



**Homeland Security
and Emergency Services**

Tutorial – Creating an E-Grants Application

FY2023 Nonprofit Security 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.

March 4, 2023

Creating an E-Grants Application

E-GRANTS SYSTEM

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

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

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

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

Electronic Submission Notice



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:

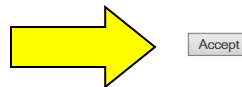
1. 'Appendix A: Standard Clauses for all New York State Contracts' and
2. 'Appendix A1: Agency-specific Clauses' (for DHSES).
3. 'Appendix C: Payment and Reporting Schedule'

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 so you will be timed out after 30 minutes of inactivity and will lose any unsaved material. Hit **SAVE** often.

Creating an E-Grants Application

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

Message #1

DHSES E-Grants E-Grants System

E-Grants is currently unavailable.

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

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

Message #2

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

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



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 70 for instructions on how to **view and print** your entire E-Grants application.

Creating an E-Grants Application



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 DHSES** to set up and validate a new account.

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

Creating an E-Grants Application



E-Grants

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

Utilities

- Security

Help

- Logout

Login ID: vbloomer
[Change Password](#)

3.4.5

Welcome to DHSES E-Grants

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

Click the [Project](#) link to begin a new application, or return to an existing application or contract.



New York State Division of Homeland Security and
Emergency Services
E-GRANTS SYSTEM

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

Creating an E-Grants Application

E-Grants

Project Attachment Progress Site Review Financial Property

Help Logout

Login ID: tsignatory2
Change Password

4.3.7

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

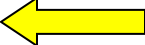
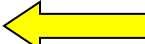
< > >|

Total Records: 8 ,Page 1 of 1

Project #	Attachment	DHSES #	Participant	Representative	Project Status
HC17-1000-D00	yes		Test Participant		New
LE16-1053-D00	no	WM1611111	Test County	Valerie Bloomer	Pending State Approval
SH12-1072-D00	no	WM22222	Test County	Valerie Bloomer	Pending State Approval
SH12-1073-D00	no	WM98765	Test County	Valerie Bloomer	Pending State Approval
SH12-1075-D00	no	WM99999	Test County	Valerie Bloomer	Amended
SH12-1075-D01	no	WM99999	Test County	Valerie Bloomer	Amendment Pending
SH12-1075-D02	no	WM99999	Test County	Valerie Bloomer	New
SI13-1017-D00	yes	WM1311111	YA Test		Under Review

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
Project Attachment	Select a Funding Program and Funding Year to Create a New Project
Award	Funding Program (Select a Program Office) 
Progress	Funding Year (Select a Funding Year) 
Site Review	<input type="button" value="Create Project"/>
Financial	
Property	
Audit	
Utilities	
Security	
Help	
Logout	
Login ID: vbloomer	
Change Password	
4.3.13	

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

See next two slides for instructions.

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
	Funding Year
	<input type="button" value="Create Project"/>
Utilities Security	<div>(Select a Program Office) Bomb Squad Complex Coordinated Terrorist Attacks (CCTA) Program Critical Infrastructure Grant Program Explosive Detection Canine Team Grant Program EMPG Securing Communities Against Hate Crimes Hazard Materials Emergency Preparedness Grant Program HazMat Homeland Security Non-Profit Grant LET PP/SLET PP Legislative Initiative Public Safety Answering Points Grant Recruitment and Retention Grant Program Operation Stonegarden SHSP Statewide Interoperable Communications Grant Technical Rescue Grant Program Tactical Team Targeted Grant Program New York City UASI</div>
Help Logout	
Login ID: vbloomer Change Password	
4.3.13	

Select Homeland Security Non-Profit Grant from the drop-down box.

Creating an E-Grants Application

E-Grants

Project

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

Funding Program Homeland Security Non-Profit Grant

Funding Year (Select a Funding Year) ▾

(Select a Funding Year)

2018

2019

2020

2021

2022

2023

Create Project

IMPORTANT: Make sure you select **2023** as the Funding Year. **DO NOT SELECT** any other funding year, as this will invalidate your application.

Select **2023** from the drop-down list and click the **Create Project** Button. A pop-up box will appear asking “Are you sure you want to create a project?” Click **OK**.

Creating an E-Grants Application

Project Participant:

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

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

Project Title * (60 Character Limit)

Project Start Date (If known or applicable) Submission Date

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

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

Total Funds \$0.00

County *

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

* - Mandatory Field

Federal Program Purpose Area

Description Remove

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

- **Project Title**
 - Enter **FY2023 NSGP-UA** for organizations that will be installing equipment at sites **located in the five boroughs of NYC, Westchester, Suffolk or Nassau counties**
 - Enter **FY2023 NSGP-S** for organizations that will be installing equipment at sites **located in all other areas of New York State.**
- Project Start Date: 09/01/2023
- Project End Date: 08/31/2026
- County – **Please select the county where the equipment will be installed**
- Summary Description of the Project – Brief description of the Project
- Federal Program Purpose Area – This section can be left blank

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

Creating an E-Grants Application

Project Participant:

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

[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](#)

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

#	Participant Name	Participant Type	Remove
---	------------------	------------------	--------

Total Records: 0

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

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

#	Contact Name	Contact Type	Phone	Email	Remove
---	--------------	--------------	-------	-------	--------

Total Records: 0

125%

Now click on the **Participants** tab.

Creating an E-Grants Application

The screenshot displays the 'Participant' tab in the E-Grants application. The interface includes a sidebar on the left with navigation links: Home, Open, Go to Attachment, Award, Progress, Site Review, Financial, Property, Audit, Reports, Application, Help, Logout, and Login ID: vbloomer. The main content area has a tabbed interface with 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. The 'Participants' tab is active, showing a table with columns: #, Participant Name, Participant Type, and Remove. A yellow arrow points to the 'Add Participant' button. Below the table, there is a section for 'Contacts for Participant' with a dropdown menu and a note: '(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)'. The bottom of the screen shows a version number '4.3.7' and a zoom level of '125%'.

Click **Add Participant**.

Make sure that you enter your organization's FULL LEGAL name in E-Grants as the Participant. Please make sure that the organization name you provide in E-Grants matches exactly what is provided in the Investment Justification (IJ) and in the NYS Grants Gateway prequalification document vault.

Creating an E-Grants Application

The screenshot displays the E-Grants application interface. At the top, there is a navigation bar with tabs: General, Participants (selected), Work Plan, Budget, Funding Allocation, Questions, and Acceptance. Below the navigation bar, the main content area is titled "Enter Search Criteria". It includes a search instruction: "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." Below this instruction are input fields for Participant Name, EIN, City, State (a dropdown menu), and County (a dropdown menu). A "Search" button is located at the bottom of the search criteria section. On the left side of the interface, there is a sidebar with links: Home, Open, Go to, Attachment, Award, Progress, Site Review, Financial, Property, Audit, Reports, Application, Help, Logout, Login ID: vbloomer, and 4.3.7.

A search screen will open to search for an existing Participant. Enter full or partial name and click **OK** to search the database. If you previously applied for funding, your organization's information will be able to be retrieved using the search option. **Make sure that you enter your organization's FULL LEGAL name in E-Grants.**

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

Creating an E-Grants Application

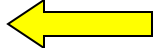
Project: [New](#) [1000000000](#) [Homeland Security New York State](#) [Project Status: New](#)

Participant:

Home Open

General Participants Work Plan Budget Funding Allocation Questions Acceptance

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: 7, 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	00-0000000	Anytown	New York
3	Test County 3	2222222	Albany	New York
4	Test County Emergency Management Office	000	Albany	New York
5	Test Participant	11	55	New York
6	Test Regional Exercise Participating Agency	111	111	New York
7	Test Tech Rescue Team	00-00000	anywhere	New York

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

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.

If the Participant is not in the database click **New** to enter a new Participant and proceed to slide 19.

Make sure that you enter your organization's FULL LEGAL name and are consistent with the organization name throughout all phases of the application process.

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

4.3.7

General Participants Work Plan Budget Funding Allocation Questions Acceptance

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: 7, 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	00-0000000	Anytown	New York
3	Test County 3	2222222	Albany	New York
4	Test Cou	000	Albany	New York
5	Test Part	11	55	New York
6	Test Reg	111	111	New York
7	Test Ted	00-00000	anywhere	New York

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

- Grantee
- Implementing Agency
- Other

Select the appropriate participant type (for this program select **Grantee**). Click on the **Add** button.

