



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance Number 2012-11

Date: October 15, 2012

Subject: Introduction to Grant Management System (GMS)

Status: Current

Applicability: All OSHC Grantees

Dear Regional Planning and Community Challenge Grantees:

The Office of Sustainable Housing and Communities (OSHC) has recently established an electronic Grants Management System (GMS) that is designed to facilitate the post-award administration process. Through this system, you will be able to submit all mandatory deliverables and have them automatically reflected in an up-to-date file on your project. Your Government Technical Representative (GTR) and Grant Officer (GO) will also have access to this system which will allow them to review and provide you with feedback on your submissions.

Please note, that effective October 15, 2012, OSHC will only accept and officially recognize deliverables that are submitted through this system. Each grantee should have received an email with a unique URL to allow appropriate staff members to register and access the system for the first time. If you or your project's point of contact (POC) has not received this email please contact your GTR to request it. Please note, each grantee will only receive one account so please ensure that your projects' username and password are noted and secure.

To register in the system, please follow the below steps:

- Open the unique registration URL your POC received from "OSHC Grants Management System"
- Enter the requested information for creating an account
- Select "Register" and log into the system

After logging into Grants Management System (GMS):

- View grant application information under the "Application" tab
- Review and submit deliverables using the "Deliverable" tab
- View and send messages to your GTR using the "Messages" tab

For more information on how to use the system, please refer to the "User Manual" via the link on the left side of the "Welcome" screen or watch a brief tutorial on how to use the system at the following link: [Grants Management System Training Tutorial](#).