



# Homeland Security and Emergency Services

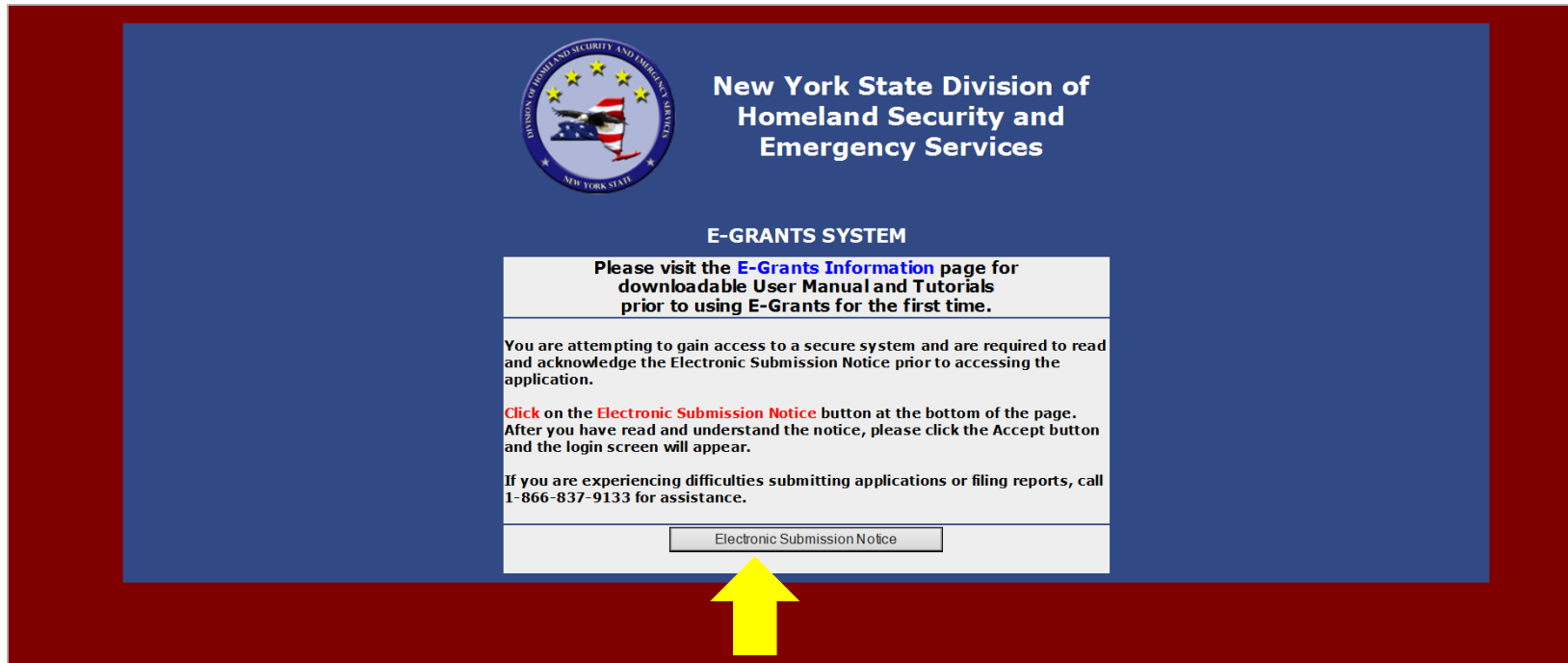
## **Tutorial – Creating an E-Grants Application**

### **2020 Public Safety Answering Point (PSAP) Operations Grant Program**

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

February 2, 2021

## Creating an E-Grants Application



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.



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](mailto:grant.info@dhses.ny.gov)

Message #2

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

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



Homeland Security  
and Emergency Services

## Creating an E-Grants Application

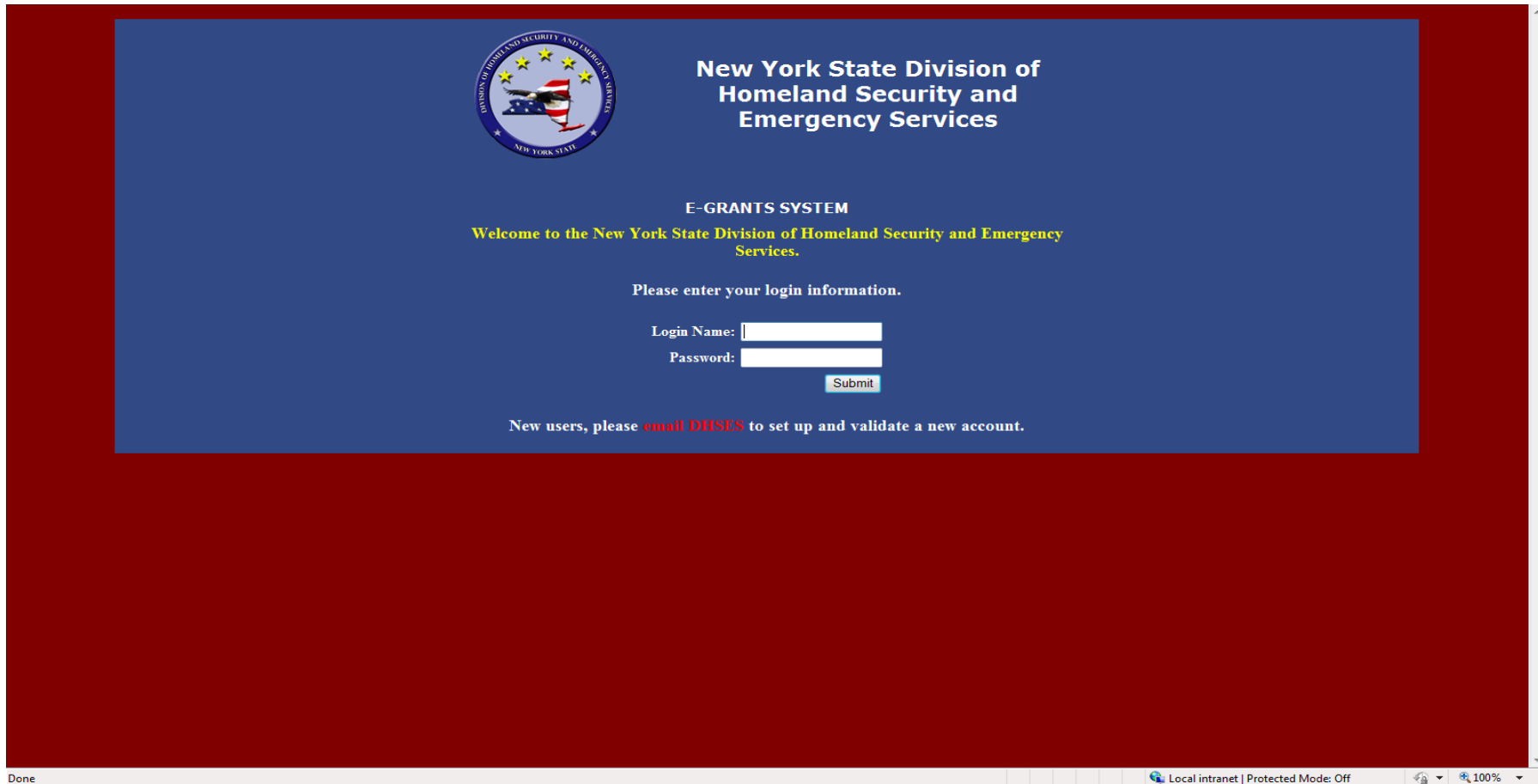
### IMPORTANT INFORMATION:

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 New York State Division of Homeland Security and Emergency Services E-GRANTS SYSTEM. The page has a dark blue header with the state seal on the left and the division's name on the right. Below the header, the text "E-GRANTS SYSTEM" is centered, followed by a yellow welcome message. The main content area is white and contains a login form with fields for "Login Name:" and "Password:", a "Submit" button, and a note for new users. The browser's status bar at the bottom shows "Done" and "Local intranet | Protected Mode: Off".