Creating an E-Grants Application

Project **Participant:**

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

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 << < > >>

Total Records: 7, Page 1 of 1

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
vbloomer

4.3.7

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

Grantee
Grantee
Implementing Agency
Other

Message from webpage

Participant has been added.

OK

EIN	City	State
111111111111111	albany	New York
00-0000000	Anytown	New York
2222222	Albany	New York
000	Albany	New York
11	55	New York
111	111	New York
00-00000	anywhere	New York

The Participant has been added to the Project.

Note: The Dun and Bradstreet Number has been replaced with a Unique Entity ID. To update this field for an existing participant record, please email Grant.Info@dhSES.ny.gov and provide your Project ID# (HS23-XXXX) along with the updated information. Do not create a new participant.

Creating an E-Grants Application

Project **Participant:**

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

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: 7, Page 1 of 1

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

#	Participant Name	EN	City	State
1	Test Canine Partner	111111111111111	albany	New York
2	Test County	00-0000000	Anytown	New York
3	Test County 3	2222222	Albany	New York
4	Test County Emergency Management Office	000	Albany	New York
5	Test Participant	11	55	New York
6	Test Regional Exercise Participating Agency	111	111	New York
7	Test Tech Rescue Team	00-00000	anywhere	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.

Again, make sure to use your organization's FULL LEGAL name.

Creating an E-Grants Application

The screenshot shows the 'Participant' tab of the E-Grants Application form. The form includes fields for Participant Type (Grantee), Participant Name, Address, Address2, City, State (New York), Zip, Phone, County, Participant Fiscal Year/Period, Start Date, End Date, SFS Vendor Number, Employer Identification Number, Municipality No, Dun & Bradstreet No, Charities Registration No, Charity Registration Exemptions, and Remarks. Annotations include:

- A red box around the 'Dun & Bradstreet No' field with a blue arrow pointing to it from the text: **Tip: Your NYS SFS Vendor ID can be found under Organization Information in the NYS Grants Gateway system.**
- A blue arrow pointing from the 'Municipality No' field to the text: **Municipality No. does not apply to nonprofits**
- A blue arrow pointing from the 'Dun & Bradstreet No' field to the text: **The Dun and Bradstreet Number has been replaced with a Unique Entity ID. If you need to update this field, please email Grant.Info@dhSES.ny.gov and provide your Project ID# (HS23-XXXX) along with your UEI #.**

Enter the information to add a New Participant. Required fields are: Participant Name, Address, City, State, Zip, County, Participant Fiscal Year/Period, Employer Identification Number, Charities Registration Number (if applicable), check the Not for Profit and/or Sectarian Entity box (as it applies to your agency) and if exempt from Charities Registration, select from the drop-down box the reason for exemption. Click on the **Save** button. Mandatory data indicated with * must be entered before the record can be saved.

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

Creating an E-Grants Application

Project: **Participant:** Test Participant

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance												
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. Email DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab.																		
Go to Attachment Award Progress Site Review Financial Property Audit	<table border="1"> <thead> <tr> <th>#</th> <th>Participant Name</th> <th>Participant Type</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Test Participant</td> <td>Grantee</td> <td>X</td> </tr> </tbody> </table>							#	Participant Name	Participant Type	Remove	1	Test Participant	Grantee	X				
#	Participant Name	Participant Type	Remove																
1	Test Participant	Grantee	X																
Reports Application	<input type="button" value="Add Participant"/> Total Records: 1																		
Help Logout	<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>																		
Login ID: vbloomer	<p>Contacts for Participant Test Participant (One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)</p> <table border="1"> <thead> <tr> <th>#</th> <th>Contact Name</th> <th>Contact Type</th> <th>Phone</th> <th>Email</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td colspan="6"><input type="button" value="Add Contact to TestParticipant"/></td> </tr> </tbody> </table> Total Records: 0							#	Contact Name	Contact Type	Phone	Email	Remove	<input type="button" value="Add Contact to TestParticipant"/>					
#	Contact Name	Contact Type	Phone	Email	Remove														
<input type="button" value="Add Contact to TestParticipant"/>																			
4.3.7																			

Next you will **Add Contacts**. E-Grants **requires** a Primary, Signatory and Fiscal Contact. The signatory contact must be authorized to sign contracts on behalf of the organization. The Primary contact must be directly affiliated with the organization. Both Primary and Signatory Contacts must be registered users of the E-Grants system.

Please note: at least 2 (two) different people need to be identified as contacts for your organization.

Please contact grant.info@dhSES.ny.gov if you need help registering a Primary or Signatory contact.

Click on **Add Contact to** button.

Creating an E-Grants Application

Project Participant: Test Participant

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

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

[Submit](#)

[Go to](#)
[Attachment](#)
[Award](#)
[Progress](#)
[Site Review](#)
[Financial](#)
[Property](#)
[Audit](#)

[Reports](#)
[Application](#)

[Help](#)
[Logout](#)

Login ID: vbloomer

4.3.7

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 Last 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 have previously applied for funding, your information will be able to be retrieved using the search option.

Creating an E-Grants Application

Project **Participant: Test Participant**

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

Submit

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: 5, Page 1 of 1

#	Last Name	First Name	Agency	Title	City
1	Fiscal	Test			11
2	Grantee			Pro Rep	ALbany
3	Signatory1			County Executive	sdf
4	Signatory2				albany
5	User			kjljk	lkjlkj

Search Criteria : AND (Up...

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

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

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

If the contact is not in the database, click **New Contact** and proceed to slide 26.

Creating an E-Grants Application

The screenshot displays the 'Project Add Contact' interface. The top navigation bar includes tabs for General, Participants (selected), Work Plan, Budget, Funding Allocation, Questions, and Acceptance. The left sidebar contains links for Home, Open, Submit, Go to Attachment, Award Progress, Site Review, Financial Property Audit, Reports Application, Help, Logout, Login ID: vbloomer, and version 4.3.7.

The main content area shows a table of contacts with columns: #, Last Name, First Name, Agency, Title, and City. The table contains 5 records. A pop-up box titled 'Select the Contact Type that this person has for this Project.' is open, showing a list of contact types: Primary (selected), Agency Head, Secondary, Alternate, Fiscal, and Signatory. A message box titled 'Message from webpage' displays a warning icon and the text 'Contact has been added.' with an OK button.

#	Last Name	First Name	Agency	Title	City
1	Fiscal	Test			11
2			HS	Pro Rep	ALbany
3			Test	County Executive	sdf
4			S		albany
5			Test	kjljkj	lkjlkj

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

Creating an E-Grants Application

The screenshot shows the 'Participants' tab of the E-Grants application. A modal window titled 'Project Add Contact Type - Windows Internet Explorer provided by DH...' is open. The modal contains the following text:

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 DHSES staff to add a signatory to the E-Grants login registration.

The background interface shows a table with the following data:

#	Title	City
1	Pro Rep	ALbany
2	County Executive	sdf
3		albany
4	kjljkj	lkjlkj

The interface also includes a sidebar with navigation links: Home, Open, Submit, Go to, Attachment, Award, Progress, Site Review, Financial, Property, Audit, Reports, Application, Help, Logout, Login ID: vbloomer, and 4.3.7.

