



Homeland Security and Emergency Services

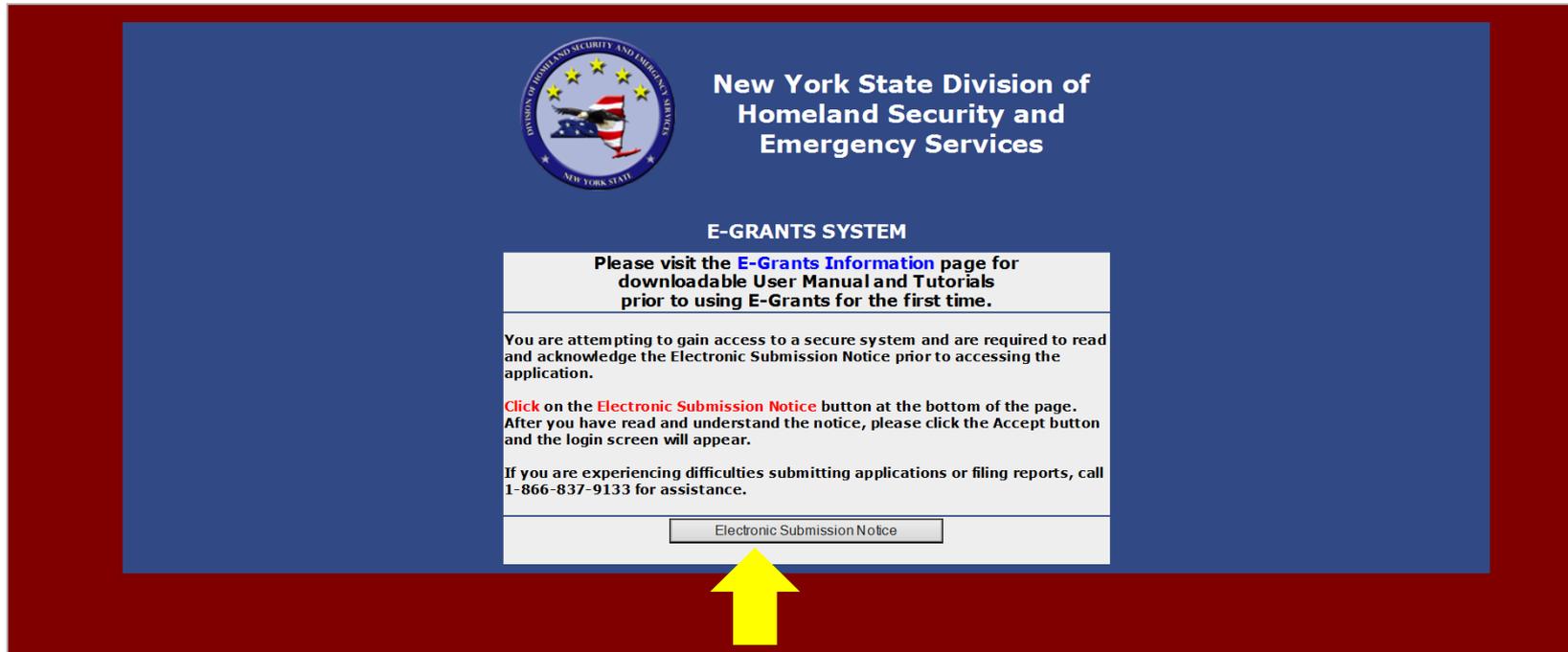
Tutorial – Creating an E-Grants Application

2019-20 Public Safety Answering Point (PSAP) Operations Grant Program

To access DHSES E-Grants you must have a Username and Password. Please contact DHSES at grant.info@dhSES.ny.gov if you need to request a username and password.

May 2, 2019

Creating an E-Grants Application



 **New York State Division of
Homeland Security and
Emergency Services**

E-GRANTS SYSTEM

Please visit the [E-Grants Information](#) page for downloadable User Manual and Tutorials prior to using E-Grants for the first time.

You are attempting to gain access to a secure system and are required to read and acknowledge the Electronic Submission Notice prior to accessing the application.

Click on the **Electronic Submission Notice** button at the bottom of the page. After you have read and understand the notice, please click the Accept button and the login screen will appear.

If you are experiencing difficulties submitting applications or filing reports, call 1-866-837-9133 for assistance.

Click on the Electronic Submission Notice.

Creating an E-Grants Application

Electronic Submission Notice

The New York State Division of Homeland Security and Emergency Services (DHSES) encourages the electronic submission of applications for grant funding as this method expedites the process, reduces the amount of paper materials involved in the grant award process, and minimizes the possibility of clerical errors.

By submitting an application electronically through E-Grants, it is unnecessary to forward any materials to DHSES. However, by submitting electronically, the applicant agrees that

1. The application is made with the full knowledge and consent of the official authorized to enter into contracts on behalf of the municipality or agency and agrees to comply with the requirements set forth in 'New York State Division of Homeland Security and Emergency Services Certified Assurances for Federally-supported Projects: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements'
2. Upon receiving an award, the applicant shall comply with all applicable federal, state, and local statutes, rules and regulations and
3. Once the applicant receives an award, a contract will be developed based upon the information contained within the application, but the fully executed contract is the only document binding on the parties.

Before any application is submitted by a municipality or agency, the authorized signing official should read and agree to abide by provisions of the following documents which become a part of resulting contracts:

1. 'Appendix A: Standard Clauses for all New York State Contracts' and
2. 'Appendix A1: Agency-specific Clauses' (for DHSES).
3. 'Appendix C: Payment and Reporting Schedule'

It is important to note that DHSES may suspend funding, in whole or in part, terminate funding for, or impose another sanction on a grantee if it appears that the electronic submission of an application did not comply with the above requirements.

DHSES strongly recommends that the applicant:

1. Print the pertinent documents listed above - accessible at <http://www.dhSES.ny.gov/grants/>
2. Ensure review of the documents and signed approval by the authorized signing official.
3. Retain the documents for future reference. Do not send them to DHSES.

If an award is made and a contract is subsequently developed from the application, the contract package that is sent to the official for signature will contain the required documents.



Accept

The Electronic Submission Notice must be read and acknowledged before accessing the system. Once you have read the notice, please click the **Accept** button and the login screen will appear.

HINT: Since this is a web based system you will be timed out after 30 minutes of inactivity and will lose any unsaved material. Hit **SAVE** often. Also if you have a lot of narrative to enter into E-Grants, type the information into a Word file and then copy and paste the verbiage into E-Grants.

Creating an E-Grants Application

HINT: Since this is a web based system you will be timed out after 30 minutes of inactivity and will lose any unsaved material. Hit **SAVE** often. If you see either of the messages below it means that you have timed out. You must log back into E-Grants in resume your application.

Message #1

DHSES E-Grants E-Grants System

E-Grants is currently unavailable.

E-Grants should be accessible shortly. We apologize for the inconvenience.

New York State Division of Homeland Security and Emergency Services
1220 Washington Avenue Extension
Building 7A
Albany, New York 12242
Phone: 1-866-837-9133
e-mail: grant.info@dhses.ny.gov

Message #2

The session has timed out or you are not logged in.

Click [here](#) to log back in.

Creating an E-Grants Application

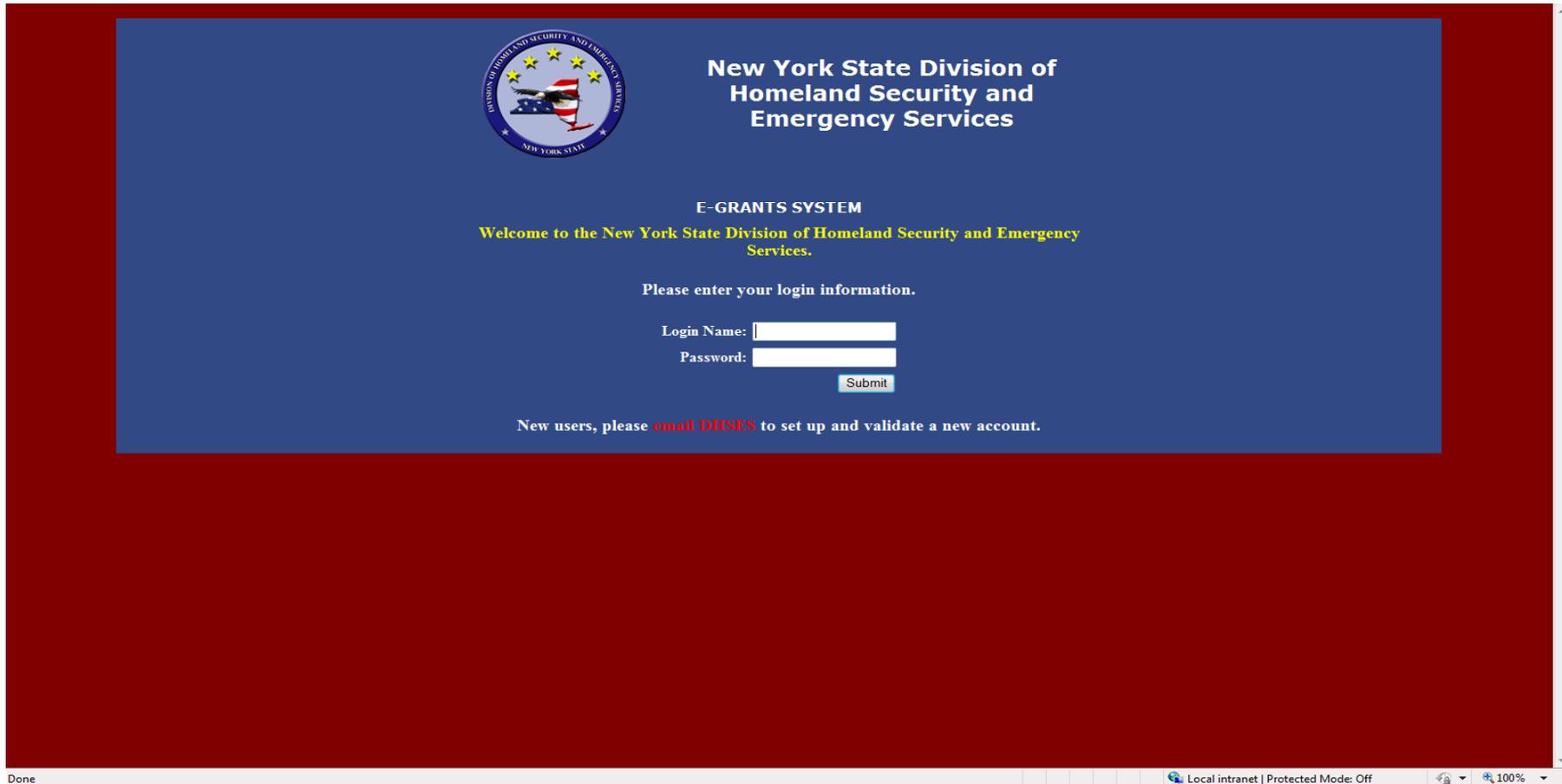
IMPORTANT INFORMATION:

Do not open two E-Grants windows at the same time to copy information from one application into another.