 **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.

Done Local intranet | Protected Mode: Off 100%

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

# Creating an E-Grants Application

E-Grants

Project  
Attachment  
Award  
Progress  
Site Review  
Financial  
Property  
Audit

Utilities  
Security

Help  
Logout


Login ID:  
vbloomer  
Change Password

3.4.5

## Welcome to DHSES E-Grants

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

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



New York State Division of Homeland Security and  
Emergency Services

E-GRANTS SYSTEM

Done Local intranet | Protected Mode: Off 100%

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

# Creating an E-Grants Application

**E-Grants**

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         |
|-------------------------------|------------|------------|-------------|----------------|------------------------|
| <a href="#">LE07-1000-E00</a> | no         | WM07111111 | test county |                | Amendment Pending      |
| <a href="#">LE07-1000-E01</a> | no         | WM07111111 | test county |                | Application Received   |
| <a href="#">LE07-1001-E00</a> | no         | WM07222222 | test county |                | Pending Signatures     |
| <a href="#">LE07-1002-E00</a> | no         |            | test county |                | Application Received   |
| <a href="#">SH07-1000-E00</a> | no         | WM06222222 | test county |                | Pending Signatures     |
| <a href="#">SH07-1001-E00</a> | no         | WM06333333 | test county |                | Pending Signatures     |
| <a href="#">SH07-1002-E00</a> | no         | WM07555555 | test county |                | Amendment Pending      |
| <a href="#">SH07-1002-E01</a> | no         | WM07555555 | test county |                | Pending State Approval |
| <a href="#">SH07-1003-E00</a> | no         |            | test county |                | New                    |
| <a href="#">SH07-1004-E00</a> | no         |            |             |                | New                    |
| <a href="#">SH07-1006-E00</a> | no         | WM07777777 | test county |                | Amended                |
| <a href="#">SH07-1006-E01</a> | no         | WM07777777 | test county |                | Amended                |
| <a href="#">SH07-1006-E02</a> | no         | WM07777777 | test county |                | Executed               |
| <a href="#">SH07-1007-E00</a> | no         | WM07777777 | test county |                | Amendment Pending      |
| <a href="#">SH07-1007-E01</a> | no         | WM07777777 | test county |                | New                    |

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

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



# Creating an E-Grants Application

**E-Grants**

Project Attachment  
Award  
Progress  
Site Review  
Financial  
Property  
Audit

Utilities  
Security

Help  
Logout

Login ID:  
vbloomer  
Change Password

4.0.0

**Project**

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

Funding Program (Select a Program Office) ▼

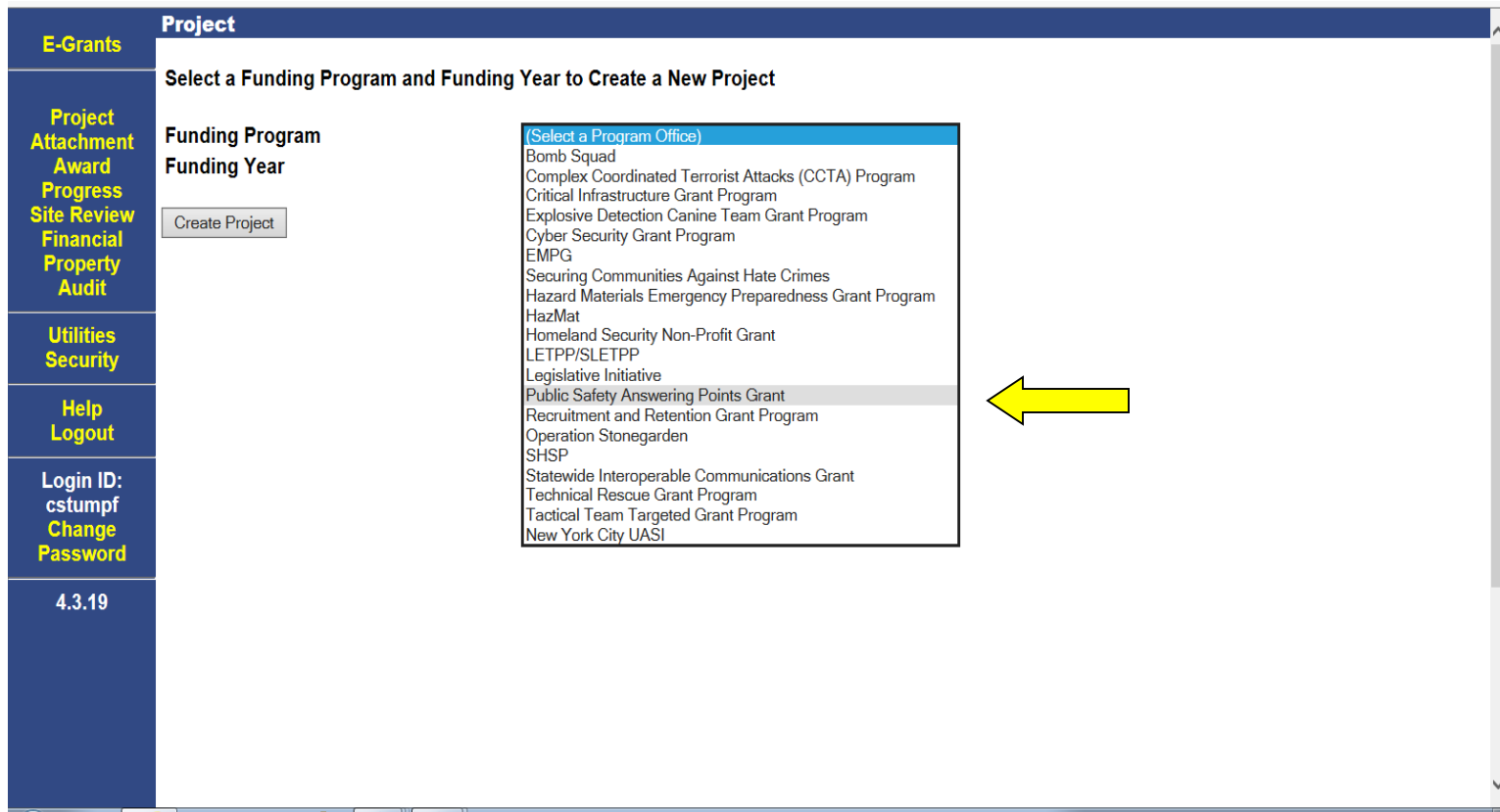
Funding Year (Select a Funding Year) ▼

Create Project

**It is EXTREMELY IMPORTANT that you select the correct Funding Program and Funding Year**

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

# Creating an E-Grants Application



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

| Funding Program                                       |
|---|
| (Select a Program Office)                             |
| Bomb Squad  |
| Complex Coordinated Terrorist Attacks (CCTA) Program  |
| Critical Infrastructure Grant Program                 |
| Explosive Detection Canine Team Grant Program         |
| Cyber Security Grant Program                          |
| EMPG  |
| Securing Communities Against Hate Crimes              |
| Hazard Materials Emergency Preparedness Grant Program |
| HazMat  |
| Homeland Security Non-Profit Grant                    |
| LETPP/SLETPP  |
| Legislative Initiative                                |
| Public Safety Answering Points Grant                  |
| Recruitment and Retention Grant Program               |
| Operation Stonegarden                                 |
| SHSP  |
| Statewide Interoperable Communications Grant          |
| Technical Rescue Grant Program                        |
| Tactical Team Targeted Grant Program                  |
| New York City UASI                                    |

Select **Public Safety Answering Points Grant** from the drop down box



# Creating an E-Grants Application

The screenshot displays the E-Grants application interface. On the left is a navigation menu with the following items: E-Grants, Project Attachment, Award, Progress, Site Review, Financial, Property, Audit, Utilities, Security, Help, Logout, and Login ID: vbloomer. The main content area is titled 'Select a Funding Program and Funding Year to Create a New Project'. It contains two dropdown menus: 'Funding Program' (set to 'Public Safety Answering Points Grant') and 'Funding Year' (showing a list from 2014 to 2020). A yellow arrow points to the 'Create Project' button, and another yellow arrow points to the year '2020' in the 'Funding Year' dropdown.

| Select a Funding Program and Funding Year to Create a New Project |   |
|---|---|
| Funding Program   | Public Safety Answering Points Grant  |
| Funding Year  | (Select a Funding Year)<br>2014<br>2015<br>2016<br>2017<br>2018<br>2019<br>2020 |
| <b>Create Project</b>   |   |

Select **2020** 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:

| 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)

\* - Mandatory Field

**Federal Program Purpose Area**

| Description                                      | Remove |
|--|--------|
| Select a Program Purpose to add to this Project. |        |

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

- Project title – FY2020 Public Safety Answering Point Grant
- County
- Summary Description of the Project – Brief description of the Project
- Project Start Date: 01/01/2021
- Project End Date: 12/31/2021

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: <input type="text"/> |                  |        |                    |           |            |
|---|---|-----------------------------------|------------------|--------|--------------------|-----------|------------|
| Home<br>Open  | General   | <b>Participants</b>               | Work Plan        | Budget | Funding Allocation | Questions | Acceptance |
|   | Contract  | Descriptors                       | Tracking         | Review | Activity Log       |           |            |
| Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit | 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. <a href="#">Email</a> DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab. |                                   |                  |        |                    |           |            |
|   | #   | Participant Name                  | Participant Type | Remove |                    |           |            |
|   | <input type="button" value="Add Participant"/> <span style="float: right;">Total Records: 0</span>  |                                   |                  |        |                    |           |            |
|   | <p>*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.</p>  |                                   |                  |        |                    |           |            |
| Reports<br>Application  | Contacts for Participant <input type="text"/> <p>(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)</p>  |                                   |                  |        |                    |           |            |
| Help<br>Logout  | #   | Contact Name                      | Contact Type     | Phone  | Email              | Remove    |            |
|   | <input type="button" value="Add Contact"/> <span style="float: right;">Total Records: 0</span>  |                                   |                  |        |                    |           |            |
| Login ID:<br>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                   |
|-----------|--------------------------|-----------------------------|-----------|--------------------------|------------------------|-----------|------------------------------|
|           | <a href="#">Contract</a> | <a href="#">Descriptors</a> |           | <a href="#">Tracking</a> | <a href="#">Review</a> |           | <a href="#">Activity Log</a> |

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 |
|----------------------------|------------------|------------------|--------|
| <div>Add Participant</div> |                  |                  |        |

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 |
|------------------------|--------------|--------------|-------|-------|--------|
| <div>Add Contact</div> |              |              |       |       |        |

Total Records: 0

3.4.7

Click **Add Participant**.

