



Homeland Security and Emergency Services

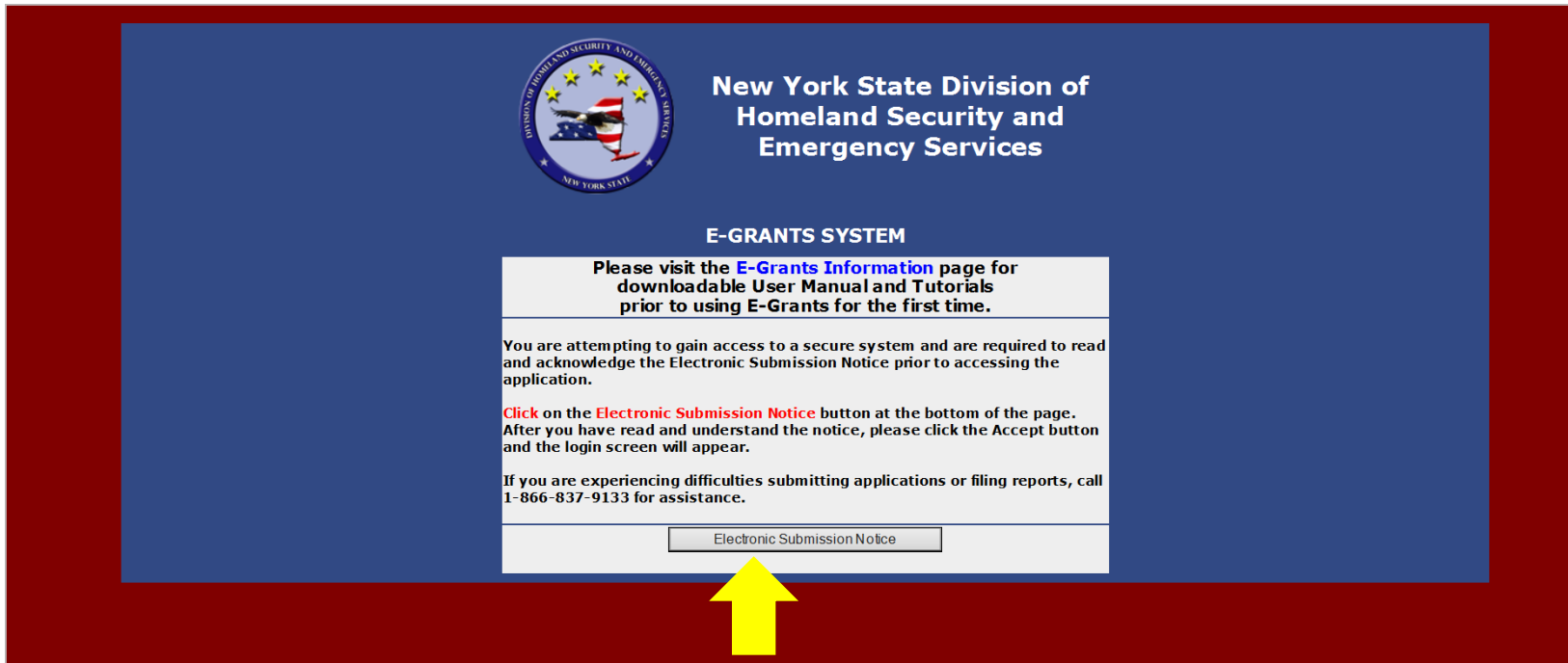
Tutorial – Creating an E-Grants Application


2025-2026 Public Safety Answering Point (PSAP) Operations Grant Program

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

April 17, 2026

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.



