



Homeland Security and Emergency Services

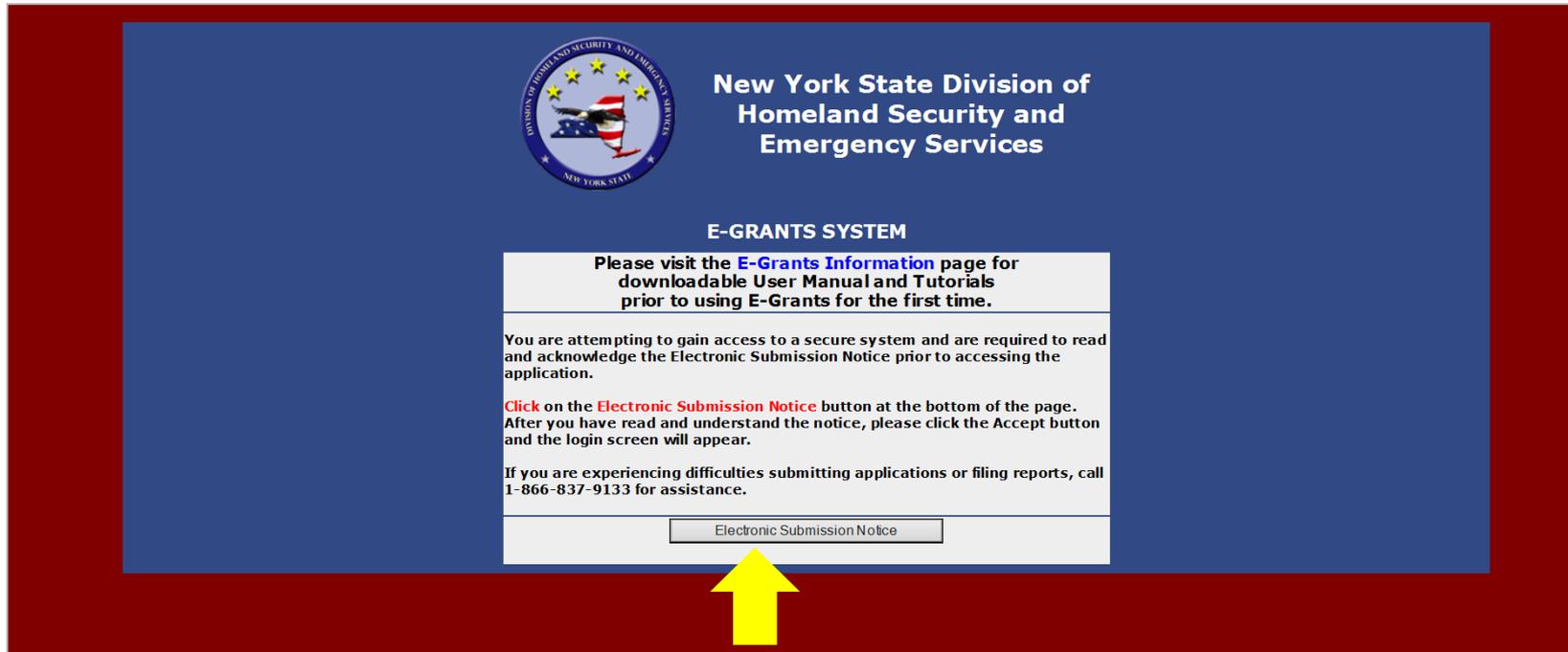
Tutorial – Creating an E-Grants Application