If you want to copy and paste information from a previous E-Grants application please copy the information into a Word document first. It can cause system errors that may affect your grant application if you have two E-Grants windows open at the same time.

Hint: See slide 61 for instructions on how to view and print your entire application.

Creating an E-Grants Application



The screenshot shows a web browser window displaying the login page for the E-Grants System. The page has a dark blue background with a red border. At the top left is the New York State Division of Homeland Security and Emergency Services logo, which features an eagle with wings spread, holding a shield, and the text 'DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES' and 'NEW YORK STATE'. To the right of the logo, the text reads 'New York State Division of Homeland Security and Emergency Services'. Below this, it says 'E-GRANTS SYSTEM' and 'Welcome to the New York State Division of Homeland Security and Emergency Services.' in yellow. The main instruction is 'Please enter your login information.' followed by two input fields: 'Login Name:' and 'Password:'. A 'Submit' button is located below the password field. At the bottom, it says 'New users, please email **DUSES** to set up and validate a new account.'

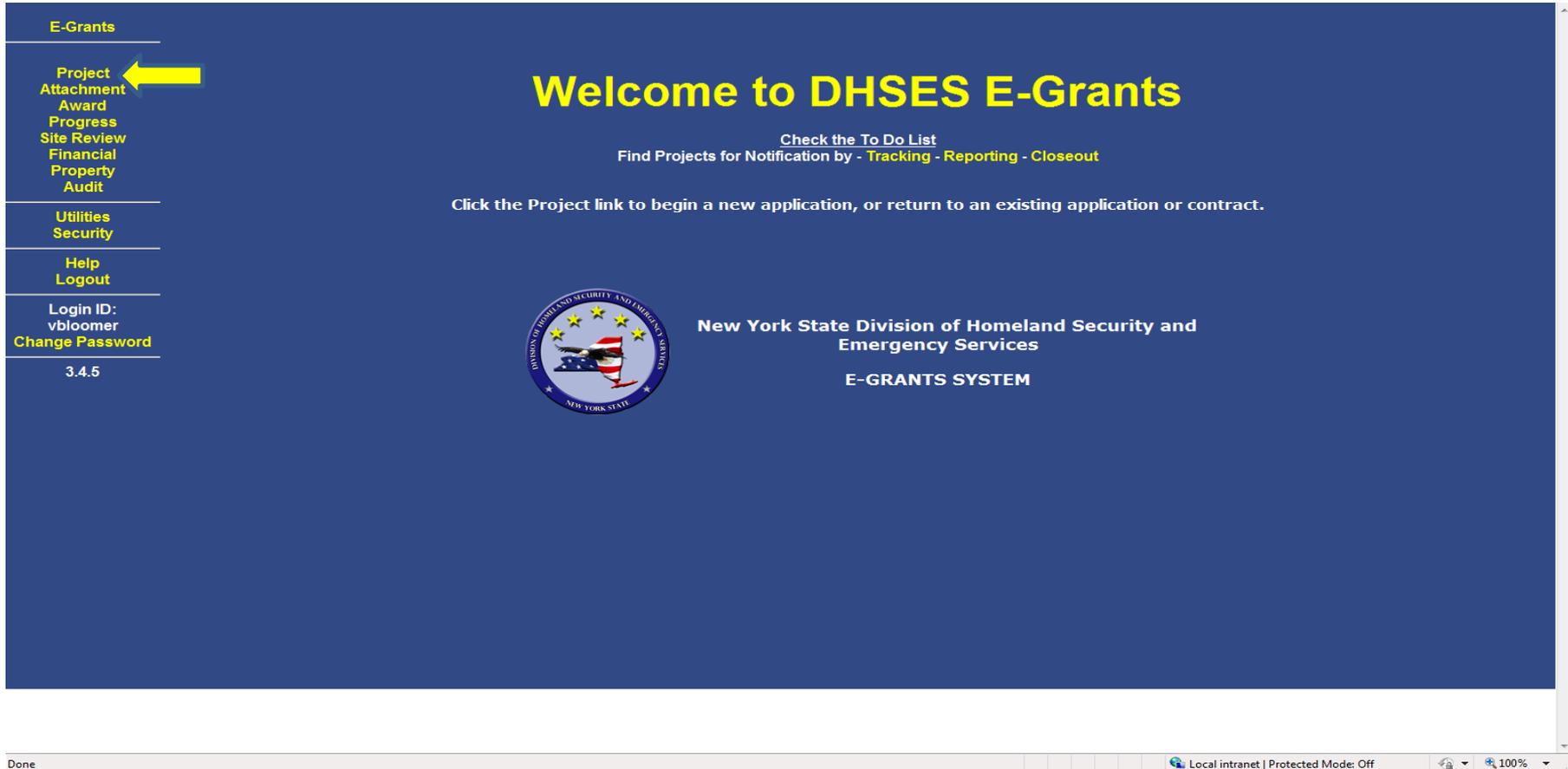
Done

Local intranet | Protected Mode: Off

100%

Enter your **Login Name**, **Password** and click on the **Submit** button.

Creating an E-Grants Application



E-Grants

- Project** ←
- Attachment
- Award
- Progress
- Site Review
- Financial
- Property
- Audit

Utilities

- Security

Help

- Logout

Login ID:
vbloomer
[Change Password](#)

3.4.5

Welcome to DHSES E-Grants

[Check the To Do List](#)
Find Projects for Notification by - [Tracking](#) - [Reporting](#) - [Closeout](#)

Click the Project link to begin a new application, or return to an existing application or contract.



**New York State Division of Homeland Security and
Emergency Services**

E-GRANTS SYSTEM

Done Local intranet | Protected Mode: Off 100%

Once you have logged in, the Welcome to E-Grants page will be displayed. Select **Project** from the left menu frame to open the list of projects that match the access rights of the user or to create a new project.

Creating an E-Grants Application

E-Grants

Click on a Project number to view information for that Project. (click on column heading to sort by that column); or add a new Project.

[New](#) ◀ ◁ ▷ ▶ Total Records: 15 ,Page 1 of 1

Project #	Attachment	OHS #	Participant	Representative	Project Status
LE07-1000-E00	no	WM07111111	test county		Amendment Pending
LE07-1000-E01	no	WM07111111	test county		Application Received
LE07-1001-E00	no	WM07222222	test county		Pending Signatures
LE07-1002-E00	no		test county		Application Received
SH07-1000-E00	no	WM06222222	test county		Pending Signatures
SH07-1001-E00	no	WM06333333	test county		Pending Signatures
SH07-1002-E00	no	WM07555555	test county		Amendment Pending
SH07-1002-E01	no	WM07555555	test county		Pending State Approval
SH07-1003-E00	no		test county		New
SH07-1004-E00	no				New
SH07-1006-E00	no	WM07777777	test county		Amended
SH07-1006-E01	no	WM07777777	test county		Amended
SH07-1006-E02	no	WM07777777	test county		Executed
SH07-1007-E00	no	WM07777777	test county		Amendment Pending
SH07-1007-E01	no	WM07777777	test county		New

https://grants.security.state.ny.us/servlet/OFPA.Project.ProjectOpenServlet?action=open&ProjectID=SH07-1001-E00

A list of currently active projects will be displayed. The grid will be empty if there are no projects associated with the user. Click **New** to begin entering a new project.

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue sidebar with white text for navigation: 'E-Grants', 'Project Attachment', 'Award Progress', 'Site Review', 'Financial Property Audit', 'Utilities Security', 'Help Logout', 'Login ID: vbloomer', 'Change Password', and '4.0.0'. The main content area is titled 'Project' and contains the instruction 'Select a Funding Program and Funding Year to Create a New Project'. Below this are two dropdown menus: 'Funding Program' with the placeholder '(Select a Program Office)' and 'Funding Year' with the placeholder '(Select a Funding Year)'. A 'Create Project' button is located below the dropdowns. Two yellow arrows point to the dropdown menus. A large yellow box with black text is overlaid on the page, stating: 'It is EXTREMELY IMPORTANT that you select the correct Funding Program and Funding Year'.

To start a new application you will need to select a funding program and funding year from the drop down boxes. See next two slides for instructions.

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue sidebar with navigation links: E-Grants, Project Attachment, Award Progress, Site Review, Financial Property Audit, Utilities Security, Help Logout, Login ID: cstumpf, Change Password, and 4.3.19. The main content area is titled 'Project' and contains the instruction 'Select a Funding Program and Funding Year to Create a New Project'. Below this are two dropdown menus: 'Funding Program' and 'Funding Year'. A 'Create Project' button is positioned to the left of the 'Funding Year' dropdown. A dropdown menu is open for the 'Funding Program' field, displaying a list of program options. A yellow arrow points to the 'Public Safety Answering Points Grant' option, which is highlighted in grey. The list of options includes: (Select a Program Office), Bomb Squad, Complex Coordinated Terrorist Attacks (CCTA) Program, Critical Infrastructure Grant Program, Explosive Detection Canine Team Grant Program, Cyber Security Grant Program, EMPG, Securing Communities Against Hate Crimes, Hazard Materials Emergency Preparedness Grant Program, HazMat, Homeland Security Non-Profit Grant, LETPP/SLETPP, Legislative Initiative, Public Safety Answering Points Grant, Recruitment and Retention Grant Program, Operation Stonegarden, SHSP, Statewide Interoperable Communications Grant, Technical Rescue Grant Program, Tactical Team Targeted Grant Program, and New York City UASI.