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

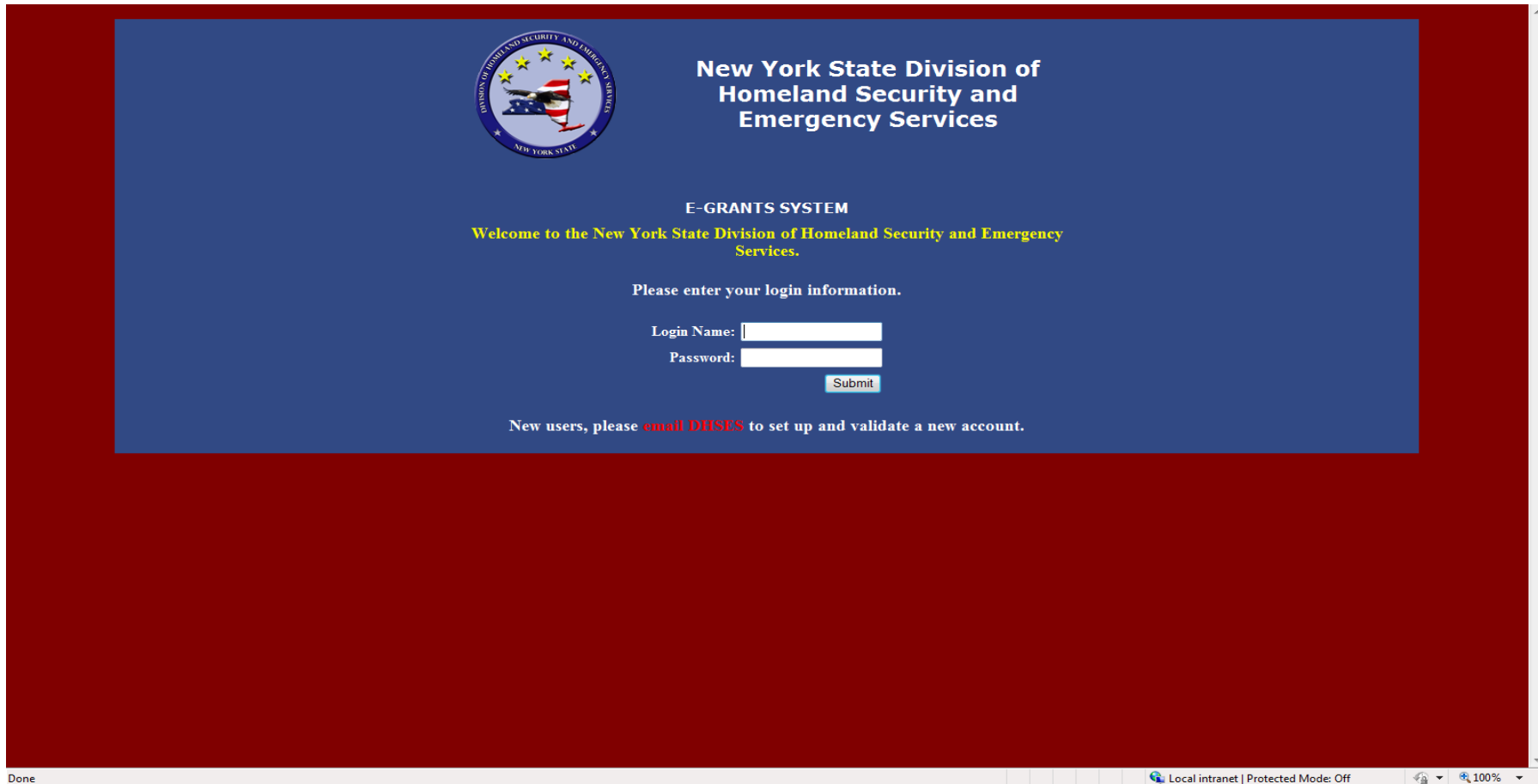
IMPORTANT INFORMATION:

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, it says 'E-GRANTS SYSTEM' and 'Welcome to the New York State Division of Homeland Security and Emergency Services.' in yellow. The main instruction is 'Please enter your login information.' followed by two input fields: 'Login Name:' and 'Password:'. A 'Submit' button is located below the password field. At the bottom, it says 'New users, please email **DUSES** 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

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.

< < > > 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

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

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

Creating an E-Grants Application

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

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

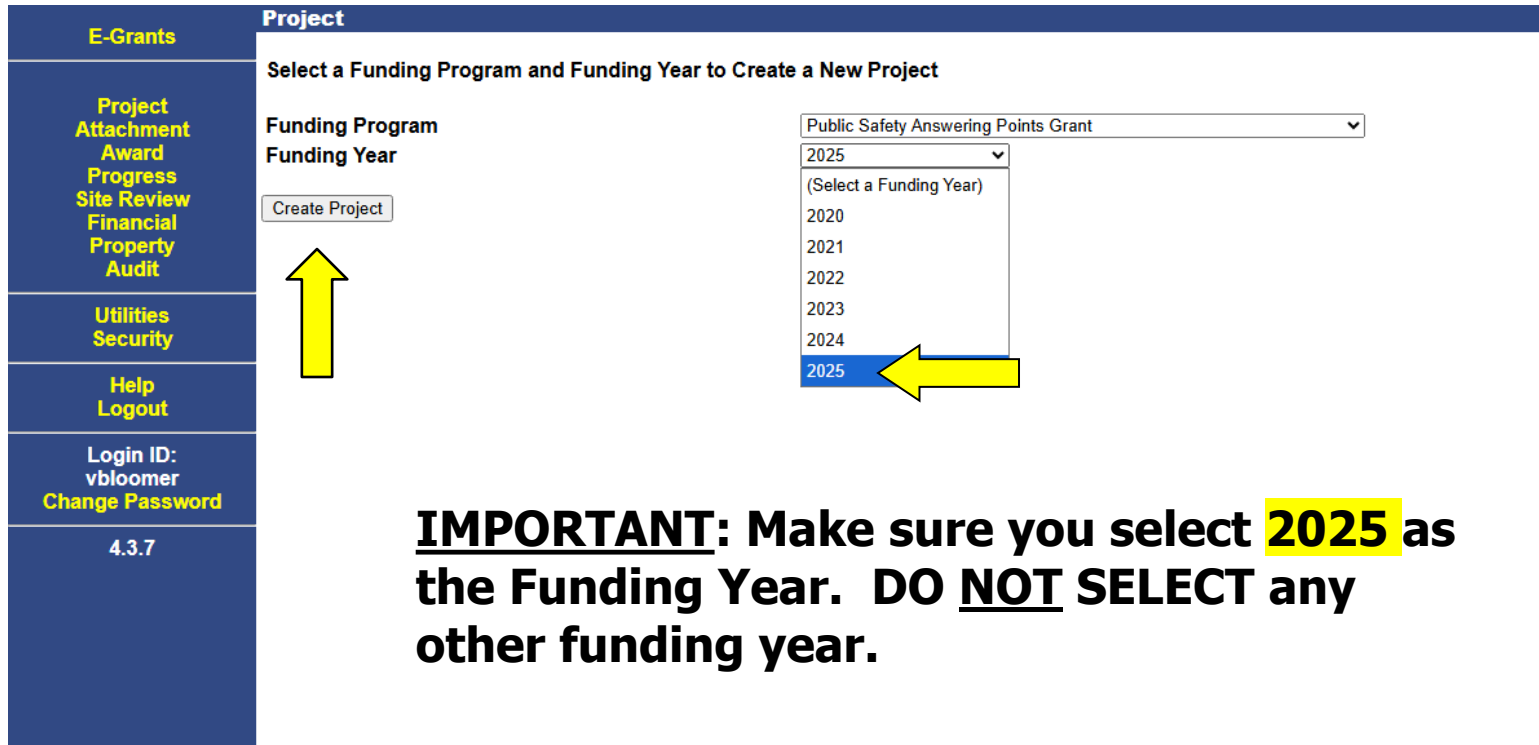
Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue sidebar with navigation links: E-Grants, Project Attachment, Award Progress, Site Review, Financial Property Audit, Utilities Security, Help Logout, Login ID: cstumpf, Change Password, and 4.3.19. The main content area is titled 'Project' and contains the instruction 'Select a Funding Program and Funding Year to Create a New Project'. Below this are labels for 'Funding Program' and 'Funding Year', and a 'Create Project' button. A dropdown menu is open, listing various grant programs. A yellow arrow points to 'Public Safety Answering Points Grant'.