2019 Statewide Interoperable Communications 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.

August 7, 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

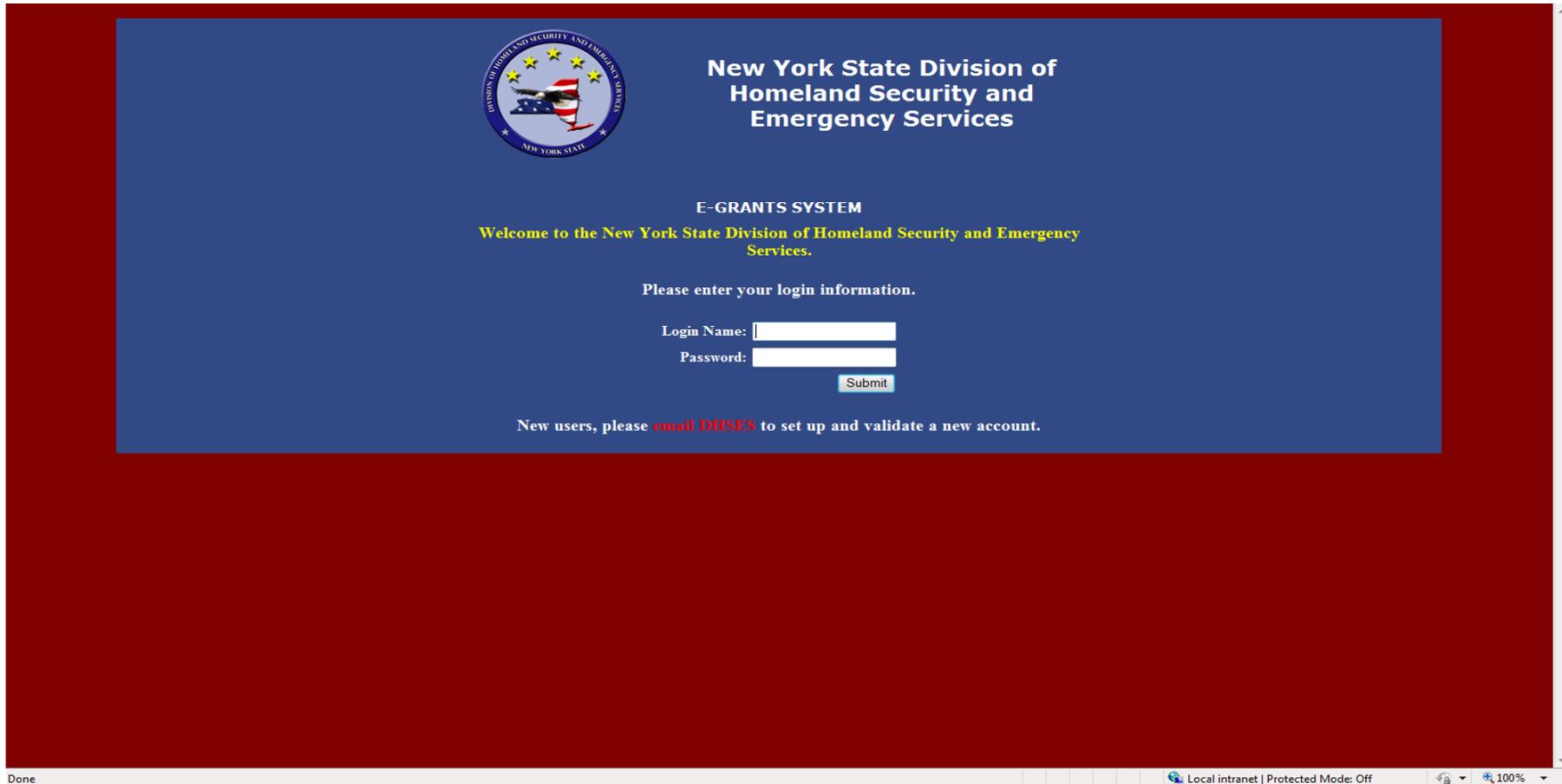
IMPORTANT INFORMATION:

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 a banner with the words 'NEW YORK STATE'. The text 'DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES' is written around the eagle. To the right of the logo, the text 'New York State Division of Homeland Security and Emergency Services' is displayed in white. Below this, the text 'E-GRANTS SYSTEM' is centered. A yellow welcome message reads: 'Welcome to the New York State Division of Homeland Security and Emergency Services.' Below the welcome message, the text 'Please enter your login information.' is centered. There are two input fields: 'Login Name:' and 'Password:'. A 'Submit' button is located below the password field. At the bottom of the page, the text 'New users, please email **DIUSES** to set up and validate a new account.' is centered. The browser's address bar shows 'Local intranet | Protected Mode: Off' and the zoom level is set to 100%.

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

E-GRANTS SYSTEM

Welcome to the New York State Division of Homeland Security and Emergency Services.

Please enter your login information.

Login Name:

Password:

New users, please email **DIUSES** to set up and validate a new account.

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

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
Project Grid

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 |

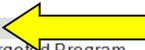
A list of currently active projects will be displayed. The grid will be empty if there are no projects associated with the user. Click **New** to begin entering a new project.

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 navigation links: 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

| | | |
|---|--|---|
| E-Grants | Project | |
| Project Attachment Award Progress Site Review Financial Property Audit | Select a Funding Program and Funding Year to Create a New Project | |
| Utilities Security | Funding Program Funding Year <input type="button" value="Create Project"/> | (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 LET PP/SLET PP Legislative Initiative Public Safety Answering Points Grant Recruitment and Retention Grant Program Operation Stonegarden SHSP Statewide Interoperable Communications Grant  Statewide Interoperable Communications Grant - Targeted Program Technical Rescue Grant Program Tactical Team Targeted Grant Program New York City UASI |
| Help Logout | | |
| Login ID: vbloomer Change Password | | |
| 4.3.7 | | |

