

EDGAR

(Electronic Database for Grant
Application & Reporting)

South Dakota Office of Homeland Security
Grants Management System

To access the EDGAR system, go to this website:

<https://sddps.intelligrants.com/Login2.aspx?APPTHEME=SDDPS>

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
prevention • protection • enforcement

System Login

**South Dakota Department of Public Safety
Electronic Grant Management System**

First-time users will need to register by clicking on “New User?” in the login box above.

You will be notified by email once you have been approved.

After this, you will be able to login and access the grant application and management system.

If you have already registered, simply login to begin.

helpdesk@agatesoftware.com

Login

Username

Password

[New User?](#)
[Forgot Password?](#)

Step 1: Register as a New User

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

Name	Prefix <input type="text" value="v"/>	First <input type="text" value="*"/>	Middle <input type="text" value=""/>	Last <input type="text" value="*"/>	Suffix <input type="text" value="v"/>
Organization	<input type="text" value="*"/>				
Title	<input type="text" value=""/>				
Address	<input type="text" value="*"/>				
City	<input type="text" value="*"/>	State	<input type="text" value="South Dakota"/>	Zipcode	<input type="text" value="*"/>
County	<input type="text" value="*"/>				
Phone #1	<input type="text" value="*"/>	Phone #2	<input type="text" value=""/>		
Fax	<input type="text" value=""/>	Cell Phone	<input type="text" value=""/>		
Email	<input type="text" value="*"/>  Make sure your email your email is correct.				
Website	<input type="text" value=""/>				
Username	<input type="text" value="*"/>				
Password	<input type="text" value="*"/>	Confirm Password	<input type="text" value="*"/>		
Please select the division that you are applying for.	<input type="text" value="--Select--"/>				 Select "Homeland Security"
Notes	<input type="text" value=""/>				

Approved users will get an email approving or denying their request as shown below.

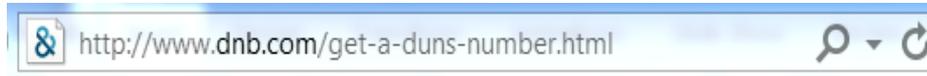


Registration Complete

Your information has been submitted. When you have been approved you will receive an email. You may now close your browser or visit another website.

Obtaining your DUNS Number

If you don't know your agency's DUNS number, while waiting for your registration to be processed, go to



You will need your DUNS number in order to complete your application; free for federal grant applicants.

Featured D-U-N-S® Number Resources

Need a D-U-N-S® Number?

[Get a D&B D-U-N-S® Number](#)

Have a D-U-N-S® Number?