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

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

Creating an E-Grants Application



E-Grants

Project

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

Funding Program: Public Safety Answering Points Grant

Funding Year: 2025

(Select a Funding Year)

2020

2021

2022

2023

2024

2025

Create Project

IMPORTANT: Make sure you select **2025** as the Funding Year. **DO NOT SELECT** any other funding year.

Select **2025** from the Funding Year drop- down box and click **Create Project** Button. Click **OK** in the pop-up box.

Creating an E-Grants Application

Project Participant

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Home Open Save

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

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)

Save Cancel Check Spelling

* - Mandatory Field

Federal Program Purpose Area

Description	Remove
Select a Program Purpose to add to this Project.	
<input type="text"/> Add	

125%

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

- Project title – FY2025-26 Public Safety Answering Point Grant
- County
- Summary Description of the Project – Brief description of the Project
- Project Start Date: 01/01/2026
- Project End Date: 12/31/2028

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					

[Help Logout](#)
 Login ID: vbloomer
 3.4.7

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

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

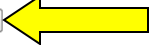
Creating an E-Grants Application

Project **Participant:**

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

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					

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

Help Logout

Login ID: vbloomer

3.4.7

Local intranet | Protected Mode: On | 115%

Click **Add Participant**.

Creating an E-Grants Application

Project	Participant: <input type="text"/>						
Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	<p>Enter Search Criteria</p> <p>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.</p> <p>Participant Name <input type="text"/></p> <p>EIN <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>County <input type="text"/></p> <p><input type="button" value="Search"/></p>						
Go to Attachment Award Progress Site Review Financial Property Audit							
Reports Application							
Help Logout							
Login ID: vbloomer							
3.4.7							

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

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

Creating an E-Grants Application

Project **Participant:**

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

Click on a Participant number to add that participant to the Project. Click on column heading to sort by that column. If the Participant you wish to add is not listed, click 'New' to create a new Participant.

Search View All New Total Records: 4 ,Page 1 of 1

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

#	Participant Name	EIN	City	State
1	Test Canine Partner	1111111111111111	albany	New York
2	Test County Emergency Management Office	000	Albany	New York
3	Test Participant	00-0000000	Anytown	New York
4	Test Regional Exercise Participating Agency	111	111	New York

Reports Application | Help Logout

Login ID: vbloomer

3.4.7

Done Local intranet | Protected Mode: On 115%

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

Creating an E-Grants Application

Project **Participant:**

Home Open

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

Click on a Participant number to add that participant to the Project. Click on column heading to sort by that column. If the Participant you wish to add is not listed, click 'New' to create a new Participant.

Search View All New Total Records: 4 ,Page 1

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

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

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

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

Grantee

- Grantee
- Implementing Agency
- Other

Reports Application

Help Logout

Login ID: vbloomer

3.4.7

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. The top navigation bar includes tabs for 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. A sidebar on the left contains various menu items 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'. A search criteria field is visible above the table. A modal dialog box titled 'Message from webpage' is overlaid on the table, displaying a warning icon and the text 'Participant has been added.' with an 'OK' button.

#	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. The top navigation bar includes tabs for 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. The 'Participants' tab is active, displaying a search interface with buttons for 'Search', 'View All', and 'New'. A yellow arrow points to the 'New' button. Below the buttons is a table of participants with columns for '#', 'Participant Name', 'EIN', 'City', and 'State'. A modal dialog box titled 'Message from webpage' is open, containing a question mark icon and the text 'Are you sure you want to create a participant?' with 'OK' and 'Cancel' buttons.

#	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

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		
Work Plan		
Budget		
Funding Allocation		
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 * <input type="text"/> State * <input type="text" value="New York"/> Zip * <input type="text"/>	
	Phone	
	County *	
	Participant Fiscal Year/Period: <input type="text"/> Start Date <input type="text"/> End Date <input type="text"/>	
	A fiscal year (or financial year, or sometimes budget year) is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. The fiscal year is not your DHSES contract period.	
	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 <input type="text"/>		
Remarks (2000 Character Limit) <input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>		
* - Mandatory Field 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.

