

GPD: Electronic Grants Management System (eGMS)

How-To: **Add or Update Grant Contacts**

[GPD Provider Website](#)

Step 1: Log into your Account

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

Enter your email address and password then select the Log In button:

VHA GRANTS

Login

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: Select Grant and Per Diem Program to access grant records

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)

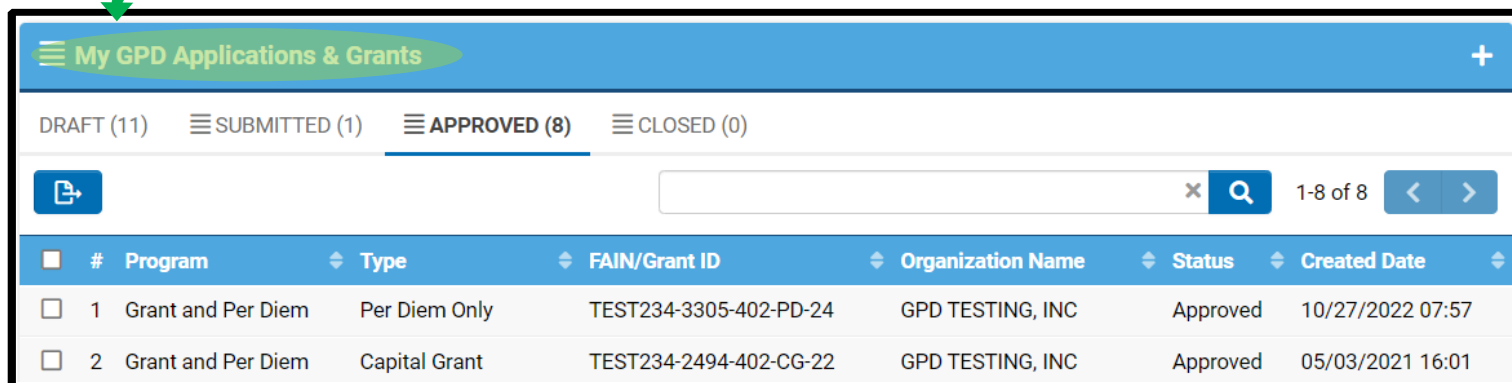

Staff Sergeant Parker Gordon Fox Suicide Prevention Grants
(SPGP Grants)


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

Step 3: Select grant records

Applications and active grant records are under **My GPD Applications & Grants**

- Select the grant record(s) here to open it and thus, add/edit Grant Contacts for each grant.

