

# Grant & Per Diem: Request Capital Payment

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

[GPD Provider Webpage](#)

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

**VHA GRANTS**

Login

Email  
Snow.White@gmail.com

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](mailto:SSVF@va.gov), [GPDgrants@va.gov](mailto:GPDgrants@va.gov) or [VAASGFoxGrants@va.gov](mailto:VAASGFoxGrants@va.gov) for further assistance.

## Step 2: From the Main page, select the GPD 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.

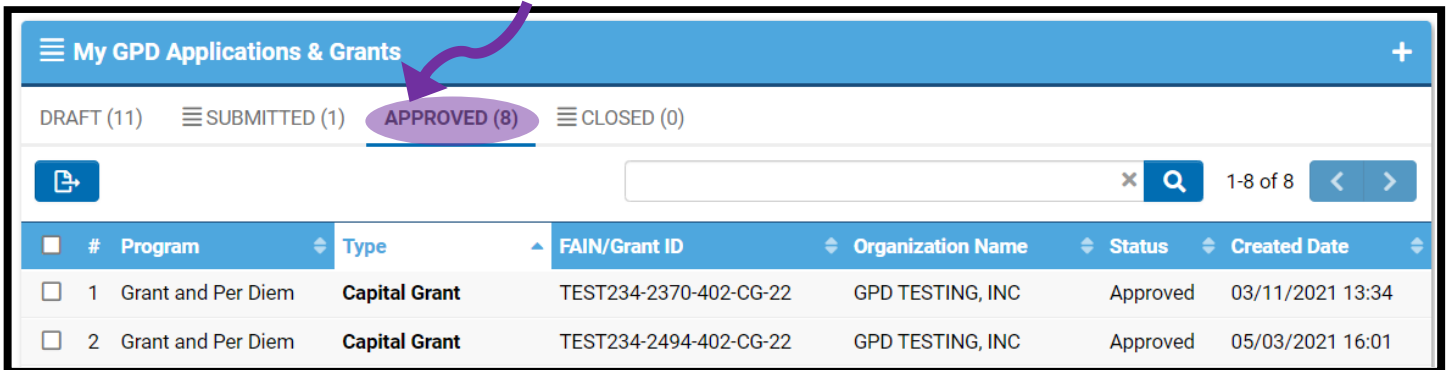
**Grant and Per Diem Program** (GPD Grants)

Supportive Services for Veteran Families (SSVF Grants)

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

## Step 3: Select the appropriate grant award under My GPD Grants

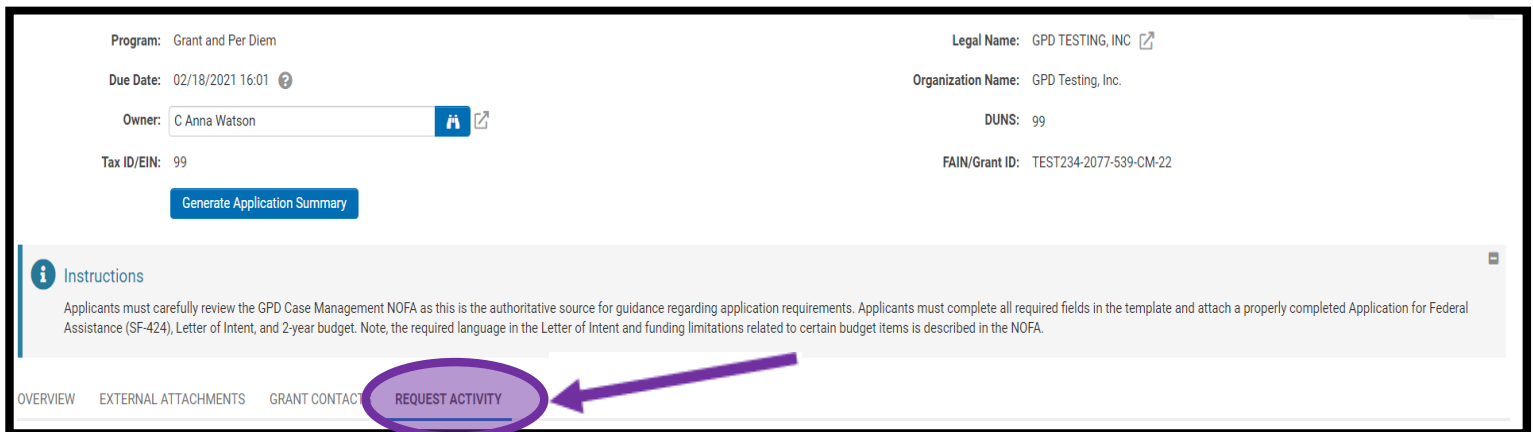
From the eGMS GPD Grants page look under **My GPD Applications & Grants** for the **Capital FAIN/Grant ID** for which you would like to submit a payment request.