#	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

<p>Home Open</p> <p>Submit</p> <p>Go to Attachment Award Progress Site Review Financial Property Audit</p> <p>Reports Application</p> <p>Help Logout</p> <p>Login ID: vbloomer</p> <p>3.4.7</p>	<p>General Participants Work Plan Budget Funding Allocation Questions Acceptance</p>																		
	<p>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.</p>																		
	<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>Town of Main Street</td> <td>Grantee</td> <td>X</td> </tr> <tr> <td>2</td> <td>Main Street Sheriff's Office</td> <td>Other</td> <td>X</td> </tr> </tbody> </table>							#	Participant Name	Participant Type	Remove	1	Town of Main Street	Grantee	X	2	Main Street Sheriff's Office	Other	X
	#	Participant Name	Participant Type	Remove															
	1	Town of Main Street	Grantee	X															
	2	Main Street Sheriff's Office	Other	X															
	<p>Add Participant Total Records: 2</p>																		
	<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>																		
	<p>Contacts for Participant <input type="text" value="Town of Main Street"/></p> <p>(One Implementing Agency must include Primary, Fiscal and Signatory contact information. You do not need to enter all contact types for all Participants)</p>																		
	<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"> <p>Add Contact to Town of Main Street Total Records: 0</p> </td> </tr> </tbody> </table>							#	Contact Name	Contact Type	Phone	Email	Remove	<p>Add Contact to Town of Main Street Total Records: 0</p>					
#	Contact Name	Contact Type	Phone	Email	Remove														
<p>Add Contact to Town of Main Street Total Records: 0</p>																			
<p> </p>																			
<p> </p>																			
<p> </p>																			

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

Creating an E-Grants Application

The screenshot displays the 'Participants' tab in the E-Grants application. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation links: 'Home Open', 'Submit', 'Go to Attachment Award Progress Site Review Financial Property Audit', 'Reports Application', and 'Help Logout'. The main content area features a table of participants and a section for adding contacts.

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

Below the table, there is a section for 'Contacts for Participant' with a dropdown menu set to 'Town of Main Street'. A yellow arrow points to this dropdown. Below the dropdown is a button labeled 'Add Contact to Town of Main Street', also indicated by a yellow arrow. The text below the dropdown reads: '(One Implementing Agency must include Primary, Fiscal and Statutory contact information. You do not need to enter all contact types for all Participants)'. The total records for participants is 2, and for contacts, it is 0.

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

<p>Home Open</p> <p>Submit</p> <p>Go to</p> <p>Attachment</p> <p>Award</p> <p>Progress</p> <p>Site Review</p> <p>Financial</p> <p>Property</p> <p>Audit</p> <p>Reports Application</p> <p>Help Logout</p> <p>Login ID: vbloomer</p> <p>3.1.3</p>	<p>General</p> <p>Participants</p> <p>Work Plan</p> <p>Budget</p> <p>Funding Allocation</p> <p>Questions</p> <p>Acceptance</p>
	<p>Enter Search Criteria</p> <p>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.</p>
	<p>First Name <input type="text"/></p>
	<p>Last Name <input type="text"/></p>
	<p>Agency <input type="text"/></p>
	<p>Title <input type="text"/></p>
	<p>City <input type="text"/></p>
<p>State <input type="text" value="v"/></p>	
<p><input type="button" value="Search"/></p>	

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 menu on the left and a main content area. The 'Participants' tab is selected. A pop-up window titled 'Project Add Contact Type - Microsoft Internet E...' is open, displaying a dropdown menu with the following options: Primary, Agency Head, Secondary, Alternate, Fiscal, and Signatory. The 'Primary' option is currently selected. In the background, a table with columns '#', 'Last N', 'Title', and 'City' is visible. The table contains 12 records, with the first few having last names like Miller, Signa, Test, and Testa. The 'Title' column contains values like 'title', 'asdf', 'test', and 'Mayor'. The 'City' column contains values like 'city', 'sdf', 'test', and 'Peekskill'. A search criteria field at the bottom of the table shows a complex SQL query snippet: '))) or ((Upper(Contact_Person.Last_Name) LIKE Upper("%

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

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

2.2.6

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.

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

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

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 contact types 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
9	testo	Gail
10	User	Test
11	signatory	test
12	testprimary	bernie
		agency
	Director of Finance	Troy
	kljlkj	lkjlkj
		adf
		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

Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

2.2.6

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

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%'))))

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. At the top, there are navigation tabs: General, **Participants**, Work Plan, Budget, Funding Allocation, Questions, and Acceptance. On the left side, there is a vertical menu with options: Home, Open, Save, Submit, Go to Attachment, Award Progress, Site Review, Financial Property, Audit, Reports Application, Help Logout, Login ID: vbloomer, and 2.2.6. The main form area contains several input fields: Contact Type (a dropdown menu with 'Primary' selected and circled in red), First Name, M, Last Name *, Agency, Title, Salutation, Address *, Address2, City *, State * (set to 'New York'), Zip *, and County. Below these fields are sections for Email, Phone *, Cell Phone, and Fax. A note states: 'Please note: Without a valid email address, automated notification will not occur.' At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Check Spelling', along with a legend: '* - 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 Emergency Management Office	Implementing Agency	X

Total Records: Add Participant

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

Reports Application

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
1	Tester Grantee	Primary	518-457-9214	cstumpf@dhSES.ny.gov	X
2	Test Fiscal	Fiscal	999-999-99999	carol.stumpf@dhSES.ny.gov	X
3	Test Signatory1	Signatory	3434343434	cstumpf@dhSES.ny.gov	X

Total Records: Add Contact to Test County

Go to Attachment Award Progress Site Review Financial Property Audit
Help Logout

Login ID: vbloomer
4.3.7

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 – Facilitate the operation of public safety communications to support statewide interoperable communications for first responders.

