



**Instruction Guide
for Grant Modifications,
Payment Requests and Progress Reports
for the
Highway Safety Program**

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Contact Information for the GTSC

If you have any questions or problems with a grant modification, payment request or progress report, please contact the Highway Safety Program Representative assigned to your county.

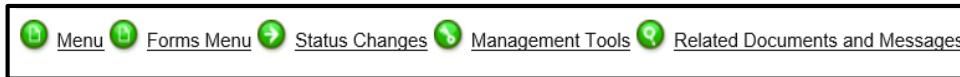
Highway Safety Program Representative county assignments are located at: www.SafeNY.ny.gov/staff.htm.

EGrants Page Structure

The following Tabs will always be found in this location.



The following Links will always be found in this location.



Buttons will always be found in this location unless otherwise noted in these instructions. Button selection (Ex. Save, Save/Next, etc.) may vary depending on program, page and/or transaction. Some buttons will not appear until the page is completed and saved.



Grant Modifications

Types of Grant Modifications for the Highway Safety Program

Budget

This type of modification allows a grantee to:

- Move funds from one budget line or category to another.
- Add or remove an item from the approved budget.
- Change the rate, unit cost, quantity, etc. for an item approved in the budget.

A budget modification:

- Cannot increase the total grant award amount.
- Must be in whole dollar amounts.

Scope

This type of modification allows a grantee to:

- Add or remove an activity from the project description.
- Add or remove a program area (Ex. Pedestrian Safety) from the project description.

If a scope change will require a budget modification, the scope change and budget modification should be submitted in the same request.

Time Extension

This type of modification allows a grantee to:

- Extend the end date of the grant beyond September 30.

A time extension:

- Will only be considered when a grantee can demonstrate that circumstances beyond their control prevented the completion of the project by September 30.
- Does **not** give a grantee additional time to claim costs incurred through September 30. All costs incurred from October 1 through September 30 must be claimed by October 31.

Important Information

- Grant modifications must be submitted through the eGrants system.
- The New York State Governor's Traffic Safety Committee will notify grantees of approval or denial by email through the eGrants system. Notification is **usually** within 5 business days from the date the request is submitted.

*Please note: Approval notifications are generic so they will **NOT** indicate if **PARTS** of the modification request were changed or denied. When an approval notification is received, you **must** login to eGrants, review the "Comments" section on the "Grant Modification Request Form" page, your budget and/or project description, whichever was affected by the modification request, to determine if any **PART** of the modification request was changed or denied. If you have any questions, please contact your Highway Safety Program Representative.*

- Do **NOT** move forward with activity requested in a grant modification unless you have received an **approval** notification from the New York State Governor's Traffic Safety Committee **and** have checked the sections in your grant that were mentioned in the previous bullet.
- Grant modifications cannot increase the total grant award amount.
- If requesting a budget modification, please review your budget **before** starting the modification process. You will need to provide the **exact** name of the categories and lines in your budget that will be affected by the modification. Although category names are the same (Example: Personal Services, Commodities, In-State Travel, Out-of-State Travel, Equipment and Other Cost), line names within each category are not (Ex. Educational Materials, Program Supplies, etc.).

How to Initiate a Highway Safety Program Grant Modification Request

Login to eGrants.



The screenshot shows the eGrants login page. At the top, there is a header with the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the eGrants logo. Below the header, there is a navigation bar with links for My Home, My Proposals, My Payments, and My Progress Reports. The main content area features a login form with fields for Username and Password, a LOGIN button, and links for New User? and Forgot Password?. Below the login form, there is a welcome message from the GTSC staff and a link to SafeNY Home.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

eGrants Login

Welcome to GTSC eGrants

Dear Highway Safety Associates:

Welcome to the eGrants system, where you apply for and manage your highway safety grant projects. If you are not aware of the grant programs we support, please read this [overview](#).

If you need assistance with developing your highway safety grant application, [contact the GTSC](#).

If you are new to eGrants, please register with the system. Once you have registered, you can access the online help, which features both print and video help. [Click here](#) to register with eGrants.

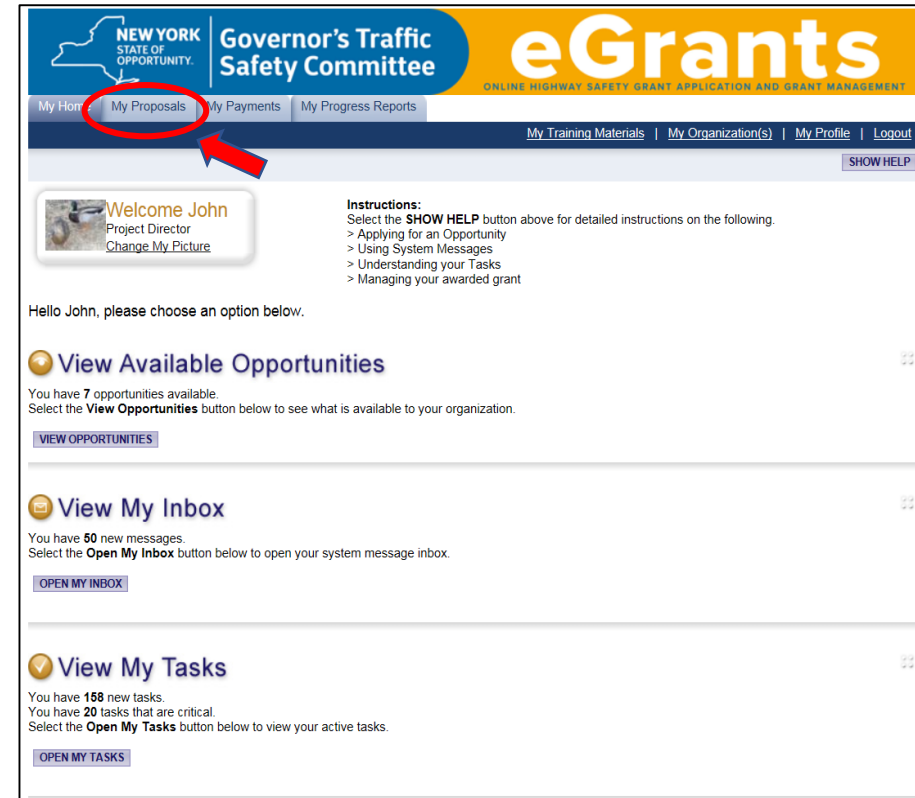
We look forward to working with you to improve safety on our New York highways.

The Staff of the GTSC

[SafeNY Home](#)

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Locate the grant by using the “My Proposal” tab.



The screenshot shows the eGrants dashboard for a user named John. At the top, there is a header with the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the eGrants logo. Below the header, there is a navigation bar with links for My Home, My Proposals, My Payments, and My Progress Reports. The main content area features a welcome message from John, a list of instructions, and three main sections: View Available Opportunities, View My Inbox, and View My Tasks. Each section has a button to view the respective content.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

SHOW HELP

Welcome John
Project Director
[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

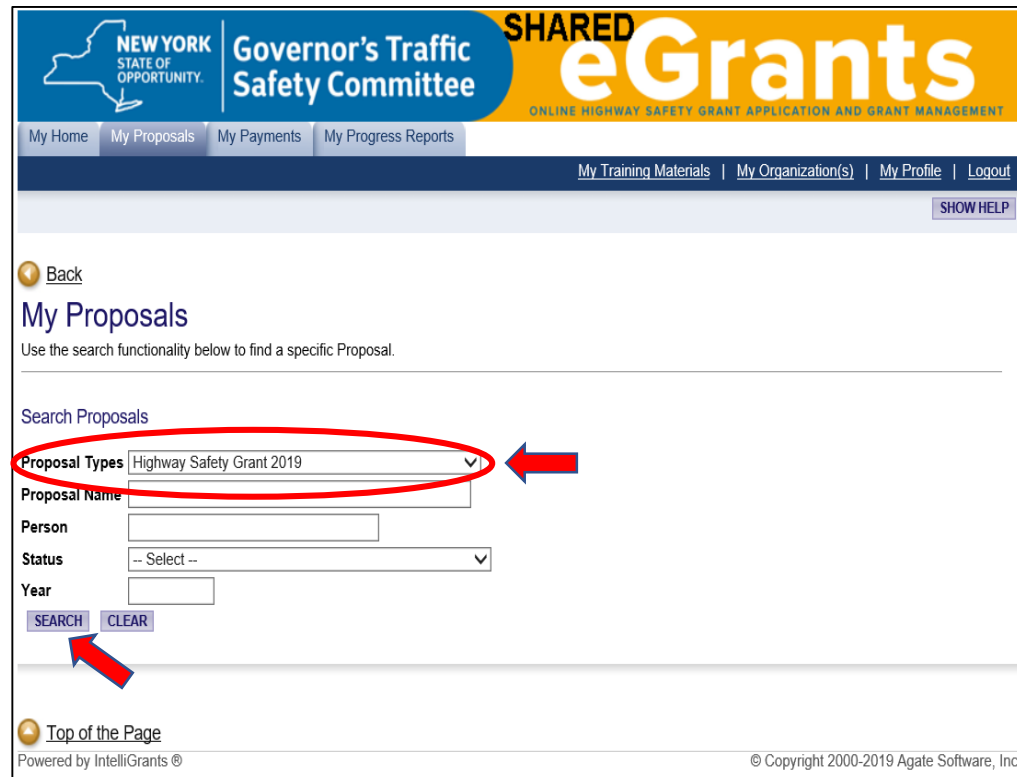
Hello John, please choose an option below.

View Available Opportunities 22
You have 7 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.
[VIEW OPPORTUNITIES](#)

View My Inbox 22
You have 50 new messages.
Select the **Open My Inbox** button below to open your system message inbox.
[OPEN MY INBOX](#)

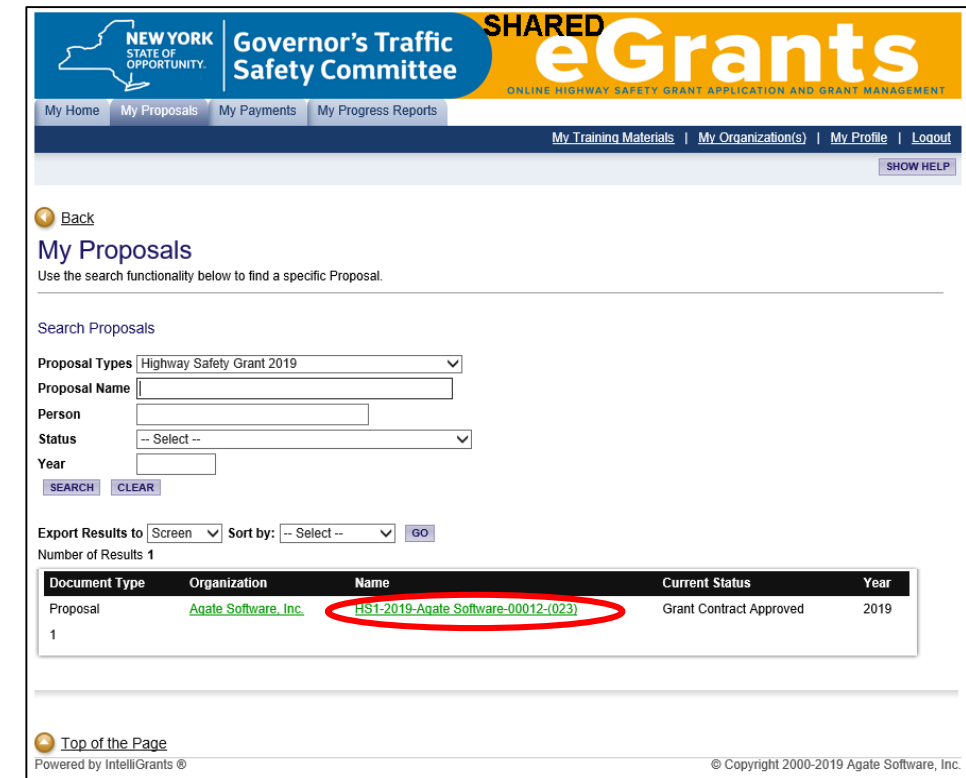
View My Tasks 22
You have 158 new tasks.
You have 20 tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.
[OPEN MY TASKS](#)

In the **“Proposals Types”** field, using the teardrop ▼, select the appropriate proposal type and year, then click the **“Search”** button.



The screenshot shows the 'My Proposals' search interface. A red oval highlights the 'Proposal Types' dropdown menu, which currently shows 'Highway Safety Grant 2019'. A red arrow points to the teardrop icon on the right of the dropdown. Another red arrow points to the 'SEARCH' button at the bottom left of the search form. The page includes a header for the 'NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants' and a navigation bar with links like 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'.

Click on the grant name link from the search result box.