Select Public Safety Answering Points Grant from the drop down box

Creating an E-Grants Application

The screenshot displays the 'Project' creation interface. On the left is a dark blue sidebar with the following menu items: 'E-Grants', 'Project Attachment', 'Award', 'Progress', 'Site Review', 'Financial', 'Property', 'Audit', 'Utilities', 'Security', 'Help', 'Logout', 'Login ID: vbloomer', 'Change Password', and '4.3.7'. The main content area is titled 'Project' and contains the instruction 'Select a Funding Program and Funding Year to Create a New Project'. Below this, there are two dropdown menus: 'Funding Program' (set to 'Homeland Security Non-Profit Grant') and 'Funding Year' (open to show a list of years from 2013 to 2019). A 'Create Project' button is located below the 'Funding Year' dropdown. A yellow arrow points from the '2019' option in the 'Funding Year' dropdown to the 'Create Project' button. Another yellow arrow points from the 'Create Project' button to the '2019' option in the 'Funding Year' dropdown.

Select **2019** from the Funding Year drop down box and click **Create Project** Button. Click **OK** in the pop-up box.

Creating an E-Grants Application

Project **Participant**

Home Open Save

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Contract Descriptors Tracking Review Activity Log

Complete screen information and save. Add a National Priority and Program Purpose Area (if applicable). Once finished, proceed to Participants tab. For contract certifications, appendices and supporting documentation, please visit the [DHSES website](#) for available downloads. When you have completed your application, click the SUBMIT link in the left margin. Remember, you will no longer be able to edit your application once it has been submitted.

Project Title

Project Start Date (If known or applicable)

Project End Date (If known or applicable)

Project Period Years 0 Months 0

Submission Date

Grant Funds \$0.00 0.00%

Matching Funds \$0.00 0.00%

Total Funds \$0.00

County

Summary Description of Project * (Please limit to one or two paragraphs)

Save Cancel Check Spelling

* - Mandatory Field

Federal Program Purpose Area

Description Remove

Select a Program Purpose to add to this Project.

Add

This is the General Tab. Enter the following mandatory fields:

- Project title – FY2019-20 Public Safety Answering Point Grant
- County
- Summary Description of the Project – Brief description of the Project
- Project Start Date: 01/01/2020
- Project End Date: 12/31/2020

When completed, click on the **Save** button at the bottom of the page or the **Save** option in the left frame.

Creating an E-Grants Application

Project **Participant:**

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors		Tracking	Review	Activity Log

Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab.

#	Participant Name	Participant Type	Remove
Total Records: 0			

*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee. If a consortium, you may add multiple implementing agencies.

Reports Application (One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)

#	Contact Name	Contact Type	Phone	Email	Remove
Total Records: 0					

Login ID: vbloomer

3.4.7

Now click on the **Participants** tab. Participants can be “Grantees” and/or “Implementing Agencies”.

The “**county**” will be listed as the grantee and the county agency responsible for implementing the project should be listed as the implementing agency.

Creating an E-Grants Application

Project Participant:

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking	Review	Activity Log		

Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. [Email DHSES](#) with your corrections. When you have finished adding Participants, please go to the Workplan tab.

#	Participant Name	Participant Type	Remove
Total Records: 0			

←

*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee. If a consortium, you may add multiple implementing agencies.

Contacts for Participant

(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)

#	Contact Name	Contact Type	Phone	Email	Remove
Total Records: 0					

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
vbloomer

3.4.7

Click **Add Participant**.

Creating an E-Grants Application

Project		Participant: <input type="text"/>					
Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors		Tracking		Review
Go to Attachment Award Progress Site Review Financial Property Audit	Enter Search Criteria						
	You can search using the first few letters for Participant Name, Ein or City. Each word in the Participant Name will be searched on independently. Use commas to separate the other search criteria. For example - if you want to find City that start with letters A and W - type A,W in the City box.						
	Participant Name	<input type="text"/>					
	EIN	<input type="text"/>					
	City	<input type="text"/>					
State	<input type="text"/>						
County	<input type="text"/>						
Reports	<input type="button" value="Search"/>						
Application							
Help							
Logout							
Login ID: vbloomer							
3.4.7							

A search screen will open to search for an existing Participant. Enter full or partial name and click **OK** to search the database. If you previously applied for funding, your organization's information will be able to be retrieved using the search option.

Hint: This search engine looks for exact matches so don't be **too** detailed in your search.

Creating an E-Grants Application

Project **Participant:**

Home Open

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Contract Descriptors Tracking Review Activity Log

Click on a Participant number to add that participant to the Project. Click on column heading to sort by that column. If the Participant you wish to add is not listed, click 'New' to create a new Participant.

Go to Attachment Award Progress Site Review Financial Property Audit

Search View All New

Total Records: 4 ,Page 1 of 1

Search Criteria : AND ((Upper(Participant.Participant_Name) LIKE UPPER('test%')))

#	Participant Name	EIN	City	State
1	Test Canine Partner	1111111111111111	albany	New York
2	Test County Emergency Management Office	000	Albany	New York
3	Test Participant	00-0000000	Anytown	New York
4	Test Regional Exercise Participating Agency	111	111	New York

Reports Application

Help Logout

Login ID: vbloomer

3.4.7

Done

Local intranet | Protected Mode: On

115%

In this example, “Test” was input into the search window providing the above list. Choose the Participant you wish to add from the returned list by clicking on the blue # to the left of the participant name.

Creating an E-Grants Application

Project **Participant:**

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking	Review	Activity Log		

Click on a Participant number to add that participant to the Project. Click on column heading to sort by that column. If the Participant you wish to add is not listed, click 'New' to create a new Participant.

Search View All New Total Records: 4 ,Page 1 of 1

Search Criteria : AND ((Upper(Participant.Participant_Name) LIKE UPPER('test%')))

#	Participant Name	EIN	City	State
1	Test Canine Partner	111111111111111	albany	New York
2	Test County Emergency Management Office	000	Albany	New York
3	Test Participant	00-0000000	Anytown	New York
4	Test Regional Exercise Participating Agency	111	111	New York

Project Add Participant Type - Windows Internet Explorer pro...

Select the Participant Type that this Participant has for this Project.

- Grantee
- Grantee
- Implementing Agency
- Other

Select the appropriate participant type. The screen will refresh and click on the **Add** button.

Important: Each application must have a Grantee and an Implementing Agency.

Creating an E-Grants Application

Project: **Participant:**

General **Participants** Work Plan Budget Funding Allocation Questions Acceptance

Contract Descriptors Tracking Review Activity Log

Click on a Participant number to add that participant to the Project. Click on column heading to sort by that column. If the Participant you wish to add is not listed, click 'New' to create a new Participant.

Search ViewAll New Total Records: 4 ,Page 1 of 1

Search Criteria : AND ((Upper(Participant.Participant_Name) LIKE UPPER('test%')))

#	Participant Name	EIN	City	State
1	Test Canine Partner	111111111111111	albany	New York
2	Test County Emergency Management Office	000	Albany	New York
3	Test Participant	0000	Anytown	New York
4	Test Regional Exercise Participating Agency	111	111	New York

Message from webpage X

 Participant has been added.

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

3.4.7

Local intranet | Protected Mode: On 115%

The Participant has been added to the Project.

Creating an E-Grants Application

The screenshot shows a web application interface for managing participants. On the left is a navigation menu with options like 'Home Open', 'Go to Attachment Award Progress Site Review Financial Property Audit', 'Reports Application', 'Help Logout', and 'Login ID: vbloomer'. The main area has a 'Participant:' search field and a 'New' button highlighted with a yellow arrow. Below the search field is a table of participants with columns for '#', 'Participant Name', 'EIN', 'City', and 'State'. A modal dialog box titled 'Message from webpage' is open, asking 'Are you sure you want to create a participant?' with 'OK' and 'Cancel' buttons.

#	Participant Name	EIN	City	State
1	Test Canine Partner	111111111111111111	albany	New York
2	Test County Emergency Management Office	000	Albany	New York
3	Test Participant	00-0000000	Anytown	New York
4	Test Regional Exercise Participating Agency	111	111	New York

If the participant is not in the database, you may add them by clicking the **New** button. And then **OK**. However, please **ENSURE** the participant is not already in the database to prevent duplicate entries.

Creating an E-Grants Application

Home Open Save	Participant					
	General	Participants	Work Plan	Budget	Funding Allocation	
Go to Attachment Award Progress Site Review Financial Property Audit	Contract		Descriptors		Tracking	Review
	Participant Type	Grantee				
	Participant Name *	<input type="text"/>				
	Address *	<input type="text"/>				
	Address2	<input type="text"/>				
	City *	<input type="text"/>	State *	New York	Zip *	<input type="text"/>
	Phone	<input type="text"/>				
	County *	<input type="text"/>				
	Participant Fiscal Year/Period:	Start Date	<input type="text"/>		End Date	<input type="text"/>
	Reports Application	A fiscal year (or financial year, or sometimes budget year) is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. The fiscal year is not your DHSES contract period.				
Help Logout	SFS Vendor Number	<input type="text"/>				
	Employer Identification Number *	<input type="text"/>				
Login ID: vbloomer	Municipality No	<input type="text"/>				
	Dun & Bradstreet No	<input type="text"/>				
	Charities Registration No	<input type="text"/>				
3.4.7	<input type="checkbox"/> Not for Profit					
	<input type="checkbox"/> Sectarian Entity					
	Charity Registration Exemptions (See complete description below)					
	0 - not exempt					
Remarks (2000 Character Limit)						
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>						
* - Mandatory Field						
Charity Registration Exemptions - Codes and Descriptions						

Enter the information to add a New Participant. Required fields are: Participant Name, Address, City, State, Zip, County and Employer Identification Number, Click on the **Save** button. While SFS Vendor Number and Dun & Bradstreet Number are not mandatory, please complete those fields as well. Mandatory data must be entered before the record can be saved.