Select **Statewide Interoperable Communications Grant** from the drop down box

Creating an E-Grants Application

E-Grants

Project

Select a Funding Program and Funding Year to Create a New Project

Funding Program
Statewide Interoperable Communications Grant

Funding Year
(Select a Funding Year)
2013
2014
2015
2016
2017
2018
2019

Create Project

Utilities Security

Help Logout

Login ID: vbloomer
Change Password

4.3.7

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

(60 Character Limit)

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 – FY19 Statewide Interoperable Communications Grant Program
- County
- Summary Description of the Project – Brief description of the Project
- Project Start Date:
- Project End Date:

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 | | | |

Add Participant

*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 | | | | | |

Add Contact

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

Local intranet | Protected Mode: On | 115%

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 | Activity Log |
| 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 Application | <input type="button" value="Search"/> | | | | | | |
| 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.

Go to Attachment Award Progress Site Review Financial Property Audit

Search View All New

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 |

Reports Application

Help Logout

Login ID: vbloomer

3.4.7

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

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

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

Go to Attachment Award Progress Site Review Financial Property Audit

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

| # | 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 |

Reports Application

Help Logout

Login ID: vbloomer

3.4.7

Message from webpage

Are you sure you want to create a participant?

OK Cancel

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 |

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 | | | | | |

Help Logout Total Records: 0

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

[Home](#)
[Open](#)

[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 | | |

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

*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 a consortium, you may add multiple implementing agencies.

Contacts for Participant Test County ▼

(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

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

[Home](#)
[Open](#)

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 |
| 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 |
| <input type="button" value="Add Participant"/> | | | | | | | Total Record |
| *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 a consortium, you may add multiple implementing agencies. | | | | | | | |
| Contacts for Participant <input type="text" value="Test County"/> | | | | | | | |
| (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 Test County"/> | | | | | | | Total Record |

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 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. | | | | | | |
| Go to Attachment Award Progress Site Review Financial Property Audit | 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"/> | | | | | |
| Reports Application | <input type="button" value="Search"/> | | | | | | |
| Help Logout | | | | | | | |
| Login ID: vbloomer | | | | | | | |
| 3.1.3 | | | | | | | |

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%))))

2.2.6

Project Add Contact Type - Microsoft Internet E...
 Select the Contact Type: 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 set to "Primary" 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". The table contains several rows of test data. At the bottom of the dialog, the search criteria are displayed: "Search Criteria : AND (((Upper(Contact_Person.First_Name) LIKE Upper("%test%"))) or ((Upper(Contact_Person.Last_Name) LIKE Upper("%test%"))))".

| Agency | Title | City |
|---------------------------|---------------------|-----------|
| ncy | 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

First Name * M Last Name *

Agency

Title

Salutation

Address *

Address2

City * State * 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: Test County**

| 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. | | | | | | |
| Go to Attachment Award Progress Site Review Financial Property Audit | # | Participant Name | Participant Type | | | Remove | |
| | 1 | Test County | Grantee | | | X | |
| | 2 | Test County Sheriff's Office | Implementing Agency | | | X | |
| | Add Participant | | | | | | Total Records |
| Reports Application | *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: <input type="text" value="Test County"/> (One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants) | | | | | | |
| Help Logout | # | Contact Name | Contact Type | Phone | Email | Remove | |
| | 1 | Tester Grantee | Primary | 518-457-9214 | cstumpf@dhse.ny.gov | X | |
| Login ID: vbloomer | 2 | Test Fiscal | Fiscal | 999-999-99999 | carol.stumpf@dhse.ny.gov | X | |
| | 3 | Test Signatory1 | Signatory | 3434343434 | cstumpf@dhse.ny.gov | X | |
| 4.3.7 | Add Contact to TestCounty | | | | | | Total Records |

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 – Make necessary improvements and provide for sustainment of Land Mobile Radio Systems (LMR), implementation and maintenance of components supporting interoperability, continuous training and exercise, sustainment and further development of the governance structure. Enhance emergency response and improve capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communication Plan (NECP), improvements in governance structures, operating procedures, infrastructure development and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC).

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

Investment Justification – Not Applicable

Objective Description – To ensure progress towards the goals and milestones described in the Statewide Communications Interoperability Plan (NYS SCIP) and toward communication priorities identified by the Federal government (SAFECOM). Provide stability, sustainment and further development of LMR systems and regional solutions developed to date. Provide for the: development and coordination of National Interoperability Channels, State, Regional, Tribal and Local mutual aid channels; development of interoperable communications infrastructure; improvements of Public Safety Answering Points (PSAPs) toward Next Generation 911 (NG-911) development in accordance with New York State plan and vision; development of governance and SOPs; Development of inventory of statewide communications resources (i.e. continuous participation in CASM-Communications Assets Survey and Mapping tool) and Tactical Interoperable Communication Plan (TICP) development, update and utilization.