The screenshot shows the search results for the proposal. The search criteria are: 'Proposal Types' is 'Highway Safety Grant 2019', 'Proposal Name' is empty, 'Person' is empty, 'Status' is '-- Select --', and 'Year' is empty. The 'SEARCH' button is highlighted. Below the search criteria, there is a table with the following data:

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	HS1-2019-Agate Software-00012-(023)	Grant Contract Approved	2019

The 'Name' column contains a link to the proposal details. The page also includes a 'Back' link and a 'Top of the Page' link at the bottom.

Hover the mouse pointer over the “Status Changes” link. When the “Status Changes – Possible Statuses” menu appears, click the “Apply Status” button under “Grant Modification In Request”.

The screenshot shows the 'eGrants' application interface for the Governor's Traffic Safety Committee. The 'Status Changes' link in the top navigation bar is highlighted with a red circle. A dropdown menu titled 'Status Changes' is open, showing a 'Possible Statuses' section. Within this section, the 'GRANT MODIFICATION IN REQUEST' subsection is visible, and the 'APPLY STATUS' button is highlighted with a red arrow. The background shows a sidebar with various menu items and a table of recent activity.

Status	Page Name	Last Modified By
Grant Project Overview		
General Highway S		43:29 PM
Workers' Compens		44:57 PM
Benefits Insurance		46:11 PM
Guide for Writing a		50:41 PM
Service Areas		
Jurisdiction		
Grant Program Information		
Applicant and Project Information	John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
Project Description	John Friendly 2/28/2018 12:54:04 PM	
Budget		
Budget	John Friendly 2/28/2018 12:54:41 PM	
Personal Services	John Friendly 2/28/2018 12:55:19 PM	
Commodities	Lucas Sewell 8/14/2018 9:29:17 AM	
Travel In-State	Lucas Sewell 8/14/2018 9:29:59 AM	

On the “Agreement” page, click the “I Agree” button.

The screenshot shows the 'Agreement' page in the eGrants application. The page title is 'Agreement' and it includes a sub-header 'Please make a selection below to continue.' Below this, there is a question 'Are you sure you want to start a modification request?' and a text area for notes. At the bottom, there are two buttons: 'I AGREE' and 'I DO NOT AGREE'. A red arrow points to the 'I AGREE' button. The footer of the page includes the text 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “**Proposal Menu – Forms**” page, click the expand icon , which appears next to the “**Details**” link.



NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Proposal Menu - Forms
Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

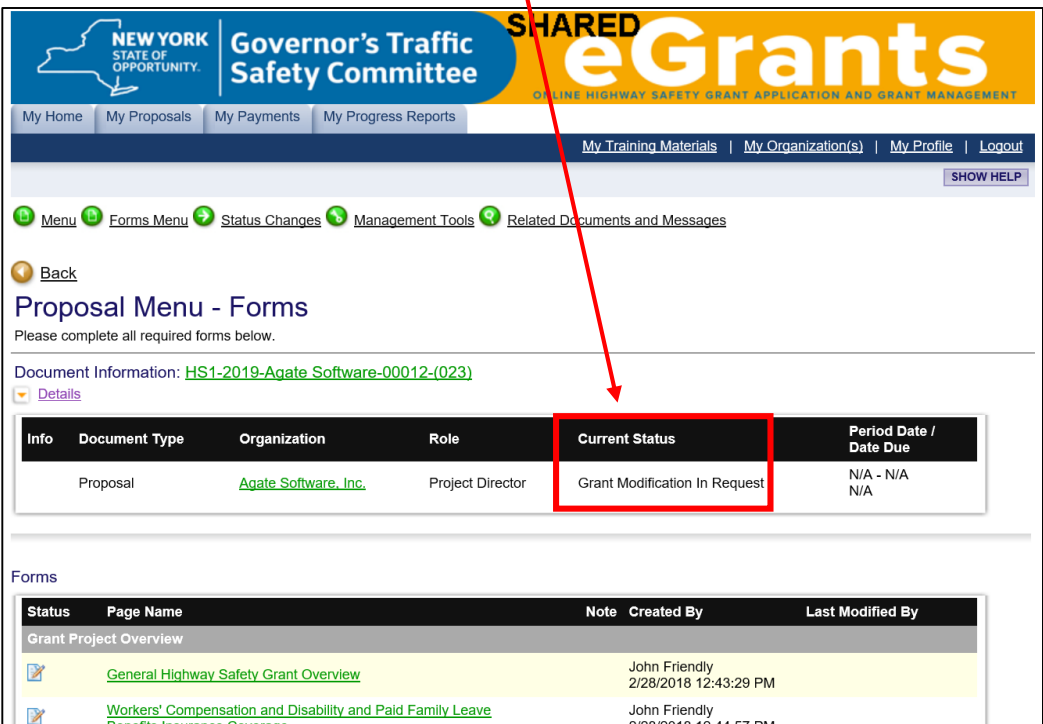
Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	
Budget				
	Budget		John Friendly 2/28/2018 12:54:41 PM	
	Personal Services		John Friendly 2/28/2018 12:55:19 PM	
	...		Lucas Sewell	

If the “**Current Status**” field is “**Grant Modification In Request**”, proceed to the next step.

Current Status
Grant Modification In Request

If the “**Current Status**” field is **NOT** “**Grant Modification In Request**”, repeat the steps on page 10.



NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

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Proposal Menu - Forms
Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agate Software, Inc.	Project Director	Grant Modification In Request	N/A - N/A N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	

In the “Grant Modifications” section, click on the “Grant Modification Request Form” link.

NEW YORK
STATE OF
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**Governor's Traffic
Safety Committee**

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ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Proposal Menu - Forms
Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	
Budget				
	Budget		John Friendly 2/28/2018 12:54:41 PM	
	Personal Services		John Friendly 2/28/2018 12:55:19 PM	
	Commodities (3)			
	Travel: In-State		Lucas Sewell 8/14/2018 9:28:59 AM	
	Travel: Out-Of-State		Lucas Sewell 8/14/2018 9:30:53 AM	
	Equipment		Lucas Sewell 8/14/2018 9:31:43 AM	
	Other Costs		Lucas Sewell 8/14/2018 9:32:34 AM	
	Budget Summary		John Friendly 2/28/2018 12:55:53 PM	John Friendly 2/28/2018 1:02:49 PM
Certification				
	Conditions		John Friendly 2/28/2018 1:03:28 PM	
	Certifications & Assurances		John Friendly 2/28/2018 1:04:02 PM	
	Request For Application (RFA) Statement		John Friendly 2/28/2018 1:05:51 PM	
Traffic Safety Board Endorsement				
	TSB APPROVAL		John Friendly 2/28/2018 1:07:05 PM	
Miscellaneous				
	Attachments-HSG		Olivia Hacker 1/14/2019 3:09:08 PM	
Grant Modifications				
	HS1 Grant Modification Instructions		Olivia Hacker 1/14/2019 3:11:44 PM	
	Grant Modification Request Form (11)			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			
	Click here for Payments or Reports			

[Top of the Page](#)

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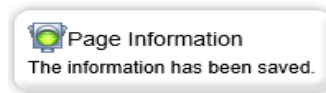
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Grant Modification Request Form Page

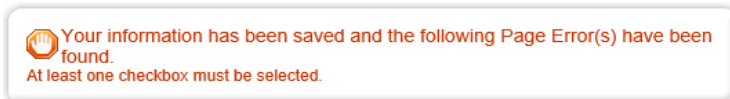
- Complete the **“This request is for the following change (s)”** section by clicking in the appropriate box(es).
 - In the **“Justification”** field*, provide the reason for the modification request with the following information:
 - If a **budget** modification is being requested, you must provide the exact category and line names being affected by the modification with the amount of money being moved.
 - If a **scope change** is being requested, be specific with what is being added, changed, removed, etc.
 - If a **time extension** is being requested, you must provide the new end date.
- *The “Justification” field is a required field. If this field is left blank the system will generate an error. If uploading the justification, enter “Justification is attached below” in the “Justification” field. Instructions on how to upload a document will be provided later. If entering the justification in the “Justification” field, click the “Save” button periodically so you don’t lose any information.*
- Click the **“Save”** button.

How to Check for Errors on the Grant Modification Request Form Page

- Once the page is saved, if an error exists, an error message will appear at the top of the page.
- The following means the system didn't detect any errors.

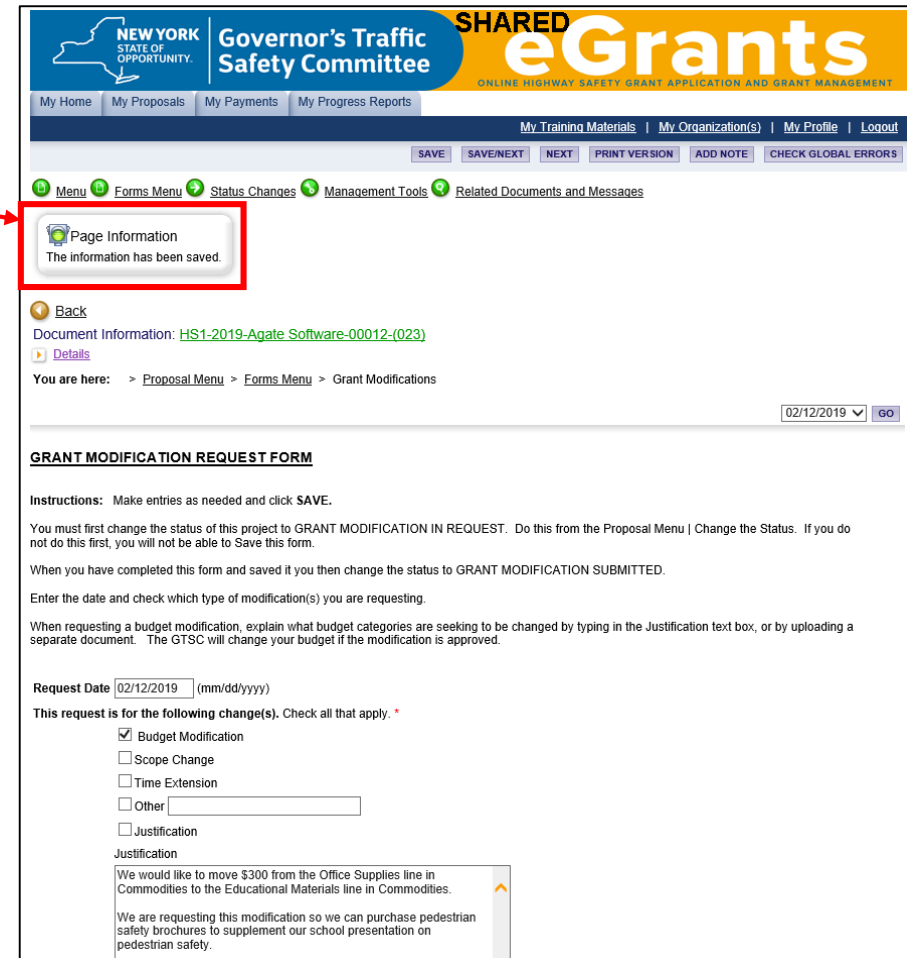


- The following means there is an error on the page.



If an error exists, fix the error and resave the page.

- Stay on the “**Grant Modification Request Form**” page:
 - If you need to upload documentation, go to page 15 of these instructions.
 - If you do **NOT** need to upload documentation, go to page 16 of these instructions.

A screenshot of the "eGrants" web application interface. The header includes the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the "eGrants" logo with the tagline "ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". A navigation bar contains links like "My Home", "My Proposals", "My Payments", "My Progress Reports", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". Below this is a row of buttons: "SAVE", "SAVE/NEXT", "NEXT", "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS". A menu bar lists "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". A red box highlights a "Page Information" message box that says "The information has been saved." Below this is a "Back" button and a "Document Information" section showing "HS1-2019-Agate Software-00012-(023)" with a "Details" link. A breadcrumb trail reads "You are here: > Proposal Menu > Forms Menu > Grant Modifications". A date selector shows "02/12/2019" and a "GO" button. The main section is titled "GRANT MODIFICATION REQUEST FORM". It contains instructions: "Make entries as needed and click SAVE." and "You must first change the status of this project to GRANT MODIFICATION IN REQUEST. Do this from the Proposal Menu | Change the Status. If you do not do this first, you will not be able to Save this form." It also states: "When you have completed this form and saved it you then change the status to GRANT MODIFICATION SUBMITTED." and "Enter the date and check which type of modification(s) you are requesting." There is a section for "Request Date" with a dropdown set to "02/12/2019" and a "(mm/dd/yyyy)" label. Below this is a section titled "This request is for the following change(s). Check all that apply." with checkboxes for "Budget Modification" (checked), "Scope Change", "Time Extension", "Other" (with a text input field), and "Justification". A "Justification" text area contains the text: "We would like to move \$300 from the Office Supplies line in Commodities to the Educational Materials line in Commodities. We are requesting this modification so we can purchase pedestrian safety brochures to supplement our school presentation on pedestrian safety." A "GO" button is at the bottom right.

