NEW YORK STATE | Homeland Security and Emergency Services
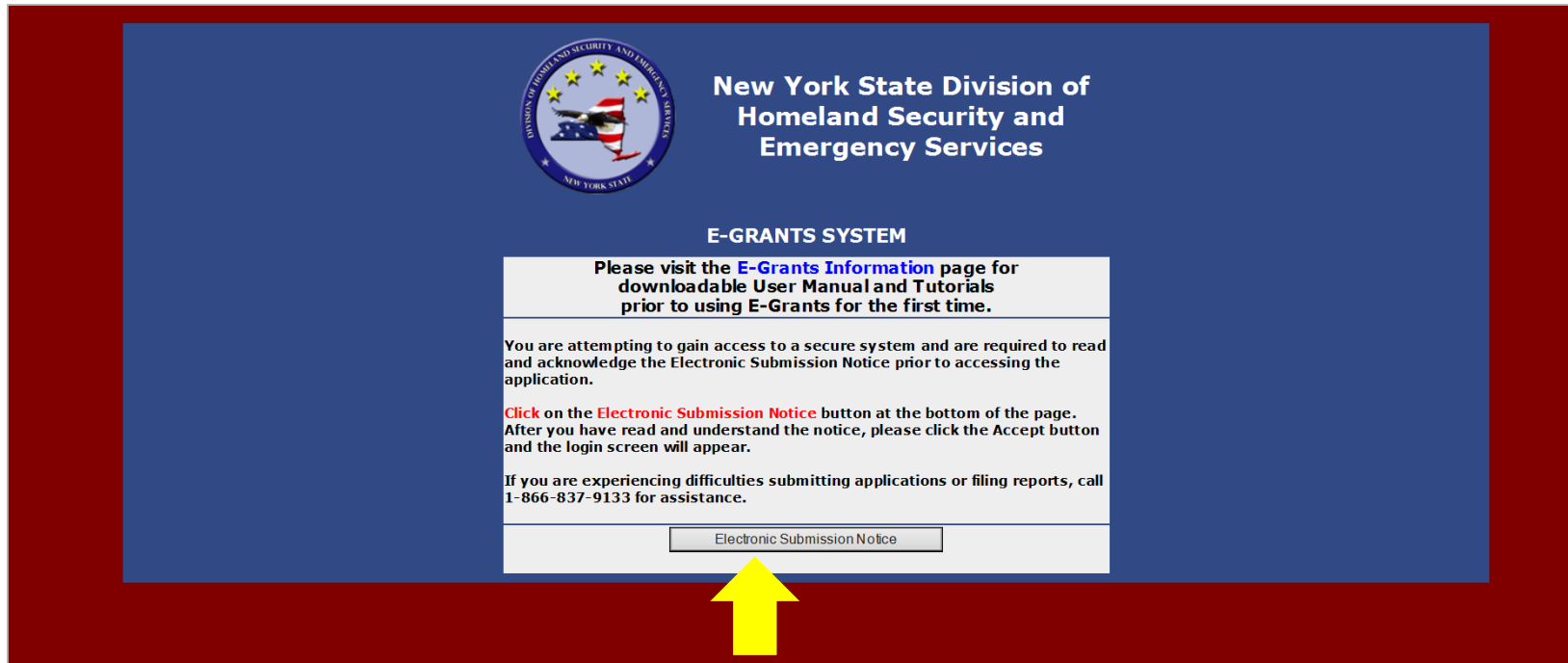
Tutorial – Creating an E-Grants Application

2023 Statewide Interoperable Communications Grant Program

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

May 11, 2023

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.

[Accept]

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

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

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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

Message #2

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

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

Click here to log back in.