NYS Critical Capability – Not Applicable

Task – Purchase allowable interoperable communication equipment and/or acquire services and/or provide maintenance. Train appropriate personnel in the proper use of equipment and place equipment into service. Establish or improve governance and standard operating procedures related to such equipment. Report on progress of implementation of project and the development and implementation of formalized standard operating procedures and governance structure.

Performance Measure – Identify equipment ordered and received and/or services acquired and/or maintenance activities conducted. Provide a brief narrative on the training of personnel and the deployment of equipment and/or activities conducted. Provide a brief narrative, including examples, of formalized governance and/or standard operating procedures. Describe how the project enhanced interoperable communication capabilities in the jurisdiction. Describe how the project increased multi-agency regional partnerships, including partnerships with consortiums. Equipment and services accountability records are properly maintained.

Creating an E-Grants Application

Participant: West 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

Make necessary improvements and provide for sustainment of Land Mobile Radio Systems (LMR), implementation and maintenance of components supporting interoperability, continuous training and exercise, sustainment and further development of the governance structure. Enhance emergency response and improve capability and performance results from the U.S. Department of Homeland

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 r 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

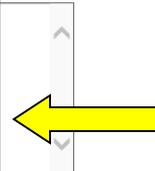
4.3.7

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 slide. 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 | | | | | | |
| | <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. | | | | | | |
| Reports Application | | | | | | | |
| 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 | | | | | | | |
|---|---|--------------|-----------|----------|--------------------|--------------|------------|
| Home Open Save | Participant: Test County | | | | | | |
| | 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 | | | | | | |
| | 14. Develop/enhance interoperable communications system. ▾ | | | | | | |
| | Investment Justification - Show All | | | | | | |
| | Not Applicable ← | | | | | | |
| Reports Application | Description | | | | | | |
| | <div style="border: 1px solid gray; height: 100px;"></div> | | | | | | |
| Help Logout | Save Cancel 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 #: | | S19-1000-200 | | | Statewide Interoperable Communications 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: vbloomer 4.3.7 | 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 | | | | | | | | | |
| NotApplicable | | | | | | | | | |
| Description | | | | | | | | | |
| To ensure progress towards the goals and milestones described in the Statewide Communications Interoperability Plan (NYS SCIP) and toward communication priorities identified by the Federal government (SAFECOM). Provide stability, sustainment and further development of LMR systems and regional solutions developed to date. Provide for the: development and coordination of National Interoperability Channels, State, Regional, Tribal and Local mutual aid channels; development of interoperable communications infrastructure; improvements of Public Safety Answering Points (PSAPs) toward Next Generation | | | | | | | | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> | | | | | | | | | |

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

Creating an E-Grants Application

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
 NotApplicable

Description
 To ensure progress towards the goals and milestones described in the Statewide Communications Interoperability Plan (NYS SCIP) and toward communication priorities identified by the Federal government (SAFECOM). Provide stability, sustainment and further development of LMR systems and regional solutions developed to date. Provide for the: development and coordination of National Interoperability Channels, State, Regional, Tribal and Local mutual aid channels; development of interoperable communications infrastructure; improvements of Public Safety Answering Points (PSAPs) toward Next Generation

Save Cancel Check Spelling

Login ID: vbloomer

4.3.7

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. | | | |
| NotApplicable | Add Primary NYS Critical Capability | | |
| Add Task to this Objective | | | |

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

Participant: test County

| General | Participants | Work Plan | Budget | Funding Allocation | Questions | Ac |
|----------|--------------|-----------|--------|--------------------|-----------|----|
| Contract | Descriptors | Tracking | Review | Activity Log | | |

Task *

Purchase allowable interoperable communication equipment and/or acquire services and/or provide maintenance. Train appropriate personnel in the proper use of equipment and place equipment into service. Establish or improve governance and standard operating procedures related to such equipment. Report on progress of implementation of project and the development and implementation

Save Cancel Check Spelling

* - Mandatory Field

Message from webpage

Are you sure you want to save?

