



Homeland Security and Emergency Services

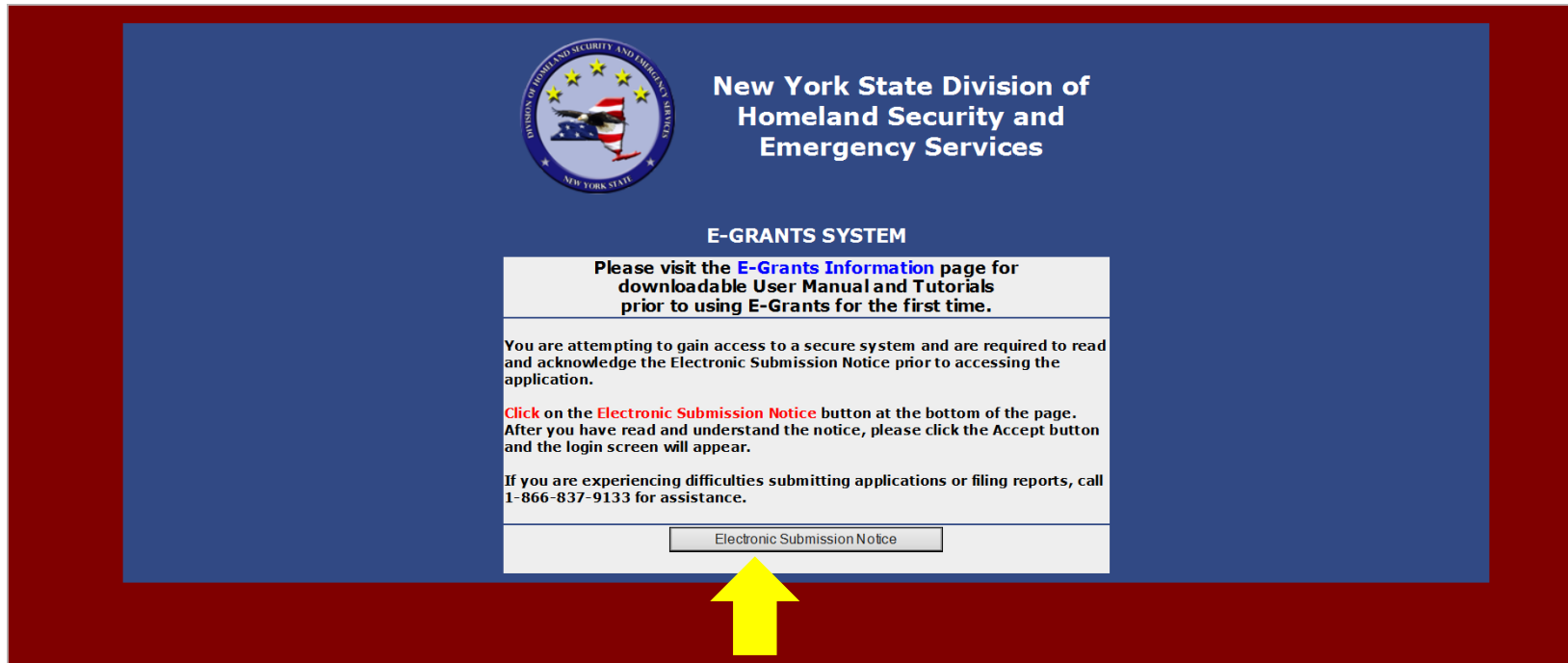
Tutorial – Creating an E-Grants Application

2019-20 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.

May 2, 2019

Creating an E-Grants Application



Click on the Electronic Submission Notice.

Creating an E-Grants Application

Electronic Submission Notice

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

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

1. The application is made with the full knowledge and consent of the official authorized to enter into contracts on behalf of the municipality or agency and agrees to comply with the requirements set forth in 'New York State Division of Homeland Security and Emergency Services Certified Assurances for Federally-supported Projects: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements'

2. Upon receiving an award, the applicant shall comply with all applicable federal, state, and local statutes, rules and regulations and

3. Once the applicant receives an award, a contract will be developed based upon the information contained within the application, but the fully executed contract is the only document binding on the parties.

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

1. 'Appendix A: Standard Clauses for all New York State Contracts' and

2. 'Appendix A1: Agency-specific Clauses' (for DHSES).

3. 'Appendix C: Payment and Reporting Schedule'

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

DHSES strongly recommends that the applicant:

1. Print the pertinent documents listed above - accessible at <http://www.dhses.ny.gov/grants/>

2. Ensure review of the documents and signed approval by the authorized signing official.

3. Retain the documents for future reference. Do not send them to DHSES.

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



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

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

Creating an E-Grants Application

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

Message #1

DHSES E-Grants E-Grants System

E-Grants is currently unavailable.