# Creating an E-Grants Application

| Project   | Participant: <input type="text"/>   |              |                      |          |                    |              |            |
|---|---|--------------|----------------------|----------|--------------------|--------------|------------|
| Home Open   | General   | Participants | Work Plan            | Budget   | Funding Allocation | Questions    | Acceptance |
|   | Contract  |              | Descriptors          | Tracking | Review             | Activity Log |            |
| Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit<br>Reports<br>Application<br>Help<br>Logout<br>Login ID:<br>vbloomer<br>3.4.7 | <b>Enter Search Criteria</b><br>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"/> |          |                    |              |            |
| <input type="button" value="Search"/>   |   |              |                      |          |                    |              |            |

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

The screenshot displays the E-Grants Application interface. On the left is a vertical navigation menu with links: Home Open, Go to Attachment Award Progress Site Review Financial Property Audit, Reports Application, Help Logout, Login ID: vbloomer, and 3.4.7. The main content area has a top navigation bar with tabs: General, Participants (selected), Work Plan, Budget, Funding Allocation, Questions, and Acceptance. Below these are sub-tabs: Contract, Descriptors, Tracking, Review, and Activity Log. A message states: "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." Below this is a search bar with "Search", "View All", and "New" buttons, and a "Total Records: 4, Page 1 of 1" indicator. The search criteria is shown as "AND ((Upper(Participant.Participant\_Name) LIKE UPPER('test%')))". A table lists the results:

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

At the bottom of the interface, it says "Done" and "Local intranet | Protected Mode: On" with a zoom level of 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:**

|             |                 |                     |                  |               |                           |                  |                   |
|-------------|-----------------|---------------------|------------------|---------------|---------------------------|------------------|-------------------|
| <b>Home</b> | <b>General</b>  | <b>Participants</b> | <b>Work Plan</b> | <b>Budget</b> | <b>Funding Allocation</b> | <b>Questions</b> | <b>Acceptance</b> |
| <b>Open</b> | <b>Contract</b> | <b>Descriptors</b>  | <b>Tracking</b>  | <b>Review</b> | <b>Activity Log</b>       |                  |                   |

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

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

Total Records: 4 ,Page 1 of 1

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

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

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

Grantee  
☒ Grantee  
☐ Implementing Agency  
☐ Other

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

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



# Creating an E-Grants Application

Project: **Participant:**

**Home Open**

**Go to Attachment Award Progress Site Review Financial Property Audit**

**Reports Application**

**Help Logout**

**Login ID:** vbloomer

3.4.7

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

**Contract** **Descriptors** **Tracking** **Review** **Activity Log**

Click 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

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

Total Records: 4 ,Page 1 of 1

| # | 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.

OK

The Participant has been added to the Project.

# Creating an E-Grants Application

The screenshot displays the E-Grants Application interface. On the left is a navigation menu with options: Home Open, Go to Attachment Award Progress Site Review Financial Property Audit, Reports Application, Help Logout, Login ID: vbloomer, and 3.4.7. The main area shows the 'Participant:' field and a tabbed interface with 'Participants' selected. Below the tabs are buttons for 'Search', 'View All', and 'New', with a yellow arrow pointing to the 'New' button. A table lists four participants with columns for #, Participant Name, EIN, City, and State. A confirmation dialog box titled 'Message from webpage' is overlaid, asking 'Are you sure you want to create a participant?' with 'OK' and 'Cancel' buttons.

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 View All New

Total Records: 4 ,Page 1 of 1

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

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

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<br>Open<br>Save   | Participant   |              |             |          |                    |        |
|--|---|--------------|-------------|----------|--------------------|--------|
|  | General   | Participants | Work Plan   | Budget   | Funding Allocation |        |
| Go to<br>Attachment Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit | Contract  |              | Descriptors | Tracking |                    | Review |
|  | Participant Type <input type="text" value="Grantee"/>   |              |             |          |                    |        |
|  | Participant Name * <input type="text"/>   |              |             |          |                    |        |
|  | Address * <input type="text"/>  |              |             |          |                    |        |
|  | Address2 <input type="text"/>   |              |             |          |                    |        |
|  | City * <input type="text"/> State * <input type="text" value="New York"/> Zip * <input type="text"/>  |              |             |          |                    |        |
|  | Phone <input type="text"/>  |              |             |          |                    |        |
|  | County * <input type="text"/>   |              |             |          |                    |        |
|  | Participant Fiscal Year/Period: <input type="text"/> Start Date <input type="text"/> End Date <input type="text"/>  |              |             |          |                    |        |
|  | 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. |              |             |          |                    |        |
| Reports<br>Application   |   |              |             |          |                    |        |
| Help<br>Logout   | SFS Vendor Number <input type="text"/>  |              |             |          |                    |        |
| Login ID:<br>vbloomer  | Employer Identification Number * <input type="text"/>   |              |             |          |                    |        |
|  | 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<br><input type="checkbox"/> Sectarian Entity  |              |             |          |                    |        |
|  | Charity Registration Exemptions (See complete description below)  |              |             |          |                    |        |
|  | 0 - not exempt <input type="text"/>   |              |             |          |                    |        |
|  | Remarks (2000 Character Limit) <input type="text"/>   |              |             |          |                    |        |
|  | <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>   |              |             |          |                    |        |
| * - Mandatory Field<br>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](mailto:grant.info@dhSES.ny.gov). Do not create a new participant.

# Creating an E-Grants Application

|   |   |                                 |              |           |        |                     |              |            |
|---|---|---------------------------------|--------------|-----------|--------|---------------------|--------------|------------|
| Project   |   | Participant: <b>Test County</b> |              |           |        |                     |              |            |
| Home<br>Open  | General   |                                 | Participants | Work Plan | Budget | Funding Allocation  | Questions    | Acceptance |
|   | Contract  |                                 | Descriptors  | Tracking  |        | Review              | Activity Log |            |
| Submit  | 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. <a href="#">Email</a> DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab. |                                 |              |           |        |                     |              |            |
| Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit   | #   | Participant Name                |              |           |        | Participant Type    |              | Remove     |
|   | 1   | Test County                     |              |           |        | Grantee             |              | X          |
|   | 2   | Test County Sheriff's Office    |              |           |        | Implementing Agency |              | X          |
|   | Add Participant   |                                 |              |           |        |                     |              |            |
|   | Total Records: 2  |                                 |              |           |        |                     |              |            |
| *A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee. If a consortium, you may add multiple implementing agencies. |   |                                 |              |           |        |                     |              |            |
| Reports<br>Application  | 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)   |   |                                 |              |           |        |                     |              |            |
| Help<br>Logout  | #   | Contact Name                    | Contact Type | Phone     | Email  | Remove              |              |            |
|   | Add Contact to Test County  |                                 |              |           |        |                     |              |            |
| Total Records: 0  |   |                                 |              |           |        |                     |              |            |
| Login ID:<br>cstumpf  |   |                                 |              |           |        |                     |              |            |
| 4.3.19  |   |                                 |              |           |        |                     |              |            |

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

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

# Creating an E-Grants Application

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

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

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

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

Add Participant Total Records: 2

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

Reports Application

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

| #                                  | Contact Name | Contact Type | Phone | Email | Remove |
|------------------------------------|--------------|--------------|-------|-------|--------|
| Add Contact to Town of Main Street |              |              |       |       |        |

Login ID: vbloomer Total Records: 0

3.4.7

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

# Creating an E-Grants Application

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

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

Contract Descriptors Tracking Review Activity Log

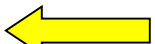
Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email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

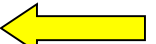
| # | Participant Name             | Participant Type | Remove |
|---|------------------------------|------------------|--------|
| 1 | Town of Main Street          | Grantee          | X      |
| 2 | Main Street Sheriff's Office | Other            | X      |

Add Participant Total Records: 2

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

Reports Application

Contacts for Participant **Town of Main Street**   
 (One Implementing Agency must include Primary, Fiscal and Statutory contact information. You do not need to enter all contact types for all Participants)

| #  | Contact Name | Contact Type | Phone | Email | Remove |
|--|--------------|--------------|-------|-------|--------|
| Add Contact to Town of Main Street  |              |              |       |       |        |

Total Records: 0

3.4.7

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

|   |                |                     |                  |               |                           |                  |                   |
|---|----------------|---------------------|------------------|---------------|---------------------------|------------------|-------------------|
| <b>Home</b><br><b>Open</b><br><br><b>Submit</b><br><br><b>Go to</b><br><b>Attachment</b><br><b>Award</b><br><b>Progress</b><br><b>Site Review</b><br><b>Financial</b><br><b>Property</b><br><b>Audit</b><br><br><b>Reports</b><br><b>Application</b><br><br><b>Help</b><br><b>Logout</b><br><br><b>Login ID:</b><br>vbloomer<br><br>3.1.3 | <b>General</b> | <b>Participants</b> | <b>Work Plan</b> | <b>Budget</b> | <b>Funding Allocation</b> | <b>Questions</b> | <b>Acceptance</b> |
|   | Contract       | Descriptors         | Tracking         | Review        | Activity Log              |                  |                   |

**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.

First Name

Last Name

Agency

Title

City

State

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

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

Primary  
Primary  
Agency Head  
Secondary  
Alternate  
Fiscal  
Signatory

Total Records: 12 ,Page 1 of 1

| #  | 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     | test                | test      |
| 7  | Tester    | Mayor               | Peekskill |
| 8  | Tester    |                     | Test      |
| 9  | Testo     |                     | Test      |
| 10 | User      | Director of Finance | Troy      |
| 11 | signat    | kljlkj              | lkjlkj    |
| 12 | testpri   | adf                 | 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**

**Submit**    **Contract**    **Descriptors**    **Tracking**    **Review**    **Activity Log**

**Go to Attachment Award Progress Site Review Financial Property Audit**

**Reports Application**

**Help Logout**

**Login ID: vbloomer**

2.2.6

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

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        | Si         |            |                  | test      |
| 6  | Testa       | Jc         |            | yor              | Peekskill |
| 7  | Tester      | Fi         |            |                  | Test      |
| 8  | Tester      | Pr         |            |                  | Test      |
| 9  | Testo       | G          |            | ector of Finance | Troy      |
| 10 | User        | T          |            | kj               | lkjlkj    |
| 11 | signatory   | te         |            |                  | adf       |
| 12 | testprimary | be         |            |                  | city      |

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

Project Add Contact Type - Microsoft Internet E...    Message from webpage    Select the Contact    Primary    Add    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

Project Add Contact Type - Microsoft Internet E...

