



Homeland Security and Emergency Services

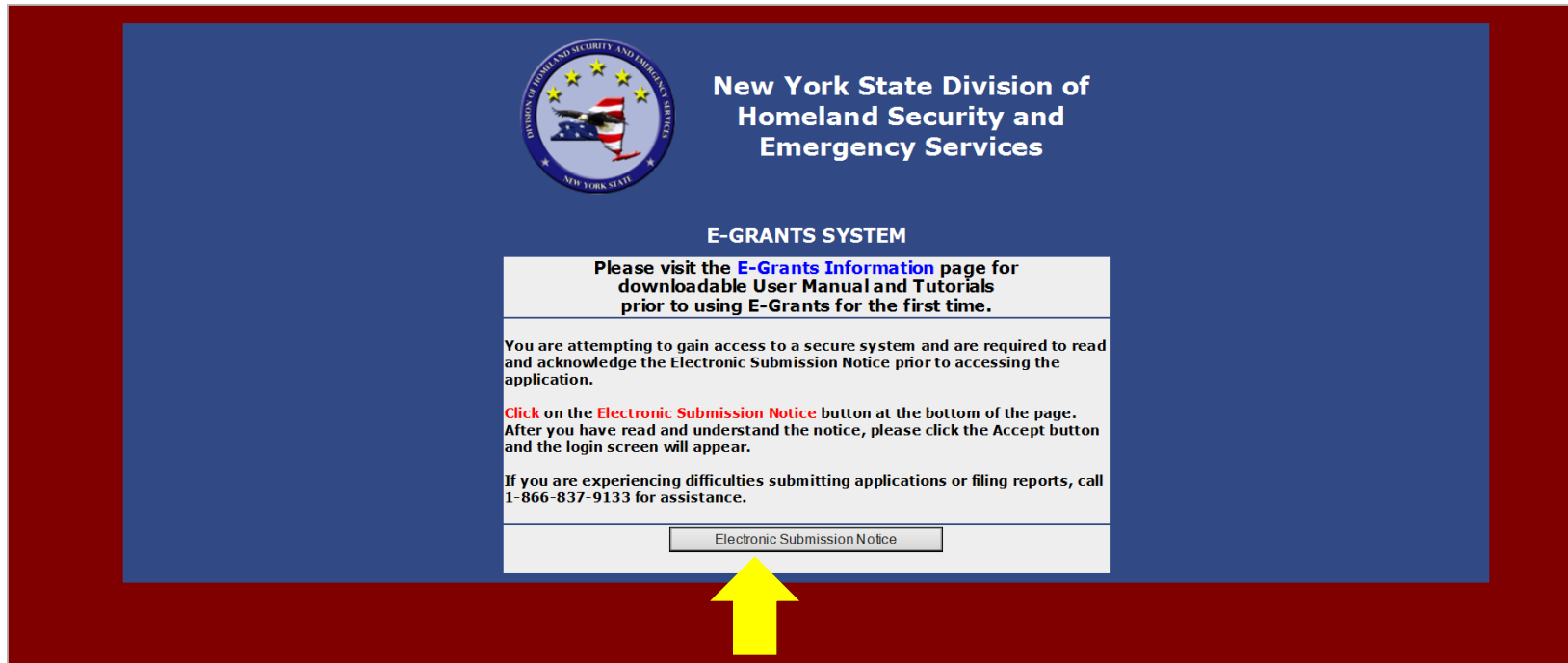
Tutorial – Creating an E-Grants Application


2024-2025 Statewide Interoperable Communications Grant Program (Targeted 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.

April 16, 2025

Creating an E-Grants Application



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

E-GRANTS SYSTEM

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

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

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

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

Click on the Electronic Submission Notice.

Creating an E-Grants Application

Electronic Submission Notice

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

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

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

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

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

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

DHSES strongly recommends that the applicant:

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

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



Accept

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

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

Creating an E-Grants Application

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

Message #1

DHSES E-Grants E-Grants System

E-Grants is currently unavailable.