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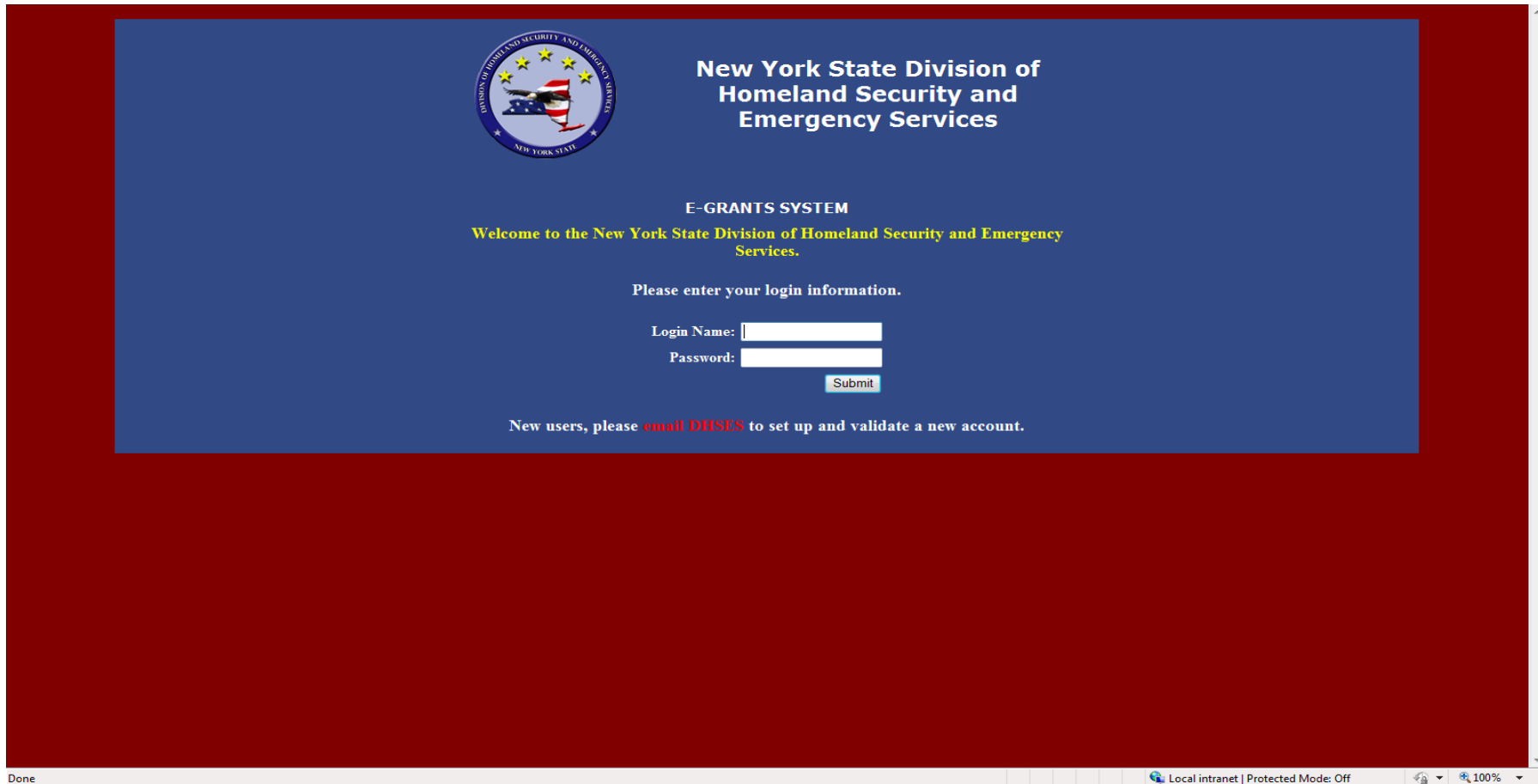
IMPORTANT INFORMATION:

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

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

Creating an E-Grants Application

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

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

	Project
E-Grants	
	Select a Funding Program and Funding Year to Create a New Project
Project Attachment Award Progress Site Review Financial Property Audit	**Funding Program** (Select a Program Office) ⬅ **Funding Year** (Select a Funding Year) ⬅ Create Project
Utilities Security	
Help Logout	**It is EXTREMELY IMPORTANT that you select the correct Funding Program and Funding Year**
Login ID: vbloomer Change Password	
4.0.0	

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.

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Creating an E-Grants Application

E-Grants	**Project**
	Select a Funding Program and Funding Year to Create a New Project

Project
Attachment
Award
Progress
Site Review
Financial
Property
Audit
	Funding Program (Select a Program Office)
	Funding Year Bomb Squad
	   Complex Coordinated Terrorist Attacks (CCTA) Program
	   Critical Infrastructure Grant Program
	[Create Project] Explosive Detection Canine Team Grant Program
	   Cyber Security Grant Program
	   EMPG
	   Securing Communities Against Hate Crimes

Utilities **Security**	Hazard Materials Emergency Preparedness Grant Program HazMat Homeland Security Non-Profit Grant LET PP/SLET PP
Help **Logout**	Legislative Initiative Public Safety Answering Points Grant Recruitment and Retention Grant Program Operation Stonegarden SHSP
Login ID: **vbloomer** **Change Password**	Statewide Interoperable Communications Grant Statewide Interoperable Communications Grant - Targeted Program Technical Rescue Grant Program Tactical Team Targeted Grant Program
4.3.7	New York City UASI

Select **<u>Statewide Interoperable Communcations Grant</u>** from the drop-down box

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Select **2023** from the Funding Year drop down box and click *Create Project* Button. *Click **OK*** in the pop-up box.