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

Primary

Add

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.

Help Logout

Login ID: vbloomer

2.2.6

Budget Funding Allocation Questions Acceptance Tracking Review Activity Log

Click on column heading to sort by that column.

Total Records: 12 ,Page 1 of 1

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

Search Criteria : AND (((Upper(Contact\_Person.First\_Name) LIKE Upper("%test%"))) or ((Upper(Contact\_Person.Last\_Name) LIKE Upper("%test%"))))

**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@dhsec.ny.gov](mailto:grant.info@dhsec.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.

**Go to Attachment Award Progress Site Review Financial Property Audit**     << < > >> 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**

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

Contact Type Primary ▼

First Name \*  M Last Name \*  ▼

Agency

Title

Salutation

Address \*

Address2

City \*  State \* New York ▼ Zip \*

County ▼

Email

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

Phone \*  Ext.

Cell Phone

Fax

\* - Mandatory Field

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



# Creating an E-Grants Application

| Project   | Participant: <b>Test County</b>   |   |                     |                   |  |                   |
|---|---|---|---------------------|-------------------|--|-------------------|
| <a href="#">Home</a><br><a href="#">Open</a><br><br><a href="#">Submit</a>  | <a href="#">General</a> <a href="#">Participants</a> <a href="#">Work Plan</a> <a href="#">Budget</a> <a href="#">Funding Allocation</a> <a href="#">Questions</a> <a href="#">Acceptance</a>   |   |                     |                   |  |                   |
|   | <a href="#">Contract</a> <a href="#">Descriptors</a> <a href="#">Tracking</a> <a href="#">Review</a> <a href="#">Activity Log</a>   |   |                     |                   |  |                   |
|   | 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. <a href="#">Email</a> DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab. |   |                     |                   |  |                   |
| <a href="#">Go to</a><br><a href="#">Attachment</a><br><a href="#">Award</a><br><a href="#">Progress</a><br><a href="#">Site Review</a><br><a href="#">Financial</a><br><a href="#">Property</a><br><a href="#">Audit</a> | #   | Participant Name  | Participant Type    | Remove            |  |                   |
|   | 1   | <a href="#">Test County</a>                             | Grantee             | <a href="#">X</a> |  |                   |
|   | 2   | <a href="#">Test County Emergency Management Office</a> | Implementing Agency | <a href="#">X</a> |  |                   |
|   | <input type="button" value="Add Participant"/> <span style="float: right;">Total Records:</span>  |   |                     |                   |  |                   |
|   | *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.   |   |                     |                   |  |                   |
| <a href="#">Reports</a><br><a href="#">Application</a>  | Contacts for Participant <span>Test County</span><br>(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)  |   |                     |                   |  |                   |
| <a href="#">Help</a><br><a href="#">Logout</a>  | #   | Contact Name  | Contact Type        | Phone             | Email  | Remove            |
| Login ID:<br>vbloomer   | 1   | <a href="#">Tester Grantee</a>                          | Primary             | 518-457-9214      | <a href="mailto:cstumpf@dhSES.ny.gov">cstumpf@dhSES.ny.gov</a>           | <a href="#">X</a> |
|   | 2   | <a href="#">Test Fiscal</a>                             | Fiscal              | 999-999-99999     | <a href="mailto:carol.stumpf@dhSES.ny.gov">carol.stumpf@dhSES.ny.gov</a> | <a href="#">X</a> |
|   | 3   | <a href="#">Test Signatory1</a>                         | Signatory           | 3434343434        | <a href="mailto:cstumpf@dhSES.ny.gov">cstumpf@dhSES.ny.gov</a>           | <a href="#">X</a> |
| 4.3.7   | <input type="button" value="Add Contact to Test County"/> <span style="float: right;">Total Records:</span>   |   |                     |                   |  |                   |

This is an example of a completed Participant Tab screen.

# Creating an E-Grants Application

## Generic Workplan Information

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

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

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

Investment Justification – Not Applicable

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

NYS Critical Capability – Not Applicable

Task – Conduct allowable PSAP operations activities.

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



# Creating an E-Grants Application

The screenshot displays the E-Grants application interface. On the left is a vertical navigation menu with options: Home, Open, Save, Submit, Go to Attachment, Award, Progress, Site Review, Financial, Property, Audit, Reports, Application, Help, Logout, Login ID: cstumpf, and 4.3.19. The main content area has a header with 'Participant: Test County' and a tabbed interface. The 'Work Plan' tab is selected and circled in red. Below the tabs are sections for 'Contract', 'Descriptors', 'Tracking', 'Review', and 'Activity Log'. The 'Project Goal' section contains a text area with the following text: 'To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.' Below the text area are 'Save' and 'Check Spelling' buttons. A yellow arrow points to the 'Create New Objective' button. Instructions at the bottom of the form state: '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'.

Project

Participant: Test County

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

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

Save Check Spelling

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

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

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



# Creating an E-Grants Application

| Project   |   |              |             |          |                    |           |              |
|---|---|--------------|-------------|----------|--------------------|-----------|--------------|
| Participant: Test County  |   |              |             |          |                    |           |              |
| Home<br>Open<br>Save<br><br>Submit  | 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) - <a href="#">Show All</a>                 |   |              |             |          |                    |           |              |
| Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit | 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.  |              |             |          |                    |           |              |
| Reports<br>Application  | 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.                           |              |             |          |                    |           |              |
| Login ID:<br>cstampf  | 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.                                     |              |             |          |                    |           |              |

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

# Creating an E-Grants Application

| Project   |   |
|---|---|
| Participant: Test County  |   |
| Home<br>Open<br>Save  | <a href="#">General</a>   <a href="#">Participants</a>   <a href="#">Work Plan</a>   <a href="#">Budget</a>   <a href="#">Funding Allocation</a>   <a href="#">Questions</a>   <a href="#">Acceptance</a> |
|   | <a href="#">Contract</a>   <a href="#">Descriptors</a>   <a href="#">Tracking</a>   <a href="#">Review</a>   <a href="#">Activity Log</a>   |
| Submit  | Objective (Please enter an Objective and Save.)<br>G & T Work Plan Codes (One per each Objective) - <a href="#">Show All</a><br>14. Develop/enhance interoperable communications system. ▼                |
|   | Investment Justification - <a href="#">Show All</a><br><div>Not Applicable</div> ←  |
| Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit | Description<br><div></div>  |
|   |   |
|   |   |
|   |   |
| Reports<br>Application  |   |
| Help<br>Logout  | <div>Save Cancel Check Spelling</div>   |
| Login ID:<br>cstumpf  |   |
| 4.3.19  |   |

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

# Creating an E-Grants Application

| Project   |          | Participant: Test County |           |        |                    |           |            |
|---|----------|--------------------------|-----------|--------|--------------------|-----------|------------|
| Home<br>Open<br>Save<br><br>Submit<br><br>Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit<br><br>Reports<br>Application<br><br>Help<br>Logout<br><br>Login ID:<br>cstumpf<br><br>4.3.19   | 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) - <a href="#">Show All</a>   |          |                          |           |        |                    |           |            |
| 14. Develop/enhance interoperable communications system. ▼  |          |                          |           |        |                    |           |            |
| Investment Justification - <a href="#">Show All</a>   |          |                          |           |        |                    |           |            |
| Not Applicable ▼  |          |                          |           |        |                    |           |            |
| Description   |          |                          |           |        |                    |           |            |
| To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public. ▲▼ |          |                          |           |        |                    |           |            |
| <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

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

Project **Participant:** Test County

|  |                 |                     |                  |               |                           |                  |                   |
|--|-----------------|---------------------|------------------|---------------|---------------------------|------------------|-------------------|
| <b>Home</b><br><b>Open</b><br><b>Save</b><br><br><b>Submit</b><br><br><b>Go to</b><br><b>Attachment</b><br><b>Award</b><br><b>Progress</b><br><b>Site Review</b><br><b>Financial</b><br><b>Property</b><br><b>Audit</b><br><br><b>Reports</b><br><b>Application</b><br><br><b>Help</b><br><b>Logout</b><br><br><b>Login ID:</b><br>cstumpf<br><br>4.3.19 | <b>General</b>  | <b>Participants</b> | <b>Work Plan</b> | <b>Budget</b> | <b>Funding Allocation</b> | <b>Questions</b> | <b>Acceptance</b> |
|  | <b>Contract</b> | <b>Descriptors</b>  | <b>Tracking</b>  | <b>Review</b> | <b>Activity Log</b>       |                  |                   |

**Task \***

Conduct allowable PSAP operations activities.