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

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

Message #2

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

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

Creating an E-Grants Application

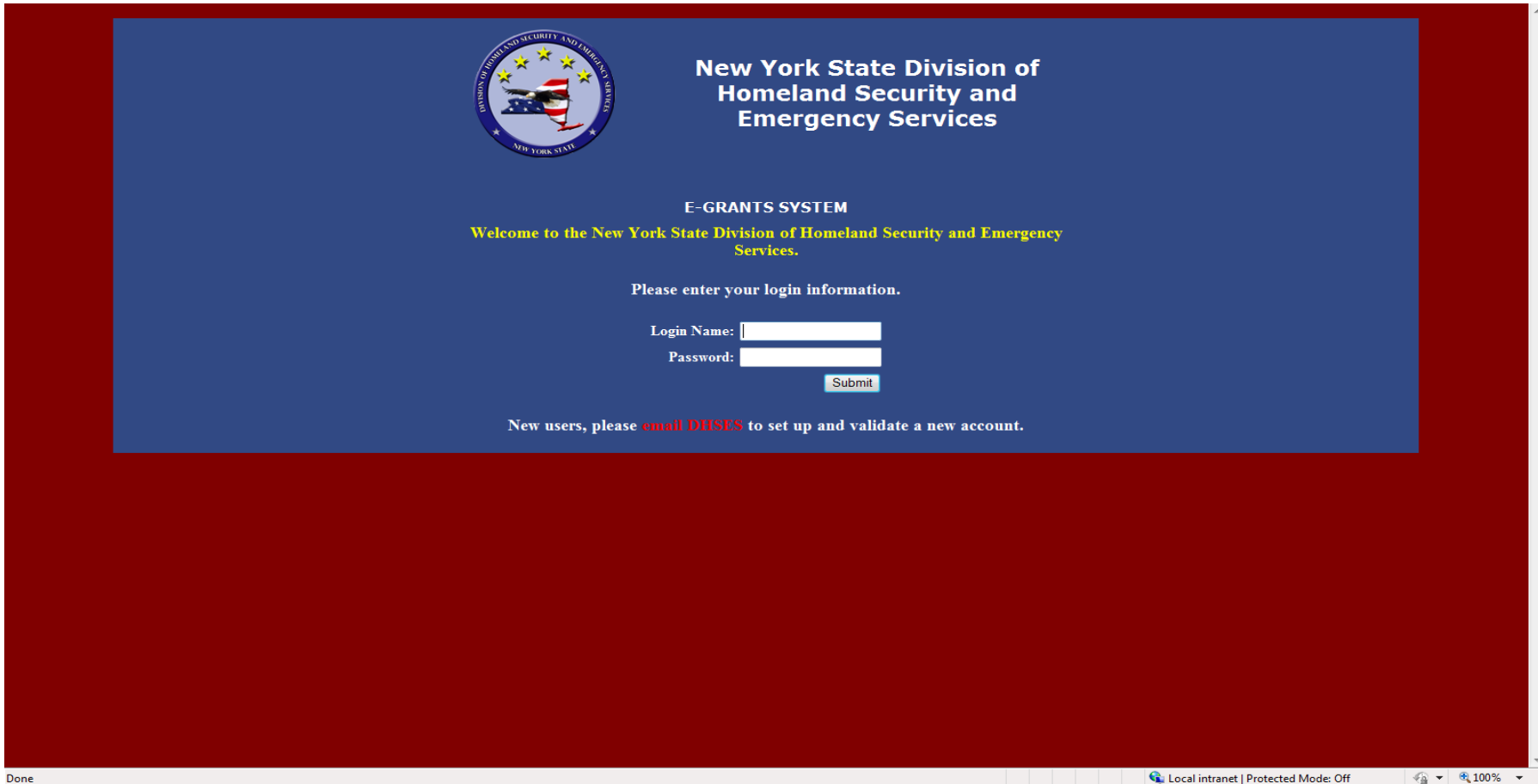
IMPORTANT INFORMATION:

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 New York State Division of Homeland Security and Emergency Services E-GRANTS SYSTEM. The page has a blue header with the state seal on the left and the division's name on the right. Below the header, the text "E-GRANTS SYSTEM" is centered, followed by a welcome message. A prompt asks the user to enter login information, with fields for "Login Name:" and "Password:". A "Submit" button is located below the password field. At the bottom, a note states: "New users, please email **DIUSES** to set up and validate a new account." The browser's status bar at the bottom shows "Done" on the left and "Local intranet | Protected Mode: Off" on the right, along with a 100% zoom level.

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

E-GRANTS SYSTEM

Welcome to the New York State Division of Homeland Security and Emergency Services.

Please enter your login information.

Login Name:

Password:

New users, please email **DIUSES** to set up and validate a new account.

Done Local intranet | Protected Mode: Off 100%

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

Creating an E-Grants Application

E-Grants

Project ←

Attachment

Award

Progress

Site Review

Financial

Property

Audit

Utilities

Security

Help

Logout

Login ID:
vbloomer

Change Password


3.4.5

Welcome to DHSES E-Grants

Check the [To Do List](#)

Find Projects for Notification by - [Tracking](#) - [Reporting](#) - [Closeout](#)

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



New York State Division of Homeland Security and
Emergency Services

E-GRANTS SYSTEM

Done

Local intranet | Protected Mode: Off

100%

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

Creating an E-Grants Application

E-Grants

Project Grid

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

[New](#)

Total Records: 15 ,Page 1 of 1

Project #	Attachment	OHS #	Participant	Representative	Project Status
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