Note: If you need to update information after the records has been saved, please email grant.info@dhses.ny.gov. Do not create a new participant.

Creating an E-Grants Application

Project Participant:

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Submit	Contract	Descriptors	Tracking	Review	Activity Log		

Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab.

#	Participant Name	Participant Type	Remove
1	Test County	Grantee	X
2	Test County Sheriff's Office	Implementing Agency	X

Add Participant Total Records: 2

*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee. If a consortium, you may add multiple implementing agencies.

Reports Application Contacts for Participant

(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)

#	Contact Name	Contact Type	Phone	Email	Remove
Add Contact to Test County					

Total Records: 0

Help Logout

Login ID: cstumpf

4.3.19

The sample above shows a project with a grantee and implementing agency added.

Important: Each application must have a Grantee and an Implementing Agency.

Creating an E-Grants Application

Project: **Participant: Town of Main Street** Project Status: New

[Home](#) | [Open](#) | [Submit](#) | [Go to Attachment](#) | [Award](#) | [Progress](#) | [Site Review](#) | [Financial](#) | [Property](#) | [Audit](#) | [Reports](#) | [Application](#) | [Help](#) | [Logout](#) | [Login ID: vbloomer](#) | 3.4.7

General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Contract	Descriptors	Tracking	Review	Activity Log		

Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab.

#	Participant Name	Participant Type	Remove
1	Town of Main Street	Grantee	X
2	Main Street Sheriff's Office	Other	X

Total Records: 2

*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee. If a consortium, you may add multiple implementing agencies.

Contacts for Participant: (One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)

#	Contact Name	Contact Type	Phone	Email	Remove
<input type="button" value="Add Contact to Town of Main Street"/>					

Total Records: 0

Next you will add Contacts to the Participants. E-Grants **requires** a Primary, Signatory (i.e. County Executive or Mayor) and Fiscal Contact (i.e.. Treasurer). Please designate only one person as the primary contact for the grant. This person will receive all correspondence related to the grant. Both Primary and Signatory Contacts must be registered users of the E-Grants system.

Creating an E-Grants Application

Project: **Participant: Town of Main Street** Project Status: New

[Home](#) | [Open](#) | [Submit](#) | [Go to Attachment](#) | [Award](#) | [Progress](#) | [Site Review](#) | [Financial](#) | [Property](#) | [Audit](#) | [Reports](#) | [Application](#) | [Help](#) | [Logout](#) | [Login ID: vbloomer](#) | 3.4.7

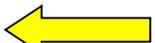
General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Contract	Descriptors	Tracking	Review	Activity Log		

Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab.

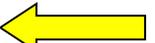
#	Participant Name	Participant Type	Remove
1	Town of Main Street	Grantee	X
2	Main Street Sheriff's Office	Other	X

Total Records: 2

*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee. If a consortium, you may add multiple implementing agencies.

Contacts for Participant: 

(One Implementing Agency must include Primary, Fiscal and Statutory contact information. You do not need to enter all contact types for all Participants)

#	Contact Name	Contact Type	Phone	Email	Remove
<input type="button" value="Add Contact to Town of Main Street"/> 					

Total Records: 0

Use the drop-down box **Contacts for Participants** to select the correct participant, then click on **Add Contact to** button.

Creating an E-Grants Application

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking	Review	Activity Log		
Submit	Enter Search Criteria						
Go to Attachment Award Progress Site Review Financial Property Audit	You can search using the first few letters for First Name, Last Name, Agency, Title or City. Use commas to separate search criteria. For example - if you want to find a Last Name that start with letters A and W - type A,W in the Last Name box.						
	First Name	<input type="text"/>					
	Last Name	<input type="text"/>					
	Agency	<input type="text"/>					
	Title	<input type="text"/>					
	City	<input type="text"/>					
	State	<input type="text" value="v"/>					
<input type="button" value="Search"/>							
Reports Application							
Help Logout							
Login ID: vbloomer							
3.1.3							

Done Local intranet 100%

A search screen will open to search for an existing contact. Enter partial name and click **OK** to search the database. **Hint:** *This search engine looks for exact matches so don't be **too** detailed in your search.* Again, if you previously applied for funding, your information will be able to be retrieved using the search option.

Creating an E-Grants Application

Participant: **New Test Participant**

Home Open Submit

Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: vbloomer 2.2.6

General **Participants** Work Plan Budget Funding Allocation Questions Acceptance

Contract Descriptors Tracking Review Activity Log

Click on a Contact number to add that Contact to the Project. Click on column heading to sort by that column.

Search [V] Total Records: 12 ,Page 1 of 1

Select the Contact Type that this person has for this Project.

- Primary
- Primary
- Agency Head
- Secondary
- Alternate
- Fiscal
- Signatory

#	Last Name	Title	City
1	Miller	title	city
2	Signa	asdf	sdf
3	Test	test	test
4	Test	test	test
5	Test	test	test
6	Testa	Mayor	Peekskill
7	Tester		Test
8	Tester		Test
9	Testo	Director of Finance	Troy
10	User	kljlkj	lkjlkj
11	signat		adf
12	testpri		city

Search Criteria: test%))) or ((Upper(Contact_Person.Last_Name) LIKE Upper("%

If your contact is found in the search, click on the blue number next to the last name. A popup box will appear asking to select the Contact Type.

Creating an E-Grants Application

Participant: New Test Participant

Home Open | General | **Participants** | Work Plan | Budget | Funding Allocation | Questions | Acceptance

Contract | Descriptors | Tracking | Review | Activity Log

Submit Click on a Contact number to add that Contact to the Project. Click on column heading to sort by that column.

Go to Attachment Award Progress Site Review Financial Property Audit

Search View All New Contact << < > >> Total Records: 12 ,Page 1 of 1

#	Last Name	First Name	Agency	Title	City
1	Miller	Test	agency	title	city
2	Signatory	Test	DCJS, Test	asdf	sdf
3	Test	Fiscal	test	test	test
4	Test	Primary	test	test	test
5	Test	Signatory	test	test	test
6	Testa	John	test	Mayor	Peekskill
7	Tester	Fi	test	test	Test
8	Tester	Pr	test	test	Test
9	Testo	G	Director of Finance	Troy	Test
10	User	Te	kj	lkjlkj	Test
11	signatory	te	test	adf	Test
12	testprimary	be	test	city	Test

Search Criteria : AND (((Upper(test%))))

Project Add Contact Type - Microsoft Internet E...
 Select the Contact Type to Add to this Project.
 Primary
 Add

Message from webpage
 Contact has been added.
 OK

A pop up box will then appear letting you know the contact has been successfully added. Continue selecting and adding contacts until you are finished. Remember a Primary, Signatory and Fiscal contact must be chosen.

Creating an E-Grants Application

The screenshot shows a web application interface. A modal dialog box titled "Project Add Contact Type" is open, displaying a dropdown menu with "Primary" selected and an "Add" button. Below the button, a red error message reads: "The signatory contact must be a valid user of the E-Grants system before they can be added to a project. The user is matched by first name, last name and email. Please contact OHS staff to add a signatory to the E-Grants login registration." The background shows a table with columns for "Agency", "Title", and "City".

Agency	Title	City
Agency	title	city
S, Test	asdf	sdf
	test	test
	test	test
	test	test
of Peekskill	Mayor	Peekskill
t OHS		Test
t OHS		Test
Unity House of Troy, Inc.	Director of Finance	Troy
DCJS Test	kljlkj	lkjlkj
test-ben		adf
agency		city

REMEMBER - If the Signatory Contact you are trying to add is not a registered user of E-Grants with Signatory rights, you will get the above error message and you will not be able to add that person until they are a registered user. Please contact grant.info@dhses.ny.gov if you need help registering someone as a signatory. You can however continue working on other parts of your application **but** you will not be able to submit the application without a signatory attached.

Creating an E-Grants Application

Project **Participant: New Test Participant**

[Home Open](#)
[General](#)
[Participants](#)
[Work Plan](#)
[Budget](#)
[Funding Allocation](#)
[Questions](#)
[Acceptance](#)

[Contract](#)
[Descriptors](#)
[Tracking](#)
[Review](#)
[Activity Log](#)

Submit Click on a Contact number to add that Contact to the Project. Click on column heading to sort by that column.

←
<< < > >>
Total Records: 12 ,Page 1 of 1

#	Last Name	First Name	Agency	Title	City
1	Miller	Test	agency	title	city
2	Signatory	Test	DCJS, Test	asdf	sdf
3	Test	Fiscal	test	test	test
4	Test	Primary	test	test	test
5	Test	Signatory	test	test	test
6	Testa	John	City of Peekskill	Mayor	Peekskill
7	Tester	Fiscal	Test OHS		Test
8	Tester	Primary	Test OHS		Test
9	Testo	Gail	Unity House of Troy, Inc.	Director of Finance	Troy
10	User	Test	DCJS Test	kljlkj	lkjlkj
11	signatory	test	test-ben		adf
12	testprimary	bernie	agency		city

Search Criteria : AND (((Upper(Contact_Person.First_Name) LIKE Upper('%test%')))) or ((Upper(Contact_Person.Last_Name) LIKE Upper('%test%'))))

2.2.6

If you need to add a new contact, click **New Contact** and the screen will refresh.

Creating an E-Grants Application

Project **Participant: New Test Participant**

Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: vbloomer 2.2.6	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking	Review	Activity Log		

Contact Type Primary ▼

First Name * M Last Name * ▼

Agency

Title

Salutation

Address *

Address2

City * State * New York ▼ Zip *

County ▼

Email

Please note: Without a valid email address, automated notification will not occur.

Phone * Ext.

Cell Phone

Fax

* - Mandatory Field

Select the Contact type from the drop down box (circled in red). Required fields are First Name, Last Name, Agency, Address, City, State, Zip, Email and Phone Number. Click on the **Save** button. Mandatory data must be entered before the record can be saved. Add a **new** contact only after verifying the person is not already in the system.