\* - Mandatory Field

Message from webpage

Are you sure you want to save?

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<br>Open<br>Save<br><br>Submit<br><br>Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit<br><br>Reports<br>Application<br><br>Help<br>Logout<br><br>Login ID:<br>cstumpf<br><br>4.3.19 | General  | Participants             | Work Plan | Budget | Funding Allocation | Questions | Acceptance |
|   | Contract | Descriptors              | Tracking  | Review | Activity Log       |           |            |
| <b>Task *</b>   |          |                          |           |        |                    |           |            |
| <div>Conduct allowable PSAP operations activities.</div>  |          |                          |           |        |                    |           |            |
| <div>Save Cancel Check Spelling</div>   |          |                          |           |        |                    |           |            |
| <div>Add Performance Measure to this Task</div>   |          |                          |           |        |                    |           |            |
| * - 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

Project **Participant:** Test County

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

**PerformanceMeasure \***

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

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: cstumpf

4.3.19

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

This is an example of a completed work plan.

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



# Creating an E-Grants Application

Participant: Town of Main Street

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

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

Contract Descriptors Tracking Review Activity Log

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

**Budget Summary**

| Participant                  | Grant Funds | Matching Funds | Total  |
|------------------------------|-------------|----------------|--------|
| Town of Main Street          | \$0.00      | \$0.00         | \$0.00 |
| Main Street Sheriff's Office | \$0.00      | \$0.00         | \$0.00 |
| <b>Total</b>                 | --          | --             | \$0.00 |

Advance Request Amount (If not requesting an advance, please skip) \$ 0.00

Advance Request Justification (200 character limit)

Save Check Spelling

**Budget Summary by Participant**

**Town of Main Street**

Create new BudgetVersion for Town of Main Street

**Main Street Sheriff's Office**

Create new Budget Version for Main Street Sheriff's Office

125%

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

|  |   |                              |                           |                               |                                    |                           |                            |                 |                    |                    |                                     |                                |          |                    |                       |                    |             |                                   |
|--|---|------------------------------|---------------------------|-------------------------------|------------------------------------|---------------------------|----------------------------|-----------------|--------------------|--------------------|-------------------------------------|--------------------------------|----------|--------------------|-----------------------|--------------------|-------------|-----------------------------------|
| <a href="#">Home</a><br><a href="#">Open</a><br><a href="#">Save</a><br><br><a href="#">Submit</a><br><br><a href="#">Go to Attachment</a><br><a href="#">Award Progress</a><br><a href="#">Site Review</a><br><a href="#">Financial</a><br><a href="#">Property</a><br><a href="#">Audit</a><br><br><a href="#">Reports Application</a><br><br><a href="#">Help Logout</a><br><br><a href="#">Login ID: cstumpf</a><br><br>4.3.19 | Project <b>Participant:</b> Test County   |                              |                           |                               |                                    |                           |                            |                 |                    |                    |                                     |                                |          |                    |                       |                    |             |                                   |
|  | <a href="#">General</a>   | <a href="#">Participants</a> | <a href="#">Work Plan</a> | <b><a href="#">Budget</a></b> | <a href="#">Funding Allocation</a> | <a href="#">Questions</a> | <a href="#">Acceptance</a> |                 |                    |                    |                                     |                                |          |                    |                       |                    |             |                                   |
|  | <a href="#">Contract</a>  | <a href="#">Descriptors</a>  | <a href="#">Tracking</a>  | <a href="#">Review</a>        | <a href="#">Activity Log</a>       |                           |                            |                 |                    |                    |                                     |                                |          |                    |                       |                    |             |                                   |
|  | <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><b>Choose a different Category to work on:</b> <input type="text" value="Personnel"/> or <input type="button" value="Back to Budget Summary"/></p> <hr/> <p><b>Add information for a new budget line item and press Save.</b></p> <p><b>Description *</b><br/> <input type="text" value="Budget Item Necessary to Submit Application Worksheet"/></p> <table> <tr> <td><b>Number *</b></td> <td><b>Unit Cost *</b></td> <td><b>Total Funds</b></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><b>Total Funds</b></td> <td><b>Matching Funds</b></td> <td><b>Grant Funds</b></td> </tr> <tr> <td>\$0.00 - \$</td> <td><input type="text" value="0.00"/></td> <td>= \$0.00</td> </tr> </table> <p><b>Justification *</b><br/> <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> |                              |                           |                               |                                    |                           |                            | <b>Number *</b> | <b>Unit Cost *</b> | <b>Total Funds</b> | <input type="text" value="1"/> x \$ | <input type="text" value="1"/> | = \$0.00 | <b>Total Funds</b> | <b>Matching Funds</b> | <b>Grant Funds</b> | \$0.00 - \$ | <input type="text" value="0.00"/> |
| <b>Number *</b>  | <b>Unit Cost *</b>  | <b>Total Funds</b>           |                           |                               |                                    |                           |                            |                 |                    |                    |                                     |                                |          |                    |                       |                    |             |                                   |
| <input type="text" value="1"/> x \$  | <input type="text" value="1"/>  | = \$0.00                     |                           |                               |                                    |                           |                            |                 |                    |                    |                                     |                                |          |                    |                       |                    |             |                                   |
| <b>Total Funds</b>   | <b>Matching Funds</b>   | <b>Grant Funds</b>           |                           |                               |                                    |                           |                            |                 |                    |                    |                                     |                                |          |                    |                       |                    |             |                                   |
| \$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  | General  | Participants  | Work Plan   | Budget    | Funding Allocation | Questions   | Acceptance     |           |
|---|--|---|-------------|-----------|--------------------|-------------|----------------|-----------|
| Open  | Contract   |   | Descriptors |           | Tracking           | Review      | Activity Log   |           |
| Save  | 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. |   |             |           |                    |             |                |           |
| Submit  | Personnel Budget for Test County Sheriff's Office Version 1  |   |             |           |                    |             |                |           |
| Go to<br>Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit | #  | 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         |           |
|   |  |   |             |           |                    |             |                |           |
| Reports<br>Application  | Choose a different Category to work on: <input type="text" value="Personnel"/> or <input type="button" value="Back to Budget Summary"/>  |   |             |           |                    |             |                |           |
| Help<br>Logout  | Edit information for this budget line item and press Save or <input type="button" value="Add Funding Allocation for this Budget item"/>  |   |             |           |                    |             |                |           |
| Login ID:<br>cstumpf  | Description *<br><input type="text" value="Budget Item Necessary to Submit Application Worksheet"/>  |   |             |           |                    |             |                |           |
| 4.3.19  | Number *      Unit Cost *      Total Funds<br>1 x \$ 1.00 = \$1.00   |   |             |           |                    |             |                |           |
|   | Total Funds      Matching Funds      Grant Funds<br>\$1.00 - \$ 0.00 = \$1.00  |   |             |           |                    |             |                |           |
|   | Justification *<br><input type="text" value="Budget Item Necessary to Submit Application Worksheet"/>  |   |             |           |                    |             |                |           |
|   | <input type="button" value="Back to Budget Summary"/> <input type="button" value="Save"/> <input type="button" value="Check Spelling"/><br><input type="button" value="Add Funding Allocation"/> <input type="button" value="Add New Budget Item"/>  |   |             |           |                    |             |                |           |
|   | * - 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**

| 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> <div>Message from webpage</div> <div>  Are you sure you want to add this G and T Workplan?           <div> <div>OK</div> <div>Cancel</div> </div> </div> </div> |              |             |                |                      |           |            |
| Description   |              |             |                | Remove               |           |            |
| Additional Priority   |              |             |                |                      |           |            |
| Description   |              |             |                | Remove               |           |            |
| Add Project Priority  |              |             |                |                      |           |            |
| Total   |              |             |                | \$ 0.00              | Remove    |            |
| 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 ▾  |              |             |                |                      |           |            |
| \$ <input type="text"/> 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