How to Upload Documentation to the Grant Modification Request Form Page

- Go to the **“To add information, please upload a document containing the additional information”** section:

- Press **“Browse”**, choose the desired file, then click the **“Save”** Button.

To add information, please upload a document containing the additional information.

- Once you click the **“Save”** button, verify that a link appears.

To add information, please upload a document containing the additional information.

[77635_1118663-PedestrianSafetyBrochure.docx](#)

Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.

NEW YORK Governor's Traffic Safety Committee **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Page Information
The information has been saved.

Back
Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
Details

You are here: > Proposal Menu > Forms Menu > Grant Modifications

02/12/2019 GO

GRANT MODIFICATION REQUEST FORM

Instructions: Make entries as needed and click **SAVE**.
You must first change the status of this project to GRANT MODIFICATION IN REQUEST. Do this from the Proposal Menu | Change the Status. If you do not do this first, you will not be able to Save this form.
When you have completed this form and saved it you then change the status to GRANT MODIFICATION SUBMITTED.
Enter the date and check which type of modification(s) you are requesting.
When requesting a budget modification, explain what budget categories are seeking to be changed by typing in the Justification text box, or by uploading a separate document. The GTSC will change your budget if the modification is approved.

Request Date: 02/12/2019 (mm/dd/yyyy)

This request is for the following change(s). Check all that apply. *

☒ Budget Modification
☐ Scope Change
☐ Time Extension
☐ Other
☐ Justification

Justification
We would like to move \$300 from the Office Supplies line in Commodities to the Educational Materials line in Commodities.
We are requesting this modification so we can purchase pedestrian safety brochures to supplement our school presentations on pedestrian safety.
Attached is the brochure for your review and approval.

326 of 2000

To add information, please upload a document containing the additional information.

[77635_1118663-PedestrianSafetyBrochure.docx](#)

For Office Use Only
Comments (please initial your comments)

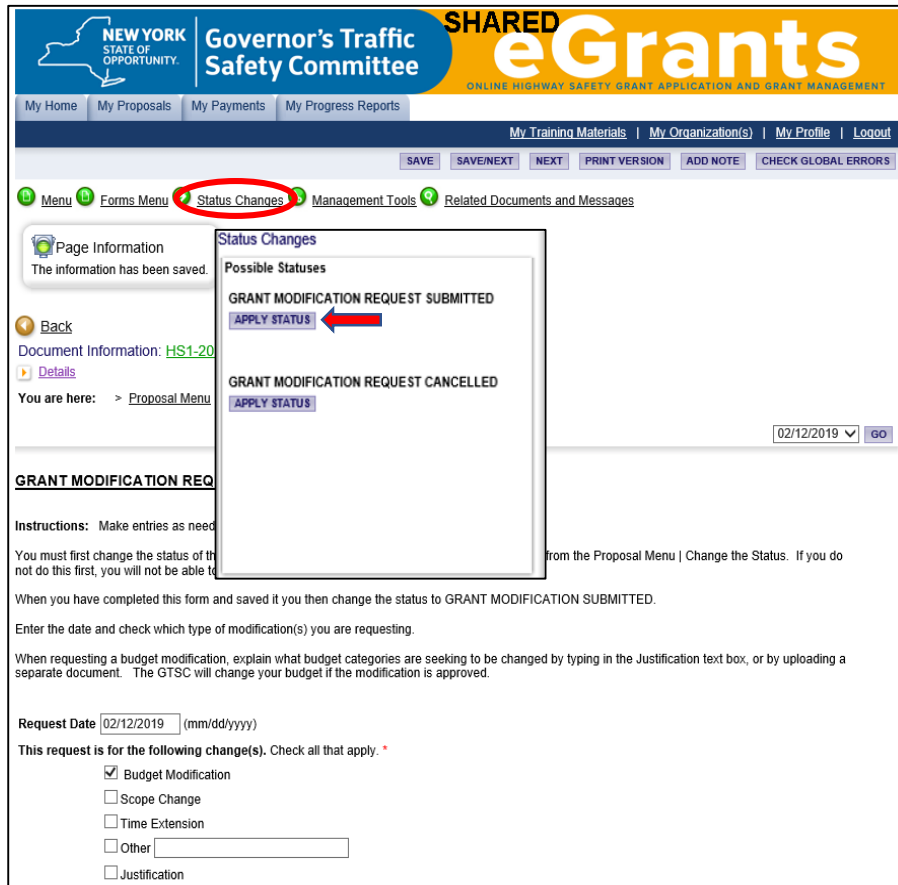
☐ Modification Request Cancelled

Top of the Page
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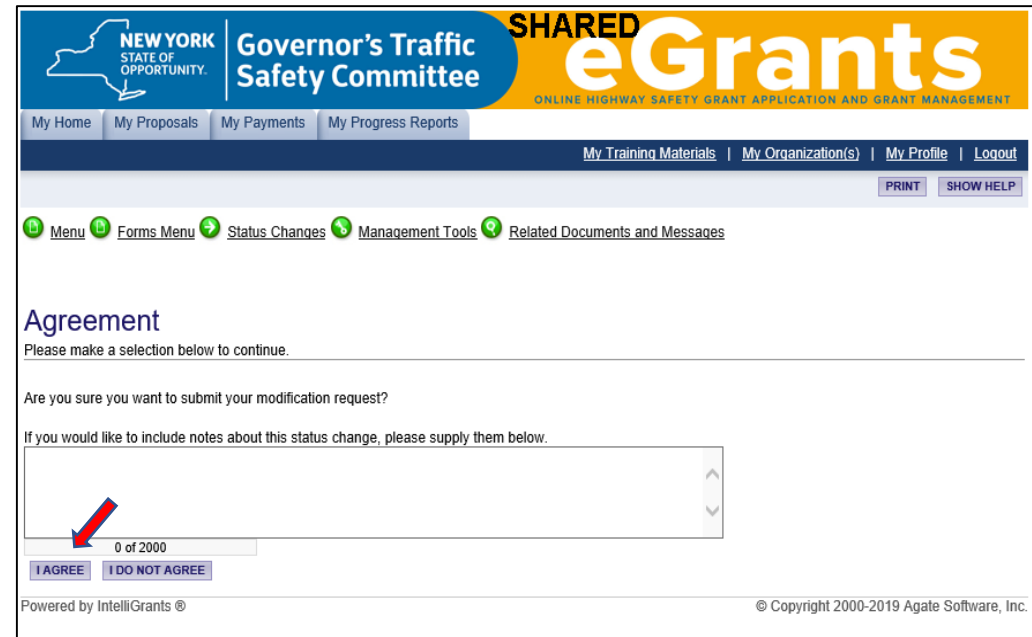
How to Submit the Grant Modification Request

Hover the mouse pointer over the “Status Changes” link. When the “Status Changes – Possible Statuses” menu appears, click the “Apply Status” button under “Grant Modification Request Submitted”.

On the “Agreement” page, click the “I Agree” button.



The screenshot shows the 'eGrants' application interface for the 'NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee'. The 'Status Changes' link in the top navigation bar is highlighted with a red circle. A dropdown menu is open, showing two options: 'GRANT MODIFICATION REQUEST SUBMITTED' and 'GRANT MODIFICATION REQUEST CANCELLED'. The 'APPLY STATUS' button under the 'SUBMITTED' option is highlighted with a red arrow. The main content area shows a 'GRANT MODIFICATION REQUEST' form with a date field set to '02/12/2019' and a 'GO' button. Below the date field, there are checkboxes for 'Budget Modification', 'Scope Change', 'Time Extension', and 'Other'.



The screenshot shows the 'Agreement' page in the eGrants application. The page title is 'Agreement'. Below the title, there is a message: 'Please make a selection below to continue.' followed by a question: 'Are you sure you want to submit your modification request?'. Below this, there is a text area for notes: 'If you would like to include notes about this status change, please supply them below.' with a red arrow pointing to the text area. At the bottom, there are two buttons: 'I AGREE' and 'I DO NOT AGREE'. The footer of the page includes the text 'Powered by IntelliGrants ®' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “**Proposal Menu – Forms**” page, click the expand icon , which appears next to the “**Details**” link.

NEW YORK
STATE OF
OPPORTUNITY.

Governor's Traffic
Safety Committee

SHARED
eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home

My Proposals

My Payments

My Progress Reports

My Training Materials

My Organization(s)

My Profile

Logout

SHOW HELP

Menu

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Status Changes

Management Tools

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Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM

If the “**Current Status**” field is “**Grant Modification Request Submitted**”, your request has been submitted.

Current Status

Grant Modification Request Submitted

If the “**Current Status**” field is **NOT** “**Grant Modification Submitted**”, your request was **NOT** submitted. Repeat the steps on page 16.

NEW YORK
STATE OF
OPPORTUNITY.

Governor's Traffic
Safety Committee

SHARED
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ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home

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My Payments

My Progress Reports

My Training Materials

My Organization(s)

My Profile

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Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agate Software, Inc.	Project Director	Grant Modification Request Submitted	N/A - N/A N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	

Payment Requests

Payment Request Due Dates

Quarter Dates	Due Date
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

The “**Claim for Payment – Instruction Guide**” provides important information regarding reimbursement and documentation requirements.

The guide is available at: www.safenyny.gov on the “**Forms & Instructions**” page.

How to Initiate a Highway Safety Program Payment Request

Login to eGrants.

NEW YORK STATE OF OPPORTUNITY | Governor's Traffic Safety Committee | SHARED eGrants | ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

eGrants Login

Welcome to GTSC eGrants

Dear Highway Safety Associates:

Welcome to the eGrants system, where you apply for and manage your highway safety grant projects. If you are not aware of the grant programs we support, please read this [overview](#).

If you need assistance with developing your highway safety grant application, [contact the GTSC](#).

If you are new to eGrants, please register with the system. Once you have registered, you can access the online help, which features both print and video help. [Click here](#) to register with eGrants.

We look forward to working with you to improve safety on our New York highways.

The Staff of the GTSC

[SafeNY Home](#)

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Locate the grant by using the “My Proposal” tab.

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SHOW HELP

Welcome John
Project Director
[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 John, please choose an option below.

View Available Opportunities

You have 8 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

View My Inbox

You have 50 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

View My Tasks

You have 165 new tasks.
You have 31 tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

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In the “**Proposals Types**” field, using the teardrop▼, select “**Highway Safety Grant 20XX**”.

Click the “**Search**” button.

Click on the grant name link from the search results box.


The screenshot shows the 'My Proposals' search interface. A red circle highlights the 'Proposal Types' dropdown menu, which currently shows 'Highway Safety Grant 2019'. A red arrow points to this dropdown. Another red arrow points to the 'SEARCH' button at the bottom left of the search form. The page includes a navigation bar with links like 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. The footer contains the text 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'.

The screenshot shows the search results page. The search criteria are: Proposal Types: Highway Safety Grant 2019, Proposal Name: (empty), Person: (empty), Status: -- Select --, Year: (empty). The search results table shows 1 result:

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	HS1-2019-Agate Software-00012-(023)	Grant Contract Approved	2019

The name link in the table is circled in red. The page includes a navigation bar with links like 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. The footer contains the text 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'.

On the “**Proposal Menu - Forms**” page, click on the **“Click here for Payments or Reports”** link.



Governor's Traffic Safety Committee

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Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly	2/28/2018 12:43:29 PM
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly	2/28/2018 12:44:57 PM
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly	2/28/2018 12:46:11 PM
Service Areas				
	Jurisdiction		John Friendly	2/28/2018 12:50:41 PM
Grant Program Information				
	Applicant and Project Information		John Friendly	2/28/2018 12:52:17 PM
	Project Description		John Friendly	2/28/2018 12:54:04 PM
Budget				
	Budget		John Friendly	2/28/2018 12:54:41 PM
	Personal Services		John Friendly	2/28/2018 12:55:19 PM
	Commodities (3)			
	Travel: In-State		Lucas Sewell	8/14/2018 9:29:59 AM
	Travel: Out-Of-State		Lucas Sewell	8/14/2018 9:30:53 AM
	Equipment		Lucas Sewell	8/14/2018 9:31:43 AM
	Other Costs		Lucas Sewell	8/14/2018 9:32:34 AM
	Budget Summary		John Friendly	2/28/2018 12:55:53 PM
			John Friendly	2/28/2018 1:02:49 PM
Certification				
	Conditions		John Friendly	2/28/2018 1:03:28 PM
	Certifications & Assurances		John Friendly	2/28/2018 1:04:02 PM
	Request For Application (RFA) Statement		John Friendly	2/28/2018 1:05:51 PM
Traffic Safety Board Endorsement				
	TSB APPROVAL		John Friendly	2/28/2018 1:07:05 PM
Miscellaneous				
	Attachments-HSQ		Olivia Hacker	1/14/2019 3:09:06 PM
Grant Modifications				
	HS1 Grant Modification Instructions		Olivia Hacker	1/14/2019 3:11:44 PM
	Grant Modification Request Form (12)			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			
	Click here for Payments or Reports			

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Click on the **"Initiate a/an Payment HSG 20XX"** link.