E-Grants

Project

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

Funding Program (Select a Program Office) ▼

Funding Year (Select a Funding Year) ▼

Create Project

Project Attachment Award Progress Site Review Financial Property Audit

Utilities Security

Help Logout

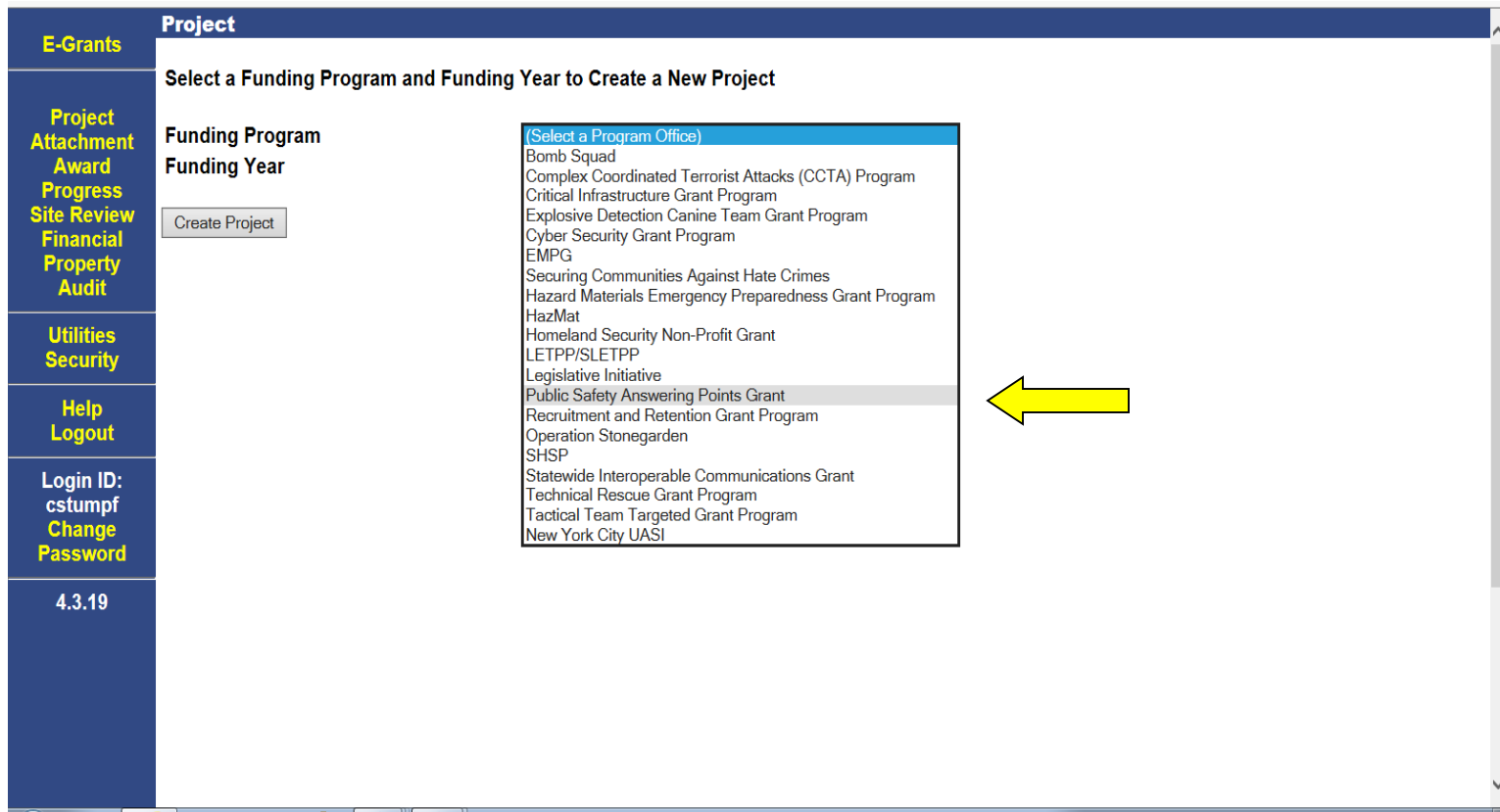
Login ID: vbloomer
Change Password

4.0.0

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

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

Creating an E-Grants Application



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

Funding Program	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	
LETPP/SLETPP	
Legislative Initiative	
Public Safety Answering Points Grant	
Recruitment and Retention Grant Program	
Operation Stonegarden	
SHSP	
Statewide Interoperable Communications Grant	
Technical Rescue Grant Program	
Tactical Team Targeted Grant Program	
New York City UASI	

Select Public Safety Answering Points Grant from the drop down box



Creating an E-Grants Application

The screenshot displays the 'Project' creation interface. On the left is a sidebar with the following links: 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 'Project' and contains the instruction 'Select a Funding Program and Funding Year to Create a New Project'. Below this, there are two dropdown menus: 'Funding Program' (set to 'Homeland Security Non-Profit Grant') and 'Funding Year' (showing a list of years from 2013 to 2019, with '2019' highlighted). A 'Create Project' button is located below the 'Funding Year' dropdown. A yellow arrow points to the 'Create Project' button, and another yellow arrow points to the '2019' option in the 'Funding Year' dropdown.

Select **2019** from the Funding Year drop down box and click **Create Project** Button. Click **OK** in the pop-up box.

Creating an E-Grants Application

Project Participant:

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

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

Project Title * (60 Character Limit)

Project Start Date (If known or applicable)

Project End Date (If known or applicable)

Project Period Years 0 Months 0

Submission Date

Grant Funds \$0.00 0.00%

Matching Funds \$0.00 0.00%

Total Funds \$0.00

County *

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

* - Mandatory Field

Federal Program Purpose Area

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

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

- Project title – FY2019-20 Public Safety Answering Point Grant
- County
- Summary Description of the Project – Brief description of the Project
- Project Start Date: 01/01/2020
- Project End Date: 12/31/2020

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
	Contract		Descriptors		Tracking	Review	Activity Log

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

#	Participant Name	Participant Type	Remove
<input type="button" value="Add Participant"/>			
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
<input type="button" value="Add Contact"/>					
Total Records: 0					

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

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
	Contract	Descriptors		Tracking	Review		Activity Log

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

#	Participant Name	Participant Type	Remove
<div>Add Participant</div>			

Total Records: 0

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

Contacts for Participant

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

#	Contact Name	Contact Type	Phone	Email	Remove
<div>Add Contact</div>					

Total Records: 0

3.4.7

Click **Add Participant**.

Creating an E-Grants Application

Project	Participant: <input type="text"/>						
Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors	Tracking	Review	Activity Log	
Go to Attachment Award Progress Site Review Financial Property Audit	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	<input type="text"/>					
	EIN	<input type="text"/>					
	City	<input type="text"/>					
	State	<input type="text"/>					
Reports Application	County	<input type="text"/>					
	<input type="button" value="Search"/>						
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](#)

[Contract](#) [Descriptors](#) [Tracking](#) [Review](#) [Activity Log](#)

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

Search View All New

Navigation: << < > >>

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

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

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

Search View All New

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

Total Records: 4 ,Page 1 of 1

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

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

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

Grantee
Grantee
Implementing Agency
Other

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

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



Homeland Security
and Emergency Services

Creating an E-Grants Application

Project: **Participant:**

Home Open

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

3.4.7

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

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

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


Search View All New

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

Total Records: 4 ,Page 1 of 1

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

Message from webpage

 Participant has been added.

OK

The Participant has been added to the Project.

Creating an E-Grants Application

Project **Participant:**

Home Open

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

3.4.7

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

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

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

Search View All **New** << < > >>

Total Records: 4 ,Page 1 of 1

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

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

Message from webpage

Are you sure you want to create a participant?

OK Cancel

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

Creating an E-Grants Application

Home Open Save	Participant					
	General	Participants	Work Plan	Budget	Funding Allocation	
	Contract		Descriptors	Tracking		Review
Go to Attachment Award Progress Site Review Financial Property Audit	Participant Type: Grantee					
	Participant Name *					
	Address *					
	Address2					
	City * State * New York Zip *					
	Phone					
	County *					
	Participant Fiscal Year/Period: Start Date End Date					
	A fiscal year (or financial year, or sometimes budget year) is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. The fiscal year is not your DHSES contract period.					
	Reports Application	SFS Vendor Number				
Employer Identification Number *						
Help Logout	Municipality No					
	Dun & Bradstreet No					
Login ID: vbloomer	Charities Registration No					
	<input type="checkbox"/> Not for Profit <input type="checkbox"/> Sectarian Entity					
3.4.7	Charity Registration Exemptions (See complete description below)					
	0 - not exempt					
	Remarks (2000 Character Limit)					
	<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: Test County						
Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking		Review	Activity Log	
Submit	Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. 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	
	Add Participant						
	Total Records: 2						
	*A Participant is a Grantee or an Implementing Agency. If the same organization or unit of government serves as both grantee and implementing agency, please enter your organization once only as the grantee. If a consortium, you may add multiple implementing agencies.						
Reports Application	Contacts for Participant <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)						
Help Logout	#	Contact Name	Contact Type	Phone	Email	Remove	
	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