|  |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
|--|---|--|---------------------|--------------------|--------------------|---|--|---------------|---------------------------|--|------------------|---|---------------------|--|
| <b>Project</b><br><b>Home</b><br><b>Open</b><br><b>Save</b><br><br><b>Submit</b><br><br><b>Go to</b><br><b>Attachment</b><br><b>Award</b><br><b>Progress</b><br><b>Site Review</b><br><b>Financial</b><br><b>Property</b><br><b>Audit</b><br><br><b>Reports</b><br><b>Application</b><br><br><b>Help</b><br><b>Logout</b><br><br><b>Login ID:</b><br><b>cstumpf</b><br><br><b>4.3.19</b> | <b>Participant:</b> Test County   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
|  | <b>General</b>  |  | <b>Participants</b> |                    | <b>Work Plan</b>   |   | <b>Budget</b>  |               | <b>Funding Allocation</b> |  | <b>Questions</b> |   | <b>Acceptance</b>   |  |
|  | <b>Contract</b>   |  |                     |                    | <b>Descriptors</b> |   |  |               | <b>Tracking</b>           |  | <b>Review</b>    |   | <b>Activity Log</b> |  |
|  | 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           |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
|  | <b>G and T Workplan</b>   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
|  | <b>G and T Workplan Code</b>  |  |                     |                    |                    |   | <b>Description</b>                                       |               |                           |  |                  |   | <b>Remove</b>       |  |
|  | AIC   |  |                     |                    |                    |   | 14. Develop/enhance interoperable communications system. |               |                           |  |                  |   | X                   |  |
| <b>National Priority</b>   |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| <b>National Priority Code</b>  |   |  |                     |                    |                    | <b>Description</b>                                  |  |               |                           |  |                  | <b>Remove</b>   |                     |  |
| 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  |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| <b>Description</b>   |   |  |                     |                    |                    | <b>Remove</b>                                       |  |               |                           |  |                  |   |                     |  |
| <input type="text"/>   |   |  |                     |                    |                    | <input type="button" value="Add Project Priority"/> |  |               |                           |  |                  |   |                     |  |
| <b>Spending Subcategory</b>  |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| <b>Code</b>  |   |  |                     | <b>Description</b> |                    |   |  | <b>Amount</b> |                           |  |                  | <b>Remove</b>   |                     |  |
|  |   |  |                     |                    |                    |   |  | Total         |                           |  |                  | \$ 0.00   |                     |  |
| Select Solution Area (POETE) to change the subcategory list.   |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| <b>Planning</b> -- <b>Organization</b> -- <b>Equipment</b> -- <b>Training</b> -- <b>Exercises</b> -- <b>M &amp; A</b>  |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| Select a spending subcategory and amount that describes this budget item.  |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| <input type="text" value="Not Applicable"/>  |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| \$ <input type="text"/> Enter a value of \$1.00 or less.   |   |  |                     |                    |                    |   |  |               |                           |  |                  |   |                     |  |
| <input type="button" value="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

Project **Participant:** Town of Main Street

| 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   |                  |  |                |                    |           |              |
| <b>G and T Workplan</b>   |                  |  |                |                    |           |              |
| G and T Workplan Code   |                  | Description                                    |                |                    | Remove    |              |
| ERR   |                  | 05. Establish/enhance regional response teams. |                |                    | X         |              |
| <div> <div> State Strategy Goal: Advance Interoperable and Emergency Communications<br/> State Strategy Goal: Enhance Citizen and Community Preparedness<br/> State Strategy Goal: Enhance Cyber Security Capabilities<br/> State Strategy Goal: Enhance Emergency Management and Response Capabilities<br/> State Strategy Goal: Enhance Regional Capabilities, Coordination and Mutual Aid<br/> State Strategy Goal: Protect Critical Infrastructure and Key Resources<br/> State Strategy Goal: Strengthen CBRNE Preparedness and Response Capabilities<br/> State Strategy Goal: Strengthen Counterterrorism and Law Enforcement Capabilities<br/> State Strategy Goal: Strengthen Intelligence and Information Sharing Capabilities<br/> State Strategy Goal: Support Health Emergency Preparedness<br/> 01) Maintenance of Existing Communications Systems, in accordance with the Statewide Comm...<br/> 02) Build-out of new Communications Systems in accordance with the Statewide Communications...<br/> 03) Development of communications protocols and solutions and/or development of regional/local...<br/> 04) TC Max Inventory Program: Purchase scanner, printer, and license for the TC Max Inv...<br/> 05) HazMat Teams: Purchase Allowable Decontamination and Detection Equipment and/or acquire...<br/> 06) HazMat Teams: Hiring of Administrative Staff to support HazMat Planning and Coordination...<br/> 07) HazMat Teams: Development of an advanced, regional HazMat Team through the enhancement...<br/> 08) Urban Search and Rescue Team (USAR): Allowable planning activities including the hiring of...<br/> 09) USAR: Development and/or enhancement of existing technical rescue teams, through training...<br/> 10) WMD Trailers: Maintenance or replacement of equipment on the WMD trailers issued by the NYS OHS...<br/> 11) Personal Protective Equipment (PPE): Purchase of PPE for first responders<br/> 12) Radiological/Nuclear Planning Activities-Law Enforcement Note-Commercial Vehicle Enforcement...<br/> 13) Radiological/Nuclear Equipment Procurement, Training, and Exercise Activities<br/> 14) Radiation Detection Information-Sharing Initiatives in conjunction with the NYS Police<br/> 15) Development of a countywide and/or regional Critical Infrastructure Protection (CIP) Plan in...<br/> 16) Focused Data Collection and Assessments of Critical Infrastructure/Key Resources (CIVR) and...<br/> 17) Procurement of physical security enhancement equipment to harden Critical Infrastructure/Key...<br/> 18) Participate in the Automated Critical Asset Management System (ACAMS) through training and...<br/> 19) Participate in the development of the mini "Homeland Security Infrastructure Threat and Risk...<br/> 20) Development or enhancement of Geographic Information System (GIS) and datasets, including... </div> </div> |                  |  |                |                    |           |              |
| <div> <div> the National Response Plan </div> </div>  |                  |  |                |                    |           |              |
| <div> <div> Description </div> </div>   |                  |  |                |                    |           |              |
| <div> <div> Add Project Priority </div> </div>  |                  |  |                |                    |           |              |
| <div> <div> Amount </div> </div>  |                  |  |                |                    |           |              |
| <div> <div> Total \$ 0.00 </div> </div>   |                  |  |                |                    |           |              |
| <div> <div> lives </div> </div>   |                  |  |                |                    |           |              |
| <div> <div> 125% </div> </div>  |                  |  |                |                    |           |              |

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<br>Site Review<br>Financial<br>Property<br>Audit  | G and T Workplan  |   |               |               |
|  | <b>G and T Workplan Code</b>  | <b>Description</b>  | <b>Remove</b> |               |
|  | AIC   | 14. Develop/enhance interoperable communications system.                | X             |               |
| Reports<br>Application   | National Priority   |   |               |               |
|  | <b>National Priority Code</b>   | <b>Description</b>  | <b>Remove</b> |               |
|  | SIC   | 05. Strengthen Interoperable Communications Capabilities                | X             |               |
| Help<br>Logout   | Priority Project/State Strategy Goal  |   |               |               |
|  | <b>Priority Project Code</b>  | <b>Description</b>  | <b>Remove</b> |               |
|  | S06   | State Strategy Goal: Advance Interoperable and Emergency Communications | X             |               |
| Login ID:<br>cstumpf   | 4.3.19 Spending Subcategory   |   |               |               |
|  | <b>Code</b>   | <b>Description</b>  | <b>Amount</b> | <b>Remove</b> |
|  |   |   | Total         | \$ 0.00       |
|  | Select Solution Area (POETE) to change the subcategory list.<br><b>Planning</b> -- Organization -- Equipment -- Training -- Exercises -- M & A<br>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   |   |               |               |
|  | <b>Code</b>   | <b>Description</b>  | <b>Amount</b> | <b>Remove</b> |
|  |   |   | Total         | \$ 0.00       |
| Select Solution Area (POETE) to change the Discipline list.<br><b>Planning</b> -- Organization -- Equipment -- Training -- Exercises -- M & A<br>Select a spending Discipline and amount that describes this budget item.<br><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

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

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

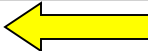
|  |   |   |               |
|--|---|---|---------------|
| Attachment<br>Award<br>Progress<br>Site Review<br>Financial<br>Property<br>Audit | Justification - Budget Item Necessary to Submit Application Worksheet |   |               |
|  | G and T Workplan  |   |               |
|  | <b>G and T Workplan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