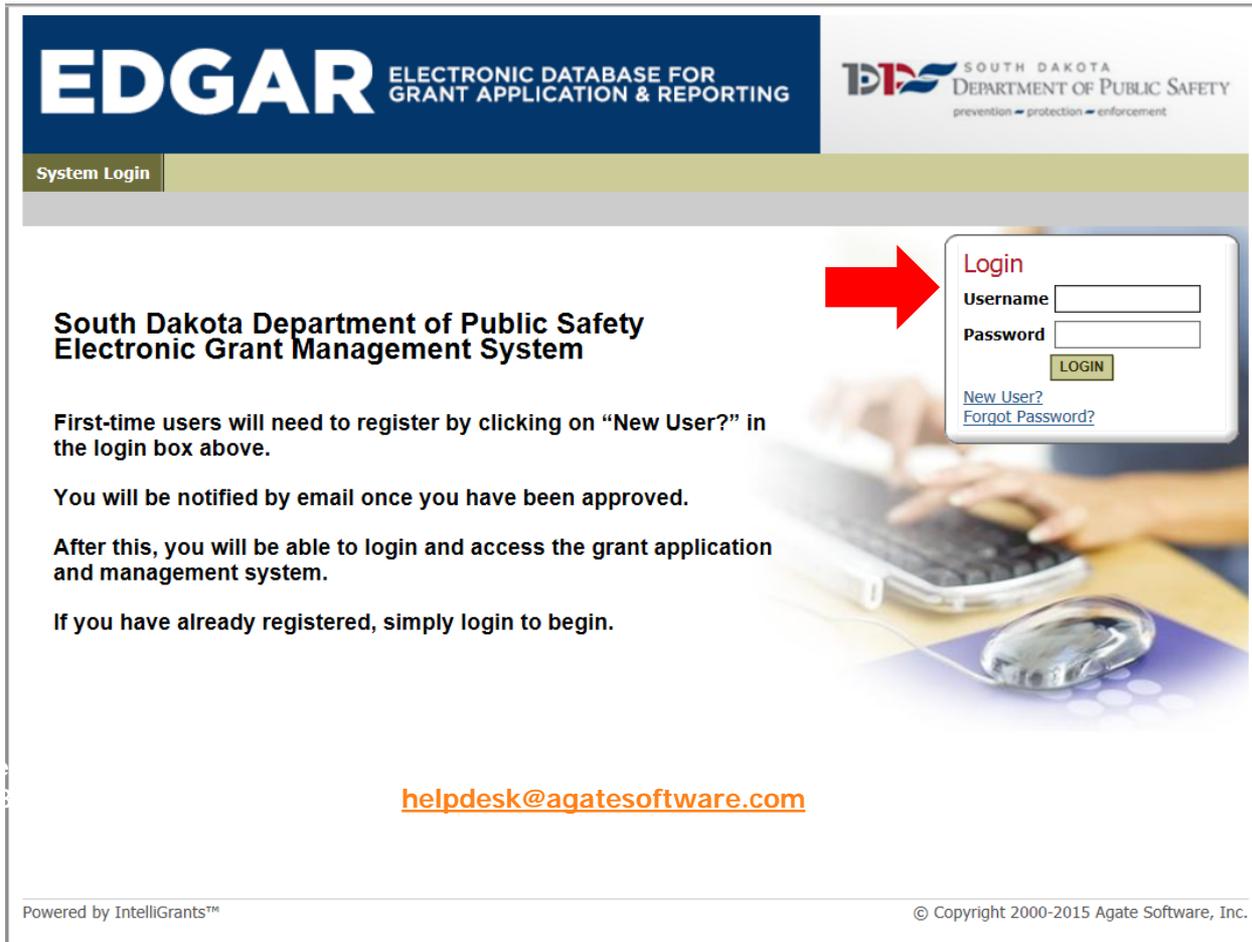
[Update your company's profile for your existing D-U-N-S® Number](#)

Are you a Government Contractor or Grantee who needs a D-U-N-S® Number?

[Request a D-U-N-S® Number for doing business with the government](#)



Step 1: Log-In as Approved User



EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SDPS SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
prevention • protection • enforcement

System Login

South Dakota Department of Public Safety Electronic Grant Management System

First-time users will need to register by clicking on “New User?” in the login box above.

You will be notified by email once you have been approved.

After this, you will be able to login and access the grant application and management system.

If you have already registered, simply login to begin.

helpdesk@agatesoftware.com

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Step 2: Start Application Process

Select “View Opportunities”

The screenshot displays the EDGAR (Electronic Database for Grant Application & Reporting) interface. At the top left, the EDGAR logo is prominent, followed by the text 'ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING'. To the right is the logo for the South Dakota Department of Public Safety, with the tagline 'prevention - protection - enforcement'. Below the header, there are navigation tabs for 'My Home' and 'My Applications', with 'My Applications' being the active tab. On the right side of the navigation bar, there are links for 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area features a welcome message for 'Rachel', an 'Authorized Official', and a link to 'Change My Picture'. Below this is an 'Instructions' section with a list of topics: 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'. A message follows: 'Hello Rachel, please choose an option below.' The primary action is 'View Available Opportunities', which is accompanied by a blue cursor icon. Below this, it states 'You have 1 My Opportunities available.' and instructs the user to 'Select the View Opportunities button below to see what is available to your organization.' A red arrow points to the 'VIEW OPPORTUNITIES' button.

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
prevention - protection - enforcement

My Home | My Applications

My Organization(s) | My Profile | Logout

SHOW HELP

Welcome Rachel
Authorized Official
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Rachel, please choose an option below.

View Available Opportunities

You have **1** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Step 3: Start Application Process

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SD SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
prevention • protection • enforcement

[My Home](#) | [My Applications](#) | [My Progress Reports](#) | [My Reimbursement Requests](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[Back](#)

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

Homeland Security Application 2016 for South Dakota Office of Homeland Security

Offered By:

South Dakota Office of Homeland Security

HLS Application Availability Dates:

02/01/2016-open ended

Homeland Security Application 2016 Period:

05/18/2016-07/31/2016

HLS Application Due Date:

07/31/2016

Description:

Applications may be accepted beyond the due date posted above from State Agencies and for Local Contingency Projects.