On the **"Agreement"** page, click the **"I Agree"** button.

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Proposal Menu - Reports and Payments

The various sections below can link to items that are associated with this document.
You can only initiate a Payment or Progress Report at the step Grant Contract Approved.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Related Documents

Sort search results by: Filter by Document Type:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Payments	Initiate a/an Payment HSG 2019				
Progress Reports	Initiate a/an Progress Report HSG 2019				

Related Messages

Sort search results by:

Priority	Sender	Subject	Date/Time	Status
	Grant System	Grant Modification Denied for HS1-2019-Agate Software-00012-(023)	1/8/2019 11:23:49 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-(023)	1/8/2019 11:20:06 AM	Read
	Grant System	Grant Modification Denied for HS1-2019-Agate Software-00012-(023)	1/4/2019 11:47:23 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-(023)	1/4/2019 8:58:27 AM	Unread
	Grant System	Agate Software Has Submitted Proposal HS1-2019-Agate Software-00012-(023)	2/28/2018 1:07:45 PM	Unread

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Agreement

Please make a selection below to continue.

Are you sure you want to create this Payment Voucher?

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Quarter Selection

On the “Payments Menu – Forms” page, click the “Quarter Selection” link.

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Payments Menu - Forms

Please complete all required forms below.

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Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)
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Forms

Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection			
Payments				
	Personal Services		John Friendly 2/7/2019 10:57:33 AM	
	Commodities		John Friendly 2/7/2019 10:57:33 AM	
	Travel: In-State		John Friendly 2/7/2019 10:57:33 AM	
	Travel: Out-Of-State		John Friendly 2/7/2019 10:57:33 AM	
	Equipment		John Friendly 2/7/2019 10:57:33 AM	
	Other Costs		John Friendly 2/7/2019 10:57:33 AM	
	Payment Request Summary		John Friendly 2/7/2019 10:57:33 AM	
	Standard Claim for Payment Voucher			
Miscellaneous				
	Attachments			
Review				
	Voucher Submission to OSC			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

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Select the quarter costs were incurred, then click the “Save” button

If costs cover more than one quarter, select the most recent quarter. For example, if costs were incurred from October 1st – March 31st, you would select the 2nd quarter (January 1st – March 31st) because that is the most recent quarter costs were incurred.

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You are here: > [Payments Menu](#) > [Forms Menu](#)

04 QUARTER SELECTION

Instructions:

- Please complete this page, then click the Save button.
- If you are submitting a claim for payment that spans more than one quarter, choose the most recent quarter.*
- Once the page is completed and saved, click the Next Page button.

☒ Quarter 1 (Oct. 1st - Dec. 31st)
☐ Quarter 2 (Jan 1st - March 31st)
☐ Quarter 3 (April 1st - June 30th)
☐ Quarter 4 (July 1st - Sept. 30th)

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On the “Quarter Selection” page, click on the “Forms Menu” link.



Governor's Traffic
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You are here:

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04 QUARTER SELECTION

Instructions:

Please complete this page, then click the Save button.

If you are submitting a claim for payment that spans more than one quarter, choose the most recent quarter.

Once the page is completed and saved, click the Next Page button.

☒ Quarter 1 (Oct. 1st - Dec. 31st)

☐ Quarter 2 (Jan 1st - March 31st)

☐ Quarter 3 (April 1st - June 30th)

☐ Quarter 4 (July 1st - Sept. 30th)

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Payment Menu – Forms Page

- On the “**Payment Menu – Forms**” page, under the “**Payments**” section, are the following **budget categories**:
 - Personal Services**
 - Commodities**
 - Travel in State**
 - Travel Out of State**
 - Equipment**
 - Other Costs**
- Click on the budget category for one of the items being claimed.

NEW YORK STATE OF OPPORTUNITY
Charter of the Office of the State Comptroller
<https://www.grants.ny.gov>

Governor's Traffic Safety Committee

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Please complete all required forms below.

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Forms

Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection		John Friendly 2/7/2019 11:01:29 AM	
	Payments			
	Personal Services		John Friendly 2/7/2019 10:57:33 AM	
	Commodities		John Friendly 2/7/2019 10:57:33 AM	
	Travel: In-State		John Friendly 2/7/2019 10:57:33 AM	
	Travel: Out-Of-State		John Friendly 2/7/2019 10:57:33 AM	
	Equipment		John Friendly 2/7/2019 10:57:33 AM	
	Other Costs		John Friendly 2/7/2019 10:57:33 AM	
	Payment Request Summary		John Friendly 2/7/2019 10:57:33 AM	
	Standard Claim for Payment Voucher			
	Miscellaneous			
	Attachments			
	Review			
	Voucher Submission to OSC			
	Management Tools			
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

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Budget Page

- Depending on how your budget was set up, there may be a drop down box for each type of item (or each item) under the category you selected.
 - If there is a drop down box, click on the teardrop ▼, then click on the type/item being claimed, then click go. This will bring you to the page for that item.
 - If there is no drop down box it means there is only one page in your budget for the category you selected.
- In the “**Current Request**” field, enter the amount being requested for the item (s) listed on the page.
- Click the “**Save**” button.
- If you have a drop down box on the page and have additional items to claim for the category you selected, repeat the steps on this page.
- If you have additional items to claim for another category, go to page 28.
- If you have no other items to claim, go to page 29.

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SAVE PRINT VERSION ADD NOTE MARK AS COMPLETE CHECK GLOBAL ERRORS

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Page Information
The information has been saved.

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You are here: > Payments Menu > Forms Menu > Payments

Educational Materials ▼ GO

COMMODITIES

Instructions:

- Please complete this page, then click the Save button.
- Clicking the Save button will calculate percentages and totals.
- Use the drop down box in the upper right hand side of the page to enter the payment request for additional approved items.
- Required fields are marked with an *.

Item	Educational Materials
Dollar Amount	\$300.00
Current Request	\$300.00
Reason	Pedestrian Safety Brochures

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- On the **Budget** page you're on, hover the mouse point over the **"Forms Menu"** link until the **"Forms Menu"** appears, then click on the budget category page link for the next item being claimed.
- Repeat the steps on page 27.

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Payments

- Personal Services
- Commodities
- Travel: In-State
- Travel: Out-Of-State
- Equipment
- Other Costs
- Payment Request Summary
- Standard Claim for Payment Voucher

ps-1.doc
Itemized Listing of Personal Services for Law Enforcement Hours
You must use the PS-1 to document the personal services costs that you are claiming. This link opens a Word document you can complete and save. You will need to upload this completed document with your payment request. You will need to print and include this completed form with your payment request standard voucher that you mail to GTSC.

ps-1ne.doc
Itemized Listing of Personal Services for Non-Law Enforcement
You must use the PS-1NE to document the personal services costs that you are claiming. This link opens a Word document you can complete and save. You will need to print and include this completed form with your payment request standard voucher that you mail to GTSC.

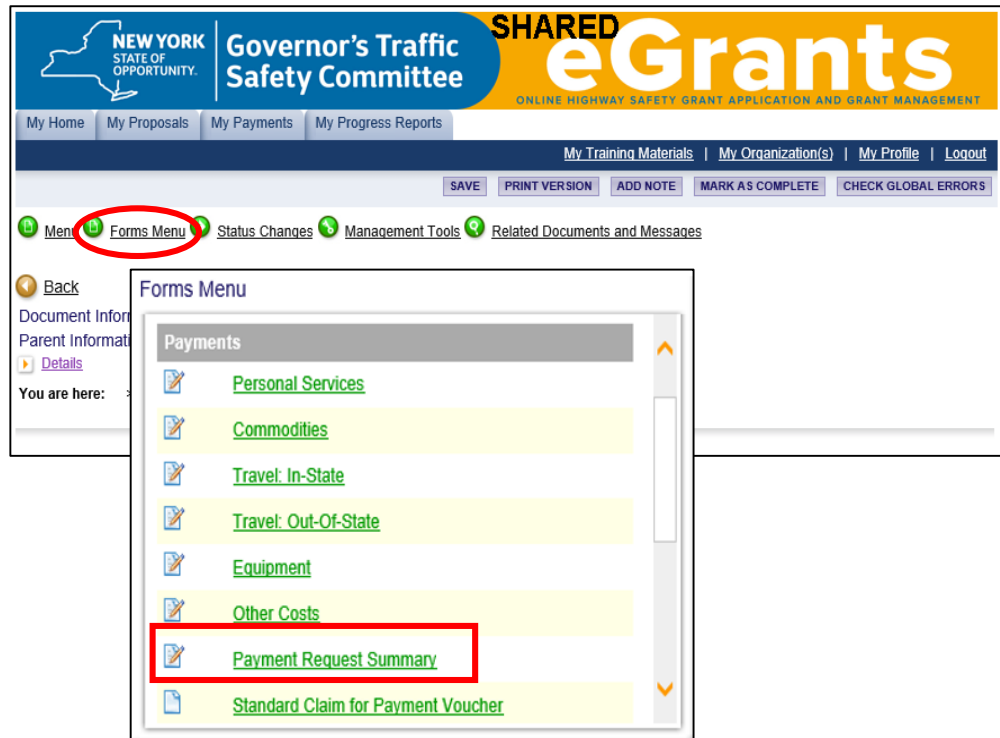
Job Title	Traffic Safety Educator
Total Amount	\$5,000.00
Current Request	\$1,000.00

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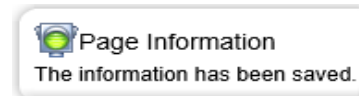
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Payment Request Summary Page

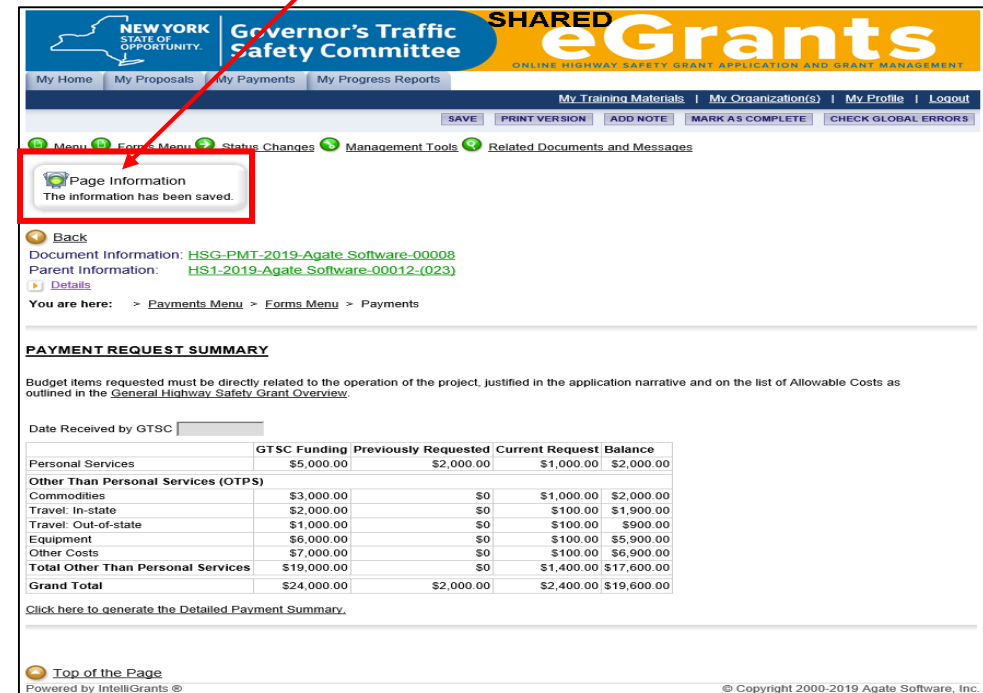
Hover the mouse point over the “Forms Menu” link. When the “Forms Menu” appears, click on the “Payment Request Summary” link.



The “Payment Request Summary” page must be visited or the system will generate an error when you try to submit the claim. As long as the following message appears on the page, you do not need to do anything.