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

Home Open **Submit**

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

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

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

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

Add Participant Total Records: 2

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

Reports Application

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

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

Total Records: 0

Login ID: vbloomer

3.4.7

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

Creating an E-Grants Application

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

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Contract Descriptors Tracking Review Activity Log

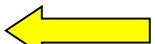
Click "Add Participant" to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. Email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

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

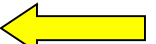
Add Participant Total Records: 2

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

Reports Application

Contacts for Participant: **Town of Main Street** 

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

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

Total Records: 0

3.4.7

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

Creating an E-Grants Application

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
	Contract	Descriptors	Tracking	Review	Activity Log		

Enter Search Criteria

You can search using the first few letters for First Name, Last Name, Agency, Title or City. Use commas to separate search criteria. For example - if you want to find a Last Name that start with letters A and W - type A,W in the Last Name box.

First Name

Last Name

Agency

Title

City

State

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

Creating an E-Grants Application

Participant: New Test Participant

Home Open Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

2.2.6

General Participants Work Plan Budget Funding Allocation Questions Acceptance

Contract Descriptors Tracking Review Activity Log

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

Search V

Total Records: 12 ,Page 1 of 1

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

Primary

Primary

Agency Head

Secondary

Alternate

Fiscal

Signatory

#	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	adf
12	testpri		city

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

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



Creating an E-Grants Application

Participant: New Test Participant

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

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

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

2.2.6

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

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

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

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

Project Add Contact Type - Microsoft Internet E...

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

Primary

Add

The signatory contact must be a valid user of the E-Grants system before they can be added to a project. The user is matched by first name, last name and email. Please contact OHS staff to add a signatory to the E-Grants login registration.

Help Logout

Login ID: vbloomer

2.2.6

Budget Funding Allocation Questions Acceptance Tracking Review Activity Log

Click on column heading to sort by that column.

Total Records: 12 ,Page 1 of 1

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

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

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


Creating an E-Grants Application

Project **Participant:** **New Test Participant**

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

[Contract](#) [Descriptors](#) [Tracking](#) [Review](#) [Activity Log](#)

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

Go to Attachment Award Progress Site Review Financial Property Audit  << < > >> Total Records: 12 ,Page 1 of 1

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

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

2.2.6

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



Creating an E-Grants Application

Project **Participant: New Test Participant**

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

Contact Type Primary ▼

First Name * M Last Name * ▼

Agency

Title

Salutation

Address *

Address2

City * State * New York ▼ Zip *

County ▼

Email

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

Phone * Ext.

Cell Phone

Fax

* - Mandatory Field

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



Creating an E-Grants Application

Project		Participant: Town of Main Street					
Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking	Review	Activity Log		
Submit	Click "Add Participant"™ to begin a search of existing Grantees and Implementing Agencies, or click on the Participant Name to view the details for that Participant. If the contact information has changed for grantee, implementing agency or contact, please do not attempt to re-enter the information. 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	Town of Main Street	Grantee				X
	2	Main Street Sheriff's Office	Implementing Agency				X
	Add Participant						
	Total Rec						
Reports Application	*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 grant a consortium, you may add multiple implementing agencies.						
Help Logout	Contacts for Participant Town of Main Street <input type="button" value="v"/> (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	
Login ID: vbloomer	1	Tester Grantee	Primary	518-457-9214	cstumpf@dhse.ny.gov	X	
	2	Test Fiscal	Fiscal	5180000000	testemail@google.com	X	
	3	Testsig Signatory	Signatory	777777777	carol.stumpf@dhse.ny.gov	X	
4.3.7	Add Contact to Town of Main Street						
Total Rec							

This is an example of a completed Participant Tab screen.

Creating an E-Grants Application

Generic Workplan Information

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

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

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

Investment Justification – Not Applicable

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

NYS Critical Capability – Not Applicable

Task – Conduct allowable PSAP operations activities.

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



Creating an E-Grants Application

Project Participant: **Test County**

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

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

Project Goal

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

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 two slides. Enter the exact narrative that appears on slides #31.

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

Creating an E-Grants Application

Project							
Participant: Test County							
Home Open Save Submit	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors	Tracking		Review	Activity Log
Objective (Please enter an Objective and Save.)							
G & T Work Plan Codes (One per each Objective) - Show All							
Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: cstampf 4.3.19	<div> <div>01. Establish/enhance a terrorism intelligence/early warning system, center, or task force.</div> <div>02. Establish/enhance agro-terrorism preparedness capabilities.</div> <div>03. Establish/enhance cyber security program.</div> <div>04. Establish/enhance emergency operations center.</div> <div>05. Establish/enhance regional response teams.</div> <div>06. Establish/enhance sustainable homeland security training program.</div> <div>07. Administer and manage the Homeland Security Grant.</div> <div>08. Establish/enhance sustainable Homeland Security Planning Program.</div> <div>09. Establish/enhance citizen awareness of emergency preparedness, prevention and response.</div> <div>10. Establish/enhance citizen / volunteer initiatives.</div> <div>11. Adopt and implement NIMS to include integration of core concepts into plans and procedures.</div> <div>12. Assess vulnerability of and/or harden/protect critical infrastructure and key assets.</div> <div>13. Build/enhance a pharmaceutical stockpile and/or distribution network.</div> <div>14. Develop/enhance interoperable communications system.</div> <div>15. Enhance capability to support international border and waterway security.</div> <div>16. Establish/enhance a public health surveillance system.</div> <div>17. Establish/enhance Citizen Corps Councils.</div> <div>18. Establish/enhance explosive ordnance disposal units/bomb squads.</div> <div>19. Establish/enhance public-private emergency preparedness program.</div> <div>20. Establish/enhance sustainable homeland security exercise program.</div> <div>21. Manage, update and/or implement the State Homeland Security Strategy.</div> <div>22. Manage, update and/or implement the Urban Area Homeland Security Strategy.</div> <div>23. Develop/enhance plans, procedures, and protocols.</div> <div>24. Develop/enhance homeland security/emergency management organization and structure.</div> <div>25. Enhance integration of metropolitan area public health/medical & emergency management.</div> <div>26. Establish/enhance mass care shelter and alternative medical facilities operations.</div> <div>27. Establish/enhance emergency plans and procedures to reflect the National Response Plan.</div> <div>28. Develop/enhance state and local geospatial data system/Geographic Information System.</div> <div>29. Enhance capabilities to recover from all-hazards event.</div> </div>						

