allows a user to:

- Register – for new applicants (see the **Applicant Registration** section of this document).
- Login – for existing VHA Grants user
- Reset Password – for existing VHA Grants user

APPLICANT/GRANTEE GUIDE

Applicant Registration

New applicants need to register to be added in VHA Grants. Returning applicants and/- or grantees can login into VHA Grants (see **User Login** section of this document). Using their existing login credentials.

The following are recommended internet browsers to use to get into VHA Grants:

- Google Chrome
- Firefox
- Safari
- Microsoft Edge

For Organizational registration, there are 2 registration options, depending on the category type of your organization. These categories are:

- **Charitable or Nonprofit Organization** - Organizations under this category are registered in the Internal Revenue Service (IRS).
- **Eligible Entities that are not Charitable or Nonprofit Organization** – Organizations under this category include:
 - City/township government
 - State government
 - Public/Indian housing authority
 - Legal Aid Organization
 - Veterans Organization
 - County government
 - Tribal organization
 - Consumer Cooperative
 - Law School
 - Any other eligible entity

a. Registering with Charitable or Nonprofit Organization

1. Open an internet browser and enter the url <https://hmlsgrants-va.mod.udpaas.com/s/Login.jsp>.

The screenshot shows the VHA Grants portal interface. At the top, the browser address bar displays 'hmlsgrants-va.mod.udpaas.com/s/Login.jsp'. The page header is 'VHA GRANTS'. The main content area is divided into two columns. The left column is titled 'Login' and contains an 'Email' input field, a 'Password' input field, a blue 'Log In' button, and a 'Forgot Password?' link. Below this is a 'New to the System?' section with a blue 'Register' button. The right column contains a 'Welcome to VHA Grant Programs Portal' message, a paragraph of introductory text, and a 'Note' stating: 'After 5 unsuccessful login attempts you will be locked out of the system.' Below the note, it provides contact information: 'For technical questions or issues, please contact: SSVF@va.gov, GPDgrants@va.gov or VASSGFox0Grants@va.gov or LSV@va.gov for further assistance.'

2. In the login page, click **Register**.
3. Click **Charitable or Nonprofit Organizations**.

Registration Options

To register your Organization, please select:


1. **Charitable or Nonprofit Organizations** registration if you are a nonprofit registered with the IRS.
2. **Eligible Entities that are Not Charitable or Nonprofit Organizations** registration if you are:
 - City/township government
 - County government
 - State government
 - Tribal organization
 - Public/Indian housing authority
 - Consumer Cooperative
 - Legal Aid Organization
 - Law School
 - Veterans Organization
 - Any other eligible entity

Charitable or Nonprofit Organizations

Eligible Entities that are Not Charitable or Nonprofit Organizations

4. An Organization Search page that utilizes a copy of the IRS database will be opened.

Organization Search

 The organization search utilizes the IRS database to complete the organization registration. Please enter your **EIN** only and click Search to continue.

?

?

?

5. Enter either your Organization's **EIN** (without the dash) or **Name** and click **Search**.

A list of Organizations that match the entered search criteria will be displayed. Below is a sample.

Organization Results						
Q Refine Search						
#	EIN	Legal Name	Address	City	State	Postal Code
1.	326477156	EILEEN B MCCLINTOCK TEST TR	PO BOX 634	MILWAUKEE	WI	53201-0634
2.	347158393	RICHARD A HAUSE TEST TR	PO BOX 634	MILWAUKEE	WI	53201-0634
3.	396673414	WILLIAM BARTLETT TEST TR 6226400	PO BOX 07900	MILWAUKEE	WI	53207-0900
4.	426520405	DUGDALE CHARITABLE TEST TR	PO BOX 634	MILWAUKEE	WI	53201-0634

- a. If your organization is in the list, you can click the detail icon to view an organization's information. Click your Organization and the **Organization Information** section of the registration page will be populated with details.
 - b. If your organization is **NOT** in the list, contact the GPD team (see **General Overview** section of this document) for assistance.
6. On the Registration page, enter **Organization name** under the **Organizations Legal Name** field. **Note:** these two fields must match.

Organization Information Q Search IRS Database

Note, the organization address identified below is pulled from the IRS database associated with your organizations tax ID number. Grant applicants will have an opportunity to update this information, if needed, once your account has been created.

* Legal Name
EILEEN B MCCLINTOCK TEST TR

* Organization Name
|

DBA or AKA

7. Enter your contact information under **Contact Information** section. Fields with * in front are required so values need to be entered before submitting. Website is an optional entry.

Below is a sample Registration page.

Organization Information

[Search IRS Database](#)

i Note, the organization address identified below is pulled from the IRS database associated with your organizations tax ID number. Grant applicants will have an opportunity to update this information, if needed, once your account has been created.

* Legal Name
EILEEN B MCCLINTOCK TEST TR

* Organization Name

DBA or AKA

* Address
PO BOX 634

Address 2

* City
MILWAUKEE

* State
Wisconsin

* Postal Code
53201-0634

* Tax ID
326477156

* UEI

Web Site

Contact Information

* First Name

* Last Name

* Title

* Email

[Submit](#)

8. After entering all the required information, click **Submit**.

b. Entities that are Not Charitable or Nonprofit Organizations

1. Open an internet browser and enter the url <https://hmlsgrants-va.mod.udpaas.com/s/Login.jsp>.

The screenshot shows the VHA GRANTS Login page. The browser address bar displays 'hmlsgrants-va.mod.udpaas.com/s/Login.jsp'. The page has a blue header with 'VHA GRANTS'. The main content area is white. On the left, there is a 'Login' section with an 'Email' input field, a 'Password' input field, a blue 'Log In' button, and a 'Forgot Password?' link. Below this is a 'New to the System?' section with a blue 'Register' button. On the right, there is a 'Welcome to VHA Grant Programs Portal' message, a paragraph of introductory text, a 'Note' about login attempts, and contact information for technical assistance.