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

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

Message #2

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

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

Creating an E-Grants Application

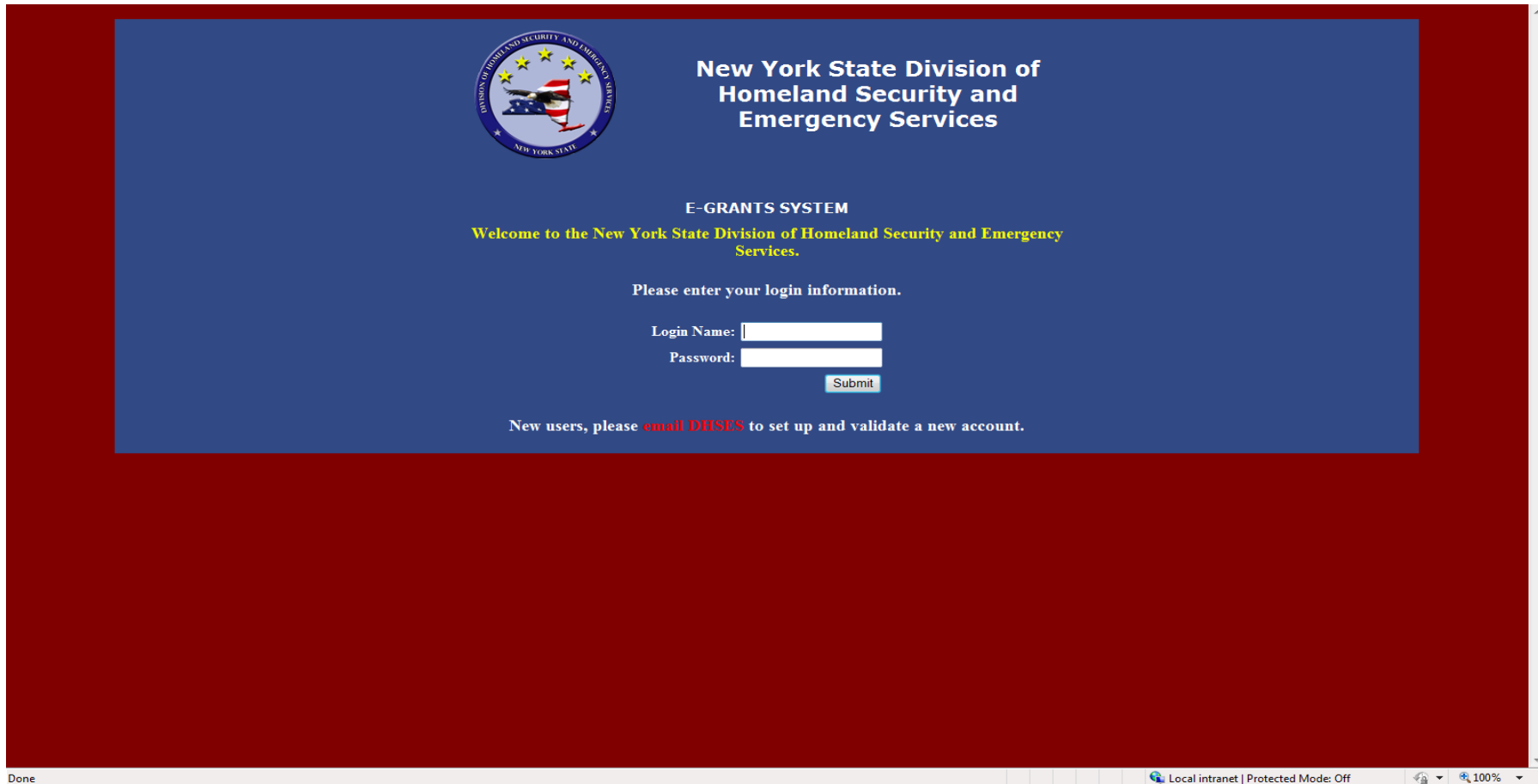
IMPORTANT INFORMATION:

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

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

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

Creating an E-Grants Application



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

Done

Local intranet | Protected Mode: Off

100%

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

Creating an E-Grants Application

E-Grants

Project ←
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Utilities
Security

Help
Logout

Login ID:
vbloomer
Change Password

3.4.5

Welcome to DHSES E-Grants

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

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



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

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

Creating an E-Grants Application

E-Grants
Project Grid

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

New
← < > →
Total Records: 15 ,Page 1 of 1

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

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

Creating an E-Grants Application

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

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

Creating an E-Grants Application

E-Grants

Project Attachment Award Progress Site Review Financial Property Audit

Utilities Security

Help Logout

Login ID: vbloomer
Change Password

4.3.7

Project

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

Funding Program

Funding Year

Create Project

(Select a Program Office)

- Bomb Squad
- Complex Coordinated Terrorist Attacks (CCTA) Program
- Critical Infrastructure Grant Program
- Explosive Detection Canine Team Grant Program
- Cyber Security Grant Program
- EMPG
- EMPG Supplemental
- Hazard Materials Emergency Preparedness Grant Program
- HazMat
- LET PP/SLET PP
- Legislative Adds
- Public Safety Answering Points Grant
- Regional Catastrophic Preparedness Grant
- Recruitment and Retention Grant Program
- Operation Stonegarden
- SHSP
- Statewide Interoperable Communications Grant
- Statewide Interoperable Communications Grant - Targeted Program
- Technical Rescue Grant Program
- Tactical Team Targeted Grant Program
- Targeted Violence and Terrorism Prevention Grant
- New York City UASI



Select **Statewide Interoperable Communications Grant – Targeted Program** from the drop-down box

Creating an E-Grants Application

The screenshot displays the E-Grants application interface. On the left is a dark blue sidebar with the following menu items: E-Grants, Project Attachment, Award, Progress, Site Review, Financial, Property, Audit, Utilities, Security, Help, Logout, Login ID: vbloomer, Change Password, and 4.3.7. The main content area is titled 'Select a Funding Program and Funding Year to Create a New Project'. It contains two dropdown menus: 'Funding Program' (set to 'Statewide Interoperable Communications Grant - Targeted Program') and 'Funding Year' (set to '(Select a Funding Year)'). A 'Create Project' button is located below the 'Funding Year' dropdown. A yellow arrow points from the 'Create Project' button to the 'Funding Year' dropdown, and another yellow arrow points from the 'Funding Year' dropdown to the year '2024', which is highlighted in blue in the list.