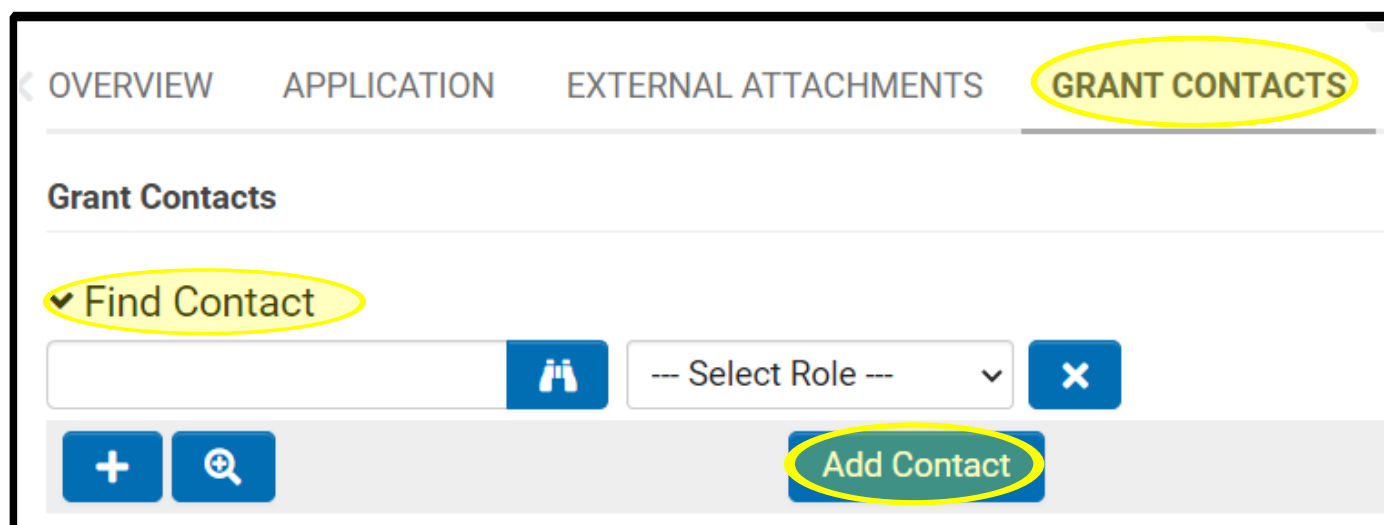


My GPD Applications & Grants							
DRAFT (11) SUBMITTED (1) APPROVED (8) CLOSED (0)							
  1-8 of 8  							
☐	#	Program	Type	FAIN/Grant ID	Organization Name	Status	Created Date
☐	1	Grant and Per Diem	Per Diem Only	TEST234-3305-402-PD-24	GPD TESTING, INC	Approved	10/27/2022 07:57
☐	2	Grant and Per Diem	Capital Grant	TEST234-2494-402-CG-22	GPD TESTING, INC	Approved	05/03/2021 16:01

Step 4: Select Grant Contacts within the grant record

- 1) Upon opening the grant record, locate the Grant Contacts tab
- 2) Look for the individual in the Find Contact list and select their Role, then select the Add Contact button to add them to the grant record

Note: If the individual you are trying to add does not appear here, please skip this step and go to Step 5 below to send them an invitation.



OVERVIEW APPLICATION EXTERNAL ATTACHMENTS **GRANT CONTACTS**

Grant Contacts

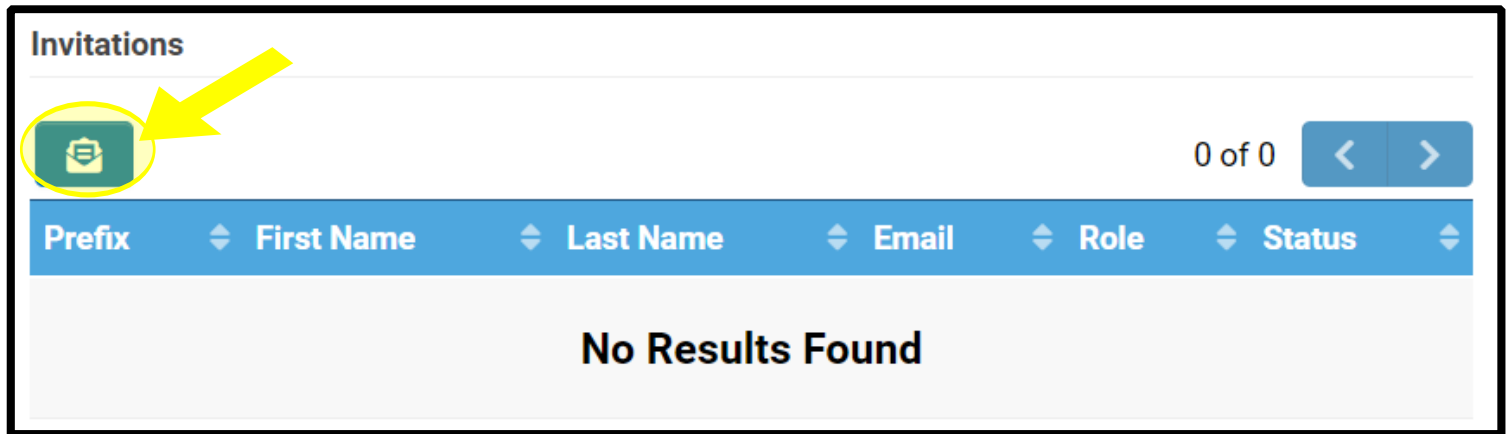
Find Contact

 **--- Select Role ---**  

  **Add Contact**

Step 5: Send an Invitation

If you don't find the individual under Find Contact, please select the Invitations button to invite them:

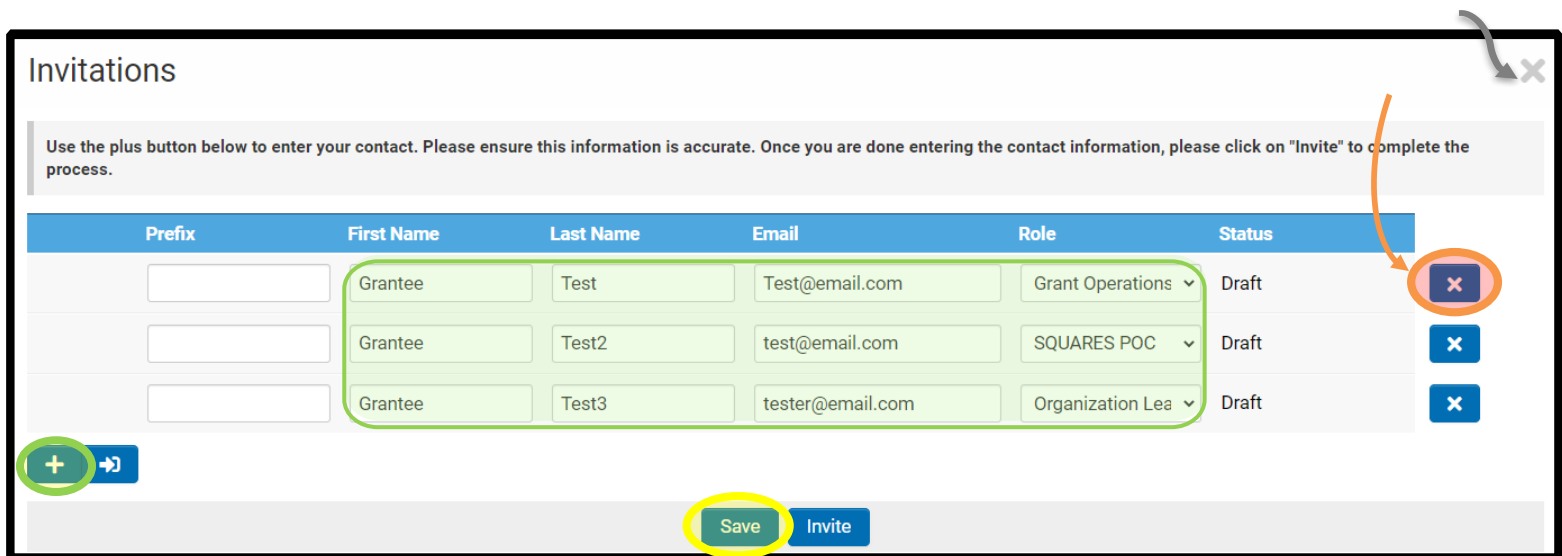


Invitations

0 of 0

Prefix	First Name	Last Name	Email	Role	Status
No Results Found					

- When the pop-up window appears, use the **+ plus button** to add a contact and role. Click the + plus button again to add additional people. Be sure to select the **Save button** after adding contacts.
- (To **remove** a person, click the x next to the row you wish to delete)
- When you are ready, click the Invite button.
- Close the pop-up window by clicking the gray x at the top right corner of the window



Invitations

Use the plus button below to enter your contact. Please ensure this information is accurate. Once you are done entering the contact information, please click on "Invite" to complete the process.

Prefix	First Name	Last Name	Email	Role	Status
	Grantee	Test	Test@email.com	Grant Operations	Draft
	Grantee	Test2	test@email.com	SQUARES POC	Draft
	Grantee	Test3	tester@email.com	Organization Lea	Draft