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. Please contact grant.info@dhSES.ny.gov if you need help registering a signatory. You can 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: Test Participant**

[Home](#) [Open](#) [Submit](#) [Go to Attachment](#) [Award Progress](#) [Site Review](#) [Financial](#) [Property](#) [Audit](#) [Reports Application](#) [Help](#) [Logout](#)

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

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: 5 ,Page 1 of 1

#	Last Name	First Name	Agency	Title	City
1	Fiscal	Test			11
2	Grantee	Tester	NYS-OHS	Pro Rep	ALbany
3	Signatory1	Test	DCJS, Test	County Executive	sdf
4	Signatory2	Test	DHSES		albany
5	User	Test	DCJS Test	kjljkj	lkjljk

Search Criteria : AND ((Upper(Contact_Person.First_Name) LIKE UPPER("test%")))

Login ID: vbloomer

4.3.7

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

Creating an E-Grants Application

The screenshot shows the 'Participant' tab selected in the top navigation bar. The 'Contact Type' dropdown menu is highlighted with a red circle. The form fields are as follows:

- Contact Type: Primary (selected and circled in red)
- First Name: [Text Field]
- M: [Radio Button]
- Last Name *: [Text Field]
- Agency: [Text Field]
- Title: [Text Field]
- Salutation: [Text Field]
- Address *: [Text Field]
- Address2: [Text Field]
- City *: [Text Field]
- State *: New York (selected)
- Zip *: [Text Field]
- County: [Text Field]
- Email: [Text Field]
- Phone *: [Text Field] Ext. [Text Field]
- Cell Phone: [Text Field]
- Fax: [Text Field]

Buttons: Save, Cancel, Check Spelling

* - 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.**

If changes are necessary to an existing record, please email grant.info@dhses.ny.gov. Do not create a new contact.



Creating an E-Grants Application

Project: **Participant:** Test Participant

Home Open Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

General Participants Work Plan Budget Funding Allocation Questions Acceptance

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

#	Participant Name	Participant Type	Remove
1	Test Participant	Grantee	X

Add Participant

Total Records: 1

*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: Test 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
1	Tester Grantee	Primary	518-457-9214	cstumpf@dhss.ny.gov	X
2	Test Fiscal	Fiscal	5180000000	testemail@google.com	X
3	Test Signatory2	Signatory	518-242-5099	vbloomer@dhss.ny.gov	X

Add Contact to TestParticipant

Total Records: 3

This is an example of a completed Participants screen.

Creating an E-Grants Application

Generic Workplan Information

Below is the generic workplan information that you will use in the E-Grants system. The information is broken down into six categories: 1) purchase physical security equipment; 2) conduct M&A activities; 3) conduct training; 4) conduct exercises; and 5) conduct planning activities; 6) contract security personnel. You may use one or all of these categories.

Project Goal - To prevent, prepare for or mitigate the effects of a terrorist attack on (Name of Organization) located at (physical address of the location to be target hardened).

G&T Workplan Code - 39. Homeland Security Assistance for Non Profits

Investment Justification – Homeland Security Assistance to Nonprofit Organizations

Objective Description – Enable nonprofit organizations to establish/enhance preparedness activities to secure their facilities that are at risk of a terror threat.

Target Capability – Critical Infrastructure Protection/Key Resources Protection

Equipment (use the following information):

Task – EHP documents submitted and approval received. Purchase and install allowable XXX (provide list of equipment) equipment. Train appropriate personnel in the proper use of the equipment and place the equipment into service.

Performance Measure #1 – Identify equipment ordered and received. Provide a brief narrative on the training of personnel and the deployment of equipment. Describe how the equipment is enhancing the day to day security of the location. Equipment accountability records are properly maintained.

Creating an E-Grants Application

Generic Workplan Information – continued

Below is the generic workplan information that you will use in the E-Grants system. The information is broken down into six categories: 1) purchase physical security equipment; 2) conduct M&A activities; 3) conduct training; 4) conduct exercises; and 5) conduct planning activities; 6) contract security personnel. You may use one or all of these categories.

M&A Activities (use the following information):

Task – Conduct management and administrative activities to ensure all programmatic, fiscal and reporting requirements of the grant are being followed, completed and submitted in a timely manner.

Performance Measure #1 – Management and administrative activities conducted. All programmatic, fiscal and reporting requirements completed and submitted in a timely manner.

Training (use the following information):

Task – Conduct and/or attend DHSES approved training regarding prevention of or reaction to a terrorist threat or action.

Performance Measure #1 – Training conducted. Provide brief narrative describing the DHSES approved training conducted to include the number of staff trained. Copy of agenda or training curriculum and roster of attendees maintained on file. Describe how the training enhanced the prevention of or reaction to a terrorist threat or action.



Generic Workplan Information

Below is the generic workplan information that you will use in the E-Grants system. The information is broken down into six categories: 1) purchase physical security equipment; 2) conduct M&A activities; 3) conduct training; 4) conduct exercises; and 5) conduct planning activities; 6) contract security personnel. You may use one or all of these categories.

Exercise (use the following information):

Task – Design, develop, conduct and/or participate in security related exercises to validate plans and procedures and evaluate capabilities. Report scheduled exercises to DHSES 60 days prior to the start of the exercise. Submit After Action Reports/Improvement Plans to DHSES within 60 days of exercise completion.

Performance Measure – DHSES notified of scheduled exercise; exercise conducted and After Action Reports/Improvement Plans completed and submitted to DHSES within 60 days of exercise completion. Provide brief narrative and report number of personnel involved, the disciplines involved and the organizations participating; describe how the project validated plans and procedures and evaluated capabilities.

Planning (use the following information):

Task – Conduct allowable planning activities related to homeland security initiatives.

Performance Measure – Planning activities conducted. Provide brief narrative reporting planning activities completed and describe how the project enhanced the emergency preparedness, response and recovery capabilities.

Contracted Security (use the following information):

Task- Hire contracted security personnel for the prevention of or reaction to a terrorist threat or action.

Performance Measure - Hiring of contracted security personnel complete. Provide brief narrative describing contracted security personnel activities completed. Describe how the contracted security personnel enhanced the prevention of or reaction to a terrorist threat or action.

Creating an E-Grants Application

The screenshot displays the E-Grants Application interface. At the top, the 'Participant' is listed as 'Test Participant'. The navigation tabs include 'General', 'Participants', 'Work Plan' (highlighted with a red circle), 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. On the left sidebar, there are links for 'Home', 'Open', 'Save', 'Submit', 'Go to Attachment', 'Award Progress', 'Site Review', 'Financial', 'Property', 'Audit', 'Reports Application', 'Help', 'Logout', 'Login ID: vbloomer', and '4.3.7'. The main content area contains instructions: 'Please enter a Project Goal and Save. Then move on to add Objectives and Tasks.' Below this is a text box for the 'Project Goal' with 'Save' and 'Check Spelling' buttons. Further instructions 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.' At the bottom, it says 'Click on the Objective or Task Name to view the details or' followed by a 'Create New Objective' button, which is pointed to by a yellow arrow.

Now click the **Work Plan** Tab and enter the Project Goal using the information on slide 29. Click **Save**. Then click on **Create New Objective** and **OK**.

Creating an E-Grants Application

Project **Participant: Test Participant**

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

Home
Open
Save
Submit

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
vbloomer

4.3.7

Objective (Please enter an Objective and Save.)

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

- 18. Establish/enhance explosive ordnance disposal units/bomb squads.
- 19. Establish/enhance public-private emergency preparedness program.
- 20. Establish/enhance sustainable homeland security exercise program.
- 21. Manage, update and/or implement the State Homeland Security Strategy.
- 22. Manage, update and/or implement the Urban Area Homeland Security Strategy.
- 23. Develop/enhance plans, procedures, and protocols.
- 24. Develop/enhance homeland security/emergency management organization and structure.
- 25. Enhance integration of metropolitan area public health/medical & emergency management.
- 26. Establish/enhance mass care shelter and alternative medical facilities operations.
- 27. Establish/enhance emergency plans and procedures to reflect the National Response Plan.
- 28. Develop/enhance state and local geospatial data system/Geographic Information System.
- 29. Enhance capabilities to recover from all-hazards event.
- 30. Enhance capabilities to respond to all-hazards events.
- 31. Enhance capability to perform post-incident structural damage and mitigation assessment.
- 32. Enhance capability to restore lifelines post-incident.
- 33. Enhance capability to support economic and community recovery.
- 34. Establish/enhance fusion center.
- 35. Manage, update and/or implement the Regional Transit Security Strategy.
- 36. Transit Security Grant Program - BUS.
- 37. Transit Security Grant Program - FERRY.
- 38. Transit Security Grant Program - RAIL.
- 39. Homeland Security Assistance for Non Profits.
- 40. Training related to Homeland Security Assistance for Non Profits.
- 41. NYC UAS: Lower Manhattan Security Initiative.
- 42. HazMat RFP Priority Project #1.
- 43. HazMat RFP Priority Project #2.
- 44. HazMat RFP Priority Project #3.
- 45. HazMat RFP Priority Project #4.
- 46. Develop capabilities to prevent, detect and respond to improvised explosive device IED attacks.