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	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors	Tracking		Review	Activity Log
Submit	Objective (Please enter an Objective and Save.)						
	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						
	<div>Not Applicable</div> ←						
	Description						
	<div></div>						
Reports Application							
Help Logout							
Login ID: cstumpf							
4.3.19							

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



Creating an E-Grants Application

Project	Participant: Test County						
	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking	Review	Activity Log		
Home Open Save	Objective (Please enter an Objective and Save.)						
	G & T Work Plan Codes (One per each Objective) - Show All 14. Develop/enhance interoperable communications system. ▼						
Submit	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. ▲▼						
Go to Attachment Award Progress Site Review Financial Property Audit	Save Cancel Check Spelling						
Reports Application							
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						
	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract		Descriptors	Tracking	Review	Activity Log	

Objective (Please enter an Objective and Save.)

G & T Work Plan Codes (One per each Objective) - [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

Login ID: cstumpf

4.3.19

NYS Critical Capability (Max 1 Primary and 4 Secondary)

NYS Critical Capability Code	Description	Type	Remove
Select a NYS Critical Capability to add to this Objective.			
Not Applicable ▼	Add Primary NYS Critical Capability		
Add Task to this Objective			

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

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

Creating an E-Grants Application

Project **Participant:** Test County

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
	Contract	Descriptors	Tracking	Review	Activity Log		

Task *

Conduct allowable PSAP operations activities.

* - Mandatory Field

Message from webpage

Are you sure you want to save?

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

Creating an E-Grants Application

Project		Participant: Test County					
Home 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
	Contract	Descriptors	Tracking	Review	Activity Log		
Task *							
<div>Conduct allowable PSAP operations activities.</div>							
<div>Save Cancel Check Spelling</div>							
<div>Add Performance Measure to this Task</div>							
* - Mandatory Field							

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

Creating an E-Grants Application

Project **Participant:** Test County

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

PerformanceMeasure *

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

Save Cancel Check Spelling

* - Mandatory Field

Message from webpage

Are you sure you want to save?

OK Cancel

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

This is an example of a completed work plan.

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

Creating an E-Grants Application

Participant: Town of Main Street

Home Open Save Submit

Go to Attachment Award Progress Site Review Financial Property Audit

Reports Application

Help Logout

Login ID: vbloomer

4.3.7

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

Contract Descriptors Tracking Review Activity Log

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

Budget Summary

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

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

Advance Request Justification (200 character limit)

Save Check Spelling

Budget Summary by Participant

Town of Main Street

Create new BudgetVersion for Town of Main Street

Main Street Sheriff's Office

Create new Budget Version for Main Street Sheriff's Office

125%

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

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

Creating an E-Grants Application

Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: cstumpf 4.3.19	Project Participant: Test County						
	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors	Tracking	Review	Activity Log		

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

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**.

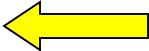
Following the announcement of the awards, each awardee county will be sent a Budget Sheet to complete and return. Your program representative will use the information you provide to update the budget information in E-Grants for the final contract.

Creating an E-Grants Application

Project **Participant:** Test County

Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance																							
	Contract		Descriptors		Tracking	Review	Activity Log																							
	<p>You may continue to add budget lines from this screen. Choosing different budget categories will change the page heading, reminding you what budget category you are working in. You will also see an updated summary of your entries for each category at the top of the screen. When finished, return to the Budget Summary screen to see your updated budget.</p> <p>Personnel Budget for Test County Sheriff's Office Version 1</p> <table border="1"> <thead> <tr> <th>#</th> <th>Description</th> <th>Number</th> <th>Unit Cost</th> <th>Total Cost</th> <th>Grant Funds</th> <th>Matching Funds</th> <th>Deficient</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Budget Item Necessary to Submit Application Worksh...</td> <td>1</td> <td>\$1.00</td> <td>\$1.00</td> <td>\$1.00</td> <td>\$0.00</td> <td>no</td> </tr> <tr> <td colspan="4">Total</td> <td>\$1.00</td> <td>\$1.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>							#	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
#	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: or

Edit information for this budget line item and press Save or 

Description *

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

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

Justification *

* - 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

[illegible]

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 Home Open Save Submit Go to Attachment Award Progress Site Review Financial Property Audit Reports Application Help Logout Login ID: cstumpf 4.3.19	Participant: Test County														
	General		Participants		Work Plan		Budget		Funding Allocation		Questions		Acceptance		
	Contract				Descriptors				Tracking		Review		Activity Log		
	Budget Item Description - Budget Item Necessary to Submit Application Worksheet														
	Number		Unit Cost		Total Funds		Matching Funds		Grant Funds						
	1		x \$ 1.00		= \$1.00		- \$ 0.00		= \$1.00						
	Justification - Budget Item Necessary to Submit Application Worksheet														
	G and T Workplan														
	G and T Workplan Code				Description								Remove		
	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				Description								Remove			
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: Town of Main Street

General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Contract		Descriptors		Tracking	Review	Activity Log
Budget Item Description - Tactical Entry Team Equipment						
Number	Unit Cost	Total Funds	Matching Funds	Grant Funds		
1	x \$ 10,000.00 =	\$ 10,000.00 -	\$ 0.00 =	\$ 10,000.00		
Justification - 0						
G and T Workplan						
G and T Workplan Code		Description			Remove	
ERR		05. Establish/enhance regional response teams.			X	
<div> <div> State Strategy Goal: Advance Interoperable and Emergency Communications 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: Enhance Regional Capabilities, Coordination and Mutual Aid 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 (CIVR) 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... </div> </div>						
<div> <div> the National Response Plan </div> </div>						
<div> <div> Description </div> </div>						
<div> <div> Add Project Priority </div> </div>						
<div> <div> Amount </div> </div>						
<div> <div> Total \$ 0.00 </div> </div>						
<div> <div> lives </div> </div>						
<div> <div> 125% </div> </div>						