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

Investment Justification – Not Applicable

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

NYS Critical Capability – Not Applicable

Task – Conduct allowable PSAP operations activities.

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

Creating an E-Grants Application

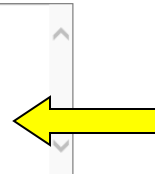
The screenshot displays the E-Grants application interface. At the top, the participant is identified as "Test County". The navigation tabs include "General", "Participants", "Work Plan" (highlighted with a red circle), "Budget", "Funding Allocation", "Questions", and "Acceptance". The "Work Plan" tab is active, showing a "Project Goal" section with a text area containing the goal: "Facilitate the operation of public safety communications to support statewide interoperable communications for first responders." Below the text area are "Save" and "Check Spelling" buttons. A yellow arrow points to a "Create New Objective" button. The interface also includes a sidebar with navigation options like "Home", "Open", "Save", "Submit", "Go to Attachment", "Award", "Progress", "Site Review", "Financial", "Property", "Audit", "Reports", "Application", "Help", "Logout", "Login ID: cstumpf", and "4.3.19".

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 Submit Go to Attachment Award Progress Site 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						
	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.						



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		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						
	14. Develop/enhance interoperable communications system.						
Go to Attachment Award Progress Site Review Financial Property Audit	Investment Justification - Show All						
	Not Applicable						
	Description						
Reports Application	To facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of NG-911, improvements in operations of public safety communications; develop multi-jurisdictional PSAP compatibility throughout the state and support statewide interoperable communications for first responders, thus improving safety of the public.						
	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>						
Help Logout	Login ID: cstumpf						
	4.3.19						

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

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**

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

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

Save 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.			
Not Applicable ▼	Add Primary NYS Critical Capability		
Add Task to this Objective			

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

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

Creating an E-Grants Application

The screenshot displays the E-Grants application interface. At the top, the 'Project' section shows 'Participant: Test County'. Below this, there are several tabs: 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. The 'Work Plan' tab is currently selected. On the left side, there is a vertical navigation menu with options: 'Home', 'Open', 'Save', 'Submit', 'Go to Attachment', 'Award Progress', 'Site Review', 'Financial Property Audit', 'Reports Application', 'Help Logout', 'Login ID: cstumpf', and '4.3.19'. The main content area shows a 'Task *' field with the text 'Conduct allowable PSAP operations activities.' Below the text field 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

The screenshot displays the 'Project' interface for 'Participant: Test County'. The 'Work Plan' tab is active, showing a task entry form. The task text is 'Conduct allowable PSAP operations activities.' Below the text area are buttons for 'Save', 'Cancel', and 'Check Spelling'. A yellow arrow points to the 'Add Performance Measure to this Task' button. A note below the buttons states '* - Mandatory Field'. 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: cstumpf, and version 4.3.19.

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 displays a web application interface for creating an E-Grants application. At the top, the 'Project' is identified as 'Participant: Test County'. A navigation bar includes tabs for 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', 'Questions', and 'Acceptance'. On the left, a vertical menu contains options such as 'Home', 'Open', 'Save', 'Submit', 'Go to Attachment', 'Award Progress', 'Site Review', 'Financial Property Audit', 'Reports Application', 'Help Logout', 'Login ID: cstumpf', and '4.3.19'. The main content area shows a 'PerformanceMeasure *' field with a text area containing the text: 'PSAP operations activities conducted. Provide brief narrative reporting activities completed and describe how the project enhanced interoperable capabilities in the jurisdiction.' Below the text area are 'Save', 'Cancel', and 'Check Spelling' buttons. A 'Message from webpage' dialog box is overlaid on the screen, featuring a question mark icon and the text 'Are you sure you want to save?' with 'OK' and 'Cancel' buttons.

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
General
Participants
Work Plan
Budget
Funding Allocation
Questions
Acceptance

Submit
Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

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

Project Goal

Facilitate the operation of public safety communications to support statewide interoperable communications for first responders.

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 facilitate PSAP consolidation, regional initiatives related to 911 operations, implementation of ...	X

4.3.19

Task #1 for Objective #1	Delete
Conduct allowable PSAP operations activities.	X

#	Performance Measure	Delete
1	PSAP operations activities conducted. Provide brie...	X

This is an example of a completed work plan.

Creating an E-Grants Application

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

Budget Summary

Participant	Grant Funds	Matching Funds	Total
Town of Main Street	\$0.00	\$0.00	\$0.00
Main Street Sheriff's Office	\$0.00	\$0.00	\$0.00
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

Town of Main Street

Main Street 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**.

NOTE: Budget details will be required in the Application Worksheet. Do not enter into E-Grants.

Creating an E-Grants Application

Project **Participant:** Test County

Home Open Save Submit

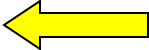
General Participants **Budget** Funding Allocation Questions Acceptance

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.

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

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

Message from webpage

Are you sure you want to add this G and T Workplan?

OK Cancel

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

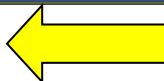
Number	Unit Cost	Total Funds	Matching Funds	Grant Funds
1	x \$ 1.00	= \$1.00	- \$ 0.00	= \$1.00

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

Project
Participant: **Test 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

Help
Logout

Login ID:
vbloomer

4.3.7

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.