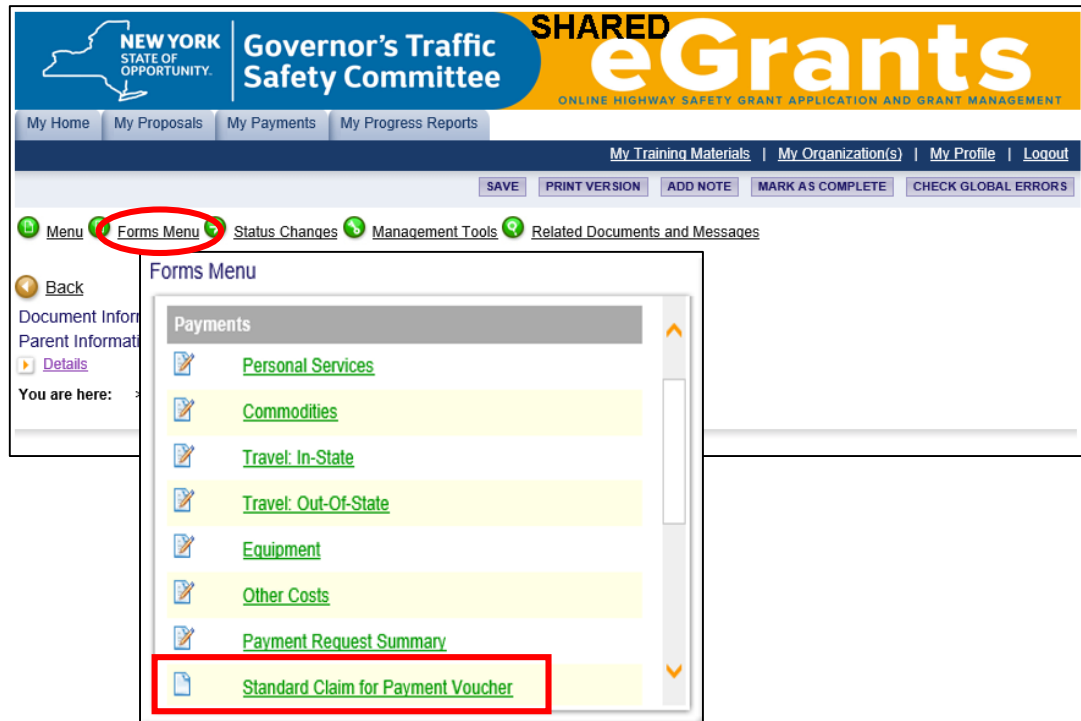


If this message doesn't appear, click the “Save” button.



Standard Claim for Payment Voucher Page

Hover the mouse point over the “Forms Menu” link. When the “Forms Menu” appears, click on the “Standard Claim for Payment Voucher” link.



Click on the “Click here to generate the standard claim for payment” link.

A screenshot of the 'Standard Claim for Payment Voucher' page in the eGrants system. The page header shows the New York State of Opportunity logo and the Governor's Traffic Safety Committee eGrants portal. The main content area is titled 'STANDARD CLAIM FOR PAYMENT VOUCHER' and includes instructions for users. A red rectangle highlights a link that says 'Click here to generate the standard claim for payment.' Below this, there is a checkbox for acknowledging the submission of a standard claim for payment form with an original signature. The page footer includes a 'Top of the Page' link and copyright information for Agate Software, Inc.

Claim for Payment Form

- Print the “Claim for Payment” form.
- Review the form to make sure the information provided is correct.
- All fields in the “Vendor Certification” section must be completed **and** the form signed with an **original signature** by an authorized representative. Please have the form signed in **blue** ink.
- Go to page 32 to continue with this request.

AC3253 (Effective 1/12) STATE OF NEW YORK										CLAIM FOR PAYMENT			
Vendor Information													
Vendor Name Agate Software						Vendor Identification Number 1234567890							
Address 1234 Main St.						City Okemos		State MI		Zip Code 48864			
Reference						Invoice Number HS1-2019-00008							
Purchase Order No. and Date		Description of Materials/Services				Quantity	Unit	Price	Amount				
10/01/2018- 12/31/2018		Grant #: HS1-2019-Agate Software-00012-(023) Grant Name: k:/fjaskdifa] HSG-PMT-2019-Agate Software-00008											
		Personal Services							\$1,000.00				
		Commodities							\$1,000.00				
		Travel In-State							\$100.00				
		Travel Out Of State							\$100.00				
		Equipment							\$100.00				
		Other Costs							\$100.00				
								Total		\$2,400.00			
								Discount %					
								Net		\$2,400.00			
Vendor Certification													
I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.													
Vendor's Signature in Ink						Title							
Date						Name of Company							
NYS Agency Information													
Vendor Identification Number				Vendor Location ID				Vendor Address Sequence					
Voucher ID		Business Unit Name Governors Traffic Safety				Bus. Unit DMV02		Interest Eligible (Y/N)		Contract ID			
Payment Date (MM) (DD) (YY)				Liability Date (MM) (DD) (YY)				Merch/Inv. Rec'd Date (MM) (DD) (YY)					
Withholding Class		Withholding Amount		Handling Code		Payee Amount		Agency Internal Use					
Invoice Number HS1-2019-00008						Invoice Date							
PeopleSoft Format Charge Lines (If Applicable)													
Business Unit		Department		Program		Fund		Account					
DMV02		3700393		39054		25319		60301					
Budget Reference		Project ID MULTI23NHTS-B		Activity		Class		Operating Unit					
Product		Chartfield 1- Accumulator		Chartfield 2 - Agency Use		Chartfield 3		Amount					
Legacy Format Charge Lines (If Applicable)													
Expenditures						Liquidation							
Dept		Cost Center		Var		Yr.		Object		Accum			
								Dest		Statewide			
										Amount			
										Orig. Agency			
										PO/Contract			
										Line			
										F/P			
Liability Date		From Date		TC		Subledger		Optional					

Standard Claim for Payment Voucher Page Continued

- The acknowledgement statement must be completed by clicking in the box, then clicking on the **“Save”** button.

* ☒ I acknowledge that I must submit a standard claim for payment form with an original signature along with supporting documentation for the expenditures being claimed on this voucher. This documentation must be received in the mail by the GTSC in order for this claim to be reviewed and then processed for payment. A claim created in eGrants is not considered received until the status is changed to submitted and until the GTSC receives the signed original claim in the mail.

- If you need to upload documentation, go to page 33 of these instructions.
- If you do **NOT** need to upload documentation, **stay** on the **“Standard Claim for Payment Voucher”** page and go to page 35 of these instructions.

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You are here: > [Payments Menu](#) > [Forms Menu](#)

STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.

Print Standard Claim for Payment and mail it with supporting documentation to:
GTSC
6 Empire State Plaza Room 410
Albany, NY 12228

Grant Number: HS1-2019-Agate Software-00012-(023)

Standard Claim for Payment

Use to create a printable NYS Standard Claim for Payment that summarizes the expenditures being claimed. This claim must be printed, dated and signed by an authorized representative. ALL SUPPORTING DOCUMENTATION must be submitted with the voucher. Supporting documentation includes invoices and/or receipts for all items being claimed for Other Than Personal Services (Commodities, Travel, Equipment, etc). When claiming reimbursement for Personal Services, the appropriate Itemized Listing of Personal Services form (PS-1 or PS-1NE) must be submitted.

[Click here to generate the standard claim for payment.](#)

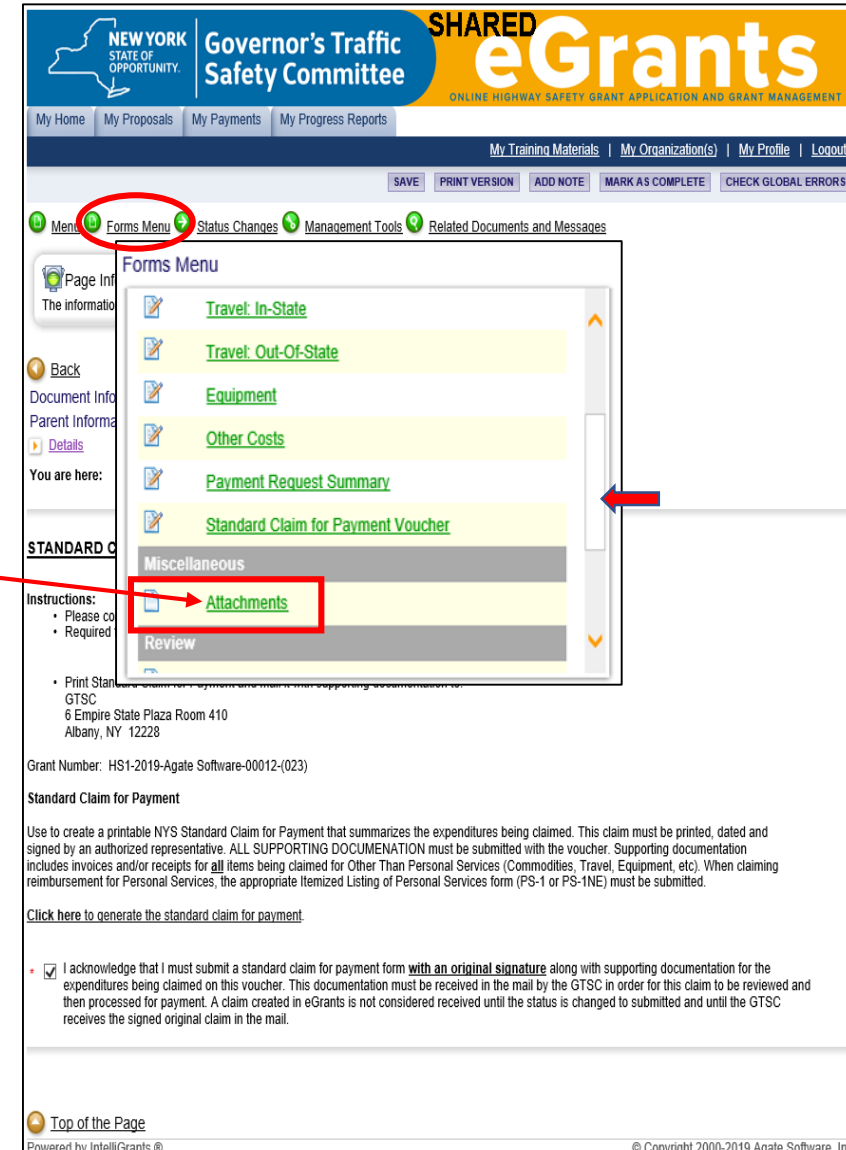
* ☒ I acknowledge that I must submit a standard claim for payment form with an original signature along with supporting documentation for the expenditures being claimed on this voucher. This documentation must be received in the mail by the GTSC in order for this claim to be reviewed and then processed for payment. A claim created in eGrants is not considered received until the status is changed to submitted and until the GTSC receives the signed original claim in the mail.

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How to Upload Documentation to the Attachments Page

To access the “Attachments” page, hover the mouse pointer over the “Forms Menu” link at the top of the page, scroll down and click on the “Attachments” link.



The screenshot displays the eGrants portal interface. At the top, the header includes the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the eGrants logo with the tagline 'ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. Below the header is a navigation bar with links: My Home, My Proposals, My Payments, My Progress Reports, My Training Materials, My Organization(s), My Profile, and Logout. A secondary navigation bar contains buttons: SAVE, PRINT VERSION, ADD NOTE, MARK AS COMPLETE, and CHECK GLOBAL ERRORS. The main content area features a 'Forms Menu' link, which is circled in red. A red arrow points from the text instruction to this link. A dropdown menu is visible under the 'Forms Menu' link, listing various forms: Travel: In-State, Travel: Out-Of-State, Equipment, Other Costs, Payment Request Summary, Standard Claim for Payment Voucher, Miscellaneous, and Attachments. The 'Attachments' link is highlighted with a red box and a red arrow. Below the dropdown menu, there is a 'Review' section and a 'Standard Claim for Payment' section with instructions and a checkbox for acknowledgment.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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SAVE PRINT VERSION ADD NOTE MARK AS COMPLETE CHECK GLOBAL ERRORS

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Forms Menu

- Travel: In-State
- Travel: Out-Of-State
- Equipment
- Other Costs
- Payment Request Summary
- Standard Claim for Payment Voucher
- Miscellaneous
- Attachments
- Review

STANDARD CLAIM FOR PAYMENT

Instructions:

- Please complete the form.
- Required documents must be submitted with the form.

Print Standard Claim for Payment

GTSC
6 Empire State Plaza Room 410
Albany, NY 12228

Grant Number: HS1-2019-Agate Software-00012-(023)

Standard Claim for Payment

Use to create a printable NYS Standard Claim for Payment that summarizes the expenditures being claimed. This claim must be printed, dated and signed by an authorized representative. ALL SUPPORTING DOCUMENTATION must be submitted with the voucher. Supporting documentation includes invoices and/or receipts for all items being claimed for Other Than Personal Services (Commodities, Travel, Equipment, etc). When claiming reimbursement for Personal Services, the appropriate Itemized Listing of Personal Services form (PS-1 or PS-1NE) must be submitted.

Click here to generate the standard claim for payment.

☒ I acknowledge that I must submit a standard claim for payment form with an original signature along with supporting documentation for the expenditures being claimed on this voucher. This documentation must be received in the mail by the GTSC in order for this claim to be reviewed and then processed for payment. A claim created in eGrants is not considered received until the status is changed to submitted and until the GTSC receives the signed original claim in the mail.


Top of the Page

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Attachments Page

- To upload documentation to the “Attachments” page:
 - In the “Description” field enter a description (Ex. Equipment Requisition Form).
 - Press “Browse”, choose the desired file, then click the “Save” Button.