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

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

Creating an E-Grants Application

Progress 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: cstumpf	4.3.19 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.			
	<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	Remove
	NYS	Not Applicable	\$ 1.00	X
	Total		\$ 1.00	
	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.			
	Not Applicable <input type="button" value="v"/> \$ <input type="text"/> Enter a value of \$1.00 or less.			
	<input type="button" value="Add Spending Discipline"/>			
<input type="button" value="Finished with this Item"/>				

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

Creating an E-Grants Application

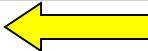
Attachment Award Progress Site Review Financial Property Audit	Justification - Budget Item Necessary to Submit Application Worksheet			
	G and T Workplan			
	G and T Workplan Code	Description	Remove	
	AIC	14. Develop/enhance interoperable communications system.	X	
Reports Application	National Priority			
	National Priority Code	Description	Remove	
	SIC	05. Strengthen Interoperable Communications Capabilities	X	
Help Logout	Priority Project/State Strategy Goal			
	Priority Project Code	Description	Remove	
Login ID: cstumpf	S06	State Strategy Goal: Advance Interoperable and Emergency Communications	X	
	Spending Subcategory			
4.3.19	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

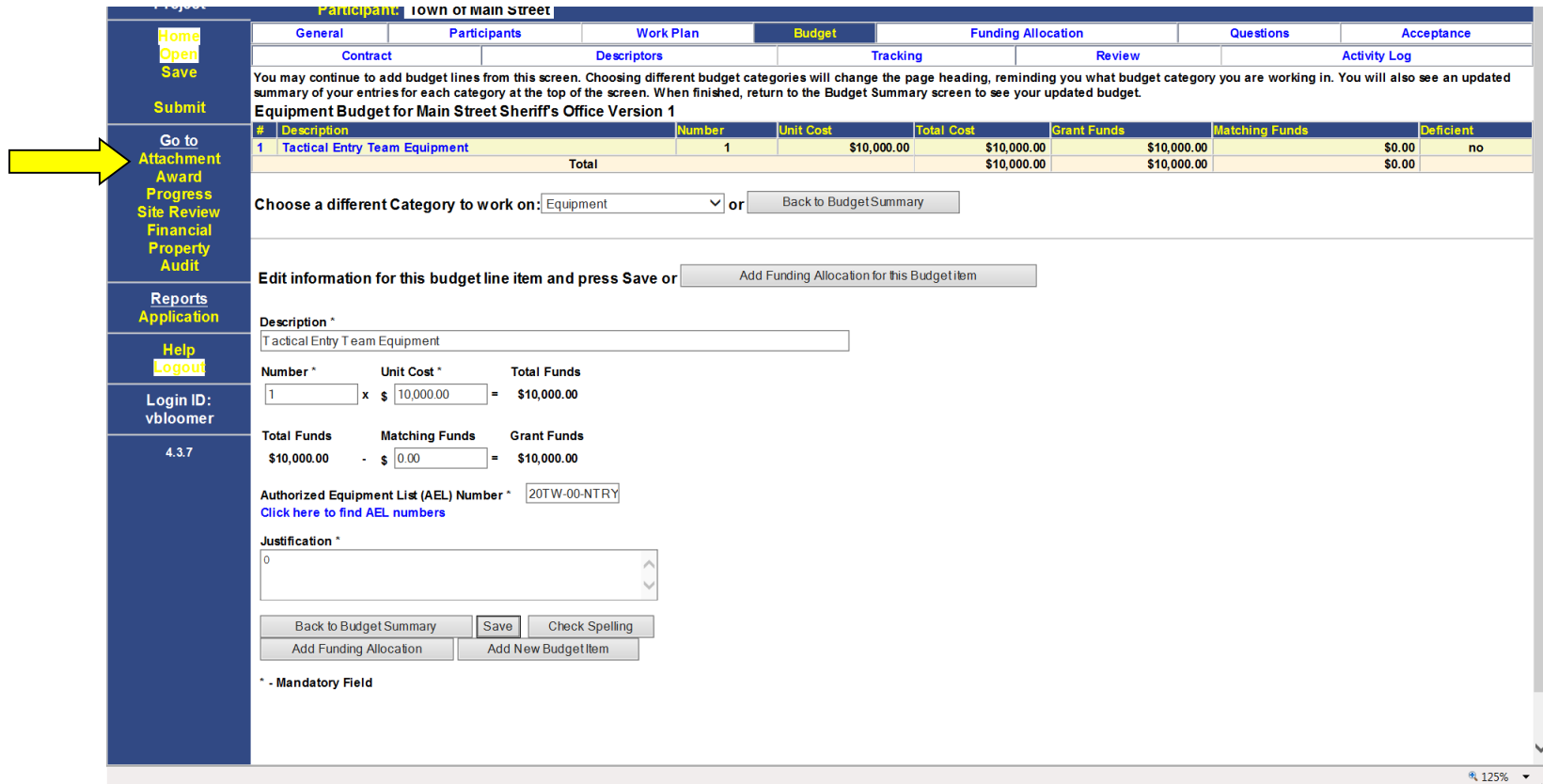
Project: **Participant:** Town of Main Street

General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
Contract		Descriptors	Tracking	Review	Activity Log	
Budget Item Description - Tactical Entry Team Equipment						
Number	Unit Cost	Total Funds	Matching Funds	Grant Funds		
1	x \$ 10,000.00	= \$10,000.00	- \$ 0.00	= \$10,000.00		
Justification - 0						
G and T Workplan						
G and T Workplan Code		Description	Remove			
ERR		05. Establish/enhance regional response teams.	X			
National Priority						
National Priority Code		Description	Remove			
INN		02. Implement the National Incident Management System and the National Response Plan	X			
Priority Project/State Strategy Goal						
Priority Project Code		Description	Remove			
S04		State Strategy Goal: Strengthen Counterterrorism and Law Enforcement Capabilities	X			
Spending Subcategory						
Code	Description	Amount	Remove			
QED	Equipment-Explosive Device Mitigation and Remediation Equipment	\$ 10,000.00	X			
		Total	\$ 10,000.00			
Spending Discipline						
Code	Description	Amount	Remove			
ELE	Equipment-Law Enforcement	\$ 10,000.00	X			
		Total	\$ 10,000.00			
<div>Finished with this item</div> 						

125%

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

Creating an E-Grants Application



Participant: Town of Main Street

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

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

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

Equipment Budget for Main Street Sheriff's Office Version 1

#	Description	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds	Deficient
1	Tactical Entry Team Equipment	1	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	no
Total				\$10,000.00	\$10,000.00	\$0.00	