APPLY NOW



Step 4: Start Application Process

**EDGAR** ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
prevention — protection — enforcement

[My Home](#) | [My Applications](#) | [My Progress Reports](#) | [My Reimbursement Requests](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)

 [Back](#)

Homeland Security Application 2016 Menu

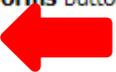
Document Information: [HLS-2016-SDDPS HLS-00019](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Homeland Security Application 2016	South Dakota Office of Homeland Security	Authorized Signer	Application In Process	05/18/2016 - 07/31/2016 07/31/2016 11:59PM CST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#) 

Step 5: Electronic Signature

Select “Electronic Signature”

The screenshot shows the EDGAR web application interface. At the top, there is a dark blue header with the EDGAR logo and the text 'ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING'. To the right is the logo for the South Dakota Department of Public Safety, with the tagline 'prevention - protection - enforcement'. Below the header is a navigation menu with tabs for 'My Home', 'My Applications', 'My Progress Reports', and 'My Reimbursement Requests'. Further right are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is located in the bottom right corner of the header area.

Below the navigation menu, there is a 'Back' button with a left-pointing arrow. The main heading is 'Homeland Security Application 2016 Menu - Forms'. Below this heading is the instruction 'Please complete all required forms below.' and 'Document Information: [HLS-2016-SDDPS HLS-00018](#)'. There is also a 'Details' button with a right-pointing arrow.

The 'Forms' section contains a table with the following data:

Status	Page Name	Note	Created By	Last Modified By
	Electronic Signature		June Snyder	3/22/2016 9:47:52 AM

A red arrow points to the 'Electronic Signature' link in the table.

Step 5: Electronic Signature

Sign the Electronic Signature Verification and press Save, then select Forms Menu

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
prevention → protection → enforcement

[My Home](#) | [My Applications](#) | [My Progress Reports](#) | [My Reimbursement Requests](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SAVE](#) [DELETE](#) [PRINT VERSION](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#)

[Back](#)

Document Information: [HLS-2016-SDDPS HLS-00018](#)

[Details](#)

You are here: > [Homeland Security Application 2016 Menu](#) > [Forms Menu](#) > Electronic Signature

ELECTRONIC SIGNATURE

I agree that the name shown below fully, accurately, and uniquely identifies me in the Electronic Database for Grant Application & Reporting (EDGAR) system. I am responsible for all uses of my user name and password, and any documents or changes with my credentials. My information will be kept confidential at all times.

I agree that by submission of this form, via the "SAVE" button, constitutes my electronic signature and the execution of documents in exactly the same manner as if I had signed, by hand, an original, paper version of documents in this system. I agree that I am authorized to apply for grant funding on behalf of the agency I represent and I am authorized to accept any subsequent grant awards.

I will contact the South Dakota of Homeland Security immediately if I believe my credentials have been compromised.

*

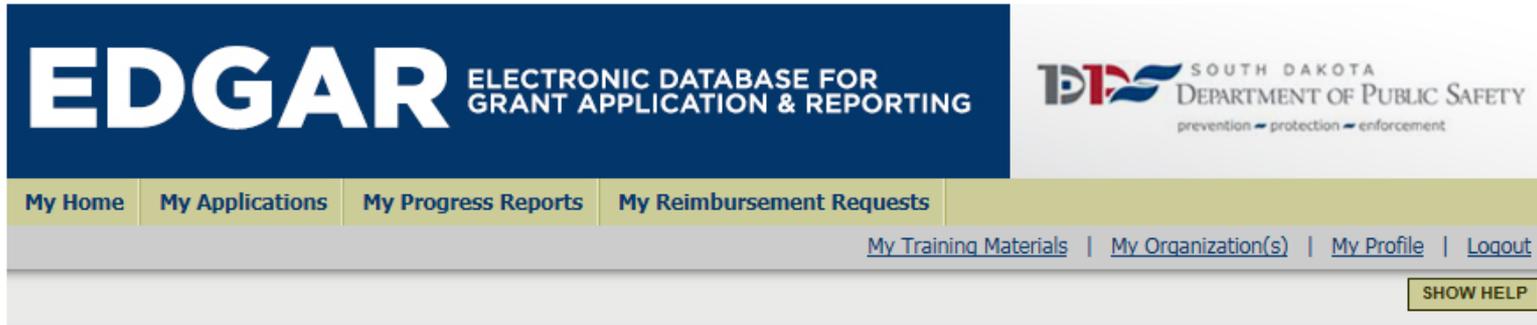
Authorized Signer Signature

3/22/2016
Date will populate upon Save

After you type your signature and select the Save button above, select the next form from:
You are here: > [Homeland Security Application 2015 Menu](#) > [Forms Menu](#)