2. On the login page, click **Register**.
3. Click **Eligible Entities that are Not Charitable or Nonprofit Organizations**.

The screenshot shows the 'Registration Options' page. The title is 'Registration Options'. Below the title, it says 'To register your Organization, please select:'. There are two main options: '1. Charitable or Nonprofit Organizations registration if you are a nonprofit registered with the IRS.' and '2. Eligible Entities that are Not Charitable or Nonprofit Organizations registration if you are:'. Under option 2, there is a list of entity types: City/township government, County government, State government, Tribal organization, Public/Indian housing authority, Consumer Cooperative, Legal Aid Organization, Law School, Veterans Organization, and Any other eligible entity. Below the list are two radio button options: 'Charitable or Nonprofit Organizations' and 'Eligible Entities that are Not Charitable or Nonprofit Organizations'. The second option is highlighted with a red border.

4. Enter your **Organizational Information** and your **Contact Information**. Fields with * in front are required so values need to be entered. Website are optional entries.

5. After entering all the required information, click **Submit**.

Below is a sample Registration page.

Organization Information

i Instructions
Required fields are marked with an asterisk "*".

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2

* City

* State ▼

* Postal Code

* Tax ID

* UEI ?

Web Site

Contact Information

* First Name

* Last Name

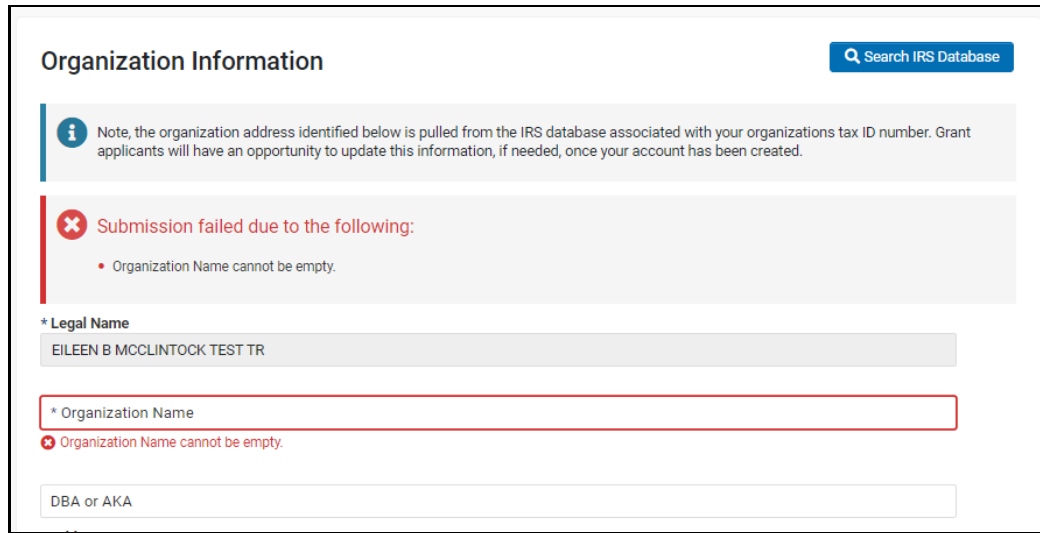
* Title

* Email

c. Error on Submit

If you click **Submit**, without entering value in fields with *, an error message in the heading section of the Registration page will be displayed.

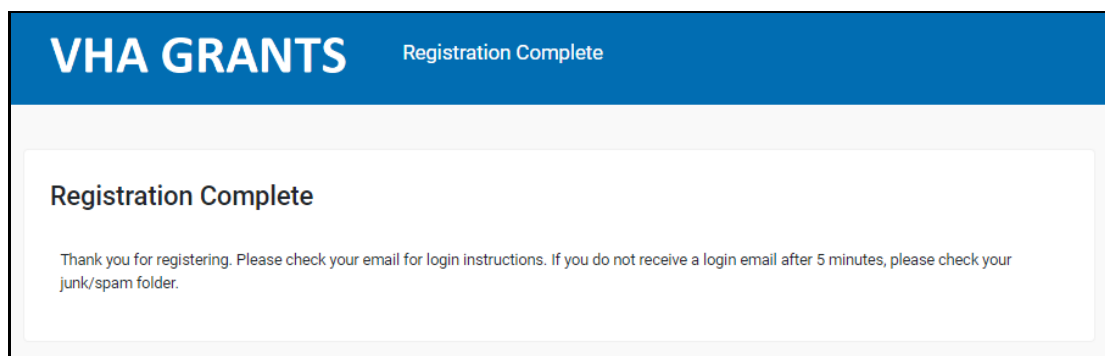
Below is a sample validation error message.



The screenshot shows the "Organization Information" section of a registration form. At the top right is a "Search IRS Database" button. Below it is an information icon and a note: "Note, the organization address identified below is pulled from the IRS database associated with your organizations tax ID number. Grant applicants will have an opportunity to update this information, if needed, once your account has been created." A red error message follows: "Submission failed due to the following:" with a bullet point: "Organization Name cannot be empty." Below this, the "Legal Name" field is filled with "EILEEN B MCCLINTOCK TEST TR". The "Organization Name" field is empty and has a red border with a red error message below it: "Organization Name cannot be empty." The "DBA or AKA" field is also empty.

d. Registration Acknowledgement

After a successful registration, the "Registration Complete" message below will be displayed users will receive an email notification indicating that they been registered. Additional information will be included in the email, such as username, temporary password and the url to login as a user.