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

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

Description *

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

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

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

Justification *

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

* - Mandatory Field

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

Creating an E-Grants Application

Attachment

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

Participant: Test County

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

#	Entered	Attachment Name	Delete

Help
Logout

Login ID: vbloomer

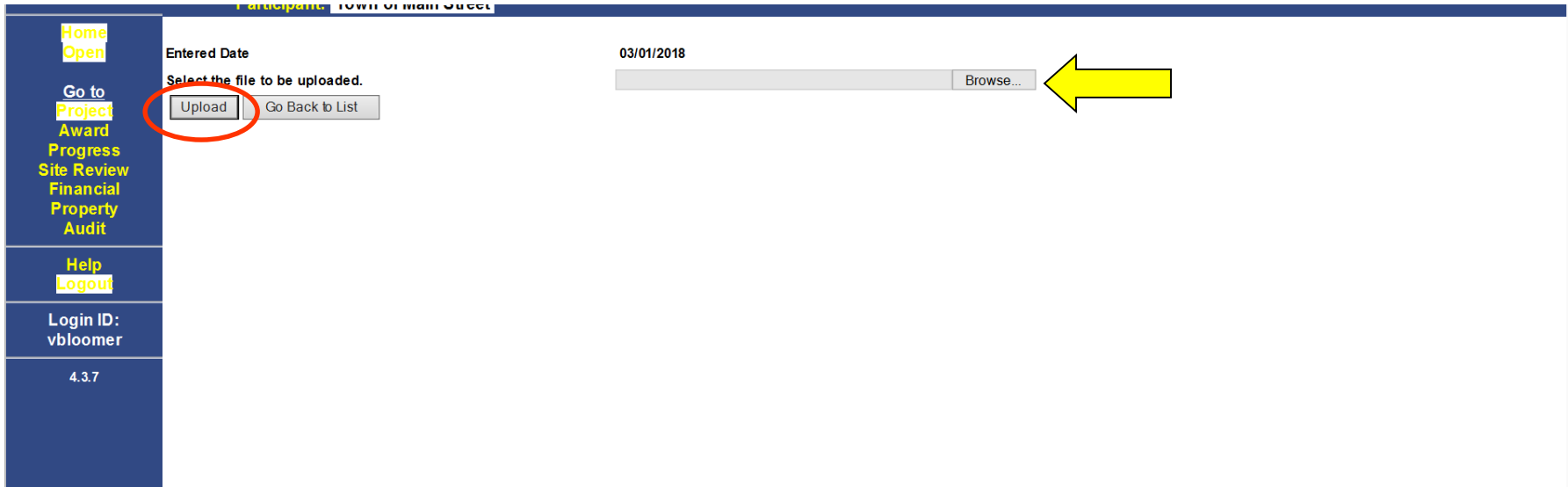
3.4.7

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 displays the E-Grants application interface. On the left is a vertical navigation menu with links: Home, Open, Go to, Project, Award, Progress, Site Review, Financial, Property, Audit, Help, Logout, Login ID: vbloomer, and 4.3.7. The main content area shows the 'Entered Date' as 03/01/2018. Below this, it says 'Select the file to be uploaded.' and features an 'Upload' button (circled in red) and a 'Go Back to List' button. To the right, there is a file selection area with a 'Browse...' button and a large yellow arrow pointing to it.

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

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

Creating an E-Grants Application

Attachment **Participant: Test County**

Home
Open

The file Test Upload attachment.docx has been uploaded.

Go to
Project
Award
Progress
Site Review
Financial
Property
Audit

Help
Logout

Login ID:
vbloomer

3.4.7

Entered Date: 5/1/2019 10:10

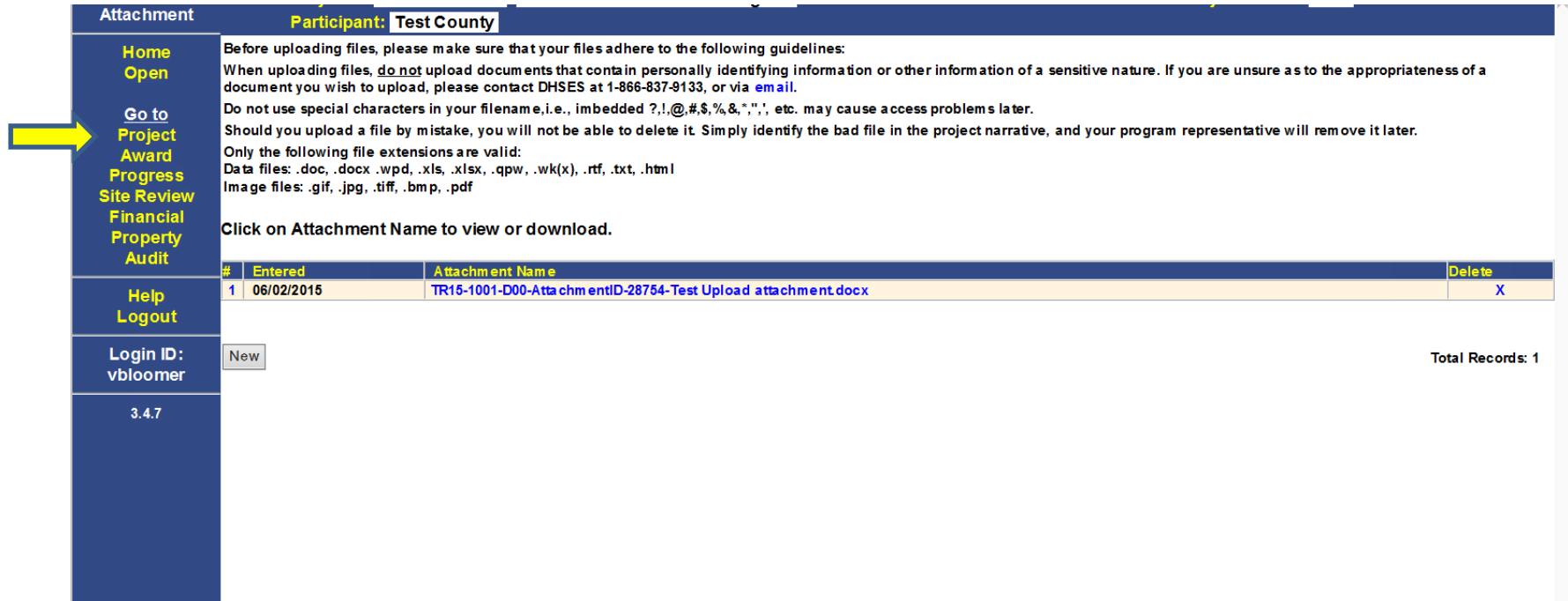
Select the file to be uploaded.