Step 6: Terms and Conditions

Select “Terms & Conditions Verification”



 [Back](#)

Homeland Security Application 2016 Menu - Forms

Please complete all required forms below.

Document Information: [HLS-2016-SDDPS HLS-00018](#)

 [Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Electronic Signature				
	Electronic Signature		June Snyder 3/22/2016 9:47:52 AM	
Grant Requirements				
	Terms and Conditions Verification			



Step 6: Terms and Conditions

Select the hyperlink to view the Administrative Manual Terms and Conditions that you must agree to; then check the box, and select **SAVE**

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
prevention → protection → enforcement

My Home | My Applications | My Progress Reports | My Reimbursement Requests

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[Back](#)

Document Information: [HLS-2016-SDDPS HLS-00018](#)

[Details](#)

You are here: > [Homeland Security Application 2016 Menu](#) > [Forms Menu](#)

TERMS AND CONDITIONS VERIFICATION

* As the Authorized Signer, applying for funding through the SD Office of Homeland Security, I verify that I have reviewed and agree to follow the Terms and Conditions made available to me at:

http://dps.sd.gov/homeland_security/documents/TermsandConditions_001.pdf

Step 7: Start Application

Select “Application”

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
prevention → protection → enforcement

[My Home](#) | [My Applications](#) | [My Progress Reports](#) | [My Reimbursement Requests](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)

[Back](#)

Homeland Security Application 2016 Menu - Forms

Please complete all required forms below.

Document Information: [HLS-2016-SDDPS HLS-00004](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Electronic Signature				
	Electronic Signature		June Snyder	2/9/2016 7:56:55 AM
Grant Requirements				
	Terms and Conditions Verification		June Snyder	2/9/2016 7:57:11 AM
Grant Application Instructions and Forms				
	Application Instructions			
	Application			
	Budget			
	Submit/Cancel Application			
Grant Agreement				
	Payment Request Forms and Progress Report Forms			

Step 7: Application

1. Project Title: *(maximum of 50 characters)* *

2. Project Description: *

0 of 1000

3. Does the project impact a single entity or multiple entities? Describe entities impacted. *

0 of 1000

4. How does your project relate to Homeland Security? *

0 of 1000

5. Are you requesting replacement equipment? * Yes No

If yes, how was the existing equipment funded?

0 of 1000

Step 7: Select a milestone and the date it will be completed

6. Applicant must select a milestone that will measure the progress of your project. Milestone progress must be reported every six months until the project is completed in increments, Jan-June and July-Dec. *

Estimated milestone completion date: *



March, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
Today: March 22, 2016						

Note Created By

Last Modified By

Step 7: Application

After completing all parts of the application, select SAVE

0 of 1000

4. How does your project relate to Homeland Security? *

0 of 1000

5. Are you requesting replacement equipment? * Yes No

If yes, how was the existing equipment funded?

0 of 1000

6. Applicant must select a milestone that will measure the progress of your project. Milestone progress must be reported every six months until the project is completed in increments, Jan-June and July-Dec. *

Submitted EHP Approval Request

Estimated milestone completion date: *

06/30/2017

SAVE CHECK GLOBAL ERRORS

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Application Instructions			
	Application			
	Budget			
	Submit/Cancel Application			

Step 8: Start Budget

Select Budget

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
prevention → protection → enforcement

[My Home](#) | [My Applications](#) | [My Progress Reports](#) | [My Reimbursement Requests](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)

[Back](#)

Homeland Security Application 2016 Menu - Forms

Please complete all required forms below.