The screenshot shows a blue header with "VHA GRANTS" on the left and "Registration Complete" on the right. Below the header is a white box with the title "Registration Complete" and the text: "Thank you for registering. Please check your email for login instructions. If you do not receive a login email after 5 minutes, please check your junk/spam folder."

User Login

a. Login

1. Open an internet browser and enter the url <https://hmlsgrants-va.mod.udpaas.com/s/Login.jsp>
2. Enter your email address and password. Click **Login**.

VHA GRANTS

Login

Email

Password

Log In

[Forgot Password?](#)

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, GPDgrants@va.gov or VASSGFoxGrants@va.gov or LSV@va.gov for further assistance.

3. If you are an existing user, you will be able to see the VHA Grants applicant portal.
4. If you are a **new user and are logging in for the first time**, you will need to use the link provided in the registration welcome email to set up your password.
5. You must follow the password creation guideline when entering a new password.
6. Select Save when done.

Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

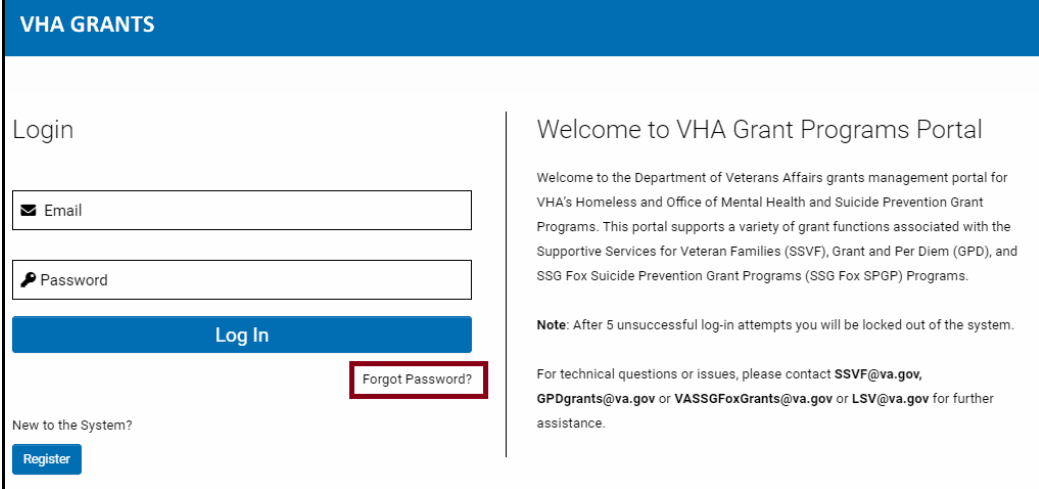
Submit

7. You should now see the VHA Grants applicant portal.

b. Forgot Password

A user password reset request can be initiated through the **Forgot Password** link.

1. Click **Forgot Password**.



VHA GRANTS

Login

Email

Password

Log In

Forgot Password?

New to the System?

Register

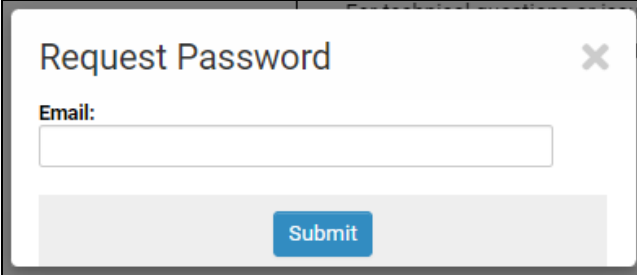
Welcome to VHA Grant Programs Portal

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, GPDgrants@va.gov or VASSGFoxGrants@va.gov or LSV@va.gov for further assistance.

2. Enter your email address in the pop-up box.

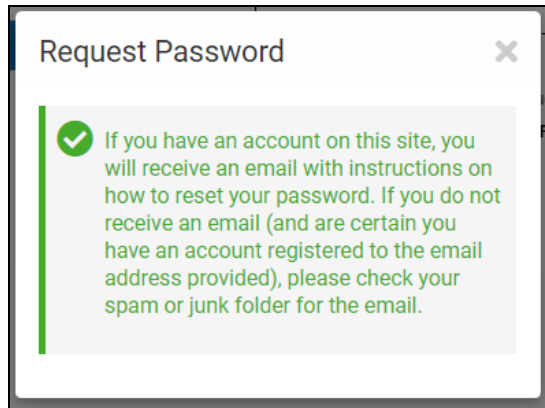


Request Password

Email:

Submit

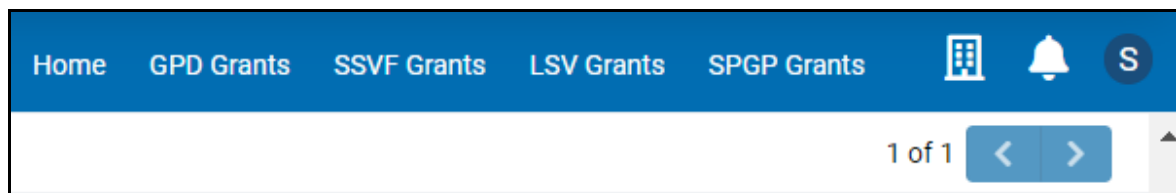
3. The pop-up box below will be displayed with instructions. You will receive an email with temporary password.