Upload Browse...

Go Back to List

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

Creating an E-Grants Application



The screenshot shows the 'Attachment' section of the E-Grants Application. A yellow arrow points to the 'Go to Project Award Progress Site Review Financial Property Audit' link in the left sidebar. The main content area displays the attachment list for 'Test County'.

Participant: Test County

Before uploading files, please make sure that your files adhere to the following guidelines:

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

Click on Attachment Name to view or download.

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

Login ID: vbloomer

3.4.7

Total Records: 1

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

Creating an E-Grants Application

Project **Participant:**

Home Open	General	Participants	Work Plan	Budget	Funding Allocation	Questions	Acceptance
	Contract	Descriptors		Tracking	Review	Activity Log	

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

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

Total Records: 1 ,Page 1 of 1

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID:
cstumpf

4.3.7

Click the **Questions** tab.

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

Creating an E-Grants Application

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

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

Creating an E-Grants Application

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

Participant: Test County

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

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

Submit

Go to
Attachment
Award
Progress
Site Review
Financial
Property
Audit

Reports
Application

Help
Logout

Login ID: cstumpf

4.3.19

Save Cancel Check Spelling

* - Mandatory Field

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

Project Start Date (If known or applicable)

Project End Date

Project Period

County *

Summary Description of

Submission Date

\$1.00 100.00%

\$0.00 0.00%

\$1.00

Message from webpage

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

OK Cancel

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

Creating an E-Grants Application

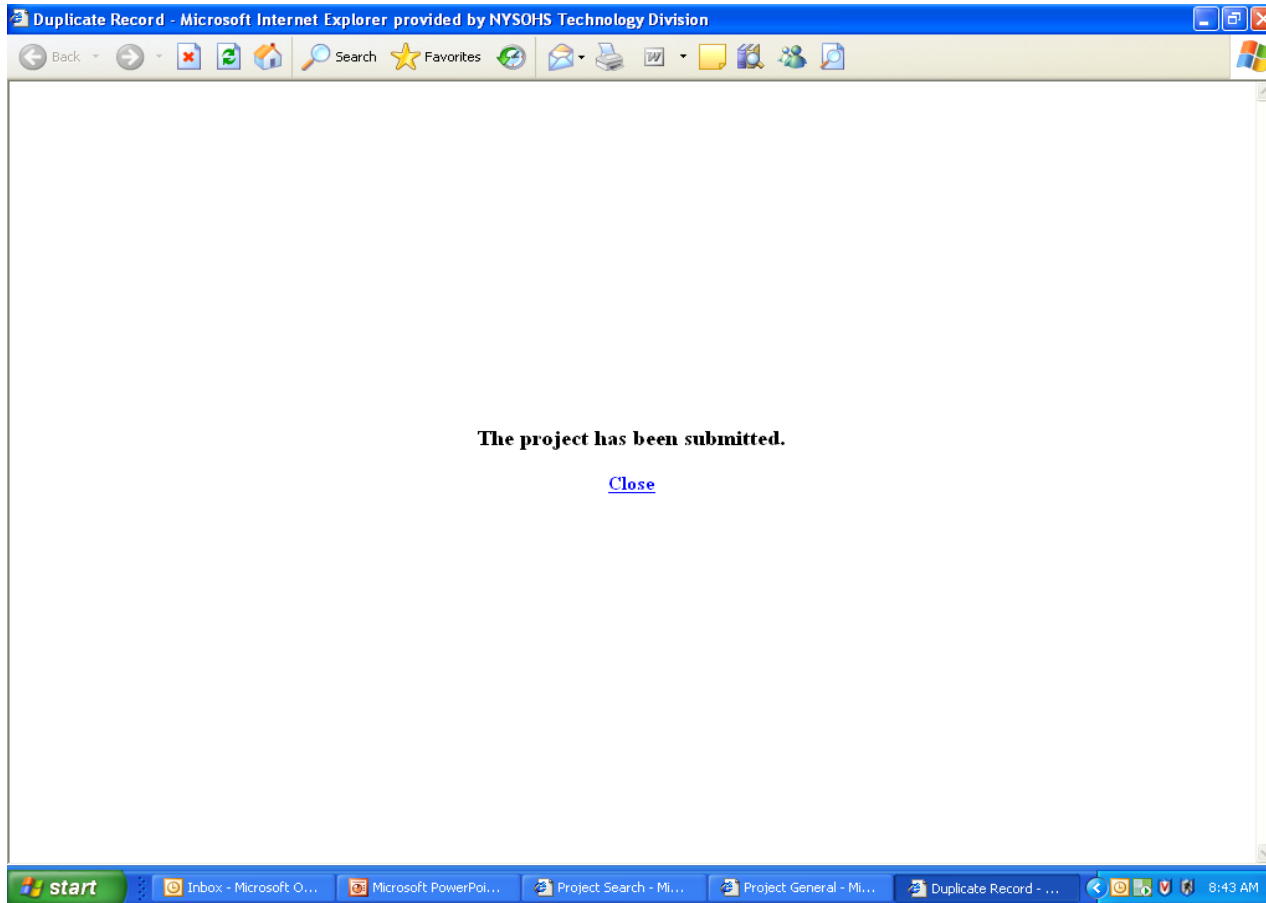
<u>Grant Application</u>		Tactical Team Targeted Grant Program
Project No.	Grantee Name	
TT17-1001-D00	Town of Main Street	03/03/2018

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 # PS19-1000-D00 Public Safety Answering Points Grant Project Status: Application Received

Participant:

Home Open Locked

Go to Attachment Progress Site Review Financial Property

Reports Application Deficiency Draft Contract

Help Logout

Login ID: grantee

4.3.7

Cancel Check Spelling

* - Mandatory Field

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) FY2019-20 Public Safety Answering Point Grant

Project Start Date (If known or applicable)

Project End Date (If known or applicable)

Project Period Years 0 Months 0

Submission Date not submitted

Grant Funds \$0.00 0.00%

Matching Funds \$0.00 0.00%

Total Funds \$0.00

County *

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

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.