Document Information: [HLS-2016-SDDPS HLS-00019](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Electronic Signature				
	Electronic Signature		June Snyder 3/22/2016 10:00:41 AM	June Snyder 3/22/2016 10:02:27 AM
Grant Requirements				
	Terms and Conditions Verification		June Snyder 3/22/2016 10:05:12 AM	
Grant Application Instructions and Forms				
	Application Instructions			
	Application			
	Budget			
	Submit/Cancel Application			
Grant Agreement				
	Payment Request Forms and Progress Report Forms			

Step 8: Budget

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
prevention → protection → enforcement

My Home | My Applications | My Progress Reports | My Reimbursement Requests

My Training Materials | My Organization(s) | My Profile | Logout

SAVE CHECK GLOBAL ERRORS

Back

Document Information: [HLS-2016-SDDPS HLS-00019](#)

Details

You are here: > [Homeland Security Application 2016 Menu](#) > [Forms Menu](#)

BUDGET

Please complete this page and click **Save**. Any errors will be noted after saving.
Required fields are marked with *

- Select funding category * Law Enforcement Discretionary (Other)
- Requests for items that cost \$5,000 or more must include a quote; attach quote to application below.
- In the section below, describe each item; model number, if applicable; the AEL number (equipment only); the price per unit; how many; totals should calculate upon saving. *

* AEL Number (Authorized Equipment Number): all equipment must be allowable under the grant program. Please see the following website to look up all AEL numbers for equipment: http://dps.sd.gov/homeland_security/documents/AEL.pdf

- Will you accept partial funding for your project? * Yes No

Description of Equipment Requested	AEL Number	Price Per Unit	Number of Units	Total

Step 9: Submit Application

Select “Submit/Cancel Application”

The screenshot shows the EDGAR (Electronic Database for Grant Application & Reporting) interface. The header includes the EDGAR logo and the South Dakota Department of Public Safety logo. The navigation menu contains 'My Home', 'My Applications', 'My Progress Reports', and 'My Reimbursement Requests'. A secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button.

The main content area is titled 'Homeland Security Application 2016 Menu - Forms' and includes a 'Back' link. Below the title, it states 'Please complete all required forms below.' and provides document information: 'HLS-2016-SDDPS_HLS-00019' with a 'Details' link.

The 'Forms' section contains a table with the following data:

Status	Page Name	Note	Created By	Last Modified By
Electronic Signature				
	Electronic Signature		June Snyder 3/22/2016 10:00:41 AM	June Snyder 3/22/2016 10:02:27 AM
Grant Requirements				
	Terms and Conditions Verification		June Snyder 3/22/2016 10:05:12 AM	
Grant Application Instructions and Forms				
	Application Instructions			
	Application			
	Budget			
	Submit/Cancel Application			
Grant Agreement				
	Payment Request Forms and Progress Report Forms			

A red arrow points to the 'Submit/Cancel Application' link in the table. To the right of the arrow, the text reads: 'You must submit your application by the deadline.'

Step 9: Submit Application

Select **Apply Status** under Application Submitted

The screenshot displays the EDGAR (Electronic Database for Grant Application & Reporting) interface. At the top, the EDGAR logo is on the left, and the South Dakota Department of Public Safety logo is on the right. Below the logos is a navigation bar with tabs for 'My Home', 'My Applications', 'My Progress Reports', and 'My Reimbursement Requests'. To the right of these tabs are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is located in the bottom right corner of the navigation bar.

Below the navigation bar, there is a 'Back' button with a downward arrow icon. The main heading is 'Homeland Security Application 2016 Menu - Status Options'. Below this heading is the instruction: 'Select a button below to execute the appropriate status push.'.

Document Information: [HLS-2016-SDDPS HLS-00019](#)
[▶ Details](#)

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS ←

APPLICATION CANCELLED

APPLY STATUS

Step 9: Submit Application

Final step: by selecting **I Agree** you are submitting your application.

Agreement

Please make a selection below to continue.

By your submission of this application,

- You certify that your answers are true and complete to the best of your knowledge
- You verify that you are the authorized signer for the Electronic Signature Form.
- You accept the applicable federal grant terms and conditions