4. Reset your password with the link provided in the email.
5. Click **Save**.

General Navigation


1. Link menu is displayed on the upper right side of the page.



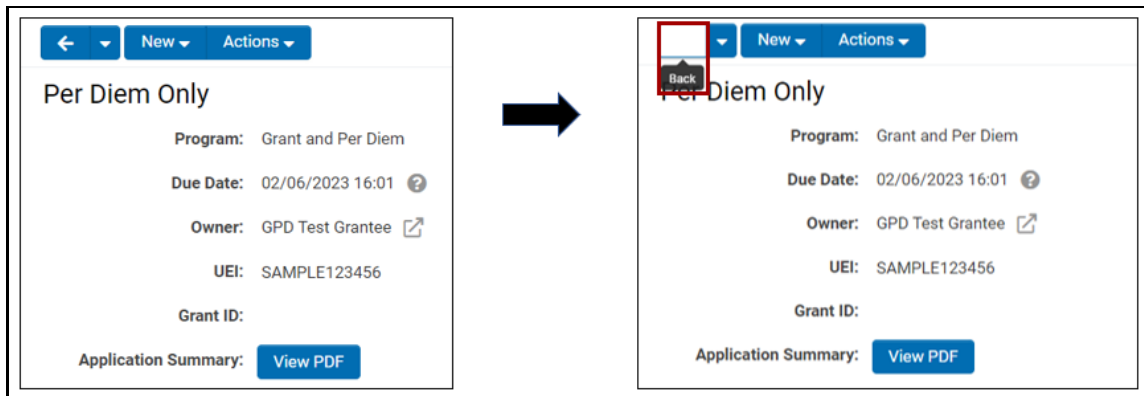
2. In most VHA Grants pages, a list view is the main display. A list view displays a group of data records.



Below is a sample list view from the applicant portal:

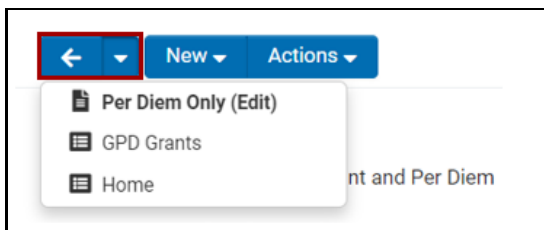
My GPD Tasks						
TASKS (13)						
#	Organization Name	Grant Type	Grant ID	Activity Type	Status	
<input type="checkbox"/> 1	GPD TESTING, INC	Per Diem Only	TEST-2019-666-PD-21	Option Year Agreement	Approved	
<input type="checkbox"/> 2	GPD TESTING, INC	Transition in Place	TEST234-2822-402-SN-22	Initial Per Diem Rate Request	Approved	
<input type="checkbox"/> 3	GPD TESTING, INC	Transition in Place	TEST234-2822-402-SN-22	Initial Per Diem Rate Request	Approved	

A row can be clicked to open its detail record. Records can be sorted by selecting a column and click either **up** or **down** icons ().

- VHA eGMS user interface provides a variety of buttons and tools available to each user. If you are unsure what a *button* is designed to do, **hover your mouse** over it to display its function. For example:



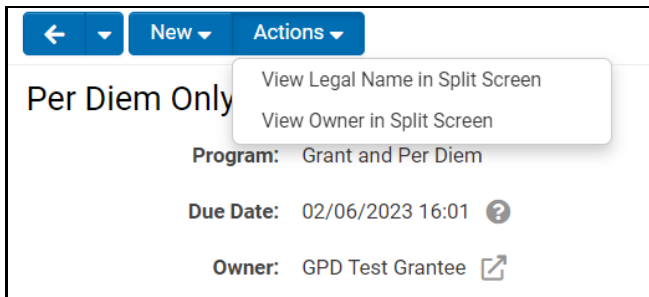
- A Back button () with down arrow () is on almost every page of the application. The back button will allow a user to return to the previous page(s), listed when the down button is clicked.



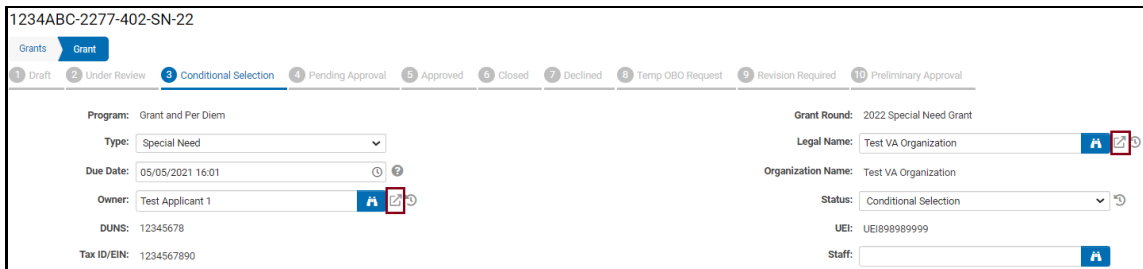
- Toggle between View and Edit buttons in a detail page. When you need to edit a record, click **Edit**. To go back to view mode, click **View**.