Select **2024** from the Funding Year drop down box and click **Create Project** Button. Click **OK** in the pop-up box.

Creating an E-Grants Application

The screenshot shows the 'General' tab of the E-Grants Application interface. The left sidebar contains navigation options: Home, Open, Save, 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 includes a 'Participant' dropdown, a 'General' tab, and a 'Work Plan' tab. The 'General' tab contains the following fields and sections:

- Project Title** (60 Character Limit): [Text Input]
- Project Start Date**: [Text Input] (If known or applicable)
- Project End Date**: [Text Input] (If known or applicable)
- Project Period**: Years 0 Months 0
- Submission Date**: [Text Input]
- Grant Funds**: \$0.00 0.00%
- Matching Funds**: \$0.00 0.00%
- Total Funds**: \$0.00
- County**: [Dropdown Menu]
- Summary Description of Project *** (Please limit to one or two paragraphs): [Text Area]
- Buttons**: Save, Cancel, Check Spelling
- Federal Program Purpose Area**: [Section Header]
- Description**: [Table Header]
- Select a Program Purpose to add to this Project**: [Dropdown Menu] Add

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

- Project title – FY2024-2025 Statewide Interoperable Communications Targeted
- County
- Summary Description of the Project – Brief description of the Project
- Project Start Date: Leave Blank
- Project End Date: Leave 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](#)
[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.

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

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

Login ID: vbloomer

3.4.7

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

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

Creating an E-Grants Application

Project **Participant:**

Home Open

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports Application

Help Logout

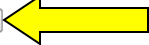
Login ID:
vbloomer

3.4.7

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

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

Local intranet | Protected Mode: On | 115%

Click **Add Participant**.

Creating an E-Grants Application

Project Participant:

Home Open

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

Go to

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

Reports

[Application](#)

Help

[Logout](#)

Login ID:
vbloomer

3.4.7

Enter Search Criteria

You can search using the first few letters for Participant Name, Ein or City. Each word in the Participant Name will be searched on independently. Use commas to separate the other search criteria. For example - if you want to find City that start with letters A and W - type A,W in the City box.

Participant Name

EIN

City

State

County

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

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

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. The top navigation bar includes 'Project' and 'Participant:'. Below this is a menu with tabs: 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. The 'Participants' tab is active. A message states: 'Click on a Participant number to add that participant to the Project. Click on column heading to sort by that column. If the Participant you wish to add is not listed, click 'New' to create a new Participant.' Below the message are search buttons: 'Search', 'View All', and 'New'. A search criteria string is displayed: 'AND ((Upper(Participant.Participant_Name) LIKE UPPER('test%'))'. The search results are shown in a table with 4 records. The table has columns for '#', 'Participant Name', 'EIN', 'City', and 'State'. The records are: 1. Test Canine Partner (EIN: 111111111111111111, City: albany, State: New York); 2. Test County Emergency Management Office (EIN: 000, City: Albany, State: New York); 3. Test Participant (EIN: 00-0000000, City: Anytown, State: New York); 4. Test Regional Exercise Participating Agency (EIN: 111, City: 111, State: New York). The left sidebar contains navigation links: 'Home Open', 'Go to Attachment Award Progress Site Review Financial Property Audit', 'Reports Application', 'Help Logout', 'Login ID: vbloomer', and '3.4.7'. The bottom status bar shows 'Done', 'Local intranet | Protected Mode: On', and '115%' zoom level.

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

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

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. The main area displays a table of participants with columns for #, Participant Name, EIN, City, and State. A search criteria filter is applied: AND ((Upper(Participant.Participant_Name) LIKE UPPER('test%'))). A dropdown menu is open over the table, showing options: Grantee, Implementing Agency, and Other. The 'Grantee' option is selected.

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

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

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

Creating an E-Grants Application

The screenshot displays a web application interface for managing E-Grants. A central dialog box titled "Message from webpage" contains a yellow warning icon and the text "Participant has been added." with an "OK" button. The background interface includes a sidebar on the left with navigation links such as "Home Open", "Go to Attachment Award Progress Site Review Financial Property Audit", "Reports Application", "Help Logout", and "Login ID: vbloomer". The main content area shows a table of participants with columns for "#", "Participant Name", "EIN", "City", and "State". The table contains four rows of data. Above the table, there are search criteria and navigation controls. The top of the page shows a project name and a "Participant:" field.

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

The Participant has been added to the Project.