Not Applicable

A new screen will be generated with several drop-down boxes. Click on the **G & T Work Plan Code** box and select G & T Work Plan **Code #39 – Homeland Security Assistant for Non Profits**

Creating an E-Grants Application

	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Home Open Save	Objective (Please enter an Objective and Save.)						
	G & T Work Plan Codes (One per each Objective) - Show All						
Submit	<div>39. Homeland Security Assistance for Non Profits. ▼</div>						
	Investment Justification - Show All						
Go to Attachment Award Progress Site Review Financial Property Audit	<div>Homeland Security Assistance to Nonprofit Organizations ▼</div>						
	Description						
	<div></div>						
Reports Application	<div>Save Cancel Check Spelling</div>						
Help Logout							
Login ID:							

Next click on the ***Investment Justification*** drop-down box and select “***Homeland Security Assistance to Nonprofit Organizations***”.

Creating an E-Grants Application

	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Accept
Home Open Save	<p>Objective (Please enter an Objective and Save.)</p> <p>G & T Work Plan Codes (One per each Objective) - Show All</p> <p>39. Homeland Security Assistance for Non Profits. ▼</p> <p>Investment Justification - Show All</p> <p>Homeland Security Assistance to Nonprofit Organizations ▼</p> <p>Description</p> <p>Enable nonprofit organizations to establish/enhance preparedness activities to secure their facilities that are at risk of a terror threat.</p> <p>Save Cancel Check Spelling</p>						
Go to Attachment Award Progress Site Review Financial Property Audit							
Reports Application							
Help Logout							
Login ID: vbloomer							
4.3.7							

Enter the **Objective Description** (refer back to slide 29). Click on **Save**.

Creating an E-Grants Application

Project **Participant:**

Home Open Save

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

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

Objective (Please enter an Objective and Save.)

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

39. Homeland Security Assistance for Non Profits

Investment Justification - [Show All](#)

Homeland Security Assistance to Nonprofit Organizations

Description

Enable nonprofit organizations to establish/enhance preparedness activities to secure their facilities that are at risk of a terror threat.

Save Cancel 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.			
Critical Infrastructure/Key Resources Protection			
Add Primary NYS Critical Capability			
Add Task to this Objective			

Click **Add Primary NYS Critical Capability** select “**Critical Infrastructure/Key Resources Protection**”. 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:				
	General	Participants	Work Plan	Budget	Funding Allocation
Home Open Save					
Go to Attachment Award Progress Site Review Financial Property Audit	Task * EHP documents submitted and approval received. Purchase and install allowable XXX (provide list of equipment) equipment. Train appropriate personnel in the proper use of the equipment and place the equipment into service. <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>				
Reports Application	* - Mandatory Field				
Help Logout					
Login ID: vbloomer					
4.3.7					

The Task(s) need to be added. Enter the appropriate **Task** from slides #29 - 31 and click on **Save**. The screen will refresh with a confirmation message "Are you sure you want to save?" Click **OK**.

Creating an E-Grants Application

Project Participant: []

General	Participants	Work Plan	Budget	Funding Allocation	Questions	A
---------	--------------	-----------	--------	--------------------	-----------	---

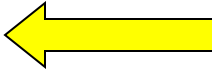
Task *

EHP documents submitted and approval received. Purchase and install allowable XXX (provide list of equipment) equipment. Train appropriate personnel in the proper use of the equipment and place the equipment into service.

Save Cancel Check Spelling

Add PerformanceMeasure to this Task

* - Mandatory Field



Enter a **Performance Measure** for each Task from slides #29 - 31. Click on **Add Performance Measure to this Task**.

Creating an E-Grants Application

The screenshot displays the E-Grants Application interface. At the top, the 'Project' tab is active, and the 'Participant' is set to 'Test Participant'. The main navigation menu on the left includes links for Home, Open, Save, Submit, Go to Attachment, Award Progress, Site Review, Financial, Property, Audit, Reports, Application, Help, Logout, Login ID: vbloomer, and 4.3.7. The top navigation bar includes tabs for General, Participants, Work Plan, Budget, Funding Allocation, Questions, and Acceptance. The 'Performance Measure' field is highlighted, containing the text: 'Identify equipment ordered and received. Provide a brief narrative on the training of personnel and the deployment of equipment. Describe how the equipment is enhancing the day to day security of the location. Equipment accountability records are properly maintained.' Below the text area are buttons for Save, Cancel, and Check Spelling. A note indicates that the field is mandatory.

Project Participant: Test Participant

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

Performance Measure *

Identify equipment ordered and received. Provide a brief narrative on the training of personnel and the deployment of equipment. Describe how the equipment is enhancing the day to day security of the location. Equipment accountability records are properly maintained.

Save Cancel Check Spelling

* - Mandatory Field

Enter the corresponding **Performance Measure** from slides #29 - 31 and click on **Save**. The screen will refresh with a confirmation message "Are you sure you want to save?" Click **OK**.

Creating an E-Grants Application

Project	Participant:												
	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance						
Home Open Save	<p>Please enter a Project Goal and Save. Then move on to add Objectives and Tasks.</p> <p>Project Goal</p> <p>To prevent, prepare for or mitigate the effects of a terrorist attack on <Name of your Organization> located at <physical address of the location> to be target hardened.</p> <p>Save Check Spelling</p> <p>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.</p> <p>Click on the Objective or Task Name to view the details or Create New Objective</p>												
Go to Attachment Award Progress Site Review Financial Property Audit	<p>Objective #1</p> <p>G & T Workplan Code - 39. Homeland Security Assistance for Non Profits. Investment Justification - Homeland Security Assistance to Nonprofit Organizations NYS Critical Capability Primary - Critical Infrastructure/Key Resources Protection</p>												
Reports Application	<p>Objective Narrative</p> <table border="1"> <thead> <tr> <th></th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Enable nonprofit organizations to establish/enhance preparedness activities to secure their faciliti...</td> <td>X</td> </tr> </tbody> </table> <p>Add Task to this Objective</p>								Delete	Enable nonprofit organizations to establish/enhance preparedness activities to secure their faciliti...	X		
	Delete												
Enable nonprofit organizations to establish/enhance preparedness activities to secure their faciliti...	X												
Help Logout	<p>Task #1 for Objective #1</p> <table border="1"> <thead> <tr> <th></th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>EHP documents submitted and approval received. Pur...</td> <td>X</td> </tr> </tbody> </table> <p>Add PerformanceMeasure to this Task</p>								Delete	EHP documents submitted and approval received. Pur...	X		
	Delete												
EHP documents submitted and approval received. Pur...	X												
Login ID: vbloomer	<table border="1"> <thead> <tr> <th>#</th> <th>Performance Measure</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Identify equipment ordered and received. Provide...</td> <td>X</td> </tr> </tbody> </table>							#	Performance Measure	Delete	1	Identify equipment ordered and received. Provide...	X
#	Performance Measure	Delete											
1	Identify equipment ordered and received. Provide...	X											
4.3.7													

This is an example of a completed work plan for purchasing perimeter security equipment.

To add Training, Exercise, Contracted Security Personnel, Management and Administration, or Planning costs to this project click **Add Task to This Objective** and follow instructions from slide #29.

Creating an E-Grants Application

Project **Participant: Test Participant**

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

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer 4.3.7

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

Budget Summary

Participant	Grant Funds	Matching Funds	Total
Test Participant	\$0.00	\$0.00	\$0.00
Total	--	--	\$0.00

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

Advance Request Justification (200 character limit)

Save Check Spelling

Budget Summary by Participant

Test Participant

Create new Budget Version for Test Participant

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 Participant**.

Creating an E-Grants Application

Project **Participant: Test Participant**

[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](#)

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

Personnel Budget for Test Participant Version 1

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

Add information for a new budget line item

Description *

Number * Unit Cost * Total Funds

1 x \$ 0.00 = \$0.00

Total Funds Matching Funds Grant Funds

\$0.00 - \$ 0.00 = \$0.00

Justification *

[Back to Budget Summary](#) [Save](#) [Check Spelling](#)

* - Mandatory Field

Each budget item is entered separately. Choose the category of the budget item you are entering from the drop-down box. As you can see there are nine budget categories **but only** Equipment; All Other Expenses (Training and Exercise), Consultant (M&A, Planning & Exercise, Contracted Security Personnel) and Personnel (M&A) are eligible for Nonprofit Grants.