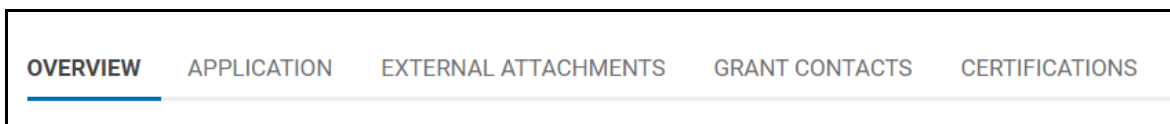
- Menu buttons with down arrow has different list of options. Below is a sample with split screen options under Actions menu in an application form.



- View Profile icons are available in a contact or organization standard fields. If View Profile icon is clicked, a pop-up box with organization or contact profile will be opened.

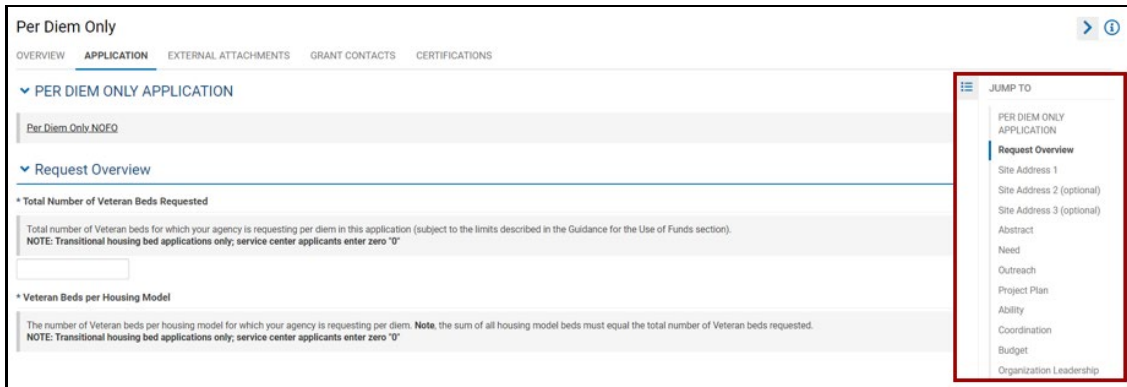


- Some forms are organized with header section and tabs. A selected tab is identified with bold font and underlined.

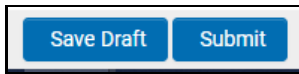


- A form tab with sections displays a **Jump To** list on the side of the tab. When a section name in the list is clicked, the system will auto-scroll up or down to the selected section.

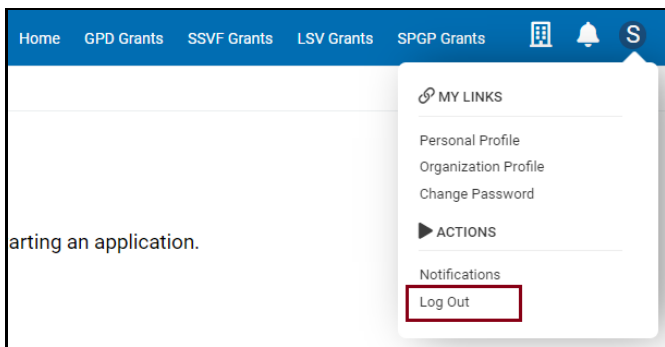
In the sample screenshot below, when Request Overview is clicked, the screen scrolled down to Request Overview section of the application form.



- Depending on the current status of a record, buttons on the bottom of the page are displayed to perform an action on the form/page such as Save Draft and Submit.

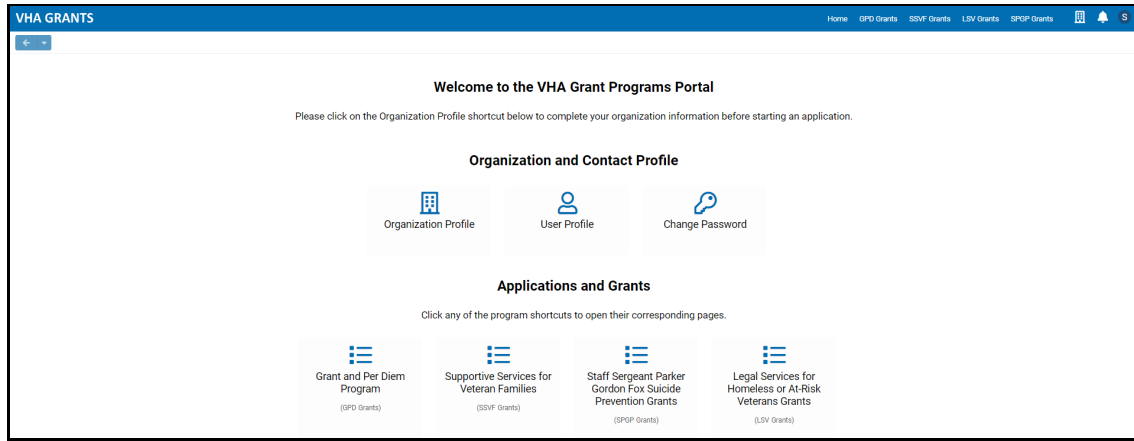


- To logout from VHA Grants, click the circled letter on the upper right-hand corner of the page. Click **Logout**.



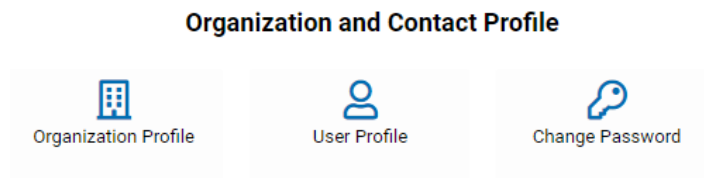
Applicant Portal Navigation

The Applicant Portal depicted below. “Welcome to the VHA Grant Programs Portal” is the graphical user interface that an applicant or grantee will see after login.