Creating an E-Grants Application

Project

Participant: **Town of Main Street**

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Submit	Contract	Descriptors	Tracking	Review	Activity Log		

Click "Add Participant"™ to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab.

#	Participant Name	Participant Type	Remove
1	Town of Main Street	Grantee	X
2	Main Street Sheriff's Office	Implementing Agency	X

Total Rec

*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grant a consortium, you may add multiple implementing agencies.

Reports Application

Contacts for Participant Town of Main Street

(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)

#	Contact Name	Contact Type	Phone	Email	Remove
1	Tester Grantee	Primary	518-457-9214	cstumpf@dhse.ny.gov	X
2	Test Fiscal	Fiscal	5180000000	testemail@google.com	X
3	Testsig Signatory	Signatory	7777777777	carol.stumpf@dhse.ny.gov	X

Total Rec

Help Logout

Login ID: vbloomer

4.3.7

This is an example of a completed Participant Tab screen.

Creating an E-Grants Application

Generic Workplan Information

Below is the generic workplan information that you will use in the E-Grants system.

Project goal – To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.

G&T Workplan Code – 14. Develop/enhance interoperable communications system.

Investment Justification – Not Applicable

Objective Description – To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.

NYS Critical Capability – Not Applicable

Task – Conduct allowable PSAP operations activities.

Performance Measure – PSAP operations activities conducted. Provide brief narrative reporting activities completed and describe how the project enhanced interoperable capabilities in the jurisdiction.

Creating an E-Grants Application

Project **Participant:** Test County

Home	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Open	Contract	Descriptors	Tracking	Review	Activity Log		
Save							

Please enter a Project Goal and Save. Then move on to add Objectives and Tasks.

Project Goal

To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.

Save Check Spelling

Use this summary to track your progress through the Workplan. Once you have created an Objective, please add the Tasks and Performance Measures associated with that Objective before moving on to create new Objectives. Once you have finished your Workplan, please go to the Budget tab.

Click on the Objective or Task Name to view the details or [Create New Objective](#)

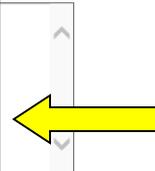


Now click the **Work Plan** Tab and enter the Project Goal. This year we are using generic information which can be found on the previous two slides. Enter the exact narrative that appears on slides #31.

Once you have entered the Project Goal, click on **Save**. Then click on **Create New Objective**.

Creating an E-Grants Application

Project							
Participant: Test County							
Home Open Save	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors	Tracking		Review	Activity Log
Submit	Objective (Please enter an Objective and Save.)						
Go to Attachment Award Progress Site Review Financial Property Audit	G & T Work Plan Codes (One per each Objective) - Show All						
Reports Application	<ul style="list-style-type: none"> 01. Establish/enhance a terrorism intelligence/early warning system, center, or task force. 02. Establish/enhance agro-terrorism preparedness capabilities. 03. Establish/enhance cyber security program. 04. Establish/enhance emergency operations center. 05. Establish/enhance regional response teams. 06. Establish/enhance sustainable homeland security training program. 07. Administer and manage the Homeland Security Grant. 08. Establish/enhance sustainable Homeland Security Planning Program. 09. Establish/enhance citizen awareness of emergency preparedness, prevention and response. 10. Establish/enhance citizen / volunteer initiatives. 11. Adopt and implement NIMS to include integration of core concepts into plans and procedures. 12. Assess vulnerability of and/or harden/protect critical infrastructure and key assets. 13. Build/enhance a pharmaceutical stockpile and/or distribution network. 14. Develop/enhance interoperable communications system. 15. Enhance capability to support international border and waterway security. 16. Establish/enhance a public health surveillance system. 17. Establish/enhance Citizen Corps Councils. 18. Establish/enhance explosive ordnance disposal units/bomb squads. 19. Establish/enhance public-private emergency preparedness program. 20. Establish/enhance sustainable homeland security exercise program. 21. Manage, update and/or implement the State Homeland Security Strategy. 22. Manage, update and/or implement the Urban Area Homeland Security Strategy. 23. Develop/enhance plans, procedures, and protocols. 24. Develop/enhance homeland security/emergency management organization and structure. 25. Enhance integration of metropolitan area public health/medical & emergency management. 26. Establish/enhance mass care shelter and alternative medical facilities operations. 27. Establish/enhance emergency plans and procedures to reflect the National Response Plan. 28. Develop/enhance state and local geospatial data system/Geographic Information System. 29. Enhance capabilities to recover from all-hazards event. 						
Help Logout							
Login ID: cstampf							
4.3.19							



A new screen will be generated with several drop down boxes. Click on the **G & T Work Plan Code** box and select the correct G & T Work Plan Code (#14).

Creating an E-Grants Application

Project										
Participant: Test County										
Home Open Save	General		Participants		Work Plan	Budget	Funding Allocation		Questions	Acceptance
	Contract		Descriptors		Tracking		Review		Activity Log	
Submit	Objective (Please enter an Objective and Save.)									
	G & T Work Plan Codes (One per each Objective) - Show All									
Go to Attachment Award Progress Site Review Financial Property Audit	14. Develop/enhance interoperable communications system. ▾									
	Investment Justification - Show All									
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Not Applicable</div> 									
Reports Application	Description									
	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>									
Help Logout	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>									
	Login ID: cstumpf									
4.3.19										

Next click on the **Investment Justification drop down box** and select **“Not Applicable”**.

Creating an E-Grants Application

Project	Participant: Test County						
	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Home Open Save	Contract	Descriptors		Tracking	Review	Activity Log	
Submit	Objective (Please enter an Objective and Save.)						
Go to Attachment Award Progress Site Review Financial Property Audit	G & T Work Plan Codes (One per each Objective) - Show All						
	14. Develop/enhance interoperable communications system. ▼						
	Investment Justification - Show All						
Reports Application	Not Applicable ▼						
	Description To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.						
Help Logout	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>						
Login ID: cstumpf							
4.3.19							

Enter the generic Objective Description (found on Slide #31) and click on **Save**.

Creating an E-Grants Application

Project Participant: **Test County**

	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors		Tracking	Review	Activity Log	

Objective (Please enter an Objective and Save.)

G & T Work Plan Codes (One per each Objective) - Show All

14. Develop/enhance interoperable communications system. ▼

Investment Justification - Show All

Not Applicable ▼

Description

To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.

Login ID: cstamp

4.3.19

NYS Critical Capability (Max 1 Primary and 4 Secondary)

NYS Critical Capability Code	Description	Type	Remove
Select a NYS Critical Capability to add to this Objective.			
<div style="border: 1px solid gray; padding: 2px;"> Not Applicable ▼ <input type="button" value="Add Primary NYS Critical Capability"/> </div>			
<div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <input type="button" value="Add Task to this Objective"/> </div>			

Click **Add Primary NYS Critical Capability**. The screen will refresh with a confirmation message “Are you sure you want to add this NYS Critical Capability?” Click **OK**.

Click on **Add Task to this Objective**.

Creating an E-Grants Application

The screenshot displays a web application interface for creating an E-Grants application. At the top, the 'Participant' is identified as 'Test County'. The interface includes a navigation menu on the left with options like 'Home', 'Open', 'Save', 'Submit', 'Go to Attachment', 'Award Progress', 'Site Review', 'Financial Property Audit', 'Reports Application', 'Help Logout', 'Login ID: cstumpf', and '4.3.19'. The main content area has tabs for 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. Below these are sub-tabs for 'Contract', 'Descriptors', 'Tracking', 'Review', and 'Activity Log'. A 'Task' field is present, containing the text 'Conduct allowable PSAP operations activities.' Below the text field are 'Save', 'Cancel', and 'Check Spelling' buttons. A confirmation dialog box titled 'Message from webpage' is overlaid on the screen, asking 'Are you sure you want to save?' with 'OK' and 'Cancel' buttons.

The Task needs to be added. Enter your generic task from slide/page #31 and click on **Save**. The screen will refresh with a confirmation message “Are you sure you want to save?” and click **OK**.

Creating an E-Grants Application

Project		Participant: Test County					
Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: cstumpf 4.3.19	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors		Tracking	Review	Activity Log	
Task * Conduct allowable PSAP operations activities.							
Save Cancel Check Spelling Add Performance Measure to this Task							
* - Mandatory Field							



Click on **Add Performance Measure to this Task** and enter the generic performance measure from slide/page #31.

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. At the top, the 'Project' is identified as 'Participant: Test County'. The main navigation bar includes tabs for 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. Below this, there are sub-tabs for 'Contract', 'Descriptors', 'Tracking', 'Review', and 'Activity Log'. The 'PerformanceMeasure' field is currently active and contains the text: 'PSAP operations activities conducted. Provide brief narrative reporting activities completed and describe how the project enhanced interoperable capabilities in the jurisdiction.' Below the text area are 'Save', 'Cancel', and 'Check Spelling' buttons. A dialog box titled 'Message from webpage' is overlaid on the screen, asking 'Are you sure you want to save?' with 'OK' and 'Cancel' buttons.

Click on **Save**. The screen will refresh with a confirmation message “Are you sure you want to save?” and click **OK**.

Creating an E-Grants Application

Project	Participant: Test County						
	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Home Open Save	Contract		Descriptors	Tracking	Review	Activity Log	
Submit	Please enter a Project Goal and Save. Then move on to add Objectives and Tasks.						
Go to Attachment Award Progress Site Review Financial Property Audit	Project Goal						
	To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.						
	Save Check Spelling						
	Use this summary to track your progress through the Workplan. Once you have created an Objective, please add the Tasks and Performance Measures associated with that Objective before moving on to create new Objectives. Once you have finished your Workplan, please go to the Budget tab. Click on the Objective or Task Name to view the details or Create New Objective						
Reports Application	Objective #1						
Help Logout	G & T Workplan Code - 14. Develop/enhance interoperable communications system.						
	Investment Justification - Not Applicable						
Login ID: cstumpf	NYS Critical Capability						
	Primary - Not Applicable						
4.3.19	Objective Narrative						Delete
	To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of ...						X
	Add Task to this Objective						
	Task #1 for Objective #1						Delete
Conduct allowable PSAP operations activities.						X	
Add PerformanceMeasure to this Task							
# Performance Measure						Delete	
1 PSAP operations activities conducted. Provide brie...						X	

This is an example of a completed work plan.