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. At the top, there is a 'Project' header with a 'Participant:' field. Below this is a navigation bar with tabs: 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. The 'Participants' tab is active. A message reads: 'Click on a Participant number to add that participant to the Project. Click on column heading to sort by that column. If the Participant you wish to add is not listed, click 'New' to create a new Participant.' Below this message are buttons for 'Search', 'View All', and 'New'. A yellow arrow points to the 'New' button. To the right of these buttons are navigation arrows and the text 'Total Records: 4, Page 1 of 1'. Below the buttons is a search criteria field containing the text: 'Search Criteria : AND ((Upper(Participant.Participant_Name) LIKE UPPER('test%'))'. Below the search criteria is a table with the following data:

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

Overlaid on the bottom half of the screenshot is a dialog box titled 'Message from webpage'. The dialog box contains a question mark icon and the text: 'Are you sure you want to create a participant?'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

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

Creating an E-Grants Application

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

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

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

Creating an E-Grants Application

Project Participant:

Home Open
General
Participants
Work Plan
Budget
Funding Allocation
Questions
Acceptance

Submit

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

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

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

Total Records: 2

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

Reports Application

Contacts for Participant

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

Help Logout

#	Contact Name	Contact Type	Phone	Email	Remove
<input type="button" value="Add Contact to Test County"/>					

Total Records: 0

Login ID:
cstumpf

4.3.19

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

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

Creating an E-Grants Application

Home Open Submit Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: vbloomer 4.3.7	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance	
	Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email DHSES with your corrections. When you have finished adding Participants, please go to the Workplan tab.							
	#	Participant Name	Participant Type	Remove				
	1	Test County	Grantee	X				
	2	Test County Sheriff's Office	Implementing Agency	X				
	<input type="button" value="Add Participant"/>							Total Records
	*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee a consortium, you may add multiple implementing agencies.							
	Contacts for Participant	<input type="text" value="Test County"/>						
	(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)							
	#	Contact Name	Contact Type	Phone	Email	Remove		
	<input type="button" value="Add Contact to Test County"/>							Total Records

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

Creating an E-Grants Application

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

[Submit](#)

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

[Reports Application](#)

[Help Logout](#)

[Login ID: vbloomer](#)

 4.3.7

[General](#)

[Participants](#)

[Work Plan](#)

[Budget](#)

[Funding Allocation](#)

[Questions](#)

[Acceptance](#)

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

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

Total Records: 2

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

Contacts for Participant Test County

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

#	Contact Name	Contact Type	Phone	Email	Remove
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Contact to Test County Total Records: 0 </div>					

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

Creating an E-Grants Application

Home Open

Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

3.1.3

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

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

Search

Done Local intranet 100%

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

Creating an E-Grants Application

The screenshot shows a web application interface with a navigation sidebar on the left and a main content area. The sidebar includes links for Home, Submit, Attachments, Progress, Site Review, Financial, Property, Audit, Reports, Application, Help, Logout, and Login ID. The main content area has tabs for General, Participants, Work Plan, Budget, Funding Allocation, Questions, and Acceptance. The 'Participants' tab is active, displaying a search results table with columns for #, Last Name, Title, and City. A popup window titled 'Project Add Contact Type - Microsoft Internet E...' is overlaid on the table, prompting the user to 'Select the Contact Type that this person has for this Project.' The popup contains a dropdown menu with the following options: Primary (selected), Agency Head, Secondary, Alternate, Fiscal, and Signatory. The search results table shows 12 records, with the first few having titles like 'title', 'asdf', 'test', and 'Mayor'.

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

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

Creating an E-Grants Application

Home Open

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

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

2.2.6

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

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

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

Select the Contact Type: Primary Add

Message from webpage Contact has been added. OK

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

contact_Person.Last_Name) LIKE Upper("%

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

Creating an E-Grants Application

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

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

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

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

Creating an E-Grants Application

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.

<< < > >>

Total Records: 12 ,Page 1 of 1

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

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

2.2.6

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

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. The 'Participants' tab is selected. The 'Contact Type' dropdown menu is highlighted with a red circle and contains the text 'Primary'. Below this, there are input fields for 'First Name *', 'M', and 'Last Name *'. Further down, there are fields for 'Agency', 'Title', 'Salutation', 'Address *', 'Address2', 'City *', 'State *' (set to 'New York'), and 'Zip *'. There is also a 'County' dropdown. An 'Email' field is present with a note: 'Please note: Without a valid email address, automated notification will not occur.' Below the email field are fields for 'Phone *', 'Cell Phone', and 'Fax'. At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Check Spelling' button. A legend indicates that '*' denotes a mandatory field.

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

Creating an E-Grants Application

Project **Participant: Test County**

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

Submit

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

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

Add Participant Total Records

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

Reports Application

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

#	Contact Name	Contact Type	Phone	Email	Remove
1	Tester Grantee	Primary	518-457-9214	cstumpf@dhse.ny.gov	X
2	Test Fiscal	Fiscal	999-999-99999	carol.stumpf@dhse.ny.gov	X
3	Test Signatory1	Signatory	3434343434	cstumpf@dhse.ny.gov	X

4.3.7 Total Records

Help Logout

Login ID: vbloomer

This is an example of a completed Participant Tab screen.

Creating an E-Grants Application

Generic Workplan Information

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

Project goal – To improve the overall status of land mobile radio interoperability for public safety agencies within New York as well as with other States; implementation of components supporting interoperability; close gaps in the interoperability infrastructure, regional communications deficiencies and implementation of National Interoperability channels. Enhance emergency response and improve capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communication Plan (NECP), improvements in governance structures, operating procedures, infrastructure development and addressing SAFECOM guidance from the DHS Office of Emergency Communications (OEC).