OK Cancel

Home
Open
Save
Submit
Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit
Reports
Application
Help
Logout
Login ID:
vbloomer
4.3.7

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: vbloomer 4.3.7 | General | Participants | Work Plan | Budget | Funding Allocation | Questions | |
| | Contract | Descriptors | Tracking | Review | | | |
| | Task * Purchase allowable interoperable communication equipment and/or acquire services and/or provide maintenance. Train appropriate personnel in the proper use of equipment and place equipment into service. Establish or improve governance and standard operating procedures related to such equipment. Report on progress of implementation of project and the development and implementation | | | | | | |
| | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | <input type="button" value="Check Spelling"/> | <input type="button" value="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

Participant: **Test County**

| General | Participants | Work Plan | Budget | Funding Allocation |
|----------|--------------|-----------|--------|--------------------|
| Contract | Descriptors | Tracking | Revi | |

PerformanceMeasure *

Identify equipment ordered and received and/or services acquired and/or maintenance activities conducted. Provide a brief narrative on the training of personnel and the deployment of equipment and/or activities conducted. Provide a brief narrative, including examples, of formalized governance and/or standard operating procedures. Describe how the project enhanced interoperable

Save Cancel Check Spelling

* - Mandatory Field

Message from webpage

Are you sure you want to save?

OK Cancel

Home
Open
Save

Submit

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
vbloomer

4.3.7

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: vbloomer 4.3.7 | General Participants Work Plan Budget Funding Allocation Questions Acceptance |
| | Contract Descriptors Tracking Review Activity Log |

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

Project Goal

Make necessary improvements and provide for sustainment of Land Mobile Radio Systems (LMR), implementation and maintenance of components supporting interoperability, continuous training and exercise, sustainment and further development of the governance structure. Enhance emergency response and improve capability and performance results from the U.S. Department of Homeland

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](#)

Objective #1
 G & T Workplan Code - 14. Develop/enhance interoperable communications system.

Investment Justification - Not Applicable
NYS Critical Capability
 Primary - Not Applicable

| Objective Narrative | Delete |
|---|--------|
| To ensure progress towards the goals and milestones described in the Statewide Communications Intero... | X |

Add Task to this Objective

| Task #1 for Objective #1 | Delete |
|---|--------|
| Purchase allowable interoperable communication equ... | X |

Add PerformanceMeasure to this Task

| # | Performance Measure | Delete |
|---|---|--------|
| 1 | Identify equipment ordered and received and/or ser... | 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

Project **Participant:** Test County

[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 |
|------------------------------|-------------|----------------|--------|
| Test County | | \$0.00 | \$0.00 |
| Test County Sheriff's Office | | \$0.00 | \$0.00 |
| Total | -- | \$0.00 | \$0.00 |

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

Advance Request Justification (200 character limit)

Budget Summary by Participant

Test County

Test County 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

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

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

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 |
|--|----------------------|--------|
| Select a G and T Workplan that describes this Budget Item. | | |
| 14. Develop/enhance interoperable communications system. ▾ | Add G and T Workplan | |
| <div data-bbox="305 625 1105 963" style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Message from webpage</p> <p>Are you sure you want to add this G and T Workplan?</p> <p>OK Cancel</p> </div> | | |

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.

Add Spending Subcategory

Click on the drop-down box to select the G&T Workplan Code **#14 Develop/enhance interoperable communications system**. Click **Add G and T Workplan**. The screen will refresh with a confirmation message “Are you sure you want to add this G and T Workplan?” Click **OK**.

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 | | |
| 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.

Add Spending Subcategory

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 E-Grants application interface for a project titled "Participant: Town of Main Street". The interface includes a sidebar with navigation options like "Home", "Open", "Save", "Submit", "Go to Attachment Award Progress Site Review Financial Property Audit", "Reports Application", "Help Logout", "Login ID: vbloomer", and "4.3.7".

The main content area displays a table with columns: "Number", "Unit Cost", "Total Funds", "Matching Funds", and "Grant Funds". Below this is a "Justification" section and a "G and T Workplan" table with columns "G and T Workplan Code" and "Description".

A dropdown menu is open, listing various "State Strategy Goal" options. The first option, "State Strategy Goal: Advance Interoperable and Emergency Communications", is highlighted. 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 "Amount" and "Remove". The "Total" row shows "\$ 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 | | |
| Login ID: cstumpf | Priority Project Code | Description | Remove |
| | S06 | State Strategy Goal: Advance Interoperable and Emergency Communications | X |
| 4.3.19 | Spending Subcategory | | |
| | Code | Description | Amount |
| | NYS | Not Applicable | \$ 1.00 |
| | | | |
| | | Total | \$ 1.00 |
| Spending Discipline | | | |
| 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 |
| 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 | Amount |
| | NYS | Not Applicable | \$ 1.00 |
| | | Total | \$ 1.00 |
| | | | |
| | Spending Discipline | | |
| | Code | Description | Amount |
| | NYS | Not Applicable | \$ 1.00 |
| | | Total | \$ 1.00 |
| | | | |
| <input type="button" value="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 Allocation Tab for the budget item.