If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE

I DO NOT AGREE

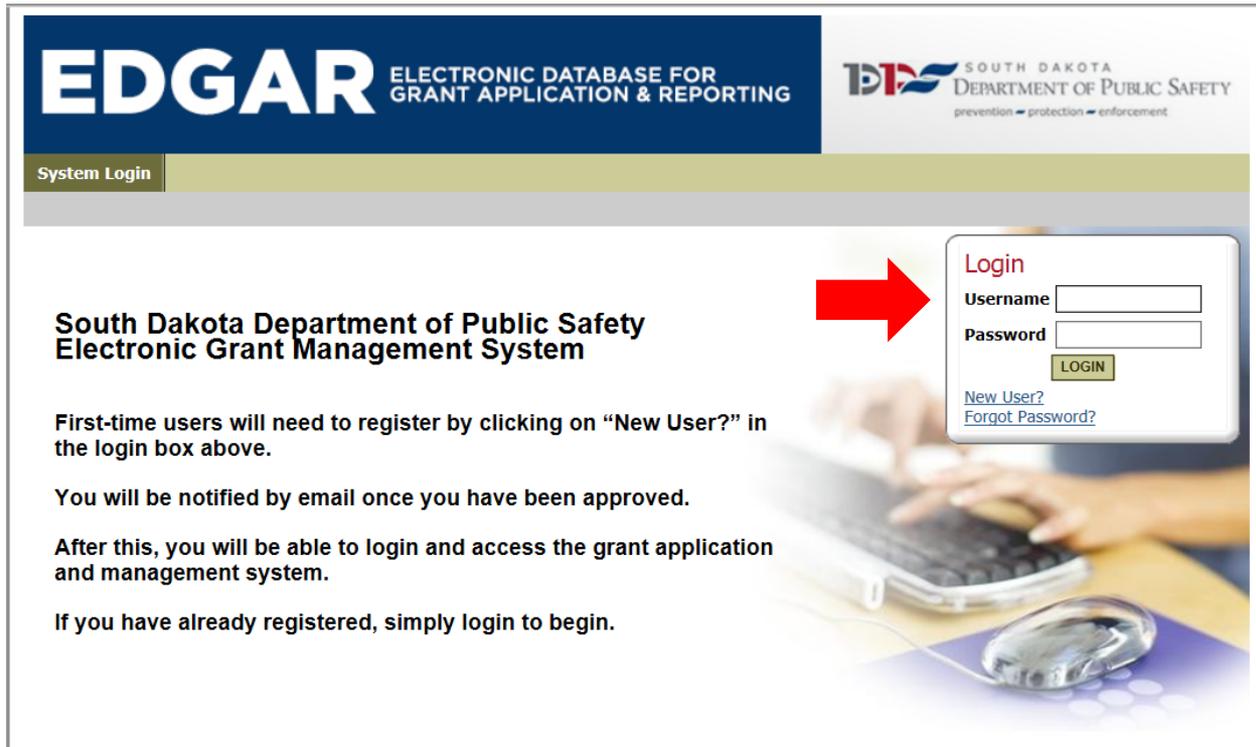
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At any time during the application process, an applicant is able to save and come back to their application at a later date.

If you are a registered user and need to finish an application you started earlier, go to:

<https://sddps.intelligrants.com/Login2.aspx?APPTHEME=SDDPS>
and log in using your username and password



EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SDPS SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
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System Login

**South Dakota Department of Public Safety
Electronic Grant Management System**

First-time users will need to register by clicking on “New User?” in the login box above.

You will be notified by email once you have been approved.

After this, you will be able to login and access the grant application and management system.

If you have already registered, simply login to begin.

Login

Username

Password

LOGIN

[New User?](#)
[Forgot Password?](#)

Step 2: To find your application, select “My Tasks”

EDGAR ELECTRONIC DATABASE FOR GRANT APPLICATION & REPORTING

SDPS SOUTH DAKOTA DEPARTMENT OF PUBLIC SAFETY
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[My Home](#) [My Applications](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)

Welcome Rachel
Authorized Official
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Rachel, please choose an option below.

View Available Opportunities
You have **1** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

My Inbox
You have **0** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

My Tasks
You have **30** new tasks.
You have **0** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

Step 3: Select your application (under the name section) to open the document.

 **My Inbox**

You have **0** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

My Tasks

Export Results to Sort by: **GO**

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Homeland Security Application 2015	homeland testing org cv	HLS-2015-homeland testing org cv-00048	Application Initiation	3/24/2015	
	Homeland Security Application 2015	SD Office of Homeland Security	HLS-2015-SDDPS HLS-00035	Application Initiation	3/10/2015	



Step 4: Start Application Process

Select View Forms

The screenshot displays the EDGAR (Electronic Database for Grant Application & Reporting) interface. At the top, the EDGAR logo is on the left, and the South Dakota Department of Public Safety logo is on the right. Below the logos is a navigation menu with tabs for 'My Home', 'My Applications', 'My Progress Reports', and 'My Reimbursement Requests'. Further right are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is located in the bottom right of the header area.