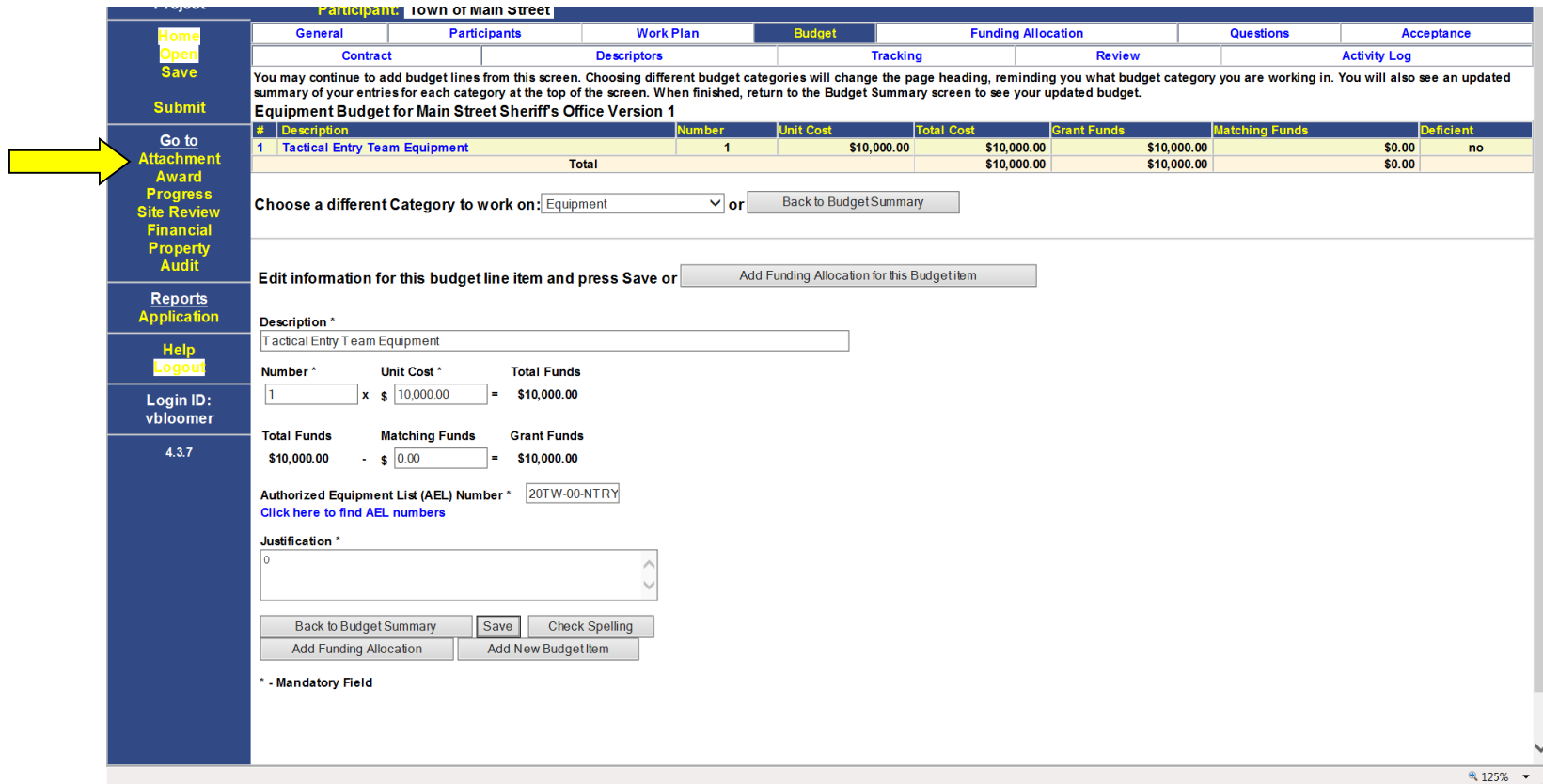
Project: **Participant:** Town of Main Street

| 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  |   |  |                |                    |              |            |
| <b>G and T Workplan</b>  |   |  |                |                    |              |            |
| G and T Workplan Code  |   | Description  |                |                    |              | Remove     |
| ERR  |   | 05. Establish/enhance regional response teams.                                       |                |                    |              | X          |
| <b>National Priority</b>   |   |  |                |                    |              |            |
| National Priority Code   |   | Description  |                |                    |              | Remove     |
| INN  |   | 02. Implement the National Incident Management System and the National Response Plan |                |                    |              | X          |
| <b>Priority Project/State Strategy Goal</b>  |   |  |                |                    |              |            |
| Priority Project Code  |   | Description  |                |                    |              | Remove     |
| S04  |   | State Strategy Goal: Strengthen Counterterrorism and Law Enforcement Capabilities    |                |                    |              | X          |
| <b>Spending Subcategory</b>  |   |  |                |                    |              |            |
| Code   | Description   |  |                | Amount             | Remove       |            |
| QED  | Equipment-Explosive Device Mitigation and Remediation Equipment |  |                | \$ 10,000.00       | X            |            |
|  |   |  |                | Total              | \$ 10,000.00 |            |
| <b>Spending Discipline</b>   |   |  |                |                    |              |            |
| Code   | Description   |  |                | Amount             | Remove       |            |
| ELE  | Equipment-Law Enforcement                                       |  |                | \$ 10,000.00       | X            |            |
|  |   |  |                | Total              | \$ 10,000.00 |            |
| <div>Finished with this item</div>  |   |  |                |                    |              |            |

125%

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

# Creating an E-Grants Application



**Participant:** Town of Main Street

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

**Contract** | **Descriptors** | **Tracking** | **Review** | **Activity Log**

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

**Equipment Budget for Main Street Sheriff's Office Version 1**

| #            | Description                   | Number | Unit Cost   | Total Cost  | Grant Funds | Matching Funds | Deficient |
|--------------|-------------------------------|--------|-------------|-------------|-------------|----------------|-----------|
| 1            | Tactical Entry Team Equipment | 1      | \$10,000.00 | \$10,000.00 | \$10,000.00 | \$0.00         | no        |
| <b>Total</b> |                               |        |             | \$10,000.00 | \$10,000.00 | \$0.00         |           |

Choose a different Category to work on:  or [Back to Budget Summary](#)

**Edit information for this budget line item and press Save or** [Add Funding Allocation for this Budget Item](#)

**Description \***

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

**Total Funds**  - **Matching Funds**  = **Grant Funds**

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

**Justification \***

[Back to Budget Summary](#) [Save](#) [Check Spelling](#)  
[Add Funding Allocation](#) [Add New Budget Item](#)

\* - Mandatory Field

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

# Creating an E-Grants Application

Attachment

Project ID: 11111-1111-1111 Technical Rescue Grant Program Project Status: New

Participant: Test County

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

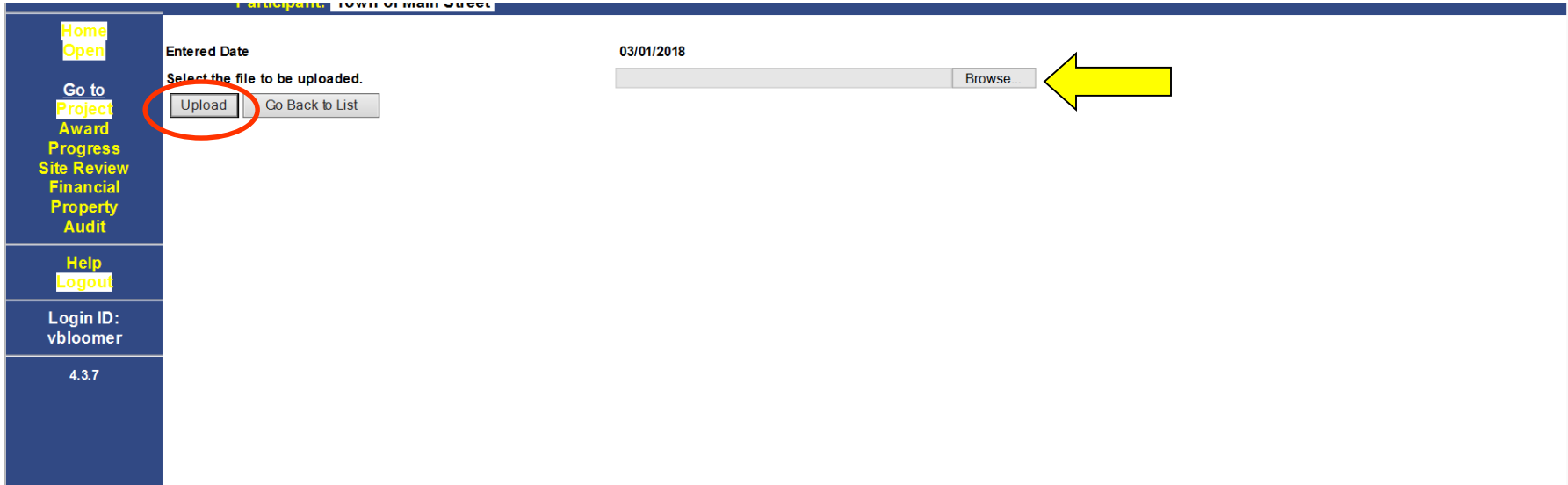
| #   | Entered | Attachment Name | Delete |
|-----|---------|-----------------|--------|
| New |         |                 |        |

Total Records: 0

3.4.7

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

## Creating an E-Grants Application



The screenshot displays the E-Grants application interface. On the left is a vertical navigation menu with 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 shows the 'Entered Date' as 03/01/2018. Below this, it says 'Select the file to be uploaded.' and features an 'Upload' button (circled in red) and a 'Go Back to List' button. To the right, there is a file selection area with a 'Browse...' button and a large 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

Attachment **Participant: Test County**

**Home**  
**Open**

The file Test Upload attachment.docx has been uploaded.