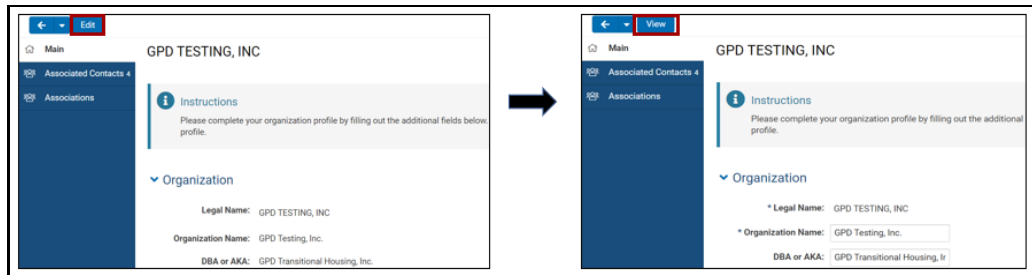
The information that follows explains how to navigate within the Applicant Portal and perform required actions:

a. Organization and Contact Profile



a.1 Organization Profile

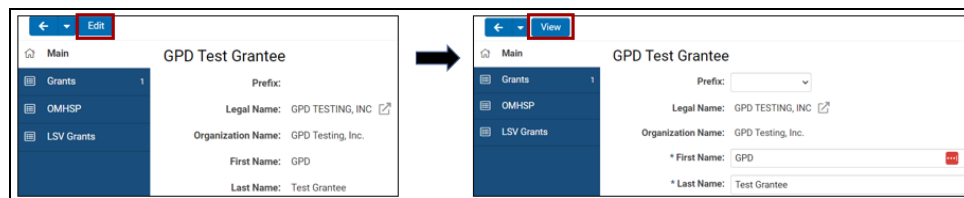
1. Click **Organization Profile** shortcut icon.
2. Toggle between **Edit** and **View** buttons to update your organization profile.



3. When in edit mode and done with updates, click **Save**.

a.2 User Profile

1. Click **User Profile** shortcut icon.
2. Toggle between **Edit** and **View** buttons to update your user profile.



3. When in edit mode and done with updates, click **Save Draft**.

a.3 Change Password

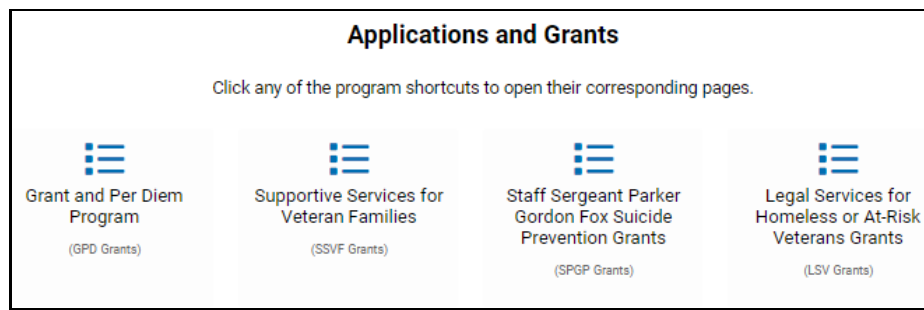
Change Password shortcut will display the password change page, similar to the Forgot Password link from the Login page (see **User Login** section of this document).

b. Applications and Grants

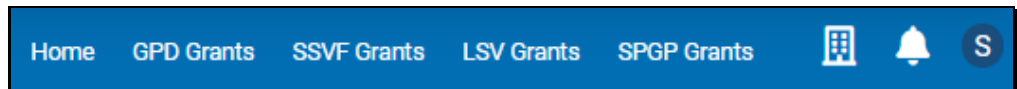
Applicants can apply for any open opportunities of programs under the Applications and Grants section in the applicant portal. Click a program shortcut icon to open their corresponding page.

A program page can be opened through any of the following:

- Click a program icon under the Applications and Grants section.



- Click a program link in the menu found on the upper right section of the home page.



Clicking **Home** link will bring you back to the Applicant Portal home page.

Each program page displays:

1. Program specific instructions. Below is a sample GPD application and grants instructions.



2. A section that lists **Notice of Funding Opportunity**. An open funding opportunity will be in active status and has cycle start and end date. Below is a sample screenshot.

#	Program	Grant Round	Open Date	Close Date	Due Date	Status	Year
1	Grant and Per Diem	2022 GDP Capital Grant	10/07/2021 14:00	12/31/2020	11/30/2021 16:01	Active	22

3. A section that lists “**My GDP Applications & Grants**”, which are existing program specific applications of an applicant in Draft & Submitted statuses and current Approved or Closed grants. Below is a sample screenshot.

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Created Date
1	Grant and Per Diem	Per Diem Only	TEST-2019-666-PD-21	GPD TESTING, INC	Approved	02/04/2021 19:09

4. A section that lists “**My GDP Tasks**”, which are existing program activities or tasks of an applicant related to approved grants. Below is a sample screenshot.

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	GPD TESTING, INC	Per Diem Only	TEST-2019-666-PD-21	Option Year Agreement	Approved
2	GPD TESTING, INC	Transition in Place	TEST234-2822-402-SN-22	Initial Per Diem Rate Request	Approved
3	GPD TESTING, INC	Transition in Place	TEST234-2822-402-SN-22	Initial Per Diem Rate Request	Approved

Apply for a Funding Opportunity

An open Funding opportunity can be viewed in each program page. Click on a program shortcut icon to view. The instructions below will be using an GPD Grant application.

a. Start New Application

1. Click GPD Grants icon under the Applications and Grants section in the portal.
2. Click **Open** under Notice of Funding Opportunity section.