State Strategy Goal: Advance Interoperable and Emergency Communications

State Strategy Goal: Become More Resilient Against Future Events

State Strategy Goal: Enhance Citizen and Community Preparedness

State Strategy Goal: Enhance Cyber Security Capabilities

State Strategy Goal: Enhance Emergency Management and Response Capabilities

State Strategy Goal: Protect Critical Infrastructure and Key Resources

State Strategy Goal: Strengthen CBRNE Preparedness and Response Capabilities

State Strategy Goal: Strengthen Counterterrorism and Law Enforcement Capabilities

State Strategy Goal: Strengthen Intelligence and Information Sharing Capabilities

State Strategy Goal: Support Health Emergency Preparedness

01) Maintenance of Existing Communications Systems, in accordance with the Statewide Comm....

02) Build-out of new Communications Systems in accordance with the Statewide Communications...

03) Development of communications protocols and solutions and/or development of regional/local...

04) TC Max Inventory Program: Purchase scanner, printer, and license for the TC Max Inv....

05) HazMat Teams: Purchase Allowable Decontamination and Detection Equipment and/or acquire....

06) HazMat Teams: Hiring of Administrative Staff to support HazMat Planning and Coordination.....

07) HazMat Teams: Development of an advanced, regional HazMat Team through the enhancement...

08) Urban Search and Rescue Team (USAR): Allowable planning activities including the hiring of...

09) USAR: Development and/or enhancement of existing technical rescue teams, through training...

10) WMD Trailers: Maintenance or replacement of equipment on the WMD trailers issued by the NYS OHS.

11) Personal Protective Equipment (PPE): Purchase of PPE for first responders

12) Radiological/Nuclear Planning Activities-Law Enforcement Note-Commercial Vehicle Enforcement...

13) Radiological/Nuclear Equipment Procurement, Training, and Exercise Activities.

14) Radiation Detection Information-Sharing Initiatives in conjunction with the NYS Police

15) Development of a countywide and/or regional Critical Infrastructure Protection (CIP) Plan in...

16) Focused Data Collection and Assessments of Critical Infrastructure/Key Resources (CIKR) and...

17) Procurement of physical security enhancement equipment to harden Critical Infrastructure/Key....

18) Participate in the Automated Critical Asset Management System (ACAMS) through training and...

19) Participate in the development of the mini "Homeland Security Infrastructure Threat and Risk...

20) Development or enhancement of Geographic Information System (GIS) and datasets, including...

Description	Remove
communications system.	X
Plan (NIPP)	X

←

Amount	Remove
Total \$ 0.00	

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

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

Creating an E-Grants Application

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

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

Creating an E-Grants Application

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

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

Creating an E-Grants Application

Project **Participant:** Test 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

Help Logout

Login ID: vbloomer

4.3.7

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	

Finished with this Item

This is an example of a completed Funding Allocation.

Creating an E-Grants Application

Project **Participant:** Test County

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

Home Open Save 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
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

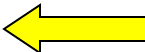
4.3.7

Spending Subcategory

Code	Description	Amount	Remove
NYS	Not Applicable	\$ 1.00	X
Total		\$ 1.00	

Spending Discipline

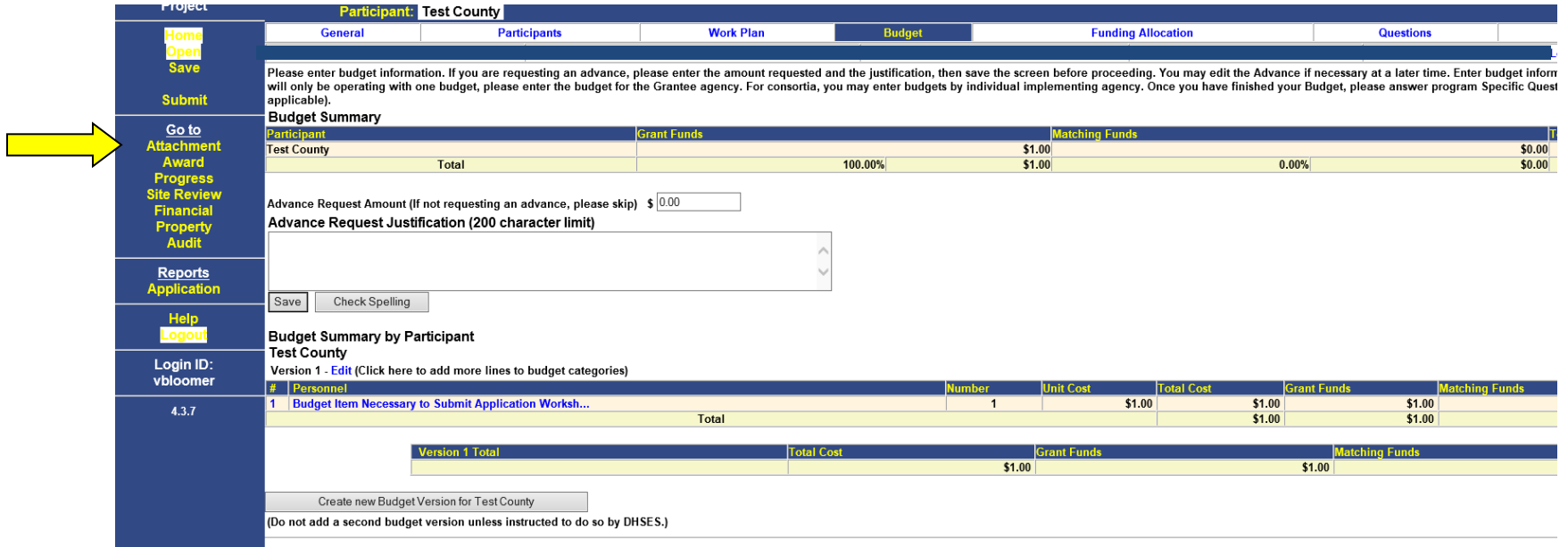
Code	Description	Amount	Remove
NYS	Not Applicable	\$ 1.00	X
Total		\$ 1.00	

Finished with this Item 

100%

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

Creating an E-Grants Application



The screenshot shows the 'Budget' section of an E-Grants application for 'Test County'. The interface includes a top navigation bar with tabs for 'General', 'Participants', 'Work Plan', 'Budget', 'Funding Allocation', and 'Questions'. A left sidebar contains navigation links such as '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'. A yellow arrow points to the 'Go to Attachment' link.