**Go to**  
**Project**  
**Award**  
**Progress**  
**Site Review**  
**Financial**  
**Property**  
**Audit**

**Help**  
**Logout**

Login ID:  
vbloomer

3.4.7

Entered Date: 02/02/2021

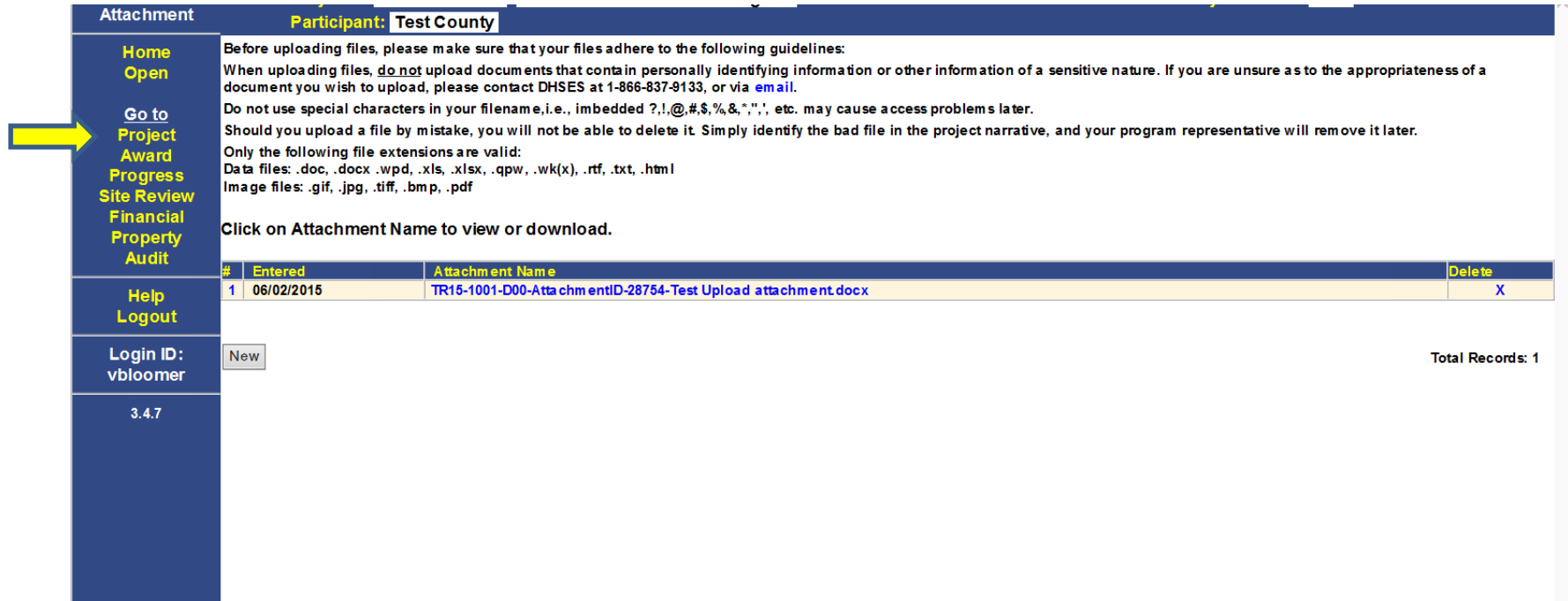
Select the file to be uploaded.

Upload Browse...

Go Back to List

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 the E-Grants application interface. On the left is a dark blue sidebar with a yellow arrow pointing to the 'Go to Project Award Progress Site Review Financial Property Audit' link. The main content area has a header 'Attachment' and 'Participant: Test County'. Below this, there are instructions for uploading files, including guidelines on file types and naming conventions. A table lists the attachments, with one entry: 'TR15-1001-D00-AttachmentID-28754-Test Upload attachment.docx'. A 'Delete' link is visible next to the file name. At the bottom right, it says 'Total Records: 1'.

**Attachment** **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            |
|---|------------|--|-------------------|
| 1 | 06/02/2015 | <a href="#">TR15-1001-D00-AttachmentID-28754-Test Upload attachment.docx</a> | <a href="#">X</a> |

Login ID: vbloomer

3.4.7

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:**

|                            |                 |                     |                  |                 |                           |                     |                   |
|----------------------------|-----------------|---------------------|------------------|-----------------|---------------------------|---------------------|-------------------|
| <b>Home</b><br><b>Open</b> | <b>General</b>  | <b>Participants</b> | <b>Work Plan</b> | <b>Budget</b>   | <b>Funding Allocation</b> | <b>Questions</b>    | <b>Acceptance</b> |
|                            | <b>Contract</b> | <b>Descriptors</b>  |                  | <b>Tracking</b> | <b>Review</b>             | <b>Activity Log</b> |                   |

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

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

Total Records: 1 ,Page 1 of 1

Go to  
Attachment  
Award  
Progress  
Site Review  
Financial  
Property  
Audit

Reports  
Application

Help  
Logout

Login ID:  
cstumpf

4.3.7

Click the **Questions** tab.

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



# Creating an E-Grants Application

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

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

# Creating an E-Grants Application

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

**Participant:** Test County

| 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.

**Submit**

**Go to**  
Attachment  
Award  
Progress  
Site Review  
Financial  
Property  
Audit

**Reports**  
Application

**Help**  
Logout

Login ID: cstumpf

4.3.19

Save Cancel Check Spelling

\* - Mandatory Field

Project Title \* (60 Character Limit) FY2019-20 Public Safety Answering Point Grant

Project Start Date (If known or applicable)

Project End Date

Project Period

County \*

Submission Date

\$1.00 100.00%

\$0.00 0.00%

\$1.00

**Message from webpage**

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

OK Cancel

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

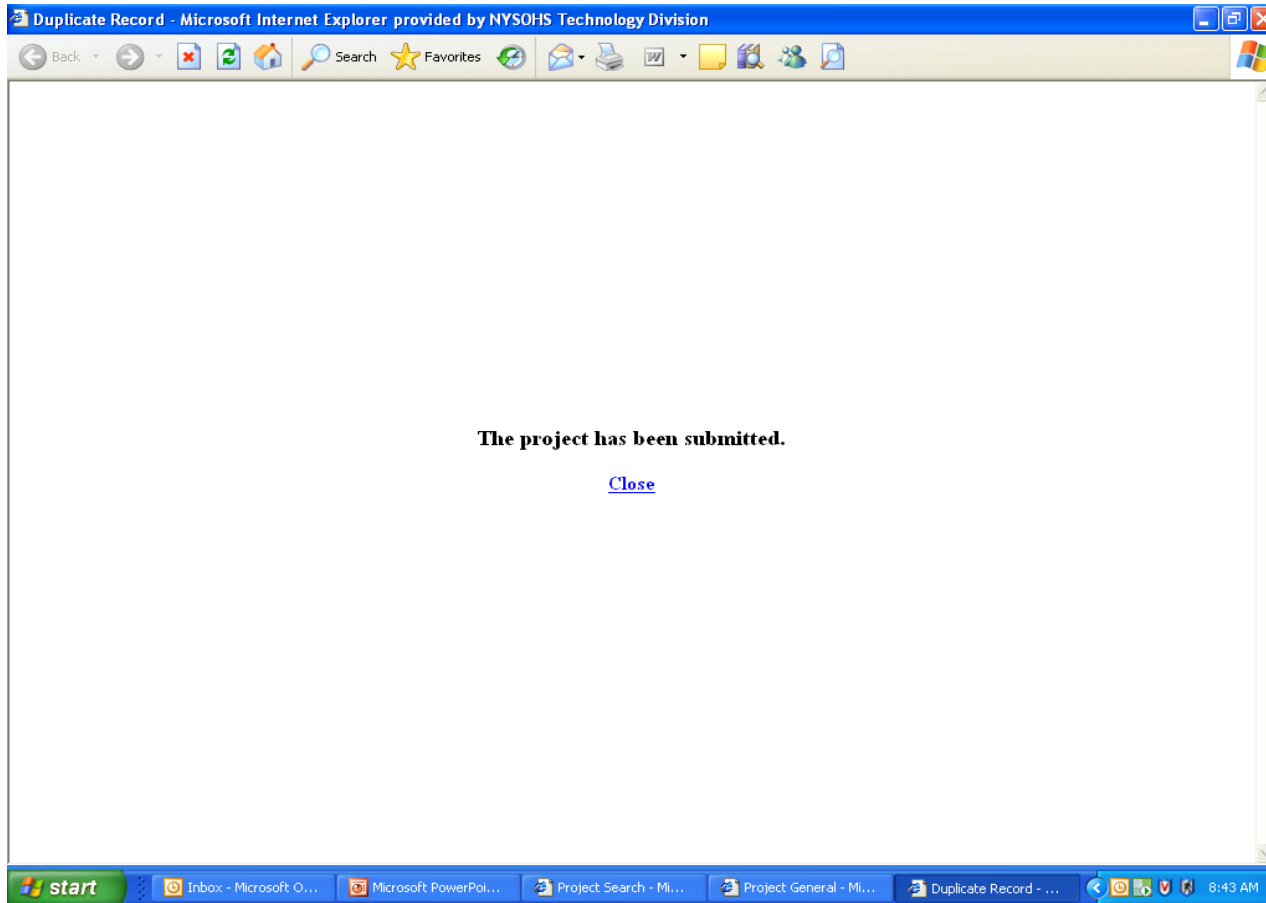
| Project No.   | Grantee Name        | Tactical Team Targeted Grant Program |
|---------------|---------------------|--------------------------------------|
| TT17-1001-D00 | Town of Main Street | 03/03/21                             |

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

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

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

# Creating an E-Grants Application



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

# Creating an E-Grants Application

Project # PS20-1000-D00 Public Safety Answering Points Grant Project Status: Application Received

Participant: Test County

Home Open Save Locked

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application Deficiency Draft Contract

Help Logout

Login ID: vbloomer

4.3.7

Save Cancel Check Spelling

\* - Mandatory Field

Federal Program Purpose Area

Description Remove

Select a Program Purpose to add to this Project.

▼ Add

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 10/06/2020

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)

Deficient - Comments

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](mailto:grant.info@dhses.ny.gov) or by calling 1-866-837-9133.