Grant & Per Diem: Case Management – Quarterly Report

How-To: **Submit a quarterly report for Case Management**	[**GPD Provider Webpage**](#)

Step 1: Log into eGMS

Access eGMS: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

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

VHA GRANTS

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, GPDgrants@va.gov** or **VASSGFoxGrants@va.gov** or **LSVGrants@va.gov** for further assistance.

Step 2: From GPD Grants page, select the appropriate grant award

From the eGMS GPD Grants page look under **My GPD Applications & Grants** for the Case Management **FAIN/Grant ID** for which you would like to submit a quarterly report.

☰ **My GPD Applications & Grants** +

DRAFT (11) ☰ SUBMITTED (1) **APPROVED (1)** ☰ CLOSED (0)

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☐	#	Program	Type	FAIN/Grant ID	Organization Name	Status	Created Date
☐	1	Grant and Per Diem	**Case Management**	TEST234-3271-501-CM-24	GPD TESTING, INC	Approved	07/13/2022 10:53

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.

From the **Request Activity** tab select the **Create Quarterly Report** (blue button)

Step 1: Complete the form; instructions for each field must be followed exactly or the activity will be returned for corrections

Step 2: Submit

When: Grantees will be required to submit quarterly reports, 30 days from the end of each quarter.
IMPORTANT DATES: Reports will need to be completed for costs based on the following dates -

- By January 30, 2024 for *year 1, quarter 1* (**Oct 2023 - Dec 2023**)
- By April 30, 2024 for *year 1, quarter 2* (**Oct 2023 - Mar 2024**)
- By July 30, 2024 for *year 1, quarter 3* (**Oct 2023 – Jun 2024**)
- By October 30, 2024 for *year 1, quarter 4* (**Oct 2023 – Sep 2024**)
- By January 30, 2025 for *year 2, quarter 1* (**Oct 2023 – Dec 2024**)
- By April 30, 2025 for *year 2, quarter 2* (**Oct 2023 - Mar 2025**)
- By July 30, 2025 for *year 2, quarter 3* (**Oct 2023 – Jun 2025**)
- By October 30, 2025 for *year 2, quarter 4* (**Oct 2023 – Sep 2025**)

What: Grantees will report actual costs incurred (advances are not allowable). **Reports will be cumulative throughout the *entire grant award*; each report will begin Oct 2023.**

Sample: You are completing the report in *April 2024,* ***for Year 1, Quarter 2. This report will cover costs*** *from Oct 2023 – March 2024*).

Cash Receipts: You will include HHS draws from the start of the award in October through March 31. **Do not include draws in April.**

* Cash Receipts: [ ]

ℹ **Cash Receipts:** This is the amount of Federal funds drawn through the HHS Division of Payment Management System for the FAIN identified. Information reported is cumulative from Oct 1 through the end of the quarter referenced above.
- Verify HHS transaction dates so that you are only including draws through the current reporting period
- For example, if you are reporting on Quarter 2, information is based on draws for costs incurred Oct 1 thru March 31
- Do not include draws if they do not fall within the reporting period. Example: A draw made on April 20th for costs incurred in April, should not be included in your Quarter 2 submission

Cash Disbursements: You will include the total amount of Federal funds disbursed against the grant from the start of the award in October through March 31. Can be greater than Cash Receipts.

* Cash Disbursements: [ ]

ℹ **Cash Disbursements:** This amount is total amount of Federal funds disbursed/expended against the grant award as of the reporting period end date (Dec 31, Mar 31, Jun 30, Sept 30). This amount is **cumulative throughout the entire grant award period**, beginning October 1, 2021, and should be appropriately documented in your general ledger.
- Cash Disbursements can be greater than Cash Receipts if you had incurred costs during the reporting period prior to drawing funds in HHS

Cash on Hand: Cash Receipts minus Cash Disbursements. This amount should be zero or negative, a positive number would indicate funds were drawn and not expended. Advances are not allowed.
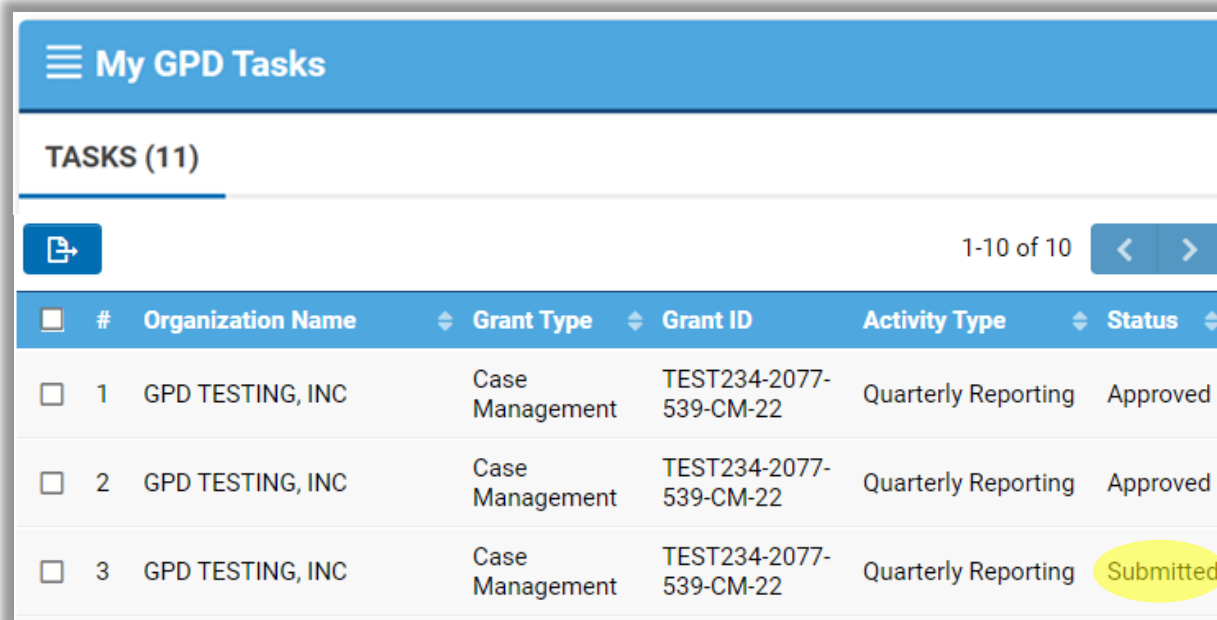
* Cash On Hand: [ ]

ℹ **Cash On Hand:** (Cash Receipts minus Cash Disbursements) Note: this amount should be zero or negative. **Negative numbers should be written as -1234, not (1234).** A positive number would indicate that funds were drawn under the grant award and not expended. Advances are not authorized.

Step 5: Navigate to main page; activity should be in pending status

After submitting the Quarterly report, navigate to the eGMS GPD Grants page (shown in step 2) and your activity/task will indicate **Submitted** status.

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

☰ My GPD Tasks

TASKS (11)

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	#	Organization Name	Grant Type	Grant ID	Activity Type	Status
☐	1	GPD TESTING, INC	Case Management	TEST234-2077-539-CM-22	Quarterly Reporting	Approved
☐	2	GPD TESTING, INC	Case Management	TEST234-2077-539-CM-22	Quarterly Reporting	Approved
☐	3	GPD TESTING, INC	Case Management	TEST234-2077-539-CM-22	Quarterly Reporting	Submitted

Step 6: Approval; activity complete

Grantee will only be notified if corrections are needed, otherwise the activity will be changed to *approved* status once it has been reviewed and accepted.

For future quarterly requirements, complete another *Create Quarterly Requirement* activity/task.