Description

File name 

- Once you click the “Save” button, verify that a link appears.

Description

File name

Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.

- If you have additional documentation to upload, click the “Add” button, then repeat the steps on this page.

NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
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You are here: > [Payments Menu](#) > [Forms Menu](#)

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant, was previously included as part of a block grant, or was denied funding in FY2019.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description

File name 

Comments

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You are here: > [Payments Menu](#) > [Forms Menu](#) > [Miscellaneous](#)

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant, was previously included as part of a block grant, or was denied funding in FY2019.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description

File name 

Comments

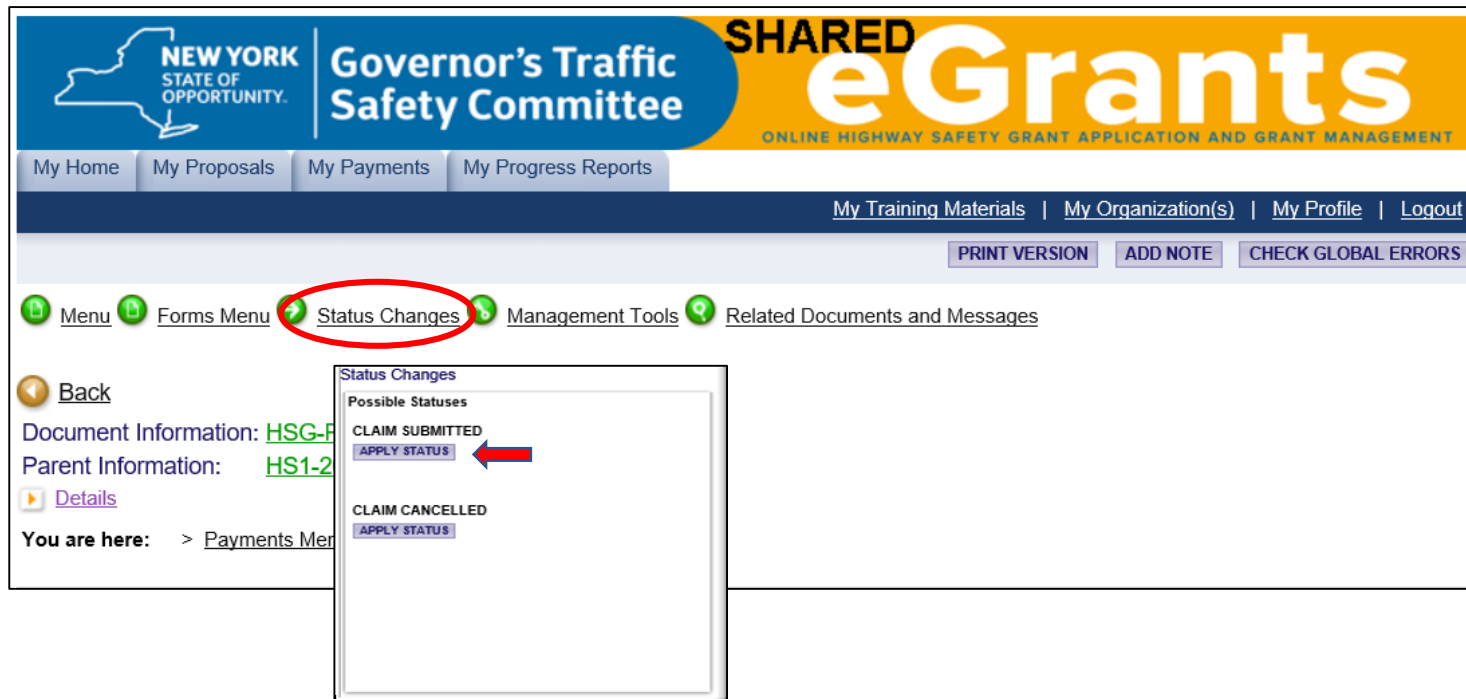
[Top of the Page](#)
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How to Submit the Payment Request

To submit the payment request from the page you're on:

Hover the mouse pointer over the **"Status Changes"** link. When the **"Status Changes - Possible Statuses"** menu appears, click the **"Apply Status"** button under **"Claim Submitted"**.



On the **“Agreement”** page, click the **“I Agree”** button.

*If the **“Global Errors”** page appeared instead of the **“Agreement”** page, go to page 38.*



NEW YORK
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**Governor's Traffic
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Agreement

Please make a selection below to continue.

Are you sure you want to submit this claim for payment?


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

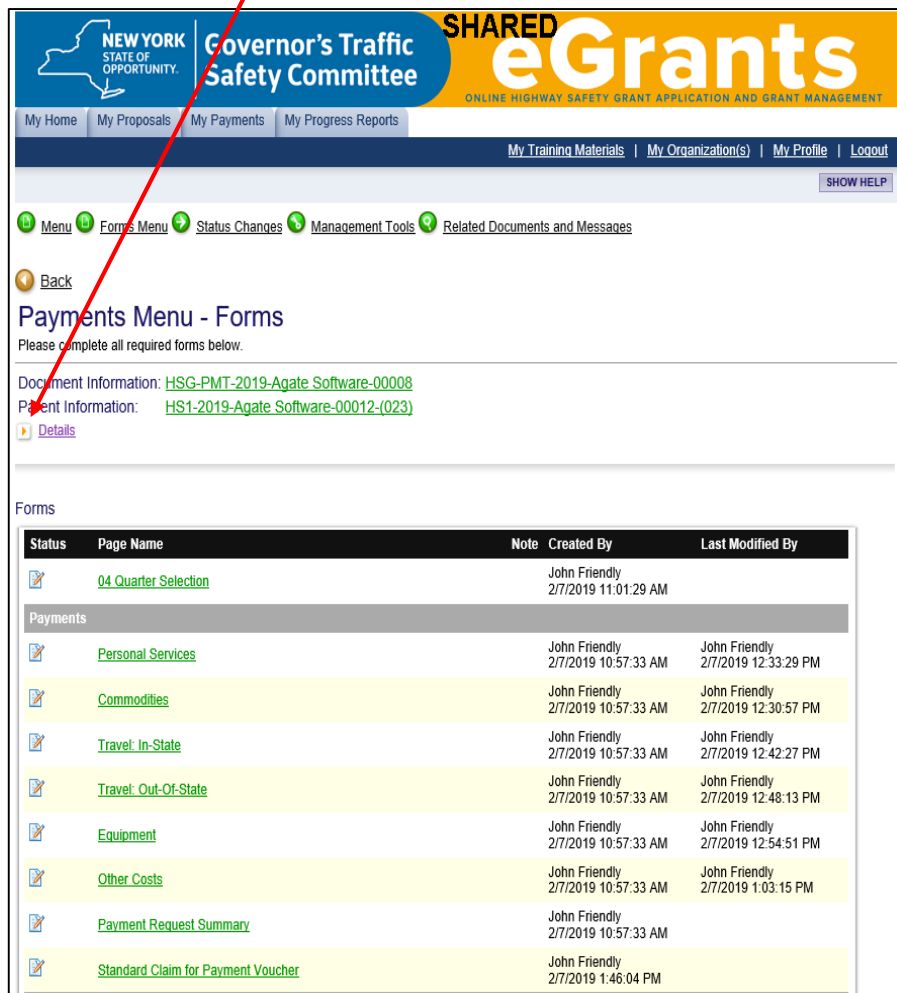
0 of 2000

I AGREE **I DO NOT AGREE**

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Click the expand icon , which appears next to the **“Details”** link.



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Please complete all required forms below.

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Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Forms

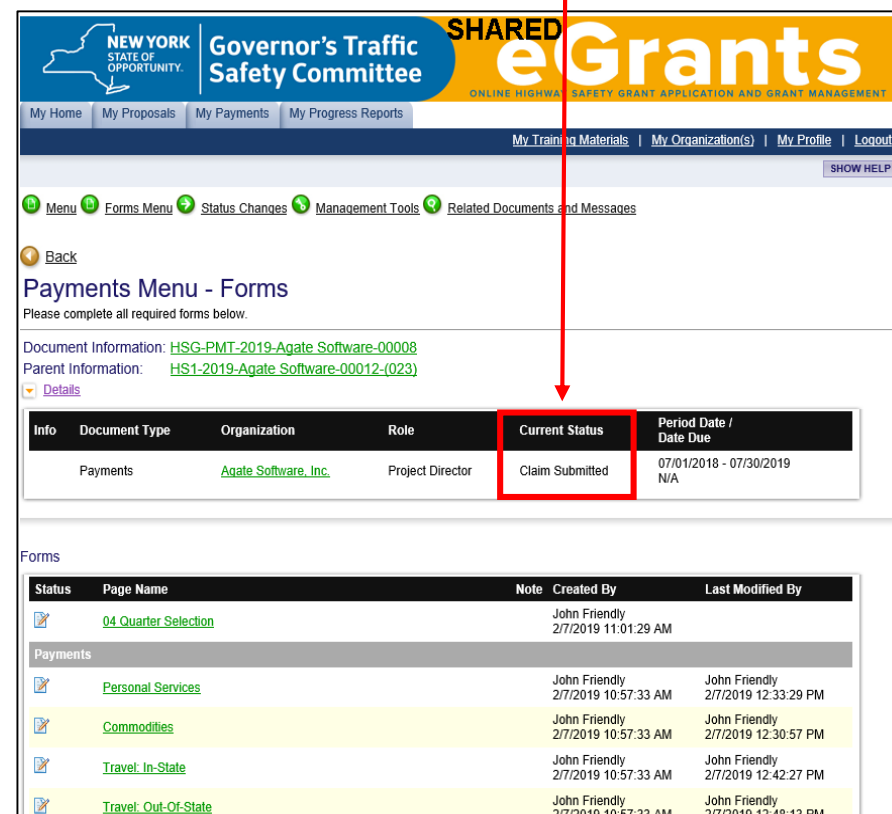
Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection		John Friendly 2/7/2019 11:01:29 AM	
Payments				
	Personal Services		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:33:29 PM
	Commodities		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:30:57 PM
	Travel: In-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:42:27 PM
	Travel: Out-Of-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:48:13 PM
	Equipment		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:54:51 PM
	Other Costs		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 1:03:15 PM
	Payment Request Summary		John Friendly 2/7/2019 10:57:33 AM	
	Standard Claim for Payment Voucher		John Friendly 2/7/2019 1:46:04 PM	

If the **“Current Status”** field is **“Claim Submitted”**, your claim has been submitted on eGrants.

Current Status
Claim Submitted

Your claim submission is not complete until the signed Claim for Payment form with supporting documentation is mailed AND received by the GTSC.

If the status is **NOT** **“Claim Submitted”**, repeat the steps on page 35.



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Payments Menu - Forms

Please complete all required forms below.

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Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)
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Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
Payments		Agate Software, Inc.	Project Director	Claim Submitted	07/01/2018 - 07/30/2019 N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection		John Friendly 2/7/2019 11:01:29 AM	
Payments				
	Personal Services		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:33:29 PM
	Commodities		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:30:57 PM
	Travel: In-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:42:27 PM
	Travel: Out-Of-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:48:13 PM

Global Errors Page

- If the “**Global Errors**” page appeared when you tried to submit the claim, it means the claim has not been submitted. Claims cannot be submitted if the system detects an error in your payment request.
- Click on the page link below the error message.
 - If multiple errors exists, the pages should be fixed in the following order because changes to one page can affect other pages:
 - “**Quarter Selection**” page.
 - “**Budget**” pages (Ex. Personal Services, Commodities, etc.).
 - “**Payment Request Summary**” page.
 - “**Standard Claim for Payment Voucher**” page.
 - “**Attachments**” page.

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Global Errors

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
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You must complete this page.


04 Quarter Selection

Information populated on this page is derived from other pages that were changed. Please review this page for accuracy.
[Payment Request Summary](#)

Please check the box at the bottom of the page to verify ;
[Standard Claim for Payment Voucher](#)


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 Your information has been saved and the following Page Error(s) have been found.
Please check the box at the bottom of the page to verify.


GOVERNOR'S TRAFFIC SAFETY COMMITTEE
eGrants

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[SAVE](#) | [PRINT VERSION](#) | [ADD NOTE](#) | [MARK AS COMPLETE](#) | [CHECK GLOBAL ERRORS](#)

 Your information has been saved and the following Page Error(s) have been found.
Please check the box at the bottom of the page to verify.

[!\[\]\(4e1ebd2bb71a2d60c971116ed24790bb_img.jpg\) Back](#)

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You are here: > [Payments Menu](#) > [Forms Menu](#) > Payments

STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.