Below the header, there is a 'Back' button and a main heading: 'Homeland Security Application 2016 Menu'. Underneath, 'Document Information' is shown as 'HLS-2016-SDDPS HLS-00004'. A 'Details' link is available.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Homeland Security Application 2016	South Dakota Office of Homeland Security	Authorized Signer	Application In Process	05/18/2016 - 07/31/2016 07/31/2016 11:59PM CST

Below the table, there is a section titled 'View, Edit and Complete Forms' with a document icon. Below this title, it says 'Select the **View Forms** button below to view, edit, and complete forms.' A 'VIEW FORMS' button is present, and a red arrow points to it from the left.

Step 5: Continue your application where you left off



**ELECTRONIC DATABASE FOR
GRANT APPLICATION & REPORTING**



SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
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My Home
My Applications
My Progress Reports
My Reimbursement Requests

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

SHOW HELP

⏪ [Back](#)

Homeland Security Application 2016 Menu - Forms

Please complete all required forms below.

Document Information: [HLS-2016-SDDPS HLS-00004](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Electronic Signature				
	Electronic Signature		June Snyder	2/9/2016 7:56:55 AM
Grant Requirements				
	Terms and Conditions Verification		June Snyder	2/9/2016 7:57:11 AM
Grant Application Instructions and Forms				
	Application Instructions			
	Application			
	Budget			
	Submit/Cancel Application			
Grant Agreement				
	Payment Request Forms and Progress Report Forms			

After you are notified that Award Agreement awaiting grantee signature:

Grant Award Acceptance Step-By-Step Guide

1. Login to EDGAR
2. Find and open your application (can be found under My Tasks)
3. Select View, Edit, and Complete Forms
4. Go to the Forms Menu and select, Grant Award Agreement for Grantee Signature
5. Sign the agreement and select SAVE
6. Select the big red "Submit" button
7. On the next screen, you must select Grant Awarded by selecting "Apply Status". This sends the agreement to the SD Office of Homeland Security.

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. You can print your award agreement through the following steps.

1. Login to EDGAR
2. Find and open your application (can be found under My Tasks)
3. Select View, Edit, and Complete Forms
4. Go to the Forms Menu and select, Grant Award Agreement
5. In the upper left corner of the form click on "Print Version" to get the PDF version of the Grant Award Agreement
6. At the bottom of the screen, a pop-up will allow you to select "open"; on your computer select File, Print, & Print

Payment Request Step-By-Step Guide

1. Login to EDGAR
2. Find and open your application (can be found under My Tasks)
3. Select View, Edit, and Complete Forms
4. From the Forms Menu, select Payment Request Forms and Progress Report Forms
5. Select Initiate a Homeland Security Payment Request (to continue a payment request already started, select that form from the list).
6. On the next screen, select View, Edit, and Complete Forms
7. On the next screen, select Payment Request
8. Complete the form:
 - a. Date project completed
 - b. Complete the table (vendor, description, amount requested). The total will be calculated upon saving.
 - c. Attach Invoice for the expense you are claiming and other documentation you want to include.
9. Answer the question about getting best pricing, did you obtain two or more quotes, and attach a sole source form if needed.
10. Sign the form and SAVE. The date will fill in upon saving.
11. Select the big red "Submit" button.
12. On the next screen, you must select Submit Reimbursement Request by selecting "Apply Status". This sends the request to the SD Office of Homeland Security.

Progress Report Step-By-Step Guide

1. If you are notified by email that a progress report is due, login to EDGAR and find and open your application (can be found under My Tasks)
2. Select View, Edit, and Complete Forms
3. From the Forms Menu, select Payment Request Forms and Progress Report Forms
4. To start a progress report, select Initiate a Homeland Security Progress Report (to continue a progress report already started, select that report from the list).
5. On the next screen, select View, Edit, and Complete Forms.
6. On the next screen, select Progress Report.
7. Complete the report form with a minimum of 200 characters in any one field and select SAVE.
8. Select the big red "Submit" button
9. On the next screen, you must select Progress Report Submitted by selecting "Apply Status". This sends the completed Progress Report to the SD Office of Homeland Security.