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

Investment Justification – Not Applicable

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

NYS Critical Capability – Not Applicable

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

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



Creating an E-Grants Application

Project: **Participant:** West County

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

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

Project Goal

To improve the overall status of land mobile radio interoperability for public safety agencies within New York as well as with other States; implementation of components supporting interoperability; close gaps in the interoperability infrastructure, regional communications deficiencies and implementation of National Interoperability channels. Enhance emergency response and improve

Save Check Spelling

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

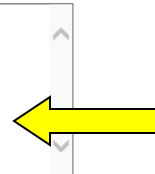
Click on the Objective or Task Name to view the details or ←

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

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

Creating an E-Grants Application

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



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

Creating an E-Grants Application

Project **Participant: Test County**

Home **Open** **Save**

Submit

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
cstampf

4.3.19

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](#)

14. Develop/enhance interoperable communications system. ▾

Investment Justification - [Show All](#)

Not Applicable ←

Description

Save Cancel Check Spelling

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

Creating an E-Grants Application

Project # 519-1000-200 Statewide Interoperable Communications Grant		Project Status: New	
Participant: Test County			
Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: vbloomer 4.3.7	General Participants Work Plan Budget Funding Allocation Questions Acceptance		
	Objective (Please enter an Objective and Save.)		
	G & T Work Plan Codes (One per each Objective) - Show All		
	14. Develop/enhance interoperable communications system. ▼		
	Investment Justification - Show All		
	NotApplicable ▼		
	Description		
	To ensure progress towards the goals and milestones described in the Statewide Communications Interoperability Plan (NYS SCIP) and toward communication priorities identified by the Federal government (SAFECOM). Provide stability, sustainment and further development of LMR systems and regional solutions developed to date. Provide for the: development and coordination of National Interoperability Channels, State, Regional, Tribal and Local mutual aid channels; development of interoperable communications infrastructure; improvements of Public Safety Answering Points (PSAPs) toward Next Generation		
	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>		

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

Creating an E-Grants Application

Participant: Test County

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

Objective (Please enter an Objective and Save.)
G & T Work Plan Codes (One per each Objective) - Show All
14. Develop/enhance interoperable communications system.

Investment Justification - Show All
NotApplicable

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

Save Cancel Check Spelling

Login ID: vbloomer

4.3.7

NYS Critical Capability (Max 1 Primary and 4 Secondary)

NYS Critical Capability Code	Description	Type	Remove
------------------------------	-------------	------	--------

Select a NYS Critical Capability to add to this Objective.
NotApplicable Add Primary NYS Critical Capability

Add Task to this Objective

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

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

Creating an E-Grants Application

The screenshot displays the E-Grants application interface. At the top, the participant is identified as "testCounty". The main navigation tabs include "General", "Participants", "Work Plan", "Budget", "Funding Allocation", "Questions", and "Ac". The left sidebar contains navigation options: Home, Open, Save, Submit, Go to Attachment, Award, Progress, Site Review, Financial, Property, Audit, Reports, Application, Help, Logout, Login ID: vbloomer, and version 4.3.7.

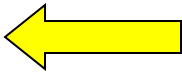
The "Task" field is a mandatory field containing the text: "Purchase allowable interoperable communication equipment and/or acquire services and/or provide maintenance. Train appropriate personnel in the proper use of equipment and place equipment into service. Establish or improve governance and standard operating procedures related to such equipment. Report on progress of implementation of project and the development and implementation". Below the text area are "Save", "Cancel", and "Check Spelling" buttons.

A confirmation dialog box titled "Message from webpage" is overlaid on the screen, asking "Are you sure you want to save?" with "OK" and "Cancel" buttons.

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

Creating an E-Grants Application

Project		Participant: Test County				
Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: vbloomer 4.3.7	General	Participants	Work Plan	Budget	Funding Allocation	Questions
	Task * Purchase allowable interoperable communication equipment and/or acquire services and/or provide maintenance. Train appropriate personnel in the proper use of equipment and place equipment into service. Establish or improve governance and standard operating procedures related to such equipment. Report on progress of implementation of project and the development and implementation					
	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>					
	<input type="button" value="Add Performance Measure to this Task"/>					
* - Mandatory Field						



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

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. The top navigation bar includes tabs for "General", "Participants", "Work Plan", "Budget", and "Funding Allocation". The "Work Plan" tab is currently selected. Below the navigation bar, there is a section titled "PerformanceMeasure *" with a text area containing the following text: "Identify equipment ordered and received and/or services acquired and/or maintenance activities conducted. Provide a brief narrative on the training of personnel and the deployment of equipment and/or activities conducted. Provide a brief narrative, including examples, of formalized governance and/or standard operating procedures. Describe how the project enhanced interoperable". Below the text area are buttons for "Save", "Cancel", and "Check Spelling". A confirmation dialog box titled "Message from webpage" is overlaid on the form, displaying a question mark icon and the text "Are you sure you want to save?". The dialog box has "OK" and "Cancel" buttons at the bottom.