Creating an E-Grants Application

Project **Participant: Test Participant**

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

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 Test Participant Version 1

Choose a different Category to work on: or

Add information for a new budget line item and press Save.

Description *

Number *	Unit Cost *	Total Funds
<input type="text" value="1"/> x	\$ <input type="text" value="0.00"/>	= \$0.00

Total Funds	Matching Funds	Grant Funds
\$0.00	- \$ <input type="text" value="0.00"/>	= \$0.00

Authorized Equipment List (AEL) Number *

[Click here to find AEL numbers](#)

Justification *

* - Mandatory Field

USE WHOLE DOLLARS

Mandatory fields for a budget item are Description, Number, Unit Cost and Justification. If entering an Equipment item an AEL Number is also mandatory. (Refer to the Investment Justification (IJ) Section IV.B for AEL codes within the drop-down menu)

When finished with the item click **Save**.

Creating an E-Grants Application

Project **Participant: Test Participant**

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**

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 Test Participant Version 1

Choose a different Category to work on: or

Add information for a new budget line item and press Save.

Description *

Number *	Unit Cost *	Total Funds
<input type="text" value="1"/> x	<input type="text" value="\$ 50000"/>	= <input type="text" value="\$0.00"/>

Total Funds	Matching Funds	Grant Funds
<input type="text" value="\$0.00"/> -	<input type="text" value="\$ 0.00"/>	= <input type="text" value="\$0.00"/>

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

Justification *

* - Mandatory Field

This is an example of a completed equipment budget line.

Creating an E-Grants Application

Project **Participant: Test Participant**

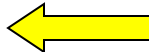
General Participants Work Plan **Budget** Funding Allocation Questions Acceptance

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 Test Participant Version 1

#	Description	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	CCTV and related equipment	1	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	no
Total				\$50,000.00	\$50,000.00	\$0.00	

Choose a different Category to work on: or

Edit information for this budget line item and press Save or 

Description *
CCTV and related equipment

Number * Unit Cost * Total Funds
1 x \$ 50,000.00 = \$50,000.00

Total Funds Matching Funds Grant Funds
\$50,000.00 - \$ 0.00 = \$50,000.00

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

Justification *
A CCTV system would assist in the assessment of emergency situations and in the documentation of any criminal and/or terrorist attacks.

* - Mandatory Field

Once you have saved the budget item, the screen will refresh, and **Add Funding Allocation for this Budget item** icon will appear. Click on **Add Funding Allocation for this Budget item**. 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 Participant**

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

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer 4.3.7

Budget Item Description - CCTV and related equipment

Number	Unit Cost	Total Funds	Matching Funds	Grant Funds
1	x \$ 50,000.00 =	\$50,000.00 -	\$ 0.00	= \$50,000.00

Justification - A CCTV system would assist in the assessment of emergency situations and in the documentation of any criminal and/or terrorist attacks.

G and T Workplan

G and T Workplan Code	Description	Remove
Select a G and T Workplan that describes this Budget Item.		
39. Homeland Security Assistance for NonProfits. ▾	Add G and T Workplan	

National Priority

National Priority Code	Description	Remove
Select a National Priority that describes this Budget Item.		
01. Expand Regional Collaboration ▾	Add National Priority	

Priority Project/State Strategy Goal

Priority Project Code	Description	Remove
Select a Priority Project that describes this Budget Item.		
State Strategy Goal 01: Strengthen CBRNE Detection, Response, and Decontamination Capabilities ▾	Add Project Priority	

Spending Subcategory

Code	Description	Amount	Remove
		Total \$ 0.00	

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

Click on the drop-down box to choose the G and T Work Plan Code **#39 Homeland Security Assistance for NonProfits**. Click on **Add G and T Workplan**. The screen will refresh with a confirmation message “Are you sure you want to add this G and T Workplan?” Click **OK**.

Creating an E-Grants Application

Project **Participant: Test Participant**

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application Help Logout Login ID: vbloomer 4.3.7

Budget Item Description - CCTV and related equipment

Number	Unit Cost	Total Funds	Matching Funds	Grant Funds
1	x \$ 50,000.00	= \$50,000.00	- \$ 0.00	= \$50,000.00

Justification - A CCTV system would assist in the assessment of emergency situations and in the documentation of any criminal and/or terrorist attacks.

G and T Workplan

G and T Workplan Code	Description	Remove
NFP	39. Homeland Security Assistance for Non Profits.	X

National Priority

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

Add National Priority

Description	Remove

State Strategy Goal 01: Strengthen CBRNE Detection, Response, and Decontamination Capabilities

Add Project Priority

Spending Subcategory

Code	Description	Amount	Remove
		Total \$ 0.00	

Select Solution Area (POETE) to change the subcategory list.

Planning -- Organization -- Equipment -- Training -- Exercises -- M & A

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

Click on the drop-down box to select a National Priority. For this grant program choose **03. Implement the National Infrastructure Protection Plan (NIPP)**. Click **Add National Priority** and then click **OK**.

Creating an E-Grants Application

One Review Financial Property Audit	G and T Workplan Code	Description	Remove										
	NFP	39. Homeland Security Assistance for Non Profits.	X										
Reports Application	National Priority												
	National Priority Code	Description	Remove										
Help Logout	III	03. Implement the National Infrastructure Protection Plan (NIPP)	X										
Login ID: vbloomer	Priority Project/State Strategy Goal												
	Priority Project Code	Description	Remove										
4.3.13	Select a Priority Project that describes this Budget Item.												
	<div> <div>State Strategy Goal: Advance Interoperable and Emergency Communications</div> <div>State Strategy Goal: Enhance Citizen and Community Preparedness</div> <div>State Strategy Goal: Enhance Cyber Security Capabilities</div> <div>State Strategy Goal: Enhance Emergency Management and Response Capabilities</div> <div>State Strategy Goal: Enhance Regional Capabilities, Coordination and Mutual Aid</div> <div>State Strategy Goal: Protect Critical Infrastructure and Key Resources</div> <div>State Strategy Goal: Strengthen CBRNE Preparedness and Response Capabilities</div> <div>State Strategy Goal: Strengthen Counterterrorism and Law Enforcement Capabilities</div> <div>State Strategy Goal: Strengthen Intelligence and Information Sharing Capabilities</div> <div>State Strategy Goal: Support Health Emergency Preparedness</div> <div>01) Maintenance of Existing Communications Systems, in accordance with the Statewide Comm...</div> <div>02) Build-out of new Communications Systems in accordance with the Statewide Communications...</div> <div>03) Development of communications protocols and solutions and/or development of regional/local...</div> <div>04) TC Max Inventory Program: Purchase scanner, printer, and license for the TC Max Inv...</div> <div>05) HazMat Teams: Purchase Allowable Decontamination and Detection Equipment and/or acquire...</div> <div>06) HazMat Teams: Hiring of Administrative Staff to support HazMat Planning and Coordination...</div> <div>07) HazMat Teams: Development of an advanced, regional HazMat Team through the enhancement...</div> <div>08) Urban Search and Rescue Team (USAR): Allowable planning activities including the hiring of...</div> <div>09) USAR: Development and/or enhancement of existing technical rescue teams, through training...</div> <div>10) WMD Trailers: Maintenance or replacement of equipment on the WMD trailers issued by the NYS OHS.</div> <div>11) Personal Protective Equipment (PPE): Purchase of PPE for first responders</div> <div>12) Radiological/Nuclear Planning Activities-Law Enforcement Note-Commercial Vehicle Enforcement...</div> <div>13) Radiological/Nuclear Equipment Procurement, Training, and Exercise Activities</div> <div>14) Radiation Detection Information-Sharing Initiatives in conjunction with the NYS Police</div> <div>15) Development of a countywide and/or regional Critical Infrastructure Protection (CIP) Plan in...</div> <div>16) Focused Data Collection and Assessments of Critical Infrastructure/Key Resources (CIKR) and...</div> <div>17) Procurement of physical security enhancement equipment to harden Critical Infrastructure/Key...</div> <div>18) Participate in the Automated Critical Asset Management System (ACAMS) through training and...</div> <div>19) Participate in the development of the mini "Homeland Security Infrastructure Threat and Risk...</div> <div>20) Development or enhancement of Geographic Information System (GIS) and datasets, including...</div> </div>	<div>Add Project Priority</div> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>\$ 0.00</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>\$ 0.00</td> <td></td> </tr> </tbody> </table>		Amount	Remove	Total	\$ 0.00			Amount	Remove	Total	\$ 0.00
	Amount	Remove											
Total	\$ 0.00												
	Amount	Remove											
Total	\$ 0.00												

125%

Click on the drop-down box to select a Priority Project. Choose **State Strategy Goal: Protect Critical Infrastructure and Key Resources**. Click **Add Project Priority** and then click **OK**.

