

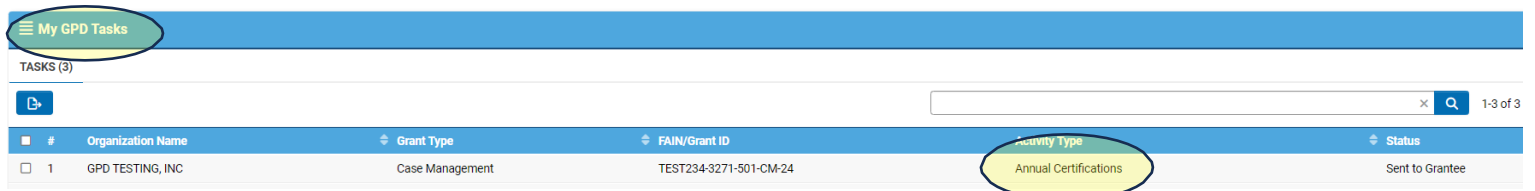
Grant & Per Diem: eGMS Guide

How-To: Complete the Annual Certifications Activity

Step 1: Log in to eGMS, Select Annual Certifications Activity

- A Grant Contact of the grant record will select the Annual Certifications Activity in the “My GPD Tasks” area, as shown below:

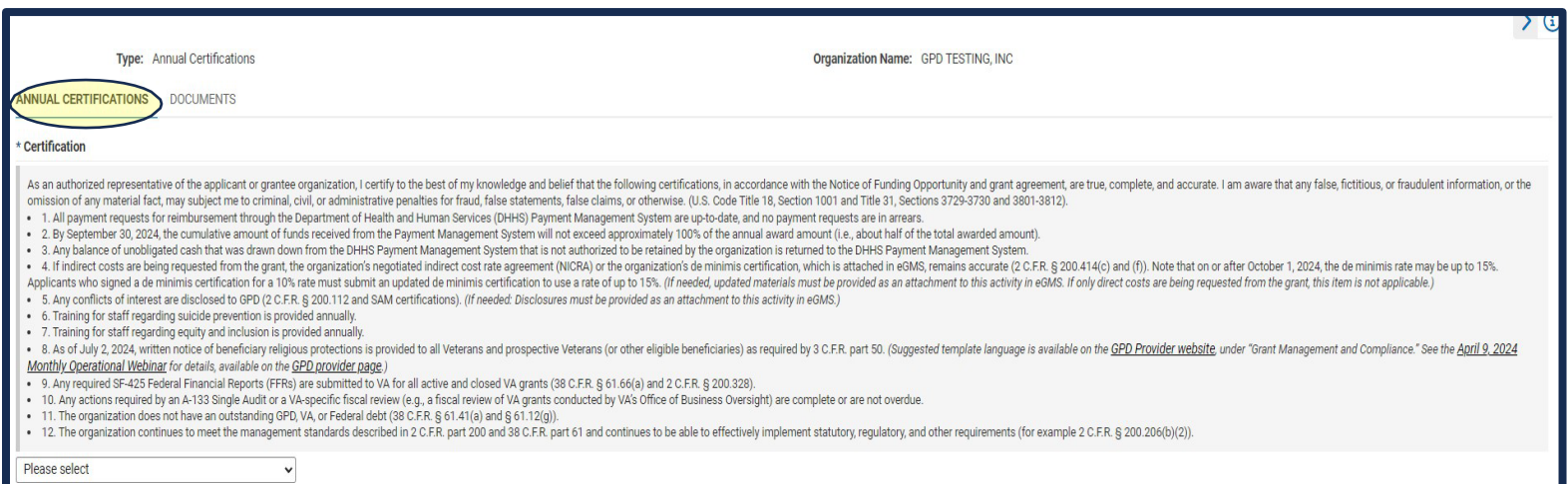
Note: If you do not see a task here, you are not a Grant Contact for this grant record. If this is the case, please reach out to the GPD National Program Office at GPDGrants@va.gov for assistance.