- Print Standard Claim for Payment and mail it with supporting documentation to:
 GTSC
 6 Empire State Plaza Room 410
 Albany, NY 12228


Grant Number: [HS1-2019-Agate Software-00012-\(023\)](#)

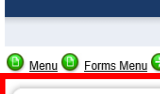
Standard Claim for Payment

Use to create a printable NYS Standard Claim for Payment that summarizes the expenditures being claimed. This claim must be printed, dated and signed by an authorized representative. ALL SUPPORTING DOCUMENTATION must be submitted with the voucher. Supporting documentation includes invoices and/or receipts for all items being claimed for Other Than Personal Services (Commodities, Travel, Equipment, etc). When claiming reimbursement for Personal Services, the appropriate Itemized Listing of Personal Services form (PS-1 or PS-1NE) must be submitted.

[Click here to generate the standard claim for payment.](#)

☐ I acknowledge that I must submit a standard claim for payment form with an original signature along with supporting documentation for the expenditures being claimed on this voucher. A claim created in eGrants is not considered received until the status is changed to submitted and until the GTSC receives the signed original claim in the mail.

 Page Information
The information has been saved.



Governor's Traffic Safety Committee

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STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with *.

• Print Standard Claim for Payment and mail it with supporting documentation to:
 GTSC
 6 Empire State Plaza Room 410
 Albany, NY 12228


Grant Number: HS1-2019-Agate Software-00012-(023)

Standard Claim for Payment

Use to create a printable NYS Standard Claim for Payment that summarizes the expenditures being claimed. This claim must be printed, dated and signed by an authorized representative. ALL SUPPORTING DOCUMENTATION must be submitted with the voucher. Supporting documentation includes invoices and/or receipts for all items being claimed for Other Than Personal Services (Commodities, Travel, Equipment, etc). When claiming reimbursement for Personal Services, the appropriate Itemized Listing of Personal Services form (PS-1 or PS-1NE) must be submitted.

[Click here to generate the standard claim for payment.](#)

☒ I acknowledge that I must submit a standard claim for payment form with an original signature along with supporting documentation for the expenditures being claimed on this voucher. This documentation must be received in the mail by the GTSC in order for this claim to be reviewed and then processed for payment. A claim created in eGrants is not considered received until the status is changed to submitted and until the GTSC receives the signed original claim in the mail.



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- When there are no errors on the page, repeat the steps that start on page 35.

*If you had additional errors on **other** pages, the easiest way to address those errors is to repeat the steps that start on page 35 until the “Global Errors” page no longer appears.*

Progress Reports

Reporting Requirements for the Highway Safety Grant Program

- The **Semi-Annual** progress report is for the activity that took place between October 1 – March 31*. This report is due by **April 15**.
- The **Final** report is for the activity that took place between October 1 – September 30*. This report is due by **October 15**.

**If no activity took place for the reporting period, a progress report stating so is required. Please use the “Narrative” section to explain why there was no activity.*

What is Needed to Complete the Report

To complete the progress report for a Highway Safety Program grant, grantees will need to provide a summary of their grant activities for the reporting period. The summary must address the activities mentioned in the **“Project Description”** section of the grant.

The following should be included in the summary:

- A statement as to the overall effectiveness of the grant.
- A list of the activities mentioned in your project description with the status of each activity.
- An assessment of the tasks and milestones mentioned in your project description.
- The most recent data to support your performance measures and evaluation.
- A list of achievements and problems encountered.
- What funds have been expended.
- If you are behind schedule, what part (s) of the project are behind schedule and why, and what measures are being taken to get the project on schedule.

Grantees have the option of entering the summary directly into the **“Narrative”** field, or uploading it as a Word document in the report.

How to Initiate a Highway Safety Program Progress Report

Login to eGrants.



The screenshot shows the login page of the eGrants system. At the top, there is a header with the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the eGrants logo. Below the header, there is a login form with fields for Username and Password, a LOGIN button, and links for New User? and Forgot Password?. The page also includes a welcome message to GTSC eGrants and a footer with copyright information.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

eGrants Login

Welcome to GTSC eGrants

Dear Highway Safety Associates:

Welcome to the eGrants system, where you apply for and manage your highway safety grant projects. If you are not aware of the grant programs we support, please read this [overview](#).

If you need assistance with developing your highway safety grant application, [contact the GTSC](#).

If you are new to eGrants, please register with the system. Once you have registered, you can access the online help, which features both print and video help. [Click here](#) to register with eGrants.

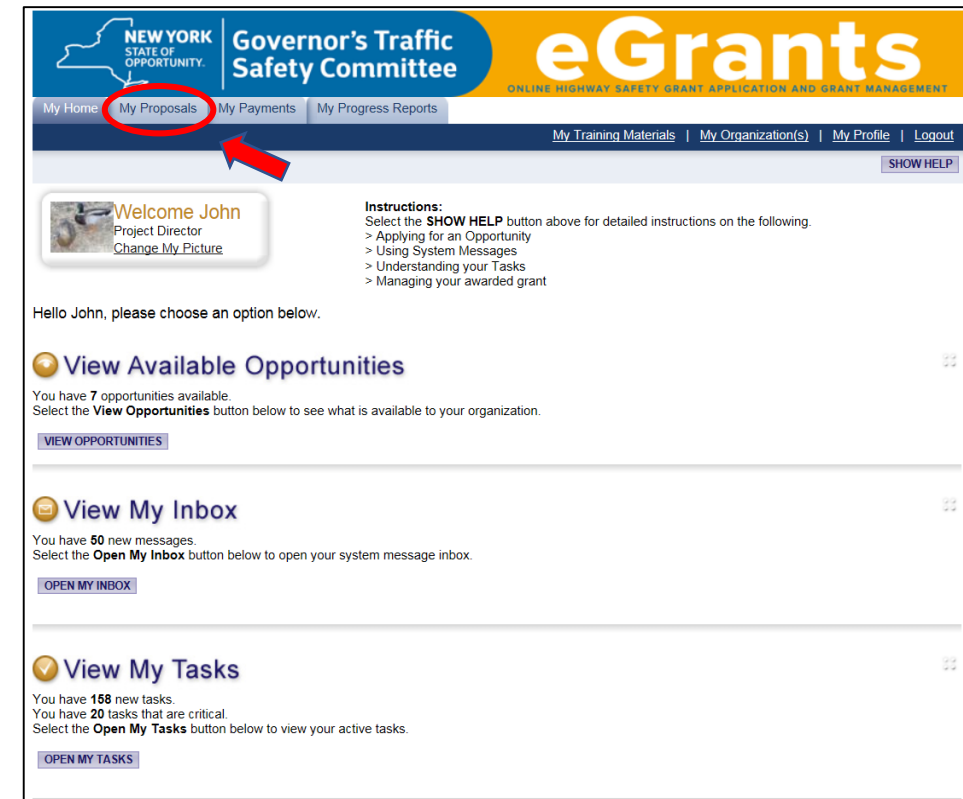
We look forward to working with you to improve safety on our New York highways.

The Staff of the GTSC

[SafeNY Home](#)

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Locate the grant by using the “My Proposal” tab.



The screenshot shows the dashboard of the eGrants system after login. At the top, there is a header with the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the eGrants logo. Below the header, there is a navigation bar with tabs for My Home, My Proposals, My Payments, and My Progress Reports. The My Proposals tab is highlighted with a red circle and a red arrow. The dashboard also includes a welcome message to John, a list of instructions, and three main sections: View Available Opportunities, View My Inbox, and View My Tasks.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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SHOW HELP

Welcome John
Project Director
[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 John, please choose an option below.

View Available Opportunities

You have **7** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

View My Inbox


You have **50** new messages.
Select the **Open My Inbox** button below to open your system message inbox.

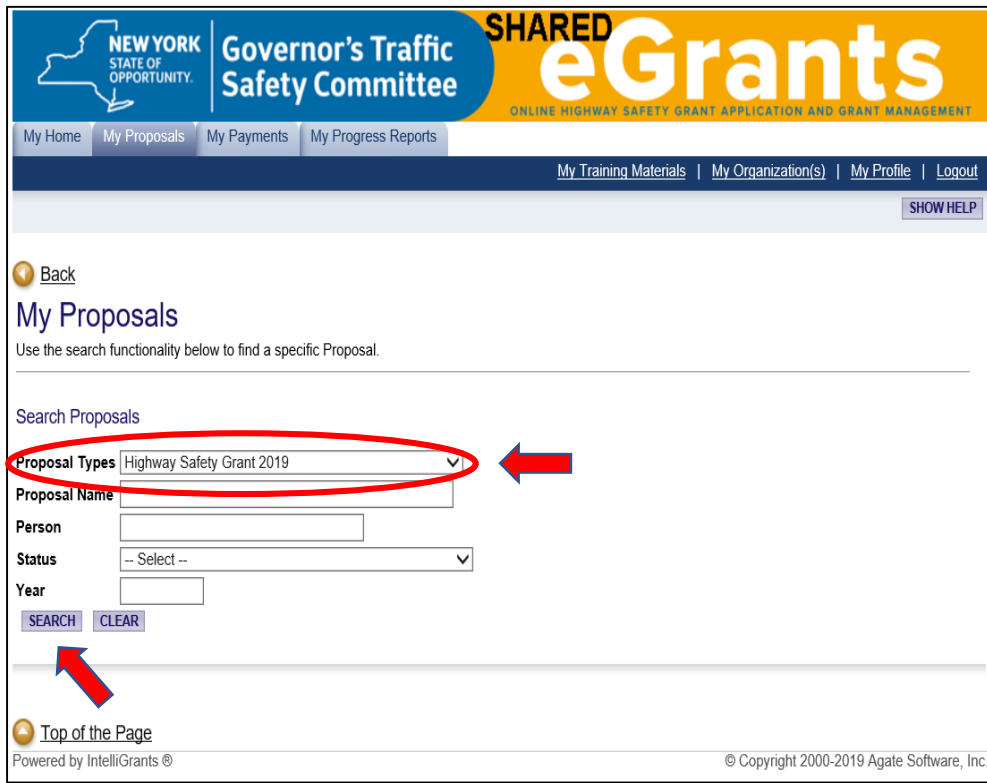
[OPEN MY INBOX](#)

View My Tasks

You have **158** new tasks.
You have **20** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

In the **“Proposals Types”** field, using the teardrop , select the appropriate proposal type and year, then click the **“Search”** button.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposal Types Highway Safety Grant 2019

Proposal Name

Person

Status -- Select --

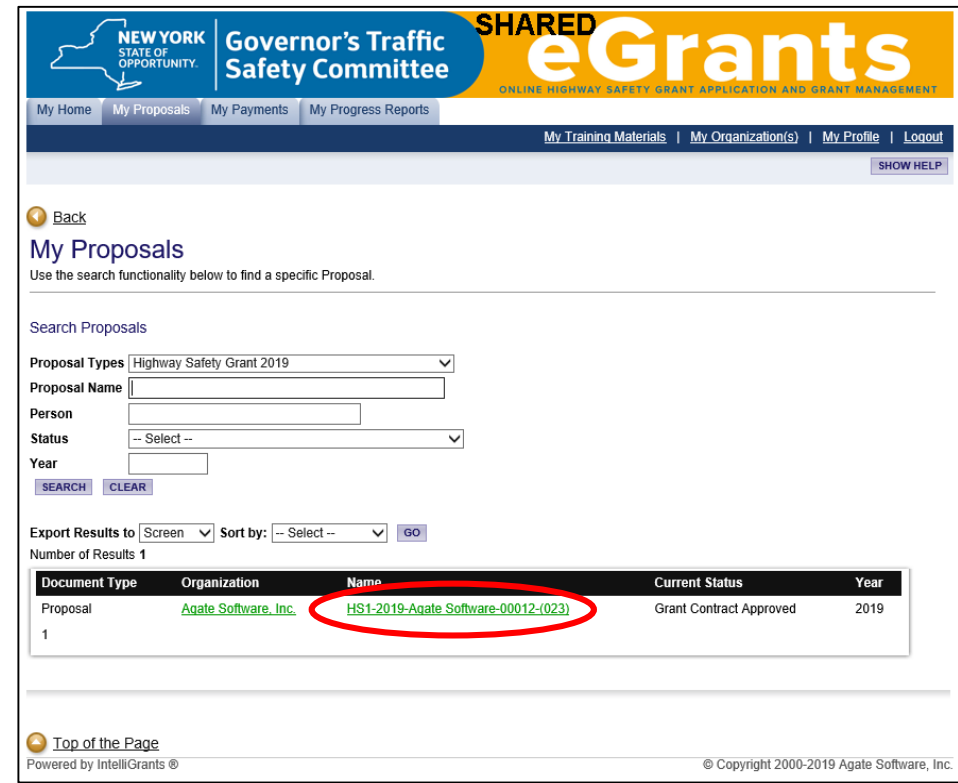
Year

SEARCH CLEAR

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Click on the grant name link from the search result box.



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My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposal Types Highway Safety Grant 2019

Proposal Name

Person

Status -- Select --

Year

SEARCH CLEAR


Export Results to Screen Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	HS1-2019-Agate Software-00012-(023)	Grant Contract Approved	2019

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Governor's Traffic Safety Committee

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Proposal Menu - Forms

Please complete all required forms below.