#	Program	Type	FAIN/Grant ID	Organization Name	Status	Created Date
1	Grant and Per Diem	Capital Grant	TEST234-2370-402-CG-22	GPD TESTING, INC	Approved	03/11/2021 13:34
2	Grant and Per Diem	Capital Grant	TEST234-2494-402-CG-22	GPD TESTING, INC	Approved	05/03/2021 16:01

## 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.



Program: Grant and Per Diem      Legal Name: GPD TESTING, INC

Due Date: 02/18/2021 16:01      Organization Name: GPD Testing, Inc.

Owner: C Anna Watson      DUNS: 99

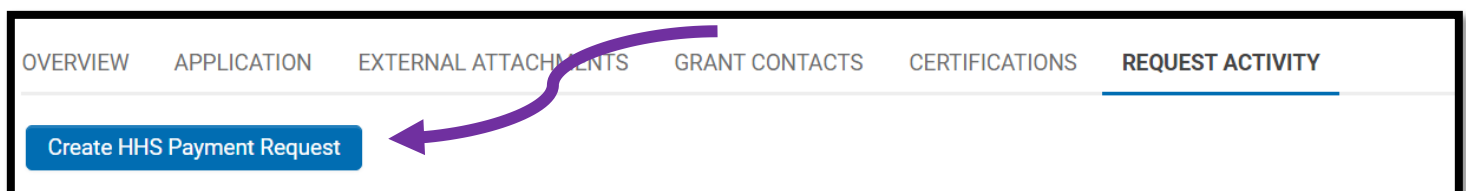
Tax ID/EIN: 99      FAIN/Grant ID: TEST234-2077-539-CM-22

[Generate Application Summary](#)

**REQUEST ACTIVITY**

## Step 5: From the REQUEST ACTIVITY tab; select CREATE Quarterly Report

From the **Request Activity** tab select the **Create HHS Payment Request** (blue button)



OVERVIEW   APPLICATION   EXTERNAL ATTACHMENTS   GRANT CONTACTS   CERTIFICATIONS   **REQUEST ACTIVITY**

[Create HHS Payment Request](#)

# Step 6: Open Create HHS Payment Request; complete form

**Step 1:** Complete the form (Amount Requested, Name, Title, Email); instructions for each field must be followed exactly or the activity will be returned for corrections

← Actions ▾

Type: HHS Payment Request Organization Name: GPD TESTING, INC > ⓘ

Grant ID: Status:

**\* Amount Requested:**

This amount must match exactly to the amount requested in HHS Division of Payment Management System

**\* SF-270, SF-271, and/or Invoices**

Grantees must upload the SF-270 (acquisition) or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS. Additionally, associated invoices to substantiate costs incurred related to this payment request must be attached. Failure to provide the proper documentation will result in your request being rejected.

Click Save before adding attachments

**AUTHORIZED SUBMITTING**

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), 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**

**Step 2:** Click Save Draft for the upload documents button to appear

**Step 3:** Upload all relevant forms and invoices for payment

**\* Upload SF-270, SF-271 and Invoices**

1. Upload the SF-270 (acquisition) and/or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS.
2. Upload associated invoices to substantiate costs incurred related to this payment request. Advances are **NOT** authorized, except for acquisition of land or a facility. Failure to attach the proper documentation will result in your request being rejected.



## Step 4: Verify all your documents were uploaded and appear under “File Name”

\* Upload SF-270, SF-271 and Invoices

1. Upload the SF-270 (acquisition) and/or SF-271 (rehabilitation/construction) that corresponds to the payment draw request in HHS.  
2. Upload associated invoices to substantiate costs incurred related to this payment request. Advances are **NOT** authorized, except for acquisition of land or a facility.  
**Failure to attach the proper documentation will result in your request being rejected.**

File Name      Size      Date

SF270.pdf	189.9 KB	12/13/2021 08:10
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Total Files: 1

## Step 5: Click “Submit” *Your request will not come through to our office without this step\**

### AUTHORIZED SUBMITTING

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), correct.