Creating an E-Grants Application

This is the General Tab. Enter the following mandatory fields:
- Project title – FY2023 Statewide Interoperable Communications Grant Program
- County
- Summary Description of the Project – Brief description of the Project
- Project Start Date: 01/01/2023
- Project End Date: 12/31/2025

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

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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.

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Click **Add Participant**.

Creating an E-Grants Application

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.*

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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

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

The Participant has been added to the Project.

Creating an E-Grants Application

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

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

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

Creating an E-Grants Application

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

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

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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

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

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

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

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

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

Creating an E-Grants Application

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

Creating an E-Grants Application

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

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.

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

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

<u>Investment Justification</u> – Not Applicable

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

<u>NYS Critical Capability</u> – Not Applicable

<u>Task</u> – Purchase allowable interoperable communication equipment and/or acquire services and/or provide maintenance. Train appropriate personnel in the proper use of equipment and place equipment into service. Establish or improve governance and standard operating procedures related to such equipment. Report on progress of implementation of project and the development and implementation of formalized standard operating procedures and governance structure.
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<u>Performance Measure</u> – Identify equipment ordered and received and/or services acquired and/or maintenance activities conducted. Provide a brief narrative on the training of personnel and the deployment of equipment and/or activities conducted. Provide a brief narrative, including examples, of formalized governance and/or standard operating procedures. Describe how the project enhanced interoperable communication capabilities in the jurisdiction. Describe how the project increased multi-agency regional partnerships, including partnerships with consortiums. Equipment and services accountability records are properly maintained.

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

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

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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

Next click on the *Investment Justification drop-down box* and select *"Not Applicable".*

Creating an E-Grants Application

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

Creating an E-Grants Application

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

Click on *Add Task to this Objective*.

Creating an E-Grants Application

The 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

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

Creating an E-Grants Application

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

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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

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

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

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

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

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

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

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

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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

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

This is an example of a completed Funding Allocation.

Creating an E-Grants Application

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

Creating an E-Grants Application

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

Creating an E-Grants Application

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

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.

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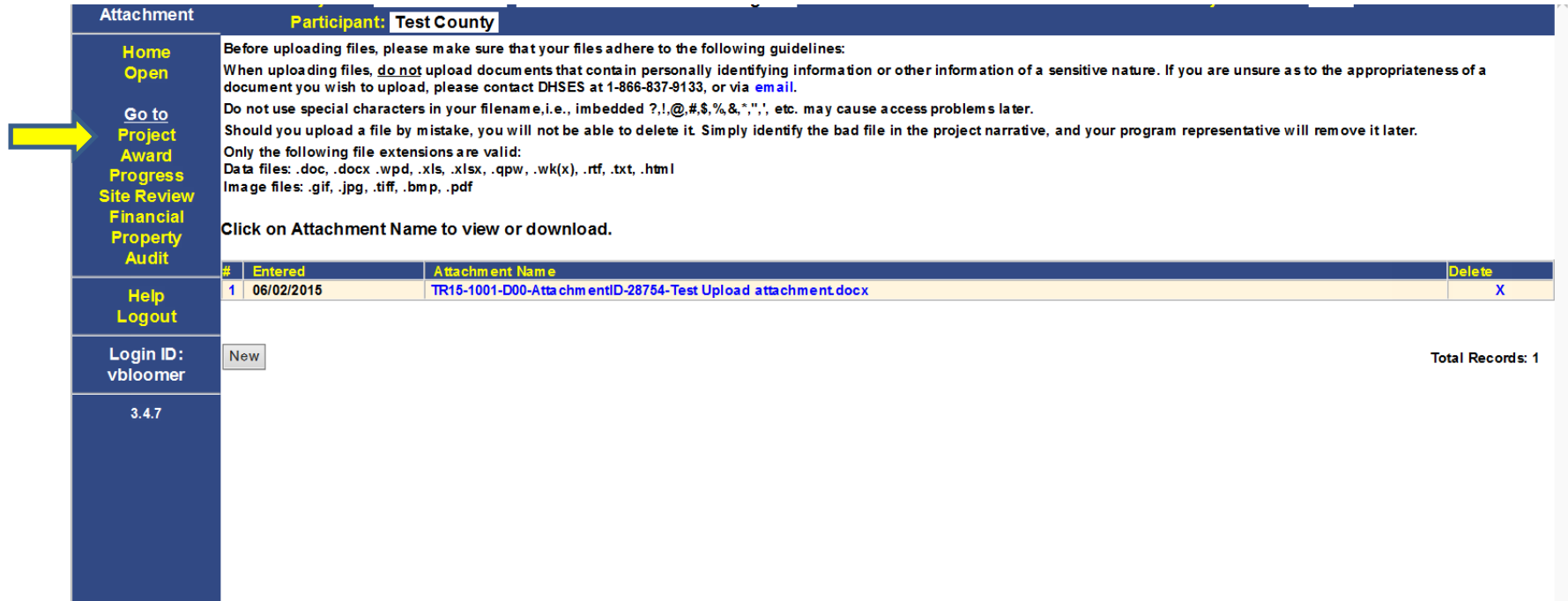
When the file has been uploaded you will receive a confirmation. Click *Browse* to add another file or click *Go Back to List* to view the list of files that have been attached to the application.