Participant: **test County**

Home
Open
Save

Submit

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
vbloomer

4.3.7

General Participants **Work Plan** Budget Funding Allocation

PerformanceMeasure *

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

Save Cancel Check Spelling

* - Mandatory Field

Message from webpage

Are you sure you want to save?

OK Cancel

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

Creating an E-Grants Application

Save

Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

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

Project Goal

To improve the overall status of land mobile radio interoperability for public safety agencies within New York as well as with other States; implementation of components supporting interoperability; close gaps in the interoperability infrastructure, regional communications deficiencies and implementation of National Interoperability channels. Enhance emergency response and improve

Save Check Spelling

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

Click on the Objective or Task Name to view the details or

Objective #1
G & T Workplan Code - 14. Develop/enhance interoperable communications system.
Investment Justification - Not Applicable
NYS Critical Capability
 Primary - Not Applicable

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

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

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

This is an example of a completed work plan.

Creating an E-Grants Application

Project **Participant: Test County**

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

[Submit](#)

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

[Reports Application](#)

[Help Logout](#)

Login ID: vbloomer

4.3.7

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

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

Budget Summary

Participant	Grant Funds	Matching Funds	Total
Test County		\$0.00	\$0.00
Test County Sheriff's Office		\$0.00	\$0.00
Total	--	\$0.00	\$0.00

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

Advance Request Justification (200 character limit)

Budget Summary by Participant

Test County

Test County Sheriff's Office

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

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

Creating an E-Grants Application

Project
Participant: Test County

Home
Open
Save

[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 County Sheriff's Office 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="1"/>	= \$0.00

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

Justification *

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

Creating an E-Grants Application

Participant: Test County

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: cstumpf 4.3.19

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

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

Personnel Budget for Test County Sheriff's Office Version 1

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

Choose a different Category to work on: Personnel or Back to Budget Summary

Edit information for this budget line item and press Save or Add Funding Allocation for this Budget item

Description *
Budget Item Necessary to Submit Application Worksheet

Number * 1 x Unit Cost * \$ 1.00 = Total Funds \$1.00

Total Funds \$1.00 - Matching Funds \$ 0.00 = Grant Funds \$1.00

Justification *
Budget Item Necessary to Submit Application Worksheet

Back to Budget Summary Save Check Spelling Add Funding Allocation Add New Budget Item

* - Mandatory Field



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

Creating an E-Grants Application

Project Participant: **Test County**

Home Open Save

Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application Help Logout

Login ID: cstumpf

4.3.19

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Budget Item Description - Budget Item Necessary to Submit Application Worksheet

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

Justification - Budget Item Necessary to Submit Application Worksheet

G and T Workplan

G and T Workplan Code	Description	Remove
Select a G and T Workplan that describes this Budget Item.		
14. Develop/enhance interoperable communications system. ▾	Add G and T Workplan	
<div data-bbox="309 625 1105 963" data-label="Complex-Block"> <p>Message from webpage</p> <p>Are you sure you want to add this G and T Workplan?</p> <p>OK Cancel</p> </div>		

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

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

Not Applicable ▾

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

Add Spending Subcategory

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

Creating an E-Grants Application

Project **Participant:** Test County

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

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

Submit

Budget Item Description - Budget Item Necessary to Submit Application Worksheet


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

Justification - Budget Item Necessary to Submit Application Worksheet

G and T Workplan

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

National Priority

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

Spending Subcategory

Code	Description	Amount	Remove
		Total	\$ 0.00

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

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

Not Applicable

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

Add Spending Subcategory

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

Creating an E-Grants Application

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

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

Creating an E-Grants Application

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

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

Creating an E-Grants Application

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

Finished with this Item

This is an example of a completed Funding Allocation.

Creating an E-Grants Application

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

[Submit](#)

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

[Reports Application](#)

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

 Login ID: vbloomer

 4.3.7

Participant: Test County

General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Budget Item Description - Budget Item Necessary to Submit Application Worksheet						
Number	Unit Cost	Total Funds	Matching Funds	Grant Funds		
1	x \$ 1.00	= \$1.00	- \$ 0.00	= \$1.00		
Justification - Budget Item Necessary to Submit Application Worksheet.						
G and T Workplan						
G and T Workplan Code		Description			Remove	
AIC		14. Develop/enhance interoperable communications system.			X	
National Priority						
National Priority Code		Description			Remove	
SIC		05. Strengthen Interoperable Communications Capabilities			X	
Priority Project/State Strategy Goal						
Priority Project Code		Description			Remove	
S06		State Strategy Goal: Advance Interoperable and Emergency Communications			X	
Spending Subcategory						
Code	Description	Amount			Remove	
NYS	Not Applicable	\$ 1.00			X	
		Total	\$ 1.00			
Spending Discipline						
Code	Description	Amount			Remove	
NYS	Not Applicable	\$ 1.00			X	
		Total	\$ 1.00			
<input type="button" value="Finished with this Item"/>						

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

Creating an E-Grants Application

Participant: Test County

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 County	\$0.00	\$0.00	\$0.00
Test County Sheriff's Office	\$1.00	\$0.00	\$1.00
Total	100.00%	0.00%	\$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 County
Create new Budget Version for Test County