Following the announcement of the awards, each awardee county will be sent a Budget Sheet to complete and return. Your program representative will update the workplan based on the budget information provided and add appropriate MWBE language for the final contract.

Creating an E-Grants Application

Participant: **Town of Main Street**

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

General Participants Work Plan **Budget** Funding Allocation Questions Acceptance

Contract Descriptors Tracking Review Activity Log

Please enter budget information. If you are requesting an advance, please enter the amount requested and the justification, then save the screen before proceeding. You may edit the Advance if necessary at a later time. Enter budget information by participant. If you will only be operating with one budget, please enter the budget for the Grantee agency. For consortia, you may enter budgets by individual implementing agency. Once you have finished your Budget, please answer program Specific Questions on the Questions tab (if applicable).

Budget Summary

Participant	Grant Funds	Matching Funds	Total
Town of Main Street	\$0.00	\$0.00	\$0.00
Main Street Sheriff's Office	\$0.00	\$0.00	\$0.00
Total	--	--	\$0.00

Advance Request Amount (If not requesting an advance, please skip) \$

Advance Request Justification (200 character limit)

Save Check Spelling

Budget Summary by Participant

Town of Main Street

Create new BudgetVersion for Town of Main Street

Main Street Sheriff's Office

Create new BudgetVersion for Main Street.Sheriff's Office

Click the **Budget** tab. You must have a participant and a completed Work Plan before you can enter a budget. Click on **Create new Budget Version for (Submitting Partner)**.

Important: Your budget must be created under the Implementing Agency.

Creating an E-Grants Application

Project Participant: Test County																			
Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance												
	Contract	Descriptors		Tracking	Review	Activity Log													
	<p>You may continue to add budget lines from this screen. Choosing different budget categories will change the page heading, reminding you what budget category you are working in. You will also see an updated summary of your entries for each category at the top of the screen. When finished, return to the Budget Summary screen to see your updated budget.</p> <p>Personnel Budget for Test County Sheriff's Office Version 1</p> <p>Choose a different Category to work on: <input type="text" value="Personnel"/> or <input type="button" value="Back to Budget Summary"/></p> <hr/> <p>Add information for a new budget line item and press Save.</p> <p>Description * <input type="text" value="Budget Item Necessary to Submit Application Worksheet"/></p> <table> <tr> <td>Number *</td> <td>Unit Cost *</td> <td>Total Funds</td> </tr> <tr> <td><input type="text" value="1"/> x \$</td> <td><input type="text" value="1"/></td> <td>= \$0.00</td> </tr> </table> <table> <tr> <td>Total Funds</td> <td>Matching Funds</td> <td>Grant Funds</td> </tr> <tr> <td>\$0.00</td> <td>- \$ <input type="text" value="0.00"/></td> <td>= \$0.00</td> </tr> </table> <p>Justification * <input type="text" value="Budget Item Necessary to Submit Application Worksheet"/></p> <p><input type="button" value="Back to Budget Summary"/> <input type="button" value="Save"/> <input type="button" value="Check Spelling"/></p>								Number *	Unit Cost *	Total Funds	<input type="text" value="1"/> x \$	<input type="text" value="1"/>	= \$0.00	Total Funds	Matching Funds	Grant Funds	\$0.00	- \$ <input type="text" value="0.00"/>
Number *	Unit Cost *	Total Funds																	
<input type="text" value="1"/> x \$	<input type="text" value="1"/>	= \$0.00																	
Total Funds	Matching Funds	Grant Funds																	
\$0.00	- \$ <input type="text" value="0.00"/>	= \$0.00																	

One budget item must be entered to submit the application worksheet via E-Grants. Please enter the **generic budget item for \$1.00 listed above**. When finished with the item click **Save**.

Following the announcement of the awards, each awardee county will be sent a Budget Sheet to complete and return. Your program representative will use the information you provide to update the budget information in E-Grants for the final contract.

Creating an E-Grants Application

Project **Participant:** Test County

Home Open Save	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors		Tracking	Review	Activity Log	

Submit

You may continue to add budget lines from this screen. Choosing different budget categories will change the page heading, reminding you what budget category you are working in. You will also see an updated summary of your entries for each category at the top of the screen. When finished, return to the Budget Summary screen to see your updated budget.

Personnel Budget for Test County Sheriff's Office Version 1

#	Description	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	Budget Item Necessary to Submit Application Worksh...	1	\$1.00	\$1.00	\$1.00	\$0.00	no
Total				\$1.00	\$1.00	\$0.00	

Choose a different Category to work on: or

Reports Application

Edit information for this budget line item and press Save or 

Help Logout

Login ID: cstumpf

4.3.19

Description *

Number * Unit Cost * Total Funds
 x \$ = \$1.00

Total Funds Matching Funds Grant Funds
 \$1.00 - \$ = \$1.00

Justification *

* - Mandatory Field

Once you have saved the budget item, the screen will refresh and the **Add Funding Allocation for this Budget item** icon will appear. Click on the icon. The screen will advance to Funding Allocation Tab. You must enter a budget item before you can enter funding allocation data.

Creating an E-Grants Application

Project **Participant:** Test County

Home Open Save	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors		Tracking	Review	Activity Log

Submit Budget Item Description - Budget Item Necessary to Submit Application Worksheet

Number	Unit Cost	Total Funds	Matching Funds	Grant Funds
1	x \$ 1.00	= \$1.00	- \$ 0.00	= \$1.00

Justification - Budget Item Necessary to Submit Application Worksheet

G and T Workplan

G and T Workplan Code	Description	Remove
AIC	14. Develop/enhance interoperable communications system.	X

National Priority

National Priority Code	Description	Remove
Select a National Priority that describes this Budget Item.		
01. Expand Regional Collaboration	Add National Priority 	
02. Implement the National Incident Management System and the National Response Plan		
03. Implement the National Infrastructure Protection Plan (NIPP)		
04. Strengthen Information Sharing and Collaboration Capabilities		
05. Strengthen Interoperable Communications Capabilities		
06. Strengthen CBRNE Detection, Response, and Decontamination Capabilities		
07. Strengthen Medical Surge and Mass Prophylaxis Capabilities		
08. Strengthen Planning and Citizen Preparedness Capabilities		
<input type="button" value="Add Project Priority"/>		

Help Logout

Login ID: cstumpf

4.3.19

Spending Subcategory

Code	Description	Amount	Remove
		Total	\$ 0.00

Select Solution Area (POETE) to change the subcategory list.
 Planning -- Organization -- Equipment -- Training -- Exercises -- M & A

Select a spending subcategory and amount that describes this budget item.

Not Applicable

\$ Enter a value of \$1.00 or less.

Click on the drop down box to select a National Priority. For this grant program choose **05. Strengthen Interoperable Communications Capabilities**. Click **Add National Priority** and then click **OK**.

Creating an E-Grants Application

The screenshot shows the 'Funding Allocation' section of an E-Grants application. At the top, the participant is identified as 'Town of Main Street'. Below this, there are navigation tabs: 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. Under 'Funding Allocation', there are sub-tabs: 'Contract', 'Descriptors', 'Tracking', 'Review', and 'Activity Log'. The main content area displays a budget item table:

Number	Unit Cost	Total Funds	Matching Funds	Grant Funds
1	x \$ 10,000.00 =	\$ 10,000.00 -	\$ 0.00 =	\$ 10,000.00

Below the table, there is a 'Justification' field with the value '0'. A section titled 'G and T Workplan' contains a table with columns for 'G and T Workplan Code', 'Description', and 'Remove':

G and T Workplan Code	Description	Remove
ERR	05. Establish/enhance regional response teams.	X

A dropdown menu is open, showing a list of 'State Strategy Goal' options. The first option, 'State Strategy Goal: Advance Interoperable and Emergency Communications', is highlighted in blue. A yellow arrow points to the 'Add Project Priority' button located below the dropdown menu. At the bottom of the dropdown menu, there is a table with columns for 'Amount' and 'Remove':

Amount	Remove
Total \$ 0.00	

Click on the drop-down box to select a Priority Project. Choose **State Strategy Goal: Advance Interoperable and Emergency Communications**.

Click **Add Project Priority** and then click **OK**.

Creating an E-Grants Application

Progress Site Review Financial Property Audit	G and T Workplan		
	G and T Workplan Code	Description	Remove
	AIC	14. Develop/enhance interoperable communications system.	X
Reports Application	National Priority		
	National Priority Code	Description	Remove
Help Logout	SIC	05. Strengthen Interoperable Communications Capabilities	X
	Priority Project/State Strategy Goal		
Login ID: cstampf	Priority Project Code	Description	Remove
	S06	State Strategy Goal: Advance Interoperable and Emergency Communications	X
4.3.19	Spending Subcategory		
	Code	Description	Remove
		Total	\$ 0.00
	Select Solution Area (POETE) to change the subcategory list. Planning -- Organization -- Equipment -- Training -- Exercises -- M & A		
	Select a spending subcategory and amount that describes this budget item.		
	<input type="text" value="Not Applicable"/>		
	<input type="text" value="\$ 1"/> Enter a value of \$1.00 or less.		
	<input type="button" value="Add Spending Subcategory"/>		
	Spending Discipline		
Code	Description	Amount	Remove
	Total	\$ 0.00	
Select Solution Area (POETE) to change the Discipline list. Planning -- Organization -- Equipment -- Training -- Exercises -- M & A			
Select a spending Discipline and amount that describes this budget item.			
<input type="text" value="Not Applicable"/>			

Now you select a Spending Subcategory/Solution Area. Planning will already be selected (notice the red lettering). Enter the total dollar amount of the item (\$1.00) and click **Add Spending Subcategory**. Screen will refresh with a confirmation message “Are you sure you want to add this Spending Subcategory?” Click **OK**.