Creating an E-Grants Application

Participant: Test Participant

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.13

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Budget Item Description - CCTV and related equipment

Number	Unit Cost	Total Funds	Matching Funds	Grant Funds
1	x \$ 50,000.00	= \$50,000.00	- \$ 0.00	= \$50,000.00

Justification - A CCTV system would assist in the assessment of emergency situations in the documentation of any criminal and/or terrorist activity.

G and T Workplan

G and T Workplan Code	Description	Remove
NFP	39. Homeland Security Assistance for Non Profits.	X

National Priority

National Priority Code	Description	Remove
III	03. Implement the National Infrastructure Protection Plan (NIPP)	X

Priority Project/State Strategy Goal

Priority Project Code	Description	Remove
S02	State Strategy Goal: Protect Critical Infrastructure and Key Resources	X

Spending Subcategory

Code	Description	Amount	Remove
		Total	\$ 0.00

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

Select a spending subcategory and amount that describes this budget item.
 EquipmentPhysical Security EnhancementEquipment
 \$ Enter a value of \$50,000.00 or less.
 Add Spending Subcategory

Spending Discipline

Code	Description	Amount	Remove
		Total	\$ 0.00

125%

Now you select a Spending Subcategory/Solution Area. Solution Areas include Planning, Organization, Equipment, Training, Exercises or M&A.

When you select a category, the lettering will change from blue to red. In the example above **Equipment** is selected.

Creating an E-Grants Application

	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance								
Home Open Save Submit	Budget Item Description - CCTV and related equipment Number Unit Cost Total Funds Matching Funds Grant Funds 1 x \$ 50,000.00 = \$50,000.00 - \$ 0.00 = \$50,000.00 Justification - A CCTV system would assist in the assessment of emergency situations in the documentation of any criminal and/or terrorist activity.														
	G and T Workplan <table border="1"> <thead> <tr> <th>G and T Workplan Code</th> <th>Description</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>NFP</td> <td>39. Homeland Security Assistance for Non Profits.</td> <td>X</td> </tr> </tbody> </table>							G and T Workplan Code	Description	Remove	NFP	39. Homeland Security Assistance for Non Profits.	X		
G and T Workplan Code	Description	Remove													
NFP	39. Homeland Security Assistance for Non Profits.	X													
Go to Attachment Award Progress Site Review Financial Property Audit	National Priority <table border="1"> <thead> <tr> <th>National Priority Code</th> <th>Description</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>03. Implement the National Infrastructure Protection Plan (NIPP)</td> <td>X</td> </tr> </tbody> </table>							National Priority Code	Description	Remove	III	03. Implement the National Infrastructure Protection Plan (NIPP)	X		
	National Priority Code	Description	Remove												
III	03. Implement the National Infrastructure Protection Plan (NIPP)	X													
Reports Application	Priority Project/State Strategy Goal <table border="1"> <thead> <tr> <th>Priority Project Code</th> <th>Description</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>S02</td> <td>State Strategy Goal: Protect Critical Infrastructure and Key Resources</td> <td>X</td> </tr> </tbody> </table>							Priority Project Code	Description	Remove	S02	State Strategy Goal: Protect Critical Infrastructure and Key Resources	X		
Priority Project Code	Description	Remove													
S02	State Strategy Goal: Protect Critical Infrastructure and Key Resources	X													
Help Logout	Spending Subcategory <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td>Total \$ 0.00</td> <td></td> </tr> </tbody> </table>							Code	Description	Amount	Remove			Total \$ 0.00	
	Code	Description	Amount	Remove											
		Total \$ 0.00													
Login ID: vbloomer 4.3.13	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. Equipment-Physical Security Enhancement Equipment \$ 50000 x Enter a value of \$50,000.00 or less. Add Spending Subcategory														
	Spending Discipline <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Amount</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td>Total \$ 0.00</td> <td></td> </tr> </tbody> </table>							Code	Description	Amount	Remove			Total \$ 0.00	
Code	Description	Amount	Remove												
		Total \$ 0.00													

Enter the total dollar amount of the item and click **Add Spending Subcategory**. Screen will refresh with a confirmation message “Are you sure you want to add this Spending Subcategory?” Click **OK**.

In the above example the dollar amount of the item is \$50,000 so you would enter \$50,000 for the value of the Spending Subcategory.

Creating an E-Grants Application

Open Save	Contract	Descriptors	Tracking	Review	Activity Log
Submit	Budget Item Description - CCTV and related equipment				
	Number	Unit Cost	Total Funds	Matching Funds	Grant Funds
	1	x \$ 50,000.00	= \$ 50,000.00	- \$ 0.00	= \$ 50,000.00
	Justification - A CCTV system would assist in the assessment of emergency situations in the documentation of any criminal and/or terrorist activity.				
	G and T Workplan				
Go to Attachment Award Progress Site Review Financial Property Audit	G and T Workplan Code		Description	Remove	
	NFP		39. Homeland Security Assistance for Non Profits.	X	
	National Priority				
	National Priority Code		Description	Remove	
	III		03. Implement the National Infrastructure Protection Plan (NIIPP)	X	
Reports Application	Priority Project/State Strategy Goal				
	Priority Project Code		Description	Remove	
	S02		State Strategy Goal: Protect Critical Infrastructure and Key Resources	X	
	Spending Subcategory				
	Code	Description	Amount	Remove	
Help Logout	QPS	Equipment-Physical Security Enhancement Equipment	\$ 50,000.00	X	
			Total	\$ 50,000.00	
	Spending Discipline				
	Code	Description	Amount	Remove	
			Total	\$ 0.00	
Login ID: vbloomer 4.3.13	Select Solution Area (POETE) to change the Discipline list. Planning -- Organization -- Equipment -- Training -- Exercises -- M & A				
	Select a spending Discipline and amount that describes this budget item.				
	Equipment/Not for Profit/Non-Profit				
	\$ 50000	Enter a value of \$50,000.00 or less.			
	Add Spending Discipline				
Finished with this Item					

Now you select a Spending Discipline. You will need to select the same category (Planning, Organization, Equipment, Training, Exercises or M&A) you selected in Spending Subcategory. Enter the total dollar value of the item 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

Home Open Save Submit	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Go to Attachment Award Progress Site Review Financial Property Audit	Budget Item Description - CCTV and related equipment						
	Number Unit Cost Total Funds Matching Funds Grant Funds 1 x \$ 50,000.00 = \$50,000.00 - \$ 0.00 = \$50,000.00						
	Justification - A CCTV system would assist in the assessment of emergency situations in the documentation of any criminal and/or terrorist activity.						
	G and T Workplan						
	G and T Workplan Code		Description				Remove
	NFP		39. Homeland Security Assistance for Non Profits.				X
	National Priority						
	National Priority Code		Description				Remove
	III		03. Implement the National Infrastructure Protection Plan (NIPP)				X
Reports Application	Priority Project/State Strategy Goal						
	Priority Project Code		Description				Remove
	S02		State Strategy Goal: Protect Critical Infrastructure and Key Resources				X
	Spending Subcategory						
	Code	Description	Amount	Remove			
	QPS	Equipment-Physical Security Enhancement Equipment	\$ 50,000.00	X			
			Total	\$ 50,000.00			
	Spending Discipline						
	Code	Description	Amount	Remove			
ENP	Equipment-Not for Profit/Non-Profit	\$ 50,000.00	X				
		Total	\$ 50,000.00				
Help Logout	Finished with this Item						
Login ID: vbloomer							
4.3.13							

This is an example of a completed Funding Allocation. Click on ***Finished with this item.*** The screen will refresh back to the **Budget** tab to add additional budget items.