#	Organization Name	Grant Type	FAIN/Grant ID	Activity Type	Status
1	GPD TESTING, INC	Case Management	TEST234-3271-501-CM-24	Annual Certifications	Sent to Grantee

Step 2: Complete the Annual Certifications

- Next, select the Annual Certifications tab:



Type: Annual Certifications Organization Name: GPD TESTING, INC

ANNUAL CERTIFICATIONS DOCUMENTS

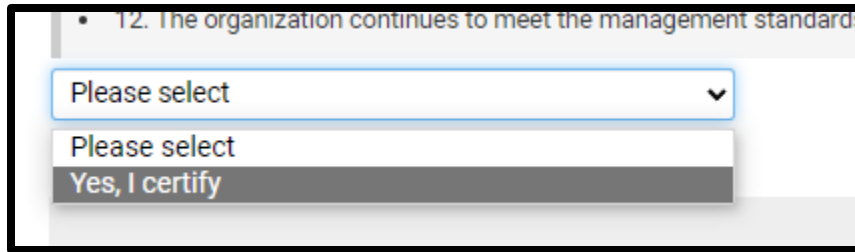
* Certification

As an authorized representative of the applicant or grantee organization, I certify to the best of my knowledge and belief that the following certifications, in accordance with the Notice of Funding Opportunity and grant agreement, are true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

- 1. All payment requests for reimbursement through the Department of Health and Human Services (DHHS) Payment Management System are up-to-date, and no payment requests are in arrears.
- 2. By September 30, 2024, the cumulative amount of funds received from the Payment Management System will not exceed approximately 100% of the annual award amount (i.e., about half of the total awarded amount).
- 3. Any balance of unobligated cash that was drawn down from the DHHS Payment Management System that is not authorized to be retained by the organization is returned to the DHHS Payment Management System.
- 4. If indirect costs are being requested from the grant, the organization's negotiated indirect cost rate agreement (NICRA) or the organization's de minimis certification, which is attached in eGMS, remains accurate (2 C.F.R. § 200.414(c) and (f)). Note that on or after October 1, 2024, the de minimis rate may be up to 15%. Applicants who signed a de minimis certification for a 10% rate must submit an updated de minimis certification to use a rate of up to 15%. (If needed, updated materials must be provided as an attachment to this activity in eGMS. If only direct costs are being requested from the grant, this item is not applicable.)
- 5. Any conflicts of interest are disclosed to GPD (2 C.F.R. § 200.112 and SAM certifications). (If needed, Disclosures must be provided as an attachment to this activity in eGMS.)
- 6. Training for staff regarding suicide prevention is provided annually.
- 7. Training for staff regarding equity and inclusion is provided annually.
- 8. As of July 2, 2024, written notice of beneficiary religious protections is provided to all Veterans and prospective Veterans (or other eligible beneficiaries) as required by 3 C.F.R. part 50. (Suggested template language is available on the [GPD Provider website](#), under "Grant Management and Compliance." See the [April 9, 2024 Monthly Operational Webinar](#) for details, available on the [GPD provider page](#).)
- 9. Any required SF-425 Federal Financial Reports (FFRs) are submitted to VA for all active and closed VA grants (38 C.F.R. § 61.66(a) and 2 C.F.R. § 200.328).
- 10. Any actions required by an A-133 Single Audit or a VA-specific fiscal review (e.g., a fiscal review of VA grants conducted by VA's Office of Business Oversight) are complete or are not overdue.
- 11. The organization does not have an outstanding GPD, VA, or Federal debt (38 C.F.R. § 61.41(a) and § 61.12(g)).
- 12. The organization continues to meet the management standards described in 2 C.F.R. part 200 and 38 C.F.R. part 61 and continues to be able to effectively implement statutory, regulatory, and other requirements (for example 2 C.F.R. § 200.206(b)(2)).

Please select

➤ From the dropdown box, select “Yes, I certify”:



Step 4: Select the SUBMIT button

Type: Annual Certifications Organization Name: GPD TESTING, INC

ANNUAL CERTIFICATIONS DOCUMENTS

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Please select

Save Draft Submit

NEXT >

Step 5 (Optional): Upload Supporting Documentation

➤ If the Annual Certifications indicate that you need to attach an updated De Minimus certification or Negotiated Indirect Cost Rate Agreement, you will go to your Organizational Profile:

VHA GRANTS Home GPD Grants SSVF Grants Suicide Prevention LSV Grants

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

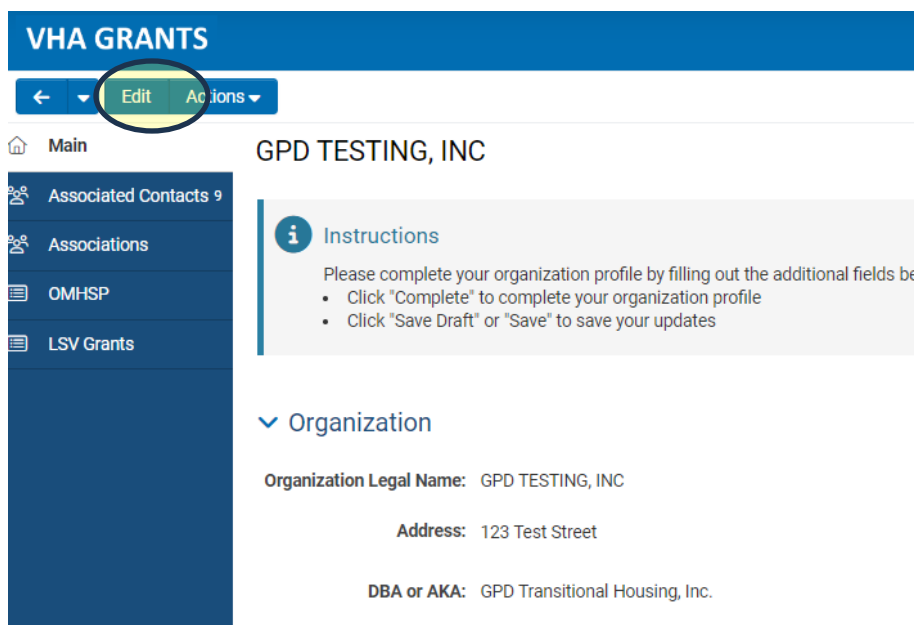
- My Organization Profile
- My Profile
- Change Password

Applications and Grants

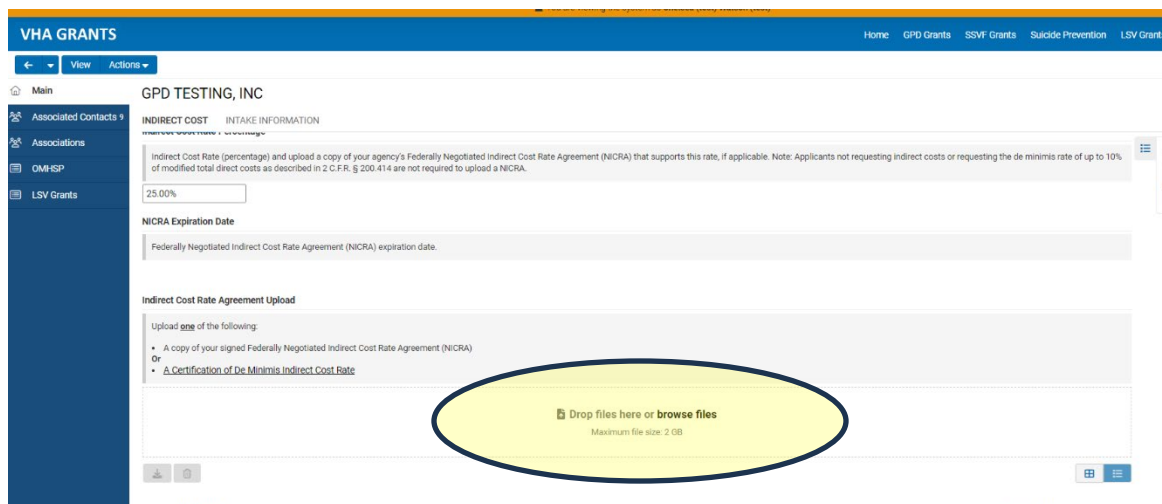
Click any of the program shortcuts to open their corresponding pages.

- Grant and Per Diem Program (GPD Grants)
- Supportive Services for Veteran Families (SSVF Grants)
- Office of Suicide Prevention
- Legal Services for Homeless or At-Risk Veterans Grants (LSV Grants)

➤ Click “Edit” in the top left corner of the screen:



➤ Drag and drop the applicable files into the upload field and click “Save”:



Great job, this activity is now complete! You do not need to do anything else. Our office will contact you if we need anything else.