Grant Award Acceptance Step-By-Step Guide

1. After you are notified that an Award Agreement is waiting grantee signature, login to EDGAR

2. Open your application (can be found under My Tasks or My Applications)

3. Go to the Forms Menu and select, Grant Award Agreement for Grantee Signature

4. Sign the agreement and select Save/Submit

5. After the EDGAR system has notified you by email that your award agreement has been signed by the SD Office of Homeland Security, your award is final. You can go forward with your project. Please note any special conditions on the agreement, if any.

Progress Report Step-By-Step Guide

1. Login to EDGAR and open your application (can be found under My Tasks or My Applications)

2. From the Forms Menu, select Payment Request Forms and Progress Report Forms

3. Select Initiate a Homeland Security Progress Report (to continue a progress report already started, select that report from the list).

4. On the next screen, click on "Homeland Security Project Progress Report"

5. Complete the report form and select SAVE in the upper right corner.

Payment Request Step-By-Step Guide

*Applicants must submit at least one progress report before you can submit a payment request.

1. Login to EDGAR

2. Find and open your application (can be found under My Tasks or My Applications)

3. From the Forms Menu, select Payment Request Forms and Progress Report Forms

4. Select Initiate a Homeland Security Payment Request (to continue a payment request already started, select that form from the list).

5. On the next screen, select Initiate a Payment Request.

6. Complete the form. Be sure to attach the invoice(s) and proof of payments.

7. Answer the question about getting best pricing; yes, you obtained two or more quotes or no, attach a sole source request form.

8. Sign the form and Save & Submit. The date will fill in upon saving.