#	Program	Grant Round	Open Date	Close Date	Due Date	Status	Year
1	Grant and Per Diem	2022 GPD Capital Grant	10/07/2021 14:00	12/31/2020	11/30/2021 16:01	Active	22

3. The GPD active notice of funding opportunity detail page will be opened. Click **Apply Now**. Note that the **Apply Now** button will not be displayed when the Due date to apply field has passed.

2024 Per Diem Only Grant

▼ Overview

Name
2024 Per Diem Only Grant

Description
VA is announcing the availability of funding for new grants under the Per Diem Only (PDO) grant component of the VA Homeless Providers GPD program in an effort to reduce homelessness among Veterans. Applications for assistance are being accepted from eligible entities to provide per diem payments for facilitating housing stabilization for Veterans who are experiencing homelessness or at risk of becoming homeless. Funding will support VA's Homeless Providers GPD Program PDO transitional supportive housing bed models and service centers. These PDO service models are designed to meet different Veteran populations at various stages as they move to stable housing. VA anticipates that the grants will be for a period of three years starting in fiscal year (FY) 2024 on October 1, 2023, and ending September 30, 2026. VA anticipates awarding approximately 350 grants for a total of approximately 10,500 transitional supportive housing beds and 15 service centers nationwide. Applications will be accepted either for transitional supportive housing beds or for a service center. Applications for transitional supportive housing may include one or a combination of bed models (i.e., Bridge Housing, Clinical Treatment, Hospital to Housing, Low Demand and/or Service Intensive Transitional Housing). Applications may not request both transitional supportive housing beds and a service center within the same application.

Instructions
The Per Diem Only (PDO) Notice of Funding Opportunity (NFO) is the authoritative source for information regarding this grant round. As a reminder:
 - Each application must be for either transitional supportive housing beds or for a service center per EIN per VA medical facility catchment area.
 - Applications do not have to include coverage for the entire VA medical facility catchment area in the application. The coverage area, however, must not exceed the catchment area identified in the application.
 - Each application for transitional supportive housing beds must include a minimum of one housing model per application and a minimum of five beds per housing model.
 - Each application for transitional supportive housing beds may include any combination of one, some or all transitional housing models (i.e., Bridge Housing, Clinical Treatment, Hospital to Housing, Low Demand and Service Intensive).
 - Each application for transitional supportive housing beds must include all housing model(s), site(s) and beds being proposed by the applicant for the VA medical facility catchment area within a single application.

Open Date
Please note that the open date for applications is listed in **Eastern Time (ET)**.
10/27/2022 00:01

Due Date
Please note that the deadline date and time for applications is in **Eastern Time (ET)**.
02/06/2023 16:01

[Apply Now](#)

b. Fill out and submit Application Form

1. When the **Apply Now** button is clicked, a new application form will be created.
2. Click **Save Draft** or **Continue** at the bottom of the page, to auto-save a newly created application.

The screenshot shows a web application form for a grant. At the top, there is a header with the ID '1234ABC-3397-PD-24' and a progress bar with steps: Draft (selected), Under Review, Conditional Selection, Pending Approval, Approved, Closed, Declined, Temp OBO Request, Revision Required, and Preliminary Approval. The form fields include:

- Program: Grant and Per Diem
- Type: Per Diem Only (dropdown)
- Due Date: 02/06/2023 16:01
- Owner: Test Applicant 1
- DUNS: 12345678
- Tax ID/EIN: 1234567890
- Grant ID: FAIN Override
- Grant Round: 2024 Per Diem Only Grant
- Legal Name: Test VA Organization
- Organization Name: Test VA Organization
- Status: Draft (dropdown)
- UFI: UEI898989999
- Staff: (empty field)
- Organization Vendor No: 1234ABC

 At the bottom, there is an email address and a 'View PDF' button.

Each application that has been saved initially will be assigned a Grant ID, which is either based on an GPD grant id naming convention or manually assigned FAIN Grant ID. The naming convention of an auto generated GPD grant id consists of:

- Organization Vendor No (found in application form)
- GPD Auto generated sequential number
- GPD Application Type
- Last 2 numbers of Program Grant Round Year

3. The GPD Grants application form is organized with a header section and 5 tabs.

- **Overview** – contains display of applicant organization information and required fields related to the organization.

The screenshot shows the 'OVERVIEW' tab of the application form. It contains the following sections:

- * Amount Requested**: A text input field with the value '\$1'. A note above the field states: 'Total amount requested for the entire three-year period (cannot exceed amount described in Funding Restrictions Section B; limited to \$110,000 per bed and \$1,100,000 total request).'.
- * Station Number**: A text input field with the value 'Name and station number of the VAMC where the special need beds will be located.' Below this is a grid of checkboxes for various VAMC locations:

<input checked="" type="checkbox"/> 402 - Togus, ME	<input type="checkbox"/> 405 - White River Junction, VT	<input type="checkbox"/> 436 - Montana HCS	<input type="checkbox"/> 437 - Fargo, ND
<input type="checkbox"/> 438 - Sioux Falls, SD	<input type="checkbox"/> 442 - Cheyenne, WY	<input type="checkbox"/> 459 - Honolulu, HI	<input type="checkbox"/> 459GE - Guam
<input type="checkbox"/> 460 - Wilmington, DE	<input type="checkbox"/> 463 - Anchorage, AK	<input type="checkbox"/> 501 - New Mexico HCS	<input type="checkbox"/> 502 - Alexandria, LA
<input type="checkbox"/> 503 - Altoona, PA	<input type="checkbox"/> 504 - Amarillo, TX	<input type="checkbox"/> 506 - Ann Arbor, MI	<input type="checkbox"/> 508 - Atlanta, GA

- **Application** – contains application required fields organized with different sections. Fields with asterisks (*) in caption/label are required fields and need to be provided with value before submitting the application.