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:
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 |
| Test County | | | | \$0.00 | | \$0.00 |
| Test County Sheriff's Office | | | | \$1.00 | | \$1.00 |
| Total | | 100.00% | | \$1.00 | | 0.00% |
| | | | | \$0.00 | | \$1.00 |
| Advance Request Amount (If not requesting an advance, please skip) \$ <input type="text" value="0.00"/> | | | | | | |
| Advance Request Justification (200 character limit) | | | | | | |
| | | | | | | |
| <input type="button" value="Save"/> <input type="button" value="Check Spelling"/> | | | | | | |
| Budget Summary by Participant | | | | | | |
| Test County | | | | | | |
| Create new Budget Version for Test County | | | | | | |
| Test County Sheriff's Office | | | | | | |
| Version 1 - Edit (Click here to add more lines to budget categories) | | | | | | |
| # | Personnel | Number | Unit Cost | Total Cost | Grant Funds | Matching Funds |
| 1 | Budget Item Necessary to Submit Application Worksh... | 1 | \$1.00 | \$1.00 | \$1.00 | \$0.00 |
| Total | | | | \$1.00 | \$1.00 | \$0.00 |
| Version 1 Total | | Total Cost | | Grant Funds | Matching Funds | |
| | | \$1.00 | | \$1.00 | \$0.00 | |
| Create new Budget Version for Test County Sheriff's Office | | | | | | |
| (Do not add a second budget version unless instructed to do so by DHSES.) | | | | | | |

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: 1810-1001200 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 | | | |

