

The ONAP GEMS System



What is GEMS

1. GEMS is the Grants Evaluation and Management System, which is designed to have a direct interface between Grantee reporting and ONAP processing of data.
2. GEMS is a data system that has been designed to automate processes, wherever possible, and reduce workload, both for grantees and ONAP staff, and to keep track of required reporting and applicable deadlines.
3. GEMS is the system of record and source of reporting data to Congress for all ONAP programs that are tracked in GEMS (Currently just IHBG Formula and some SF425 information from all ONAP grants)





Using GEMS

1. [Finding information on GEMS](#)
2. [How to register](#)
 1. Permission Levels (Read, Create, Sign/Submit – SF425 vs IHP/APR)
3. [How to Log In](#)
4. How to view your pending tasks: [The HOME Screen](#)
5. How to view ONAP information about your tribe/TDHE: Organizations
6. How to submit an IHP/APR, Waiver or Interim Funding Request: New Submissions
7. How to view documents submitted to ONAP: Submissions
8. How to attach documents to a record (before or after submission)
9. How to print a copy of the IHP/APR
10. How to view IHP/APR compliance status from HUD
11. How to sign the Award Agreement (Form 52734B): Awards
12. How to view past awards
13. How to submit an SF-425 and print a copy
14. How to submit a support ticket: Cases
15. How to download HUD forms: including Tribal Certifications and Signature Attestation Pages.

Signature Attestation



1. Replaces need for Secure Systems Registration.
2. Registrations time-out but can easily be restored.
3. If you will be submitting IHPs, or APRs, or Signing Grant Agreements, you will need a Signature Attestation Page on file with ONAP.
4. You do NOT need to submit every year. Page will be attached to your user record.

Communication from GEMS



1. Grantees will be notified when:
 1. Registering in the system.
 2. Registration is Approved (24hrs to set up password)
 3. IHPs/APRs, Interim Funding, Waiver Requests or SF425s are submitted.
 4. IHPs/APRs, Interim Funding, Waiver Requests or SF425s are found “in compliance,” “accepted,” etc.
 5. IHPs/APRs, Interim Funding, Waiver Requests or SF425s are returned for editing.
 6. A grant agreement is ready for signature

Sample GEMS Registration Submission Email



Sandbox: GEMS User Registration Request submitted successfully

Yahoo/Inbox ☆



GEMS - Do Not Reply <onapgemssystem@hud.gov>

To: [REDACTED]@yahoo.com



Wed, Sep 13 at 11:36 AM ☆

Dear Dr. Dunlop:

This email is to notify you that your user registration request to access Cedar Park TDHE in the Grants Evaluation Management System (GEMS) was submitted to HUD successfully and will be reviewed as soon as possible. If you have any questions, please contact your local area ONAP representative.

Please do not reply to this email as this is a system generated message.

Thank you,
HUD GEMS Support

Sample IHP Successful Submission Email



FY2023 IHBG Initial Plan (IHP) (Grant # 55IH0000001) submitted successfully 🖨️ 🔗

External 📧 Inbox x

GEMS - Do Not Reply <onapgemssystem@hud.gov> Thu, Sep 7, 11:08AM (6 days ago) ☆ ⏪ ⋮

to me, michael.muwanguzi@hud.gov

Dear Mr./Ms. Tester:

This email is to notify you that your FY 2023 (01/01 - 12/31) Indian Housing Block Grant (IHBG) Initial Plan (IHP) (Grant # 55IH0000001) for the GEMS ONAP Production Support was submitted to HUD successfully.

Alaska Office of Native American Programs will begin its review of the data provided and notify the GEMS ONAP Production Support if additional information is needed to complete that review. If no additional information is required, Alaska will complete its review and provide recommendations regarding the Initial Plan (IHP).

Please ensure the appropriate GEMS wet signature and tribal certifications (for TDHEs only) are sent to HUD if they were not included as attachments to this submission. If you have any questions, contact Michael Muwanguzi, Grants Management Specialist at michael.muwanguzi@hud.gov.

Please do not reply to this email as this is a system generated message.

Thank you,

HUD GEMS Support



Questions about Use of GEMS?

Future of GEMS



1. As mentioned, GEMS is the system of record and source of reporting data to Congress for IHBG Formula and SF425 information from all ONAP grants
2. We are currently building out GE functionality in GEMS: Monitoring, ASER Reporting, Audit Tracking, Risk Assessment, etc.
3. The next phase will be all other Grant Program tracking: ICDBG, IHBG Competitive, THUDVASH, ROSS, ARP and CARES.
4. Additional reporting capabilities can also be built into GEMS. Will be looking for tribal input on tribal portals, including tribal testers.
5. Construction of GEMS is likely to last at least through calendar year 2024.

GEMS Important Links



1. GEMS Website:
https://www.hud.gov/program_offices/public_indian_housing/ih/grants/GEMS
2. GEMS Registration Page:
<https://hud.my.site.com/GEMS/s/login/SelfRegister?locale=us>
3. GEMS Login Page:
<https://hud.my.site.com/GEMS/login?startURL=%2FGEMS%2Fs%2F%3Ft%3D1698270816148>
4. GEMS Grantee Guide:
https://www.hud.gov/sites/dfiles/PIH/documents/GEMS_Grantee_User_Guide.pdf



Additional
Questions/Discussion?