1234ABC-3397-PD-24

OVERVIEW APPLICATION EXTERNAL ATTACHMENTS GRANT CONTACTS CERTIFICATIONS

▼ PER DIEM ONLY APPLICATION

Per Diem Only NOFO

▼ Request Overview

* Total Number of Veteran Beds Requested

Total number of Veteran beds for which your agency is requesting per diem in this application (subject to the limits described in the Guidance for the Use of Funds section).
NOTE: Transitional housing bed applications only; service center applicants enter zero "0"

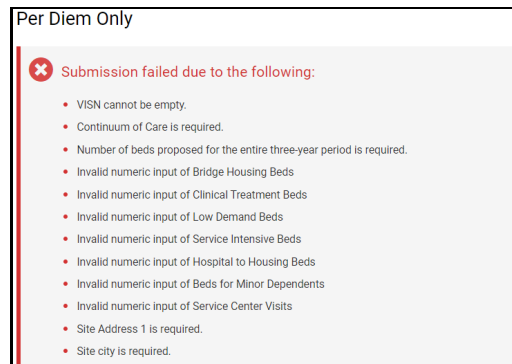
* Veteran Beds per Housing Model

The number of Veteran beds per housing model for which your agency is requesting per diem. Note, the sum of all housing model beds must equal the total number of Veteran beds requested.
NOTE: Transitional housing bed applications only; service center applicants enter zero "0"

- **External Attachments** – contains upload fields of required documents for the application.
 - **Grant Contacts** - Grant Contacts shows the contacts currently associated with the application. Organization contacts should be added in an application to be able to view it thru the Applicant portal.
 - **Certifications** – contains acknowledgement of applicant that all provided information is true and complete.
4. When all required fields in the application have been completed with the appropriate information, click **Submit**.

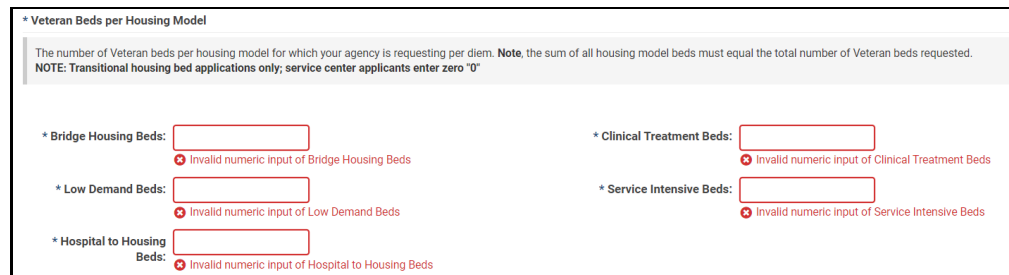
If the application is submitted and there are required fields that do not have data entered it will result in submission failure. Submission failure cause(s) will be displayed on the header section of the application form. You can click each of the error message and the page will focus on the field linked to the error.

A sample list of submission failure messages:



If the link, “*Invalid numeric input of Bridge Housing Beds*”, is clicked, the field with error will be focused and highlighted in red.

Below is a sample screenshot:



Your applications in Draft and Submitted statuses can be viewed in the Applicant Portal home page, under “**My GPD Applications & Grants**” list view (see *Application Portal Navigation* section of this document).

c. Completed and Submit Assigned Activities

Tasks or activities related to existing grants are listed under “My GPD Tasks” list view in the Applicant Portal’s GPD Grants page. (See *Application and Grants* section of this document).

d. Upload Signed Memorandum of Agreement (MOA)

If an application is identified for conditional selection, the applicant will receive an email notification with attached unsigned MOA. The applicant is required to sign and upload the signed MOA in their application record.

1. Login as an applicant.
2. Open your application.
3. Click **External Attachments** tab.
4. Upload signed MOA.

1234ABC-2277-402-SN-22

OVERVIEW APPLICATION **EXTERNAL ATTACHMENTS** GRANT CONTACTS

Download icon

File Name ▲

VHA_Program_Manager_Field_Design_Example_(2).xlsx

* Staffing Plan

Using the table in the NOFO as a model, attach the staffing plan for this project (see exampl

Indirect Cost Rate Supporting Documentation

Applicants that have a negotiated indirect cost rate agreement must provide a copy as an at costs if they meet the definitions and requirements of 2 CFR part 200. All other allowable cc

Download icon

File Name ▲

SF424D-V1_1-Instructions.pdf

Grant Agreement Upload

Upload icon

e. Update Application/Grant Owner

To update an application or grant owner, please contact GPD Staff at GPDgrants@va.gov for assistance.

f. Create Activity

Selected grant activities, depending on application type, can be created by grantees on pending approval or approved applications.

Activities that a grantee can create in Approved status under Request Activity tab:

Application Type	Activity that can be created
Per Diem, Transition Place, Special Need	Per Diem Modification
Case Management	Quarterly Report
Capital Grants	HHS Payment

Below is a sample of Request tab with Create Quarterly Report button.