Test County Sheriff's Office
Version 1 - Edit (Click here to add more lines to budget categories)

#	Personnel	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Delete
1	Budget Item Necessary to Submit Application Worksh...	1	\$1.00	\$1.00	\$1.00	\$0.00	X
Total				\$1.00	\$1.00	\$0.00	

Version 1 Total	Total Cost	Grant Funds	Matching Funds
	\$1.00	\$1.00	\$0.00

Create new Budget Version for Test County Sheriff's Office

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

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

Creating an E-Grants Application

Attachment **Project:** 1110-1001200 Technical Rescue Grant Program **Project Status:** New

Participant: Test County

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

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

Click on Attachment Name to view or download.

#	Entered	Attachment Name	Delete
New			

Help
Logout

Login ID: vbloomer

3.4.7

Total Records: 0

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

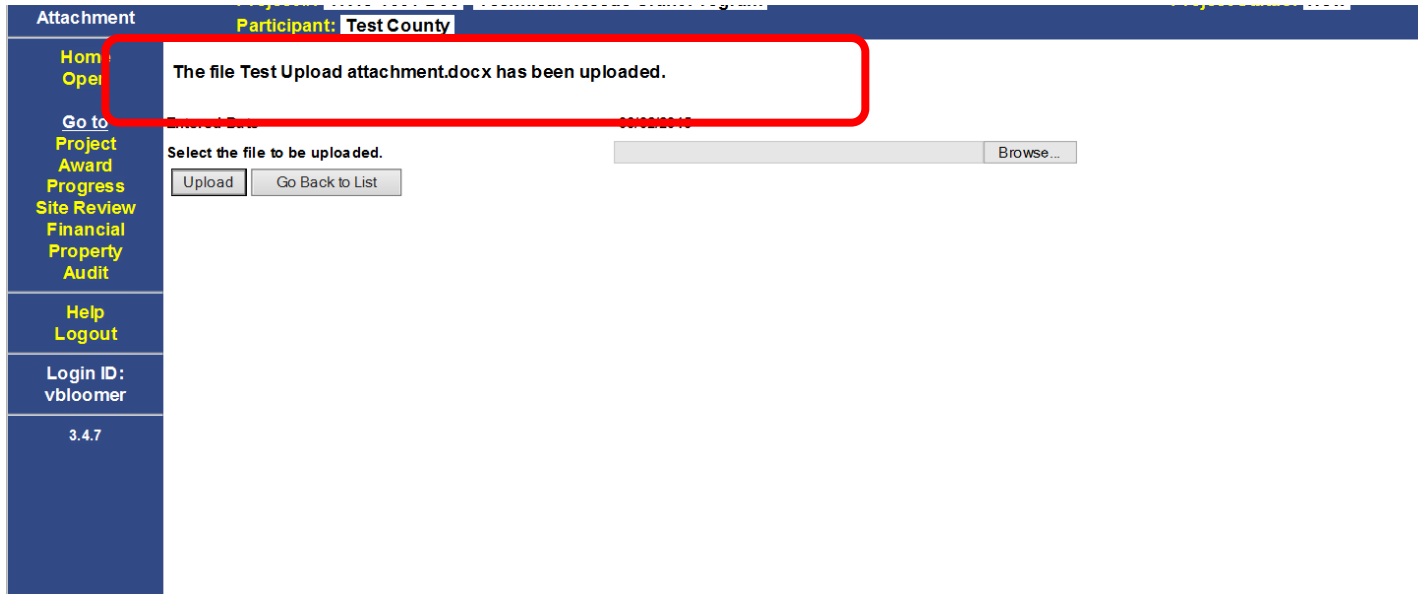
Creating an E-Grants Application

The screenshot displays the E-Grants application interface. On the left is a dark blue navigation sidebar with the following menu items: Home, Open, Go to Project, Award, Progress, Site Review, Financial, Property, Audit, Help, Logout, Login ID: vbloomer, and 4.3.7. The main content area shows a form for uploading a file. At the top, it says "Entered Date 03/01/2018". Below that, it says "Select the file to be uploaded." There is a text input field that is currently empty, followed by a "Browse..." button. A yellow arrow points to the "Browse..." button. Below the input field, there are two buttons: "Upload" (which is circled in red) and "Go Back to List".

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

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

Creating an E-Grants Application



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

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

Creating an E-Grants Application

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

Participant: Test County

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

Click on Attachment Name to view or download.

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

Login ID: vbloomer

3.4.7 Total Records: 1

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

Creating an E-Grants Application

General	Participants	Work Plan	Budget	Funding Allocation	Questions
Click on the Question to answer it. Please answer all Program Specific Questions.					
#	Question				
1	Have you completed and uploaded the Application Worksheet and all required supporting documentation as an attachment? (Yes/No)				

Click the **Questions** tab.

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

Creating an E-Grants Application

Participants		Work Plan		Budget		Funding Allocation		Questions		Acceptance		
Click on the Question to answer it. Please answer all Program Specific Questions.												
#	Question									Answer		
1	Have you completed and uploaded the Application Worksheet and all required supporting documentation as an attachment? (Yes/No)									Yes, thanks for the reminder.		