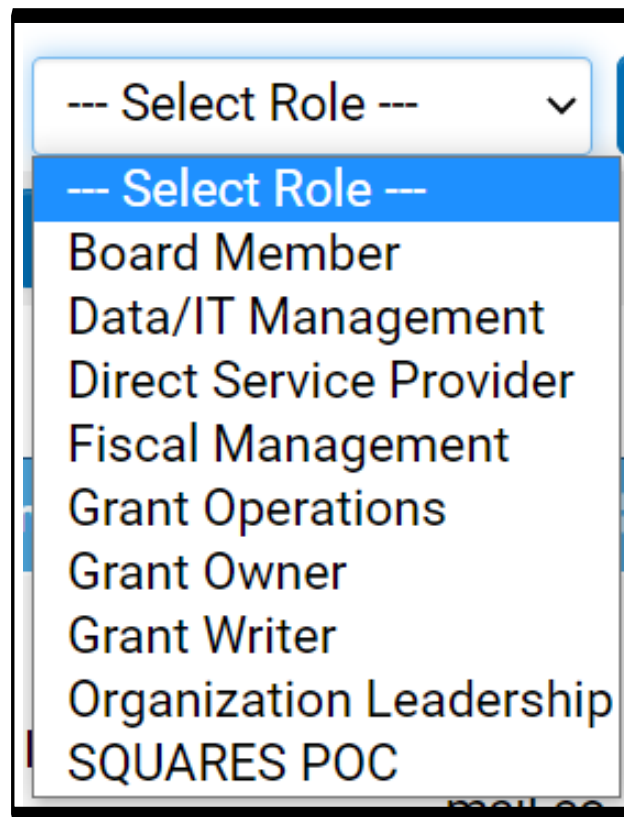
+ ➔

Save **Invite**

Step 6: Please add a contact for each of these 4 Roles for each grant:

At a minimum, in addition to the Grant Owner (POC for the FAIN), please add at least one contact for each of the following Roles:

1. Organization Leadership
2. Fiscal Management
3. Grant Operations
4. SQUARES POC (add your SQUARES Manager information here)



Step 7: Contacts: check email for Invitation Link; must accept invitation

a) Select the Invitation link in your email then Select Accept when prompted:

Dear GPD Tester,

You have been invited as Grant Operations for the following Grant and Per Diem Grant: GPD Testing, Inc.

Please click on the link below to accept or decline the invitation.

https://hmlsgrants-va.mod.udpaas.com/ex/ex_invitation.jsp?lang=1&token=%24yoNBHwPMXD8RGdY4turKyA%3D%3D

If you are not a UDPAaS user, you will be routed to a registration signup page upon acceptance of the invitation. Please enter the following information into the Organization Information section:

- Legal Name: GPD TESTING, INC
- Organization Name: GPD Testing, Inc.
- DBA or AKA: GPD Transitional Housing, Inc.
- Address: 123 Test Street
- Address 2:
- City: Tampa
- State: Florida
- Postal Code: 20420-2412
- Tax ID: 000000099
- DUNS: 000000099

Then please enter your information into the contact information section.

Sincerely,
VHA Homeless Program

Grant Contact Invitation

You have been invited

GPDTester,

You have been invited as Grant Operations for the a Grant and Per Diem Grant: GPD Testing, Inc..

b) Login if you are an **existing user** -or- Register if you are a **new user**

Existing users:

Please sign in after accepting the invitation:

Invitation Accepted

You have accepted the invitation

Thank you for accepting the invitation. Please go to [here](#) and login using your SmartSimple credentials. If you are a new SmartSimple user, please check your email for your login and temporary password. If you do not receive an email, then please go to the main page and use the "Forgot Password" link. Then within the portal, find this application under "My Applications".

Reminder: Please check your spam/junk folders for any automated emails from SmartSimple

New users:

Fill out and submit the registration form:

Organization Information

Instructions

Required fields are marked with an asterisk "*".

* Organization Legal Name

* Organization Name

DBA or AKA

* Address

Address 2

* City

* State

After filling out and submitting the registration form, the system will check for your organization and any possible duplicates.

Select the correct organization then click on the Select button to finish the registration process.

Duplicate Match Found

The values you entered are:

- Organization Legal Name: GPD TESTING, INC

#	Organization Legal Name	Address	Address 2	City	State	Country	Postal Code
1	GPD TESTING, INC	123 Test Street		Tampa	FL	United States	20420-2412

Select

Create New

Cancel