Help
Logout

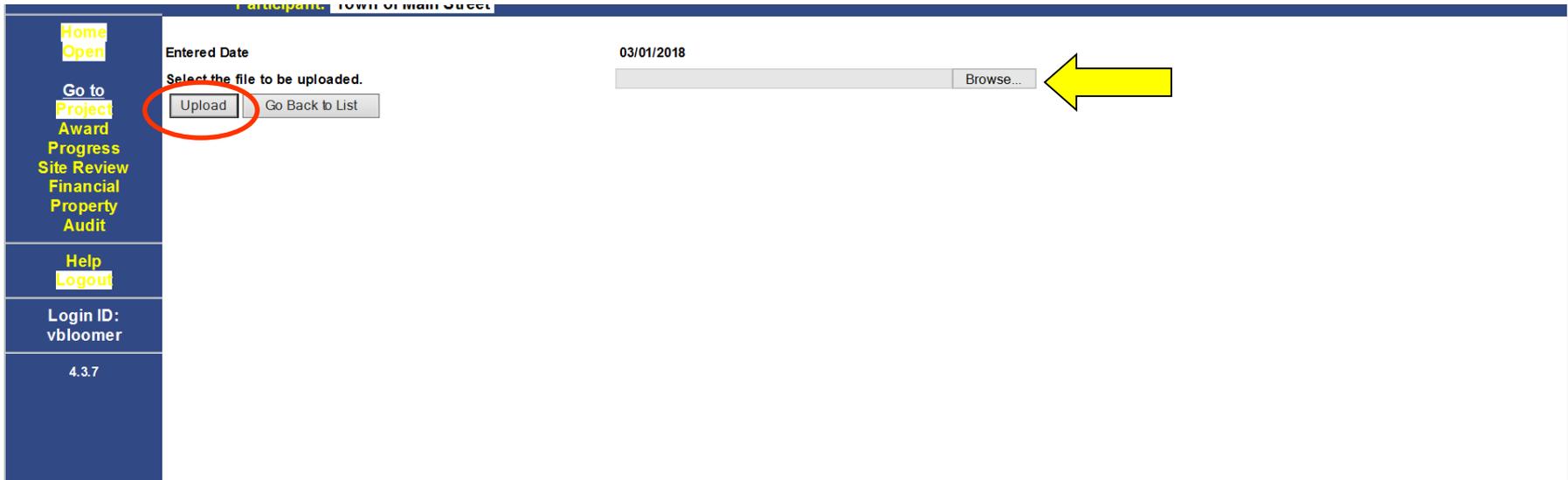
Login ID: vbloomer

3.4.7

Total Records: 0

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

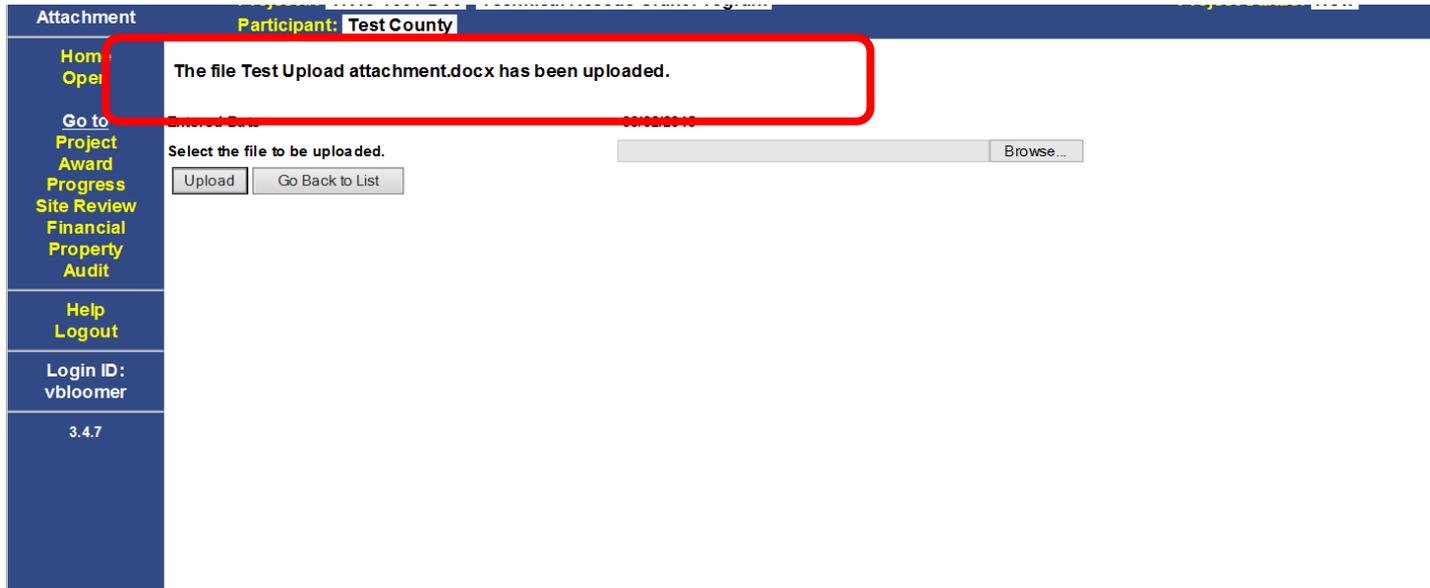


The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue sidebar with navigation links: Home, Open, Go to Project, Award, Progress, Site Review, Financial, Property, Audit, Help, Logout, Login ID: vbloomer, and 4.3.7. The main content area has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

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 the 'Attachment' section of the E-Grants application. At the top, it shows 'Participant: Test County'. A red box highlights a confirmation message: 'The file Test Upload attachment.docx has been uploaded.' Below this, there is a section for selecting a file to be uploaded, with a 'Browse...' button. The interface also includes a sidebar with navigation options: Home, Open, Go to, Project Award, Progress, Site Review, Financial Property Audit, Help, Logout, Login ID: vbloomer, and version 3.4.7.

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 'Participant: Test County'. It contains instructions for uploading files, a table of attachments, and a 'Login ID' field.

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: West County**

| Home Open | General | Participants | Work Plan | Budget | Funding Allocation | Questions | Acceptance |
|---|--|--------------|-----------|--------|--------------------|-----------|------------|
| Submit | 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 Statewide Interoperable Communications Application Worksheet as an attachment? (Yes/No) | | | | | | |

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
vbloomer

4.3.7

Total Records: 1 ,Page

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: Test County | | | | | |
| Home Open | General | Participants | Work Plan | Budget | Funding Allocation | Questions | Acceptance |
| | Contract | Descriptors | Tracking | Review | Activity Log | | |
| Submit | Click on the Question to answer it. Please answer all Program Specific Questions. | | | | | | |
| | # | Question | | | | | Answer |
| | 1 | Have you completed and uploaded the 2019 Statewide Interoperable Communications Application Worksheet as an attachment? (Yes/No) | | | | | Yes. Thanks for the reminder. |
| Go to Attachment Award Progress Site Review Financial Property Audit | <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: vbloomer | | | | | | | |
| 4.3.7 | | | | | | | |

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

Creating an E-Grants Application

The screenshot shows the 'Participant' tab for 'West County' in the E-Grants system. A yellow arrow points to the 'Submit' button in the left-hand navigation menu. A confirmation dialog box is overlaid on the main content area, asking: 'Are you sure you want to submit this Project? Edits will not be permitted after the Project is submitted.' The dialog has 'OK' and 'Cancel' buttons.

Participant: West County

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 * (60 Character Limit)

Project Start Date (If known or applicable) Submission Date

Project End Date (If known or applicable) Grant Funds \$0.00 0.00%

Project Period Years 0 Months 0 Matching Funds \$0.00 0.00%

Total Funds \$0.00

County *

Summary Description of Project *
Brief description of the p

Save Cancel Check Spelling

* - Mandatory Field

Federal Program Purpose A

Description

Select a Program Purpose to add to this Project

▼ Add

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

Grant Application

Project No.