The main content area displays the following information:

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 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 applicable).

Budget Summary

Participant	Grant Funds	Matching Funds
Test County		
Total	100.00%	0.00%

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

Advance Request Justification (200 character limit)

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

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

Version 1 Total | Total Cost: \$1.00 | Grant Funds: \$1.00 | Matching Funds: \$1.00

(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 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, .html
 Image files: .gif, .jpg, .tiff, .bmp, .pdf

Click on Attachment Name to view or download.

#	Entered	Attachment Name	Delete
New			

Total Records: 0

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

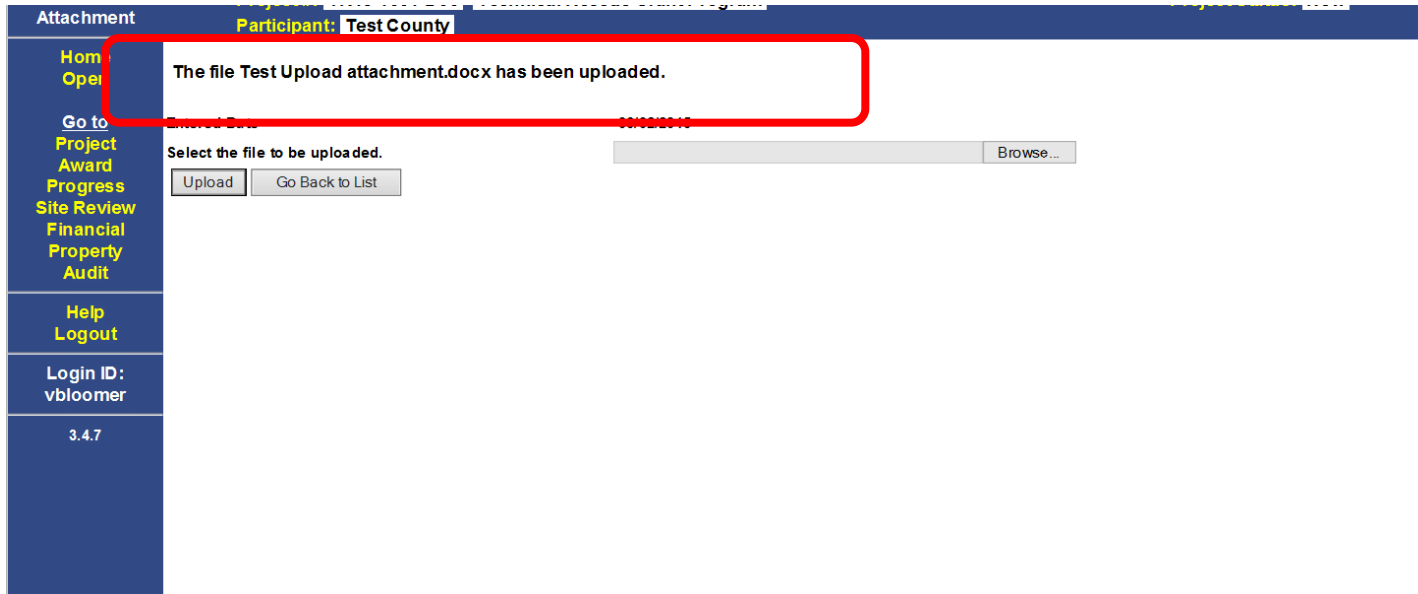
Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue sidebar with navigation links: Home, Open, Go to Project, Award, Progress, Site Review, Financial, Property, Audit, Help, Logout, Login ID: vbloomer, and 4.3.7. The main content area has a header with 'Participant: Town of Main Street'. Below this, the 'Entered Date' is '03/01/2018'. The instruction 'Select the file to be uploaded.' is followed by a file input field containing a 'Browse...' button. A yellow arrow points to this button. Below the input field are two buttons: 'Upload' (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 application interface for creating an E-Grants application. The top navigation bar is dark blue with the text "Attachment" and "Participant: Test County". A red box highlights a confirmation message: "The file Test Upload attachment.docx has been uploaded." Below this message, there is a section for file selection with the text "Select the file to be uploaded." and a "Browse..." button. There are also "Upload" and "Go Back to List" buttons. The left sidebar contains a menu with options: Home, Open, Go to, Project, Award, Progress, Site Review, Financial, Property, Audit, Help, Logout, Login ID: vbloomer, and 3.4.7.

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

Creating an E-Grants Application

The screenshot shows a web application interface for creating an E-Grants application. On the left is a dark blue navigation sidebar with a yellow arrow pointing to the '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' field.

Participant: Test County

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

Click on Attachment Name to view or download.

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

Login ID: vbloomer

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

Participant: Test County

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

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

#	Question	Answer
1	Have you completed and uploaded the required Application Worksheet in its original Excel format? (Yes/No)	

< < > >

Total Records: 1 ,Page 1 of 1

Click the **Questions** tab.