#### \* Authorized submitting official's name

First Last

#### \* Authorized submitting official's title

CFO

#### \* Authorized submitting official's email

firstlast@gmail.com

Save Draft

Submit

## Step 7: Navigate to GPD page; activity should be in pending status

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

GPD program staff will review your request and reach out to the identified point of contact, if there are questions/issues. **Grantees may only request funds once they have CFM approval.**

My GPD Tasks

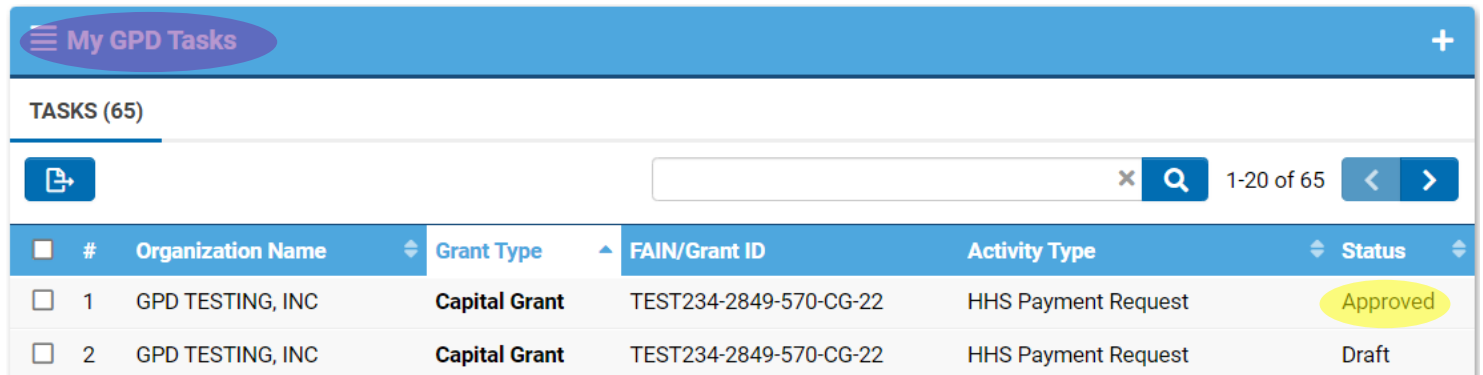
TASKS (66)

1-20 of 66

#	Organization Name	Grant Type	FAIN/Grant ID	Activity Type	Status
17	GPD TESTING, INC	Capital Grant	TEST234-2494-402-CG-22	HHS Payment Request	Submitted
18	GPD TESTING, INC	Capital Grant	TEST234-2822-402-CG-22	HHS Payment Request	Draft

## Step 8: Approval; activity complete

Grantee 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 GPD Tasks” AND our office will process the corresponding payment request in HHS. Funds will be sent to the organization via EFT.



The screenshot shows a web interface for 'My GPD Tasks'. At the top, there is a blue header with a hamburger menu icon, the text 'My GPD Tasks', and a plus sign. Below the header, it says 'TASKS (65)'. There is a search bar with a magnifying glass icon and '1-20 of 65' next to it. Below the search bar is a table with the following columns: #, Organization Name, Grant Type, FAIN/Grant ID, Activity Type, and Status. The first row has a checkbox, the number '1', 'GPD TESTING, INC', 'Capital Grant', 'TEST234-2849-570-CG-22', 'HHS Payment Request', and 'Approved' (highlighted in yellow). The second row has a checkbox, the number '2', 'GPD TESTING, INC', 'Capital Grant', 'TEST234-2849-570-CG-22', 'HHS Payment Request', and 'Draft'.

<input type="checkbox"/>	#	Organization Name	Grant Type	FAIN/Grant ID	Activity Type	Status
<input type="checkbox"/>	1	GPD TESTING, INC	Capital Grant	TEST234-2849-570-CG-22	HHS Payment Request	Approved
<input type="checkbox"/>	2	GPD TESTING, INC	Capital Grant	TEST234-2849-570-CG-22	HHS Payment Request	Draft

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