Creating an E-Grants Application

Property Audit	AIC	14. Develop/enhance interoperable communications system.	X												
	National Priority														
Reports Application	National Priority Code	Description	Remove												
	SIC	05. Strengthen Interoperable Communications Capabilities	X												
Help Logout	Priority Project/State Strategy Goal														
	Priority Project Code	Description	Remove												
Login ID: cstumpf	S06	State Strategy Goal: Advance Interoperable and Emergency Communications	X												
	4.3.19 Spending Subcategory														
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>NYS</td> <td>Not Applicable</td> <td>\$ 1.00</td> <td>X</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>\$ 1.00</td> <td></td> </tr> </tbody> </table>				Code	Description	Amount	Remove	NYS	Not Applicable	\$ 1.00	X	Total		\$ 1.00	
Code	Description	Amount	Remove												
NYS	Not Applicable	\$ 1.00	X												
Total		\$ 1.00													
Spending Discipline															
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>\$ 0.00</td> <td></td> </tr> </tbody> </table>				Code	Description	Amount	Remove	Total		\$ 0.00					
Code	Description	Amount	Remove												
Total		\$ 0.00													
<p>Select Solution Area (POETE) to change the Discipline list. Planning -- Organization -- Equipment -- Training -- Exercises -- M & A Select a spending Discipline and amount that describes this budget item.</p> <p>Not Applicable ▾</p> <p>\$ <input type="text"/> Enter a value of \$1.00 or less.</p> <p>Add Spending Discipline</p> <p>Finished with this Item</p>															

Now you select a Spending Discipline. Planning will already be selected (notice the red lettering). Enter the total dollar value of the item (\$1.00) and click on **Add Spending Discipline**. Screen will refresh with a confirmation message “Are you sure you want to add this Spending Discipline?” Click **OK**.

Creating an E-Grants Application

Attachment Award Progress Site Review Financial Property Audit	Justification - Budget Item Necessary to Submit Application Worksheet			
	G and T Workplan			
	G and T Workplan Code	Description	Remove	
	AIC	14. Develop/enhance interoperable communications system.	X	
Reports Application	National Priority			
	National Priority Code	Description	Remove	
	SIC	05. Strengthen Interoperable Communications Capabilities	X	
Help Logout	Priority Project/State Strategy Goal			
	Priority Project Code	Description	Remove	
Login ID: cstampf	S06	State Strategy Goal: Advance Interoperable and Emergency Communications	X	
	4.3.19 Spending Subcategory			
	Code	Description	Amount	Remove
	NYS	Not Applicable	\$ 1.00	X
		Total	\$ 1.00	
	Spending Discipline			
	Code	Description	Amount	Remove
	NYS	Not Applicable	\$ 1.00	X
		Total	\$ 1.00	
	Finished with this Item			

This is an example of a completed Funding Allocation.

Creating an E-Grants Application

Project: **Participant: Town of Main Street**

Home Open Save Submit

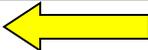
Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Contract		Descriptors		Tracking	Review	Activity Log
Budget Item Description - Tactical Entry Team Equipment						
Number	Unit Cost	Total Funds	Matching Funds	Grant Funds		
1	x \$ 10,000.00	= \$ 10,000.00	- \$ 0.00	= \$ 10,000.00		
Justification - 0						
G and T Workplan						
G and T Workplan Code		Description			Remove	
ERR		05. Establish/enhance regional response teams.			X	
National Priority						
National Priority Code		Description			Remove	
INN		02. Implement the National Incident Management System and the National Response Plan			X	
Priority Project/State Strategy Goal						
Priority Project Code		Description			Remove	
S04		State Strategy Goal: Strengthen Counterterrorism and Law Enforcement Capabilities			X	
Spending Subcategory						
Code	Description	Amount	Remove			
QED	Equipment-Explosive Device Mitigation and Remediation Equipment	\$ 10,000.00	X			
		Total	\$ 10,000.00			
Spending Discipline						
Code	Description	Amount	Remove			
ELE	Equipment-Law Enforcement	\$ 10,000.00	X			
		Total	\$ 10,000.00			
Finished with this item 						

Click on **Finished with this item**. The screen will refresh back to the budget tab. You need to complete both the Budget and Funding Allocations Tabs for the budget item.

Creating an E-Grants Application

Participant: Town of Main Street

General | Participants | Work Plan | **Budget** | Funding Allocation | Questions | Acceptance

Contract | Descriptors | Tracking | Review | Activity Log

You may continue to add budget lines from this screen. Choosing different budget categories will change the page heading, reminding you what budget category you are working in. You will also see an updated summary of your entries for each category at the top of the screen. When finished, return to the Budget Summary screen to see your updated budget.

Equipment Budget for Main Street Sheriff's Office Version 1

#	Description	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	Tactical Entry Team Equipment	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	no
Total				\$10,000.00	\$10,000.00	\$0.00	

Choose a different Category to work on: or

Edit information for this budget line item and press Save or

Description *

Number * Unit Cost * Total Funds
 x \$ = \$10,000.00

Total Funds Matching Funds Grant Funds
 \$10,000.00 - \$ = \$10,000.00

Authorized Equipment List (AEL) Number *
[Click here to find AEL numbers](#)

Justification *

* - Mandatory Field

The next step is to upload the required attachment. To add Attachments, click on **Attachment** on the left side.

Creating an E-Grants Application

Attachment Project: 1815-1001200 Technical Rescue Grant Program Project Status: New

Participant: Test County

Before uploading files, please make sure that your files adhere to the following guidelines:
 When uploading files, do not upload documents that contain personally identifying information or other information of a sensitive nature. If you are unsure as to the appropriateness of a document you wish to upload, please contact DHSES at 1-866-837-9133, or via [email](#).
 Do not use special characters in your filename, i.e., imbedded ? ! , @ , # , \$, % & , ' , " , ; , etc. may cause access problems later.
 Should you upload a file by mistake, you will not be able to delete it. Simply identify the bad file in the project narrative, and your program representative will remove it later.

Only the following file extensions are valid:
 Data files: .doc, .docx, .wpd, .xls, .xlsx, .qpw, .wk(x), .rtf, .txt, .html
 Image files: .gif, .jpg, .tiff, .bmp, .pdf

Click on Attachment Name to view or download.

#	Entered	Attachment Name	Delete
New			

Total Records: 0

Help
Logout

Login ID: vbloomer

3.4.7

Click on **New** to attach a file to your application. Please note the appropriate file types that can be uploaded.

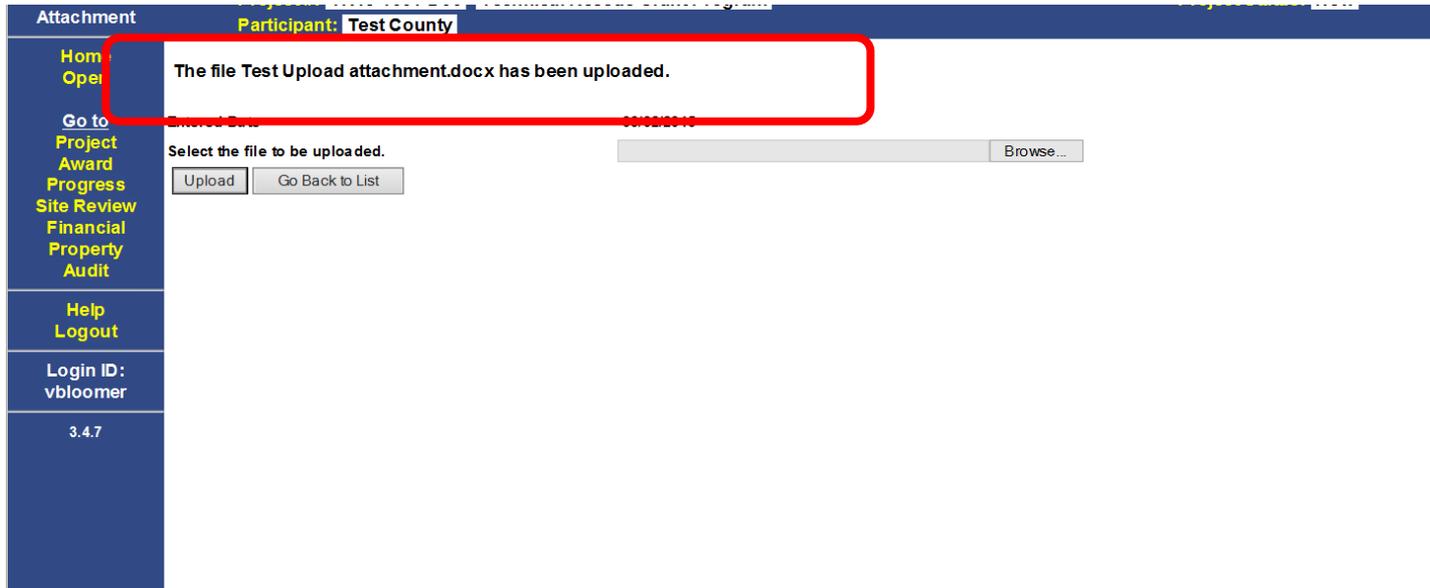
Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue sidebar with navigation links: Home, Open, Go to Project, Award, Progress, Site Review, Financial, Property, Audit, Help, Logout, Login ID: vbloomer, and 4.3.7. The main content area has a header with 'Participant: Town of Main Street'. Below this, there is a section for 'Entered Date' with the value '03/01/2018'. The primary instruction is 'Select the file to be uploaded.' Below this instruction are two buttons: 'Upload' (circled in red) and 'Go Back to List'. To the right of the instruction is a file selection area with a 'Browse...' button and a yellow arrow pointing to it from the right.

Click **Browse** to navigate to the file location and select the appropriate file. Once the file is selected, click **Upload** to send the file to E-Grants.

File names cannot have any special characters (# or *) or be more than 65 characters.