Creating an E-Grants Application

Project **Participant: Test Participant**

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 **Budget** Funding Allocation Questions Acceptance

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 Test Participant Version 1

#	Description	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	CCTV and related equipment	1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00 no
Total				\$50,000.00	\$50,000.00	\$50,000.00	\$0.00

Choose a different Category to work on: or

Add information for a new budget line item and press Save.

Description *

Number * Unit Cost * Total Funds

1 x \$ 0.00 = \$0.00

Total Funds Matching Funds Grant Funds

\$0.00 - \$ 0.00 = \$0.00

Authorized Equipment List (AEL) Number *

[Click here to find AEL numbers](#)

Justification *

* - Mandatory Field

If you want to add additional budget items, select the category and repeat slides #42 - 52. If you have completed your budget, click on the **Budget** tab at the top of the screen.

Creating an E-Grants Application

Participant: Test Participant

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

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

Budget Summary

Participant	Grant Funds	Matching Funds	Total
Test Participant	\$75,000.00	\$0.00	\$75,000.00
Total	100.00%	0.00%	\$0.00

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

Advance Request Justification (200 character limit)

Budget Summary by Participant
Test Participant
Version 1 - [Edit](#) (Click here to add more lines to budget categories)

#	Equipment	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Delete
1	Blast resistant window film	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	X
2	Perimeter fencing and related equipment	1	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	X
3	CCTV and related equipment	1	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	X
Total				\$75,000.00	\$75,000.00	\$0.00	

Version 1 Total	Total Cost	Grant Funds	Matching Funds
	\$75,000.00	\$75,000.00	\$0.00

(Do not add a second budget version unless instructed to do so by DHSES.)

Your completed budget will look like this.

If you need to make changes to your budget or add additional budget items, click on Edit.
Remember, you need to complete the Budget and Funding Allocation Tab for each budget item.

Creating an E-Grants Application

Project **Participant: Test Participant**

[Home](#) [Open](#) [Submit](#) [Go to](#) [Attachment](#) [Award](#) [Progress](#) [Site Review](#) [Financial](#) [Property](#) [Audit](#) [Reports](#) [Application](#) [Help](#) [Logout](#) Login ID: vbloomer 4.3.7

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

The following Assurances must be certified before the Project can be submitted.

#	Assurance	Certified by	Certified Date	N/A
1	DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES Grant Assurances and Certifications for Federally-Funded Grants The certifications herein shall be treated as a material representation of fact upon which reliance will be placed when the State of New York and/or the Federal Emergency Management Agency (FEMA) or U.S. Department of Transportation (DOT) determines to award the cove	Valerie Bloomer	05/09/2017	<input type="checkbox"/>

The next step is to attach the **required** documents and any supporting documentation. To add Attachments, click on ***Attachment*** on the left side.

Creating an E-Grants Application

Attachment Participant: **Test Participant**

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

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

Click on Attachment Name to view or download.

#	Entered	Attachment Name	Delete
New			

Help
Logout

Login ID:
vbloomer

4.3.7

Total Records: 0

125%

Important Note: Do not upload any attachments that are password-protected.

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

Attachment

Participant: Test Participant

Entered Date 05/09/2017

Select the file to be uploaded.

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

Home
Open

Go to
Project
Award
Progress
Site Review
Financial
Property
Audit

Help
Logout

Login ID:
vbloomer

4.3.7

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.

Creating an E-Grants Application

Attachment **Participant:** Test Participant

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

[Go to](#)
[Project](#)
[Award](#)
[Progress](#)
[Site Review](#)
[Financial](#)
[Property](#)
[Audit](#)

[Help](#)
[Logout](#)

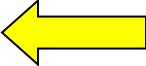
Login ID:
vbloomer

437

The file Test Upload.docx has been uploaded.

Entered Date 05/09/2017

Select the file to be uploaded.



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

[Home Open](#)
[Go to Project Award Progress Site Review Financial Property Audit](#)
[Help Logout](#)
 Login ID: vbloomer
 4.3.19

Participant: Test Participant

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	02/23/2021	HS21-1000-D00-AttachmentID-33952-Required Upload.pdf	X

Total Records:

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

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

Organization Details


Instructions:
Below is a list of required and additional forms and documents based on your organization's entity type.
All required documents must be uploaded.
The additional documents may be requested based on the opportunities you apply for.

Status	Page Name	Note	Created By	Last Modified By
Required Forms				
	Organization Capacity			
	Organization Compliance			
	Organization Integrity			
	Service Descriptors			
	Service Capacity			
Not For Profit Required Documents				
	Certificate of Incorporation or Equivalent Document			

One of the attachments that we require is the Status History from the Grants Gateway. Log into Grants Gateway and click on document vault.

Creating an E-Grants Application

	Vendor Responsibility Questionnaire
	Organization Chart
	Board of Directors Meeting Minutes
	Other (Specify)
Management Screens	
	State Prequalification Application Status Report
	Status History 
	Process Flow Snapshot
	Modification History
	Add/Edit People

 [Top of the Page](#)

Powered by IntelliGrants™

© Copyright 2000-2014 Agate Software, Inc.

Scroll down and click on Status History.

Creating an E-Grants Application

New York State Grants Gateway

Home | Grant Opportunity Portal | Document Vaults | Applications | Contracts | Tasks

Reports | Administration | Training Materials | Organization(s) | Profile | Logout

[Organization\(s\)](#) [Profile](#)

[Back](#)

My Organization Information

Below are the details for the status history of this document.

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Document Vault		Prequalification Specialist Lead	Document Vault Prequalified	N/A - N/A N/A

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

Document Status History

Status	Date/Time	By	Notes
Document Vault Initialized	1/23/2017 10:49:10 AM	Francis, Kirsty	
Submit Document Vault	2/23/2017 3:05:36 PM		<p>MWBE CERTIFICATION</p> <p>By selecting the agree button below, I certify and agree that I am authorized on behalf of the applicant and its governing body to commit the applicant, its subsidiaries, and any of its subcontractors, to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for MBE/WBE participation. I further certify that the applicant, its subsidiaries, and any of its subcontractors will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project. Furthermore, I understand that, should the project receive a funding award, the applicant shall be required to use good faith efforts to achieve prescribed MWBE goals assigned to the project.</p> <p>MANDATORY CERTIFICATION</p> <p>By selecting the agree button below, I certify:</p> <ul style="list-style-type: none"> I am authorized on behalf of the applicant and its governing body to submit this information. All of the information contained herein and all statements, data and supporting documents which have been made or furnished, are true and correct and complete to the best of my knowledge and belief. I recognize that this questionnaire is submitted for the express purpose of assisting New York State in making responsibility determinations regarding an award of contracts or grants or approval of a subcontract. I acknowledge that New York State will rely on such information disclosed by me. I acknowledge that New York State may, in its discretion, by means which it may so choose, verify the truth and accuracy of all statements made herein. I understand that if any change occurs in the information I have provided, that I will promptly notify
Document Vault in Review	3/1/2017 9:37:00 AM	System, Grant	
Document Vault Prequalified	3/1/2017 10:10:53 AM	Bloomer, Ms. Valerie	

[Top of the Page](#)

Powered by IntelliGrants™

© Copyright 2000-2017 Agate Software, Inc.

Print out the whole report, scan and attach it in E-Grants even if there are multiple pages.



Creating an E-Grants Application

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Click on the Question to answer it. Please answer all Program Specific Questions.							
Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout	#	Question					Answer
	1	Have you completed and uploaded the INVESTMENT JUSTIFICATION TEMPLATE in the required FILLABLE-PDF format? Yes or No					
	2	Have you uploaded your organization's Mission Statement? Yes or No					
	3	Have you uploaded your organization's current vulnerability or security assessment that corresponds to the facility address on the Investment Justification? Yes or No					
	4	Have you uploaded documentation from the Grants Gateway website that your organization has prequalified? Yes or No					
<input type="button" value=" <"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="> "/>						Total Records: 4 ,Page 1 of 1	

When you have uploaded all your attachments, click the **Questions** tab. Click on the first question, enter your answer and click on **Save**. This will bring you to the next question. These questions serve as a reminder to ensure that you upload the required attachments. You can simply write yes when the question is completed as an internal checklist for you to ensure you haven't forgotten anything.