SI19-1000-D00

Grantee Name

Test County

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

Contact SIG Address

Contact SIG City

Contact SIG Zip

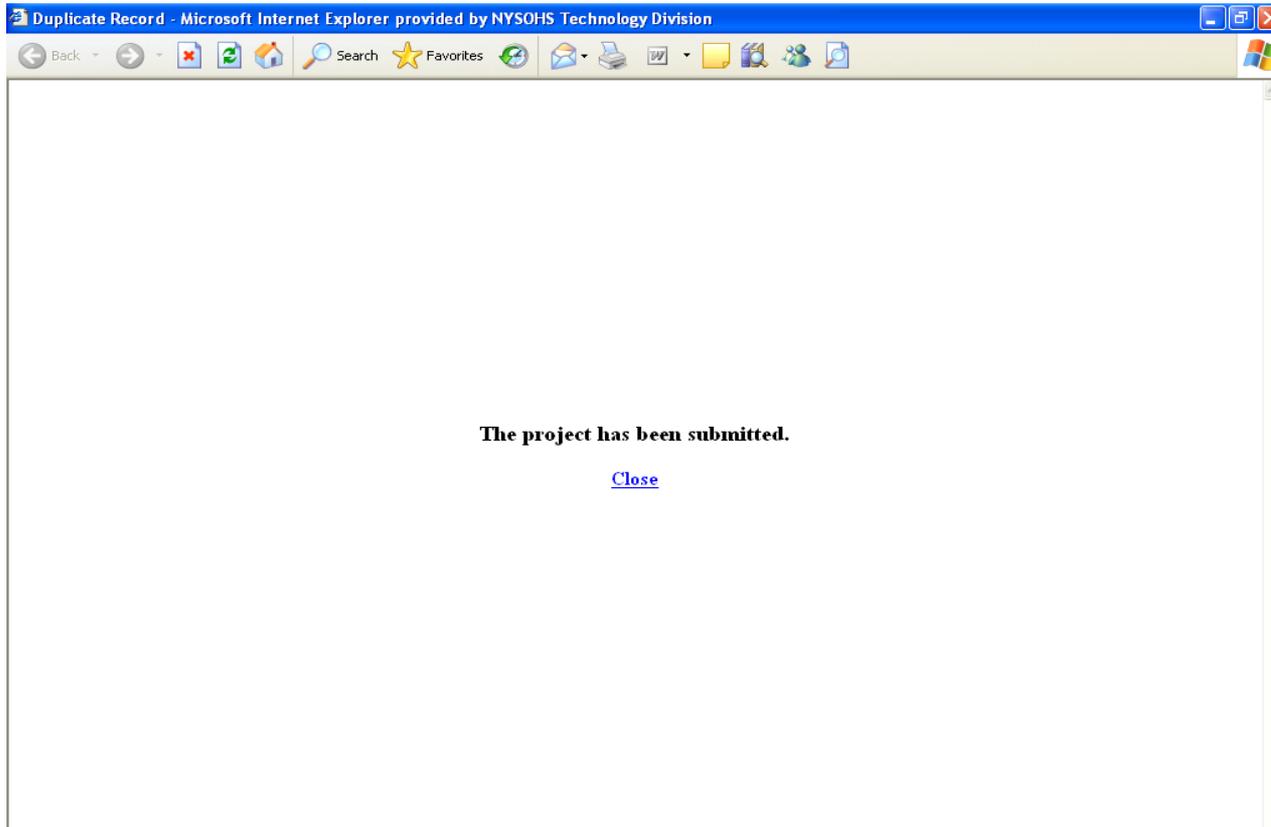
Performance Measure - add a Performance Measure for Objective number 1 and Task number 1

Budget - add an Budget

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

Project #: S119-1000-D00 **Statewide Interoperable Communications Grant** **Project Status:** Application Received

Participant: Test County

Home Open Locked

Go to Attachment Progress Site Review Financial Property

Reports Application Deficiency Draft Contract

Help Logout

Login ID: tsignatory2

4.3.7

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

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 application once it has been submitted.

Project Title * (60 Character Limit)

Project Start Date (If known or applicable) **Submission Date** 07/29/2019

Project End Date (If known or applicable) **Grant Funds** \$0.00 0.00%

Project Period Years 0 Months 0 **Matching Funds** \$0.00 0.00%

Total Funds \$0.00

County *

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

Brief description of the project.

* - Mandatory Field

Federal Program Purpose Area

| Description | Remove |
|-------------|--------|
|-------------|--------|

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.