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

Creating an E-Grants Application

Participant: Test County

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

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

#	Question	Answer
1	Have you completed and uploaded the required Application Worksheet in its original Excel format? (Yes/No)	Yes, thank you for the reminder.

Total Records: 1 ,Page 1 of 1

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

Creating an E-Grants Application

Project #: PS25-1000-D00
Public Safety Answering Points 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

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 loads. 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)	<input type="text" value="FY2025-26 Public Safety Answering Point Grant"/>	
Project Start Date	<input type="text" value="01/01/2026"/> (If known or applicable)	Submission Date <input type="text" value="02/24/2026"/>
Project End Date	<input type="text" value="12/31/2028"/> (If known or applicable)	Grant Funds \$0.00 0.00%
Project Period	Years 3 Months 0	Matching Funds \$0.00 0.00%
County *	<input type="text" value="Albany"/>	Total Funds \$0.00

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

Brief description of project.

Message from webpage

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

* - Mandatory Field

When you have completed your application and attached the required documents you are ready to submit your application. Click the **Submit** button. **Click OK** in the pop-up box.

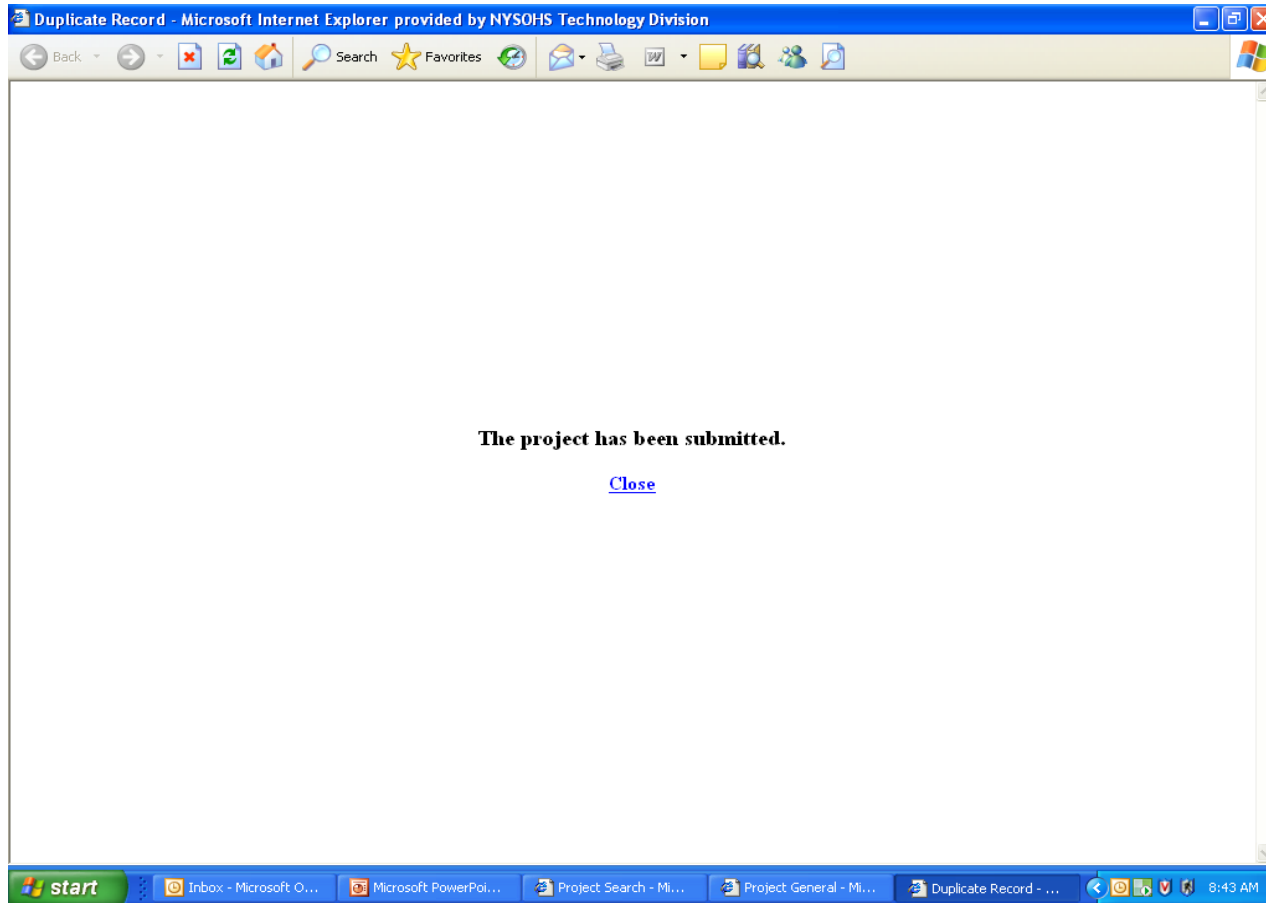
Creating an E-Grants Application

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

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

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

Creating an E-Grants Application



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

Creating an E-Grants Application

Project #: **PS25-1000-D00** Public Safety Answering Points Grant
Project Status: **Application Received**

Participant: **Test County**

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

Locked

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

[Reports](#)
[Application](#)
[Deficiency](#)
[Draft Contract](#)

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

 Login ID:
 vbloomer

 4.3.7

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 information. 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 3 Months 0

County *

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

Deficient - Comments

Submission Date

Grant Funds \$0.00 0.00%

Matching Funds \$0.00 0.00%

Total Funds \$0.00

* - 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

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