Creating an E-Grants Application

A list of file(s) 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

General	Participants	Work Plan	Budget	Funding Allocation	Questions

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

Question
Have you completed and uploaded the Statewide Interoperable Communications Application Worksheet as an attachment? (Yes/No)

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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.

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Creating an E-Grants Application

	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance

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

#	Question	Answer
1	Have you completed and uploaded the Statewide Interoperable Communications Application Worksheet as an attachment? (Yes/No)	Yes, thank you for the reminder.

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Total Records: 1 ,Page

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

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Creating an E-Grants Application

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

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

Contact SIG Address
Contact SIG City
Contact SIG Zip
Performance Measure - add a Performance Measure for Objective number 1 and Task number 1
Budget - add an Budget

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

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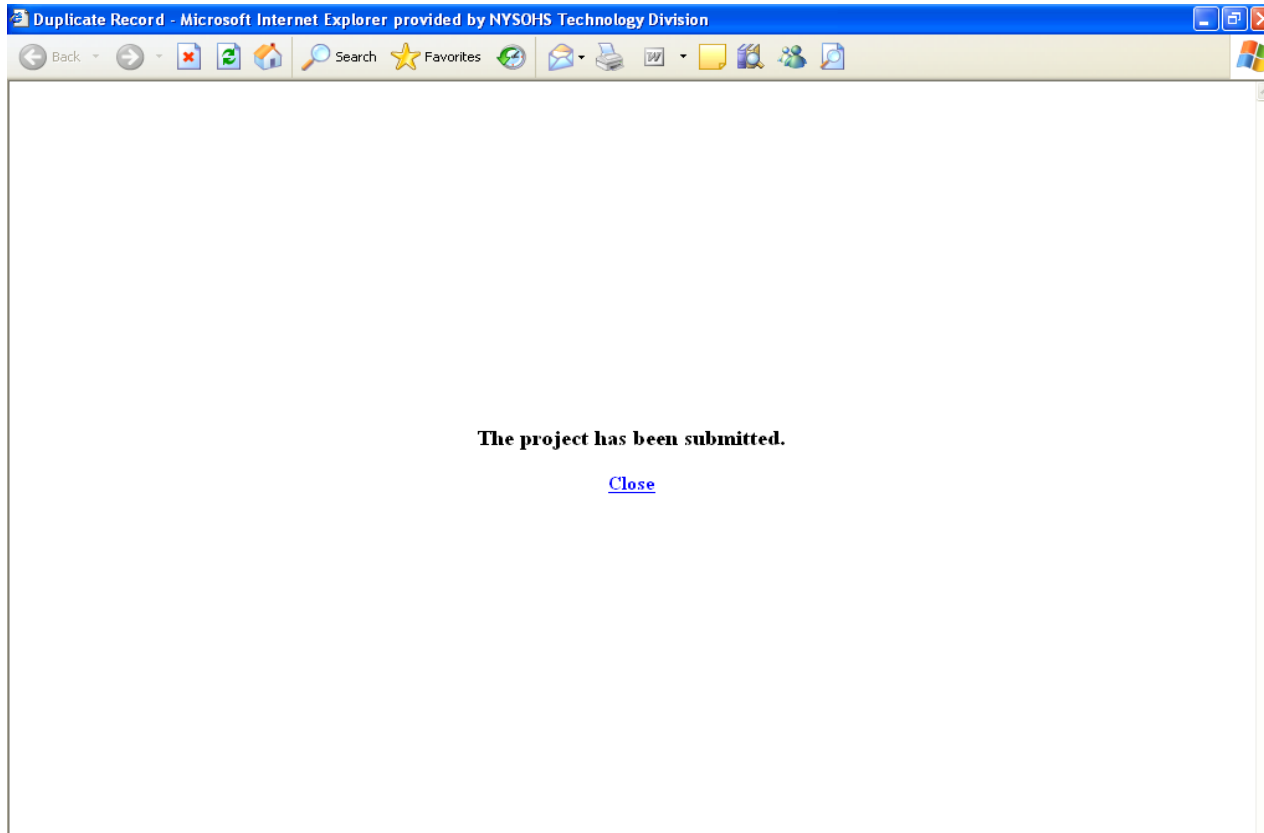
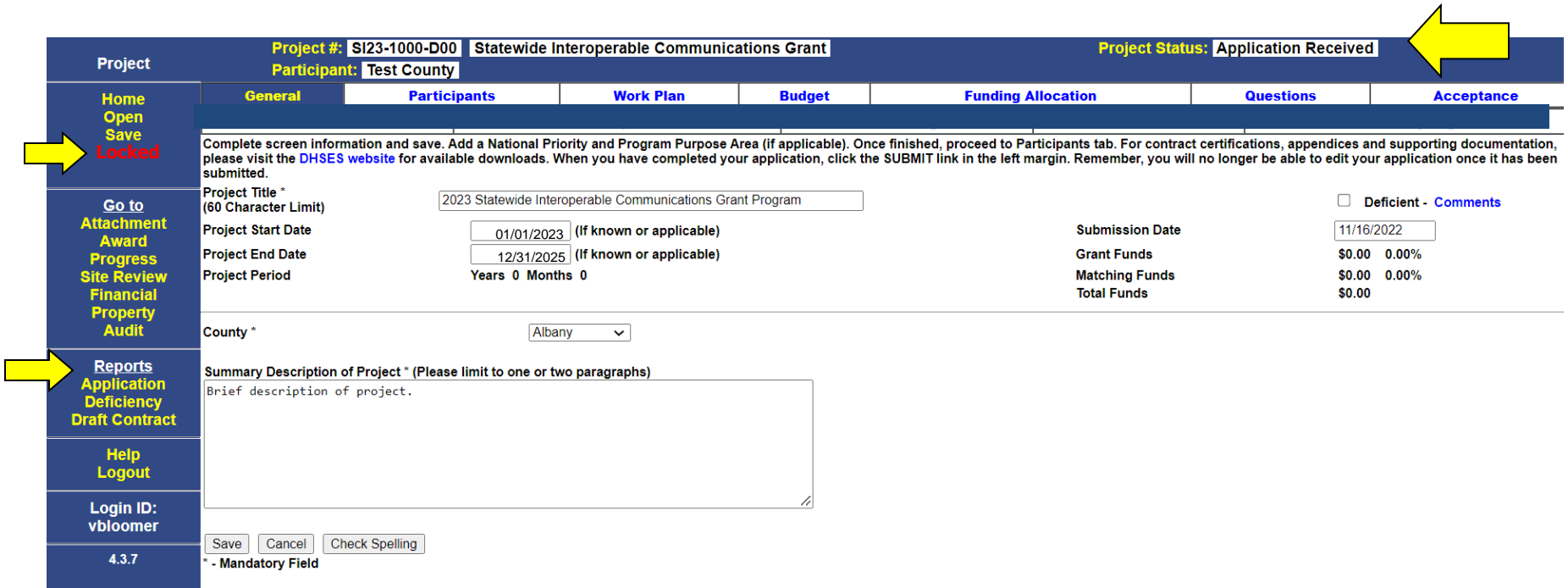You will receive the following message when your application is **successfully** submitted. DHSES will be notified that an application was submitted. The signatory contact will receive an e-mail that an application was submitted.

Creating an E-Grants Application

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

Creating an E-Grants Application

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

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