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Forms


Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:20 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	
Budget				
	Budget		John Friendly 2/28/2018 12:54:41 PM	
	Personal Services		John Friendly 2/28/2018 12:55:19 PM	
	Commodities (3)			
	Travel In-State		Lucas Sewell 8/14/2018 9:29:59 AM	
	Travel Out-Of-State		Lucas Sewell 8/14/2018 9:30:53 AM	
	Equipment		Lucas Sewell 8/14/2018 9:31:43 AM	
	Other Costs		Lucas Sewell 8/14/2018 9:32:34 AM	
	Budget Summary		John Friendly 2/28/2018 12:55:53 PM	John Friendly 2/28/2018 1:02:49 PM
Certification				
	Conditions		John Friendly 2/28/2018 1:03:28 PM	
	Certifications & Assurances		John Friendly 2/28/2018 1:04:02 PM	
	Request For Application (RFA) Statement		John Friendly 2/28/2018 1:05:51 PM	
Traffic Safety Board Endorsement				
	TSB APPROVAL		John Friendly 2/28/2018 1:07:05 PM	
Miscellaneous				
	Attachments-HSG		Olivia Hacker 1/14/2019 3:09:05 PM	
Grant Modifications				
	HS1 Grant Modification Instructions		Olivia Hacker 1/14/2019 3:11:44 PM	
	Grant Modification Request Form (12)			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			
	Click here for Payments or Reports			

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March 2019

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NEW YORK
STATE OF
OPPORTUNITY

Government's Traffic Safety Committee

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Proposal Menu - Reports and Payments

The various sections below can link to items that are associated with this document.
You can only initiate a Payment or Progress Report at the step Grant Contract Approved.

Document Information: [HS1-2019-Agate Software-00012-023](#)

[Details](#)

Related Documents

Sort search results by: Filter by Document Type: [GO](#)

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Payments	Initiate a/an Payment HSG 2019				
Progress Reports	Initiate a/an Progress Report HSG 2019				

Related Messages

Sort search results by: [GO](#)

Icon	Sender	Subject	Date/Time	Status
	Grant System	Grant Modification Desired for HS1-2019-Agate Software-00012-023	1/8/2019 11:23:49 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-023	1/8/2019 11:20:06 AM	Unread
	Grant System	Grant Modification Desired for HS1-2019-Agate Software-00012-023	1/4/2019 11:47:23 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-023	1/4/2019 8:56:27 AM	Unread
	Grant System	Agate Software Has Submitted Proposal HS1-2019-Agate Software-00012-023	2/28/2018 1:07:45 PM	Unread

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On the “Agreement” page, click the “I Agree” button.

The screenshot shows the 'Agreement' page of the eGrants system. At the top, there is a header with the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the 'SHARED eGrants' logo. Below the header is a navigation bar with links: My Home, My Proposals, My Payments, My Progress Reports, My Training Materials, My Organization(s), My Profile, and Logout. A 'SHOW HELP' button is also present. The main content area has a sub-header 'Agreement' and a message: 'Please make a selection below to continue.' Below this, a question asks 'Are you sure you want to create this Progress Report?' with two buttons: 'I AGREE' and 'I DO NOT AGREE'. A red arrow points to the 'I AGREE' button. The footer includes 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “Progress Reports Menu – Forms” page, click on the “Report Type Selection” link.

The screenshot shows the 'Progress Reports Menu - Forms' page. The header and navigation bar are identical to the previous page. The main content area has a sub-header 'Progress Reports Menu - Forms' and a message: 'Please complete all required forms below.' Below this, document and parent information are displayed: 'Document Information: HSG-PR-2019-Agate Software-00006' and 'Parent Information: HS1-2019-Agate Software-00012-(023)'. A 'Details' link is also present. The 'Forms' section contains a table with the following data:

Status	Page Name	Note	Created By	Last Modified By
	Progress Report			
	Report Type Selection			
	Miscellaneous			
	Attachments			
	Management Tools			
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

At the bottom, there is a 'Top of the Page' link and the footer text: 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “**Report Type Selection**” page, select the appropriate report, then click the “**Save/Next**” button.



Governor's Traffic
Safety Committee

SHARED
eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

[My Home](#) [My Proposals](#) [My Payments](#) [My Progress Reports](#)

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

[SAVE](#) [SAVE/NEXT](#) [NEXT](#) [CHECK GLOBAL ERRORS](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

[Back](#)

Document Information: [HSG-PR-2019-Agate Software-00006](#)

Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

You are here: > [Progress Reports Menu](#) > [Forms Menu](#) > Progress Report

REPORT TYPE SELECTION

☒ Mid-Year Report (Includes activity from October 1st through March 31st)

☐ Final Report (Includes activity from April 1st through September 30th)

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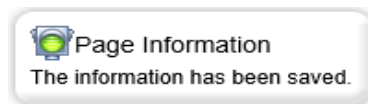
Powered by IntelliGrants © © Copyright 2000-2019 Agate Software, Inc.

How to Complete the HS-9 Page

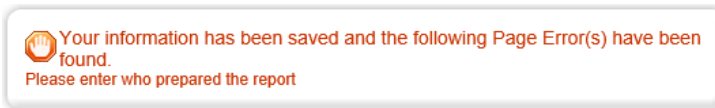
- In the **“Program Summary Activity”** section, indicate if the project is:
 - On or ahead of schedule.
 - Behind schedule
 - None (this means you have not started the project).
- In the **“Report Narrative”** section:
 - If uploading the summary, enter **“Please see the “Attachments” page.”**.
 - If entering the summary in the space provided, make sure to click the **“Save”** button periodically so you don’t lose any information.
- Complete the **“This report was prepared by”** field.
- Complete the **“Preparer’s email address”** field.
- Click the **“Save”** button.

How to Check for Errors on the HS-9 Page

- Once the page is saved, if an error exists, an error message will appear at the top of the page.
- The following means the system didn't detect any errors.



- The following means there is an error on the page.



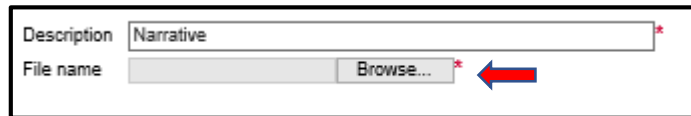
If an error exists, fix the error and click the “Save” button.

- If you need to upload documentation, click on the “**Save/Next**” button on the “**HS-9**” page, then go to page 51 of these instructions.
- If you do **NOT** need to upload documentation, **stay** on the “**HS-9**” page **and** go to page 52 of these instructions.

A screenshot of the "eGrants" system interface. At the top, there's a header with the New York State of Opportunity logo, "Governor's Traffic Safety Committee", and "SHARED eGrants" logo. Below the header is a navigation bar with links like "My Home", "My Proposals", "My Payments", "My Progress Reports", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A secondary navigation bar contains buttons: "SAVE", "SAVE/NEXT", "NEXT", "PRINT VERSION", "ADD NOTE", "MARK AS COMPLETE", and "CHECK GLOBAL ERRORS". Below this is a menu bar with links: "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". A red box highlights a "Page Information" message box that says "The information has been saved." Below this, there's a "Back" button and document information: "Document Information: HSG-PR-2019-Agate Software-00008" and "Parent Information: HS1-2019-Agate Software-00012-(023)". A "Details" link is also present. The "Program Component" is "midYear", and the "You are here" path is "Progress Reports Menu > Forms Menu > Mid Year Report". The main section is titled "HS-9" and contains a form with fields for "Alpha" (20.600), "Grant Number" (HS1-2019-Agate Software-00012-(023)), "Grant Title" (k,ljaskdfaj), and "Agency Name" (Agate Software, Inc.). Below this is a "Program Summary" section with a "Check appropriate boxes" instruction and radio buttons for "Activity": "On or ahead of schedule" (selected), "Behind schedule", and "None". A "Report Narrative" section follows, with instructions to provide a summary of activities and an assessment of tasks and milestones. A text area for the narrative is shown with a "Please see the 'Attachments' page." placeholder. At the bottom, there are fields for "This report was prepared by:" (John Smith) and "Preparer's email address:" (John.Smith@yahoo.com), followed by a "For Office Use Only" section with a large text area for "Comments". The footer includes "Top of the Page" and "Powered by IntelliGrants ©" and "© Copyright 2000-2019 Agate Software, Inc."

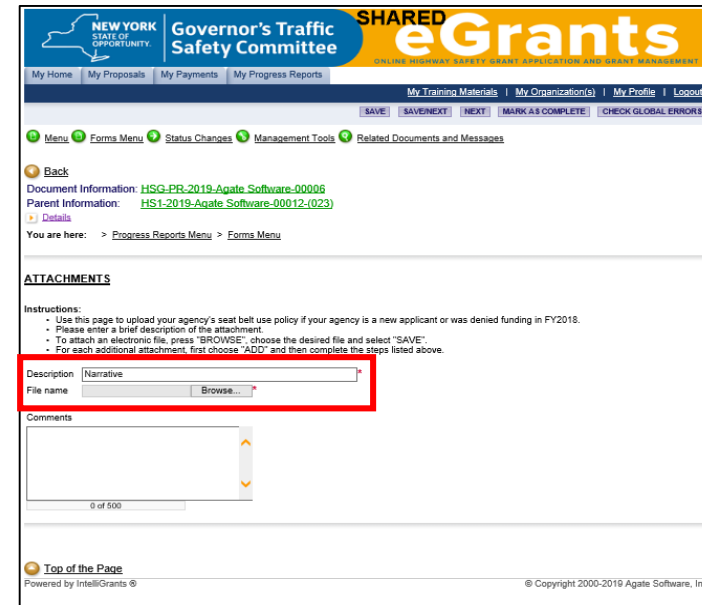
Attachments Page

- To upload documentation to the “Attachments” page:
- In the “Description” field enter a description (Ex. Narrative).
- Press “Browse”, choose the desired file, then click the “Save” Button.



Description Narrative

File name Browse...



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

SAVE SAVEREVERT NEXT MARK AS COMPLETE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: HSG-PR-2019-Agate Software-00006

Parent Information: HS1-2019-Agate Software-00012-023

Details

You are here: > Progress Reports Menu > Forms Menu

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant or was denied funding in FY2018.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment first choose "ADD" and then complete the steps listed above.

Description Narrative

File name Browse...

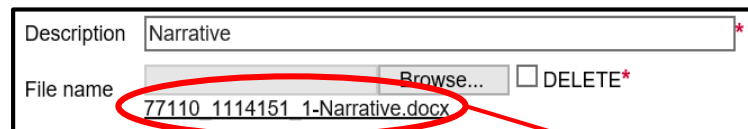
Comments

0 of 500

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- Once you click the “Save” button, verify that a link appears.

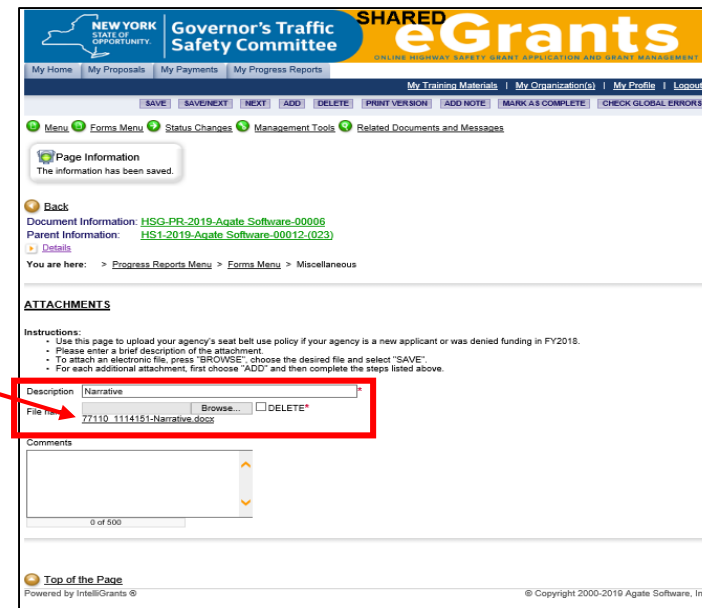


Description Narrative

File name 77110_1114151_1-Narrative.docx Browse... DELETE*

Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.

- If you have additional attachments, click the “Add” button, then repeat the steps on this page.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

SAVE SAVEREVERT NEXT ADD DELETE PRINT VERSION ADD NOTE MARK AS COMPLETE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Page Information

The information has been saved.

Back

Document Information: HSG-PR-2019-Agate Software-00006

Parent Information: HS1-2019-Agate Software-00012-023

Details

You are here: > Progress Reports Menu > Forms Menu > Miscellaneous

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant or was denied funding in FY2018.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment first choose "ADD" and then complete the steps listed above.

Description Narrative

File name 77110_1114151-Narrative.docx Browse... DELETE*