Creating an E-Grants Application

Project Participant: **Test Participant**

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

Submit The following Assurances must be certified before the Project can be submitted.

#Assurance	Certified by	Certified Date	N/A
1	DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES Grant Assurances and Certifications for Federally-Funded Grants The certifications herein shall be treated as a material representation of fact upon which reliance will be placed when the State of New York and/or the Federal Emergency Management Agency (FEMA) or U.S. Department of Transportation (DOT) determines to award the cove		<input type="checkbox"/>

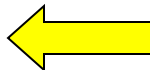
Once all the questions have been answered, click on the **Acceptance Tab**.
Click **Assurance #1**.

Creating an E-Grants Application

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.



Click the **Certify** button on the bottom of the screen after you have finished reading the information thoroughly. Screen will refresh with a confirmation message “Are you sure you want to Certify the statement?” Click **OK**. The screen will refresh again, and your name will appear in the Certified by box with the current date.



Homeland Security
and Emergency Services

Creating an E-Grants Application

Project **Participant: Test Participant**

Home Open

Submit

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
vbloomer

4.3.7

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

The following Assurances must be certified before the Project can be submitted.

#Assurance	Certified by	Certified Date	N/A
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES Grant Assurances and Certifications for Federally-Funded Grants	Valerie Bloomer	05/09/2017	<input type="checkbox"/>
1 The certifications herein shall be treated as a material representation of fact upon which reliance will be placed when the State of New York and/or the Federal Emergency Management Agency (FEMA) or U.S. Department of Transportation (DOT) determines to award the cove			

By certifying the assurance, you are NOT submitting your application.
See slide #67 on how to submit your application.

125%



Creating an E-Grants Application

Project #: HS23-1000-D00 **Homeland Security Non-Profit Grant** **Project Status:** New

Participant: Test Non-Profit Grant

Project

Home
Open
Save
Submit
Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit
Reports
Application
Help
Logout
Login ID:
vbloomer
4.3.19

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

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

Project Title * (60 Character Limit)

Project Start Date (If known or applicable) Submission Date

Project End Date (If known or applicable) Grant Funds \$1.00 100.00%

Project Period Years 3 Months 0 Matching Funds \$0.00 0.00%

County * Al Funds \$1.00

Summary Description of Project * (Please limit to 255 characters)
Description of Project.

Save Cancel Check Spelling

* - Mandatory Field

Federal Program Purpose Area

Description Remove

Select a Program Purpose to add to this Project.

When you have completed your application and attached all the required documents you are ready to submit your application. Click on the word **Submit** and **OK**.

Creating an E-Grants Application

Grant Application

Project No.

Grantee Name

Test Participant

07/03/2017

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

Contact - add a Signatory Contact

Contact - add a Fiscal Contact

Add Primary NYS Critical Capabilities

Task - add a Task for Objective number 1

Funding Allocation - add G and T Code for budget item.

Budget Item - CCTV and related equipment

Funding Allocation - add National Priority Code for budget item.

Budget Item - CCTV and related equipment

Funding Allocation - add Priority Project Code for budget item.

Budget Item - CCTV and related equipment

Subcategory Funding Allocation does not match Budget Item.

Budget Item - CCTV and related equipment

Discipline Funding Allocation does not match Budget Item.

Budget Item - CCTV and related equipment

A Primary, Signatory and Fiscal Contact are required. See instructions starting on Slide 21

This information is on the WorkPlan tab. See instructions starting on Slide 29

This information is on the Funding Allocation Tab and relates to the CCTV and related equipment budget line. Click on the Funding Allocation tab and see instructions starting on Slide 48.

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.



Homeland Security
and Emergency Services

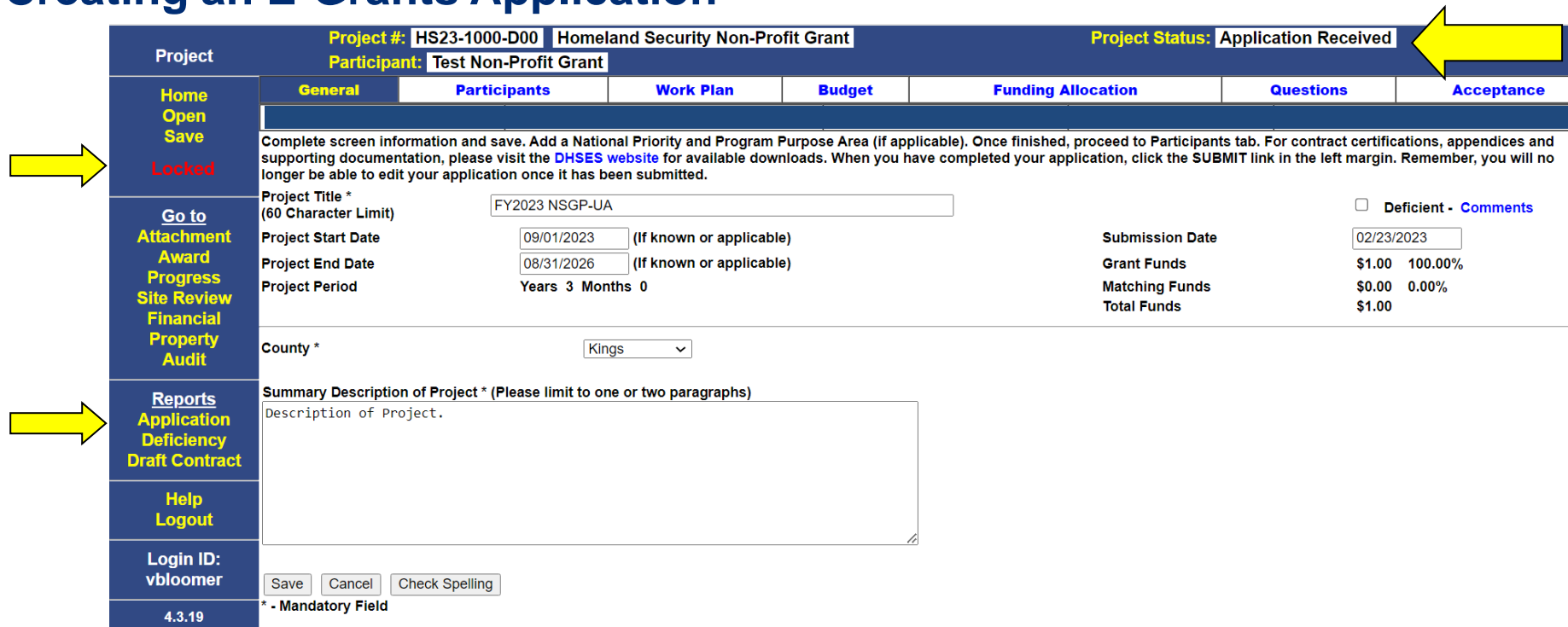
Creating an E-Grants Application

The project has been submitted.

[Close](#)

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 also receive an e-mail that the application was submitted.

Creating an E-Grants Application



Project #: HS23-1000-D00 **Homeland Security Non-Profit Grant** **Project Status:** Application Received

Participant: Test Non-Profit Grant

Home **Open** **Save** **Locked**

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

Reports **Application** **Deficiency** **Draft Contract**

Help **Logout**

Login ID: vbloomer **Save** **Cancel** **Check Spelling**

4.3.19

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

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

Project Title * (60 Character Limit) ☐ **Deficient - Comments**

Project Start Date (If known or applicable) **Submission Date**

Project End Date (If known or applicable) **Grant Funds** \$1.00 100.00%

Project Period Years 3 Months 0 **Matching Funds** \$0.00 0.00%

Total Funds \$1.00

County *

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

Description of Project.

* - Mandatory Field

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

Please note that a **separate E-Grants application** must be completed for **each site** for which funding is requested.

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