< < > >

Total Records: 1 ,Page 1 of 1

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

Creating an E-Grants Application

The screenshot shows the E-Grants application interface. At the top, the participant is identified as 'Test County'. The interface includes a navigation menu on the left with options like 'Home', 'Open', 'Save', 'Submit', 'Go to Attachment Award Progress Site Review Financial Property Audit', 'Reports Application Deficiency Draft Contract', and 'Help Logout'. The main content area has tabs for 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. A yellow arrow points to the 'Submit' button in the left menu. A modal dialog box titled 'Message from webpage' is overlaid on the screen, containing the text: 'Are you sure you want to submit this Project? Edits will not be permitted after the Project is submitted.' with 'OK' and 'Cancel' buttons. Below the dialog, a table shows a 'Deficient - Comments' section with a date of '07/13/2023' and three rows of '\$0.00 0.00%'.

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

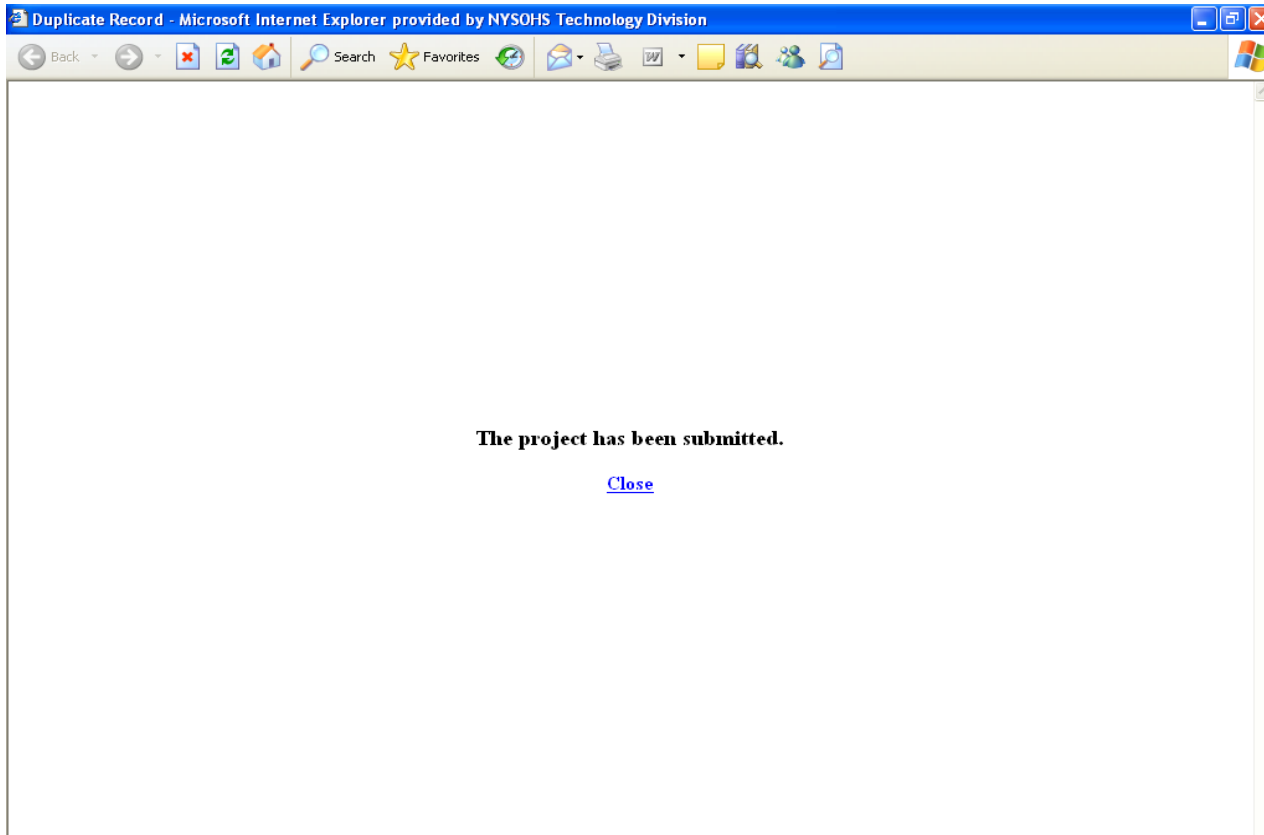
Creating an E-Grants Application

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

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

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

Creating an E-Grants Application



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

Creating an E-Grants Application

Project #:
ST24-1000-D00
Statewide Interoperable Communications Grant - Targeted Program
Project Status:
Application Received

Participant:
Test County

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)

Project End Date (If known or applicable)

Project Period Years 0 Months 0

County *

Summary Description of Project * (Please limit to one or two paragraphs)
Brief description of project.

Deficient - [Comments](#)

Submission Date

Grant Funds \$0.00 0.00%

Matching Funds \$0.00 0.00%

Total Funds \$0.00

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

Creating an E-Grants Application

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