Creating an E-Grants Application



The screenshot displays a web interface for creating an E-Grants application. At the top, a dark blue header bar contains the text "Attachment" and "Participant: Test County". Below this, a red rectangular box highlights a confirmation message: "The file Test Upload attachment.docx has been uploaded." To the left of the main content area is a vertical navigation menu with the following items: "Home", "Open", "Go to", "Project", "Award", "Progress", "Site Review", "Financial", "Property", "Audit", "Help", "Logout", "Login ID: vbloomer", and "3.4.7". Below the confirmation message, there is a section titled "Select the file to be uploaded." which includes a "Browse..." button, an "Upload" button, and a "Go Back to List" button.

When the file has been uploaded you will receive a confirmation. Click **Browse** to add another file, or click **Go Back to List** to view the list of files that have been attached to the application.

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue navigation sidebar with a yellow arrow pointing to the 'Project' link. The main content area is titled 'Attachment' and shows 'Participant: Test County'. It contains instructions for uploading files, a table of attachments, and a 'Login ID' section.

Participant: Test County

Before uploading files, please make sure that your files adhere to the following guidelines:
 When uploading files, do not upload documents that contain personally identifying information or other information of a sensitive nature. If you are unsure as to the appropriateness of a document you wish to upload, please contact DHSES at 1-866-837-9133, or via [email](#).
 Do not use special characters in your filename, i.e., imbedded ?!,@, #, \$, %, &, ^, ", ', etc. may cause access problems later.
 Should you upload a file by mistake, you will not be able to delete it. Simply identify the bad file in the project narrative, and your program representative will remove it later.
 Only the following file extensions are valid:
 Data files: .doc, .docx, .wpd, .xls, .xlsx, .qpw, .wk(x), .rtf, .txt, .htm
 Image files: .gif, .jpg, .tiff, .bmp, .pdf

Click on Attachment Name to view or download.

#	Entered	Attachment Name	Delete
1	06/02/2015	TR15-1001-D00-AttachmentID-28754-Test Upload attachment.docx	X

Login ID: vbloomer

Total Records: 1

A list of files that have been attached to the application appears. You may click on the file name to view the file. Click on **Project** to go back to your application.

Creating an E-Grants Application

Project **Participant:**

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors		Tracking	Review	Activity Log	

Click on the Question to answer it. Please answer all Program Specific Questions.

#	Question	Answer
1	Have you completed and uploaded the 2019-20 PSAP Operations Grant Program Application Worksheet as an attachment? (Yes/No)	

Total Records: 1 ,Page 1 of 1

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
cstampf

4.3.7

Click the **Questions** tab.

Click on the question, enter your answer and click on **Save**. The question just serves as a reminder to upload the required document.

Creating an E-Grants Application

Project							
Participant: <input type="text"/>							
Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors		Tracking	Review	Activity Log
Click on the Question to answer it. Please answer all Program Specific Questions.							
Go to Attachment Award Progress Site Review Financial Property Audit	#	Question					Answer
	1	Have you completed and uploaded the 2019-20 PSAP Operations Grant Program Application Worksheet as an attachment? (Yes/No)					Yes
<input type="button" value=" <"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="> "/>							
Total Records: 1 ,Page 1 of 1							
Reports Application							
Help Logout							
Login ID: cstumpf							
4.3.7							

When you go back to the list of questions, your answer will be displayed.

Creating an E-Grants Application

Project #: PS19-1000-D00
Public Safety Answering Points Grant
Project Status: New

Participant: Test County

Home

Open

Save

Submit

Go to

Attachment

Award

Progress

Site Review

Financial

Property

Audit

Reports

Application

Help

Logout

Login ID:

cstumpf

4.3.19

General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Contract	Descriptors	Tracking	Review	Activity Log		
<p>Complete screen information and save. Add a National Priority and Program Purpose Area (if applicable). Once finished, proceed to Participants tab. For contract certifications, appendices and supporting documentation, please visit the DHSES website for available downloads. When you have completed your application, click the SUBMIT link in the left margin. Remember, you will no longer be able to edit your application once it has been submitted.</p>						
Project Title * (60 Character Limit)	<input type="text" value="FY2019-20 Public Safety Answering Point Grant"/>				Submission Date	<input type="text"/>
Project Start Date	<input type="text" value="(If known or applicable)"/>				\$1.00	100.00%
Project End Date					\$0.00	0.00%
Project Period					\$1.00	
County *						
Summary Description of						

* - Mandatory Field



Message from webpage

Are you sure you want to submit this Project? Edits will not be permitted after the Project is submitted.

When you have completed your application and attached the required documents you are ready to submit your application. Click the **Submit** button.

Creating an E-Grants Application

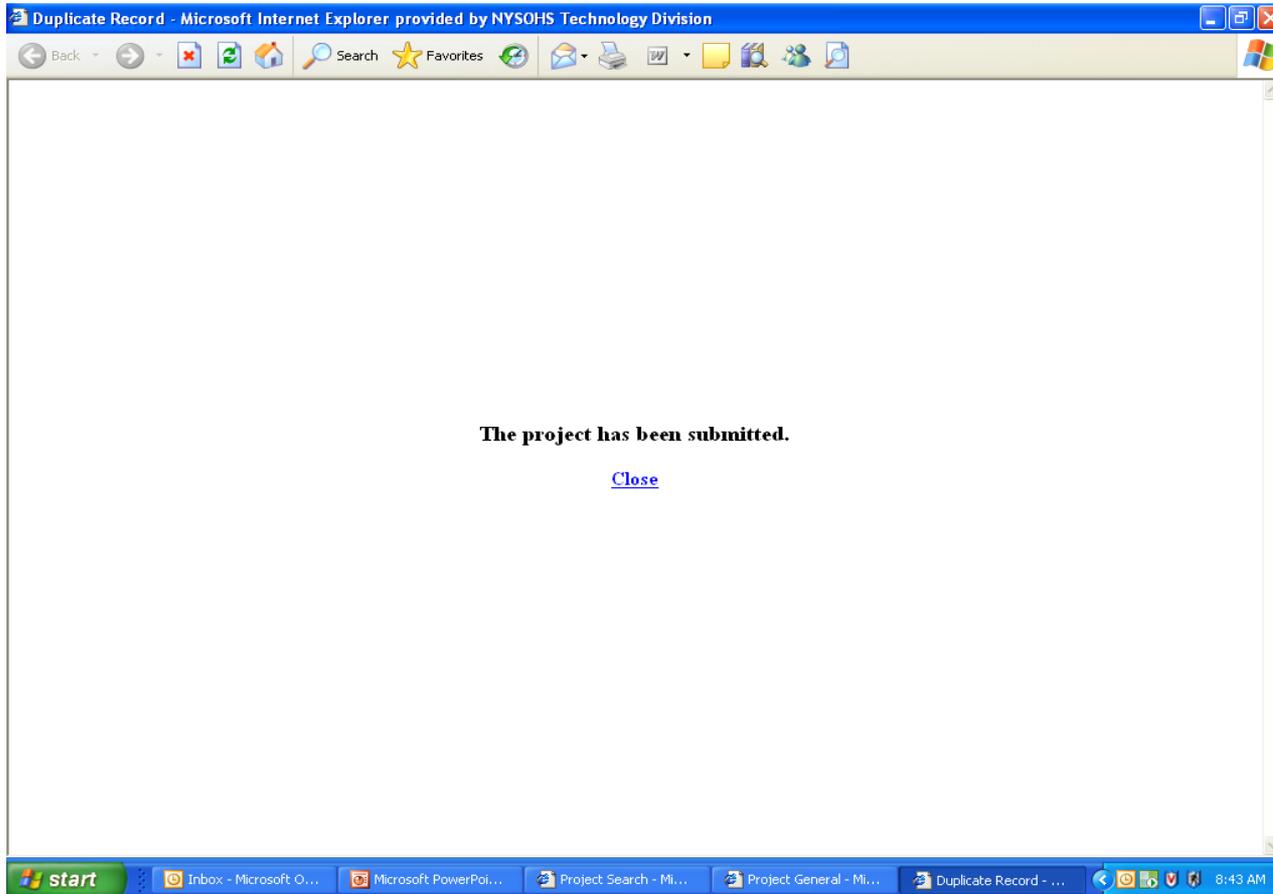
<u>Grant Application</u>		Tactical Team Targeted Grant Progra
Project No.	Grantee Name	
TT17-1001-D00	Town of Main Street	03/03/20

The following required fields must be completed before the project can be submitted.

- Participant Address
- Participant City
- Participant Zip
- Contact - add a Fiscal Contact
- Funding Allocation - add G and T Code for budget item.
- Budget Item - Tactical Entry Team Equipment

If the application ***fails to submit***, E-Grants will generate a Required Fields Report (above) to guide you in finishing your application. Return to your application to enter the missing information and submit again.

Creating an E-Grants Application



You will receive the following message when your application is **successfully** submitted. DHSES will be notified that an application was submitted. The signatory contact will receive an e-mail that an application was submitted.

Creating an E-Grants Application

The screenshot displays the E-Grants application interface. At the top, the project information is shown: **Project #:** PS19-1000-D00, **Public Safety Answering Points Grant**, and **Project Status:** Application Received. A yellow arrow points to the 'Application Received' status. Below this, a navigation menu on the left includes options like Home, Open, Locked, Go to Attachment, Progress, Site Review, Financial, Property, Reports, Application, Deficiency, Draft Contract, Help, Logout, Login ID: grantee, and 4.3.7. A yellow arrow points to the 'Reports' section. The main content area shows the 'General' tab selected, with fields for Project Title (FY2019-20 Public Safety Answering Point Grant), Project Start/End Dates, Project Period (Years 0 Months 0), and Submission Date (not submitted). A table shows funding allocation: Grant Funds (\$0.00, 0.00%), Matching Funds (\$0.00, 0.00%), and Total Funds (\$0.00). A 'Summary Description of Project' field is also visible. A yellow arrow points to the 'Home Open Locked' indicator in the left frame.

Once your application is submitted, it will be locked (no further editing by the applicant) but you may still view your information. Notice the **Locked** indicator in the left frame. Also notice that the project status has changed to “Application Received”. You may view and print your entire application by clicking **Application** from the left frame under Reports.

Creating an E-Grants Application

For technical assistance you can contact our grants mailbox at grant.info@dhses.ny.gov or by calling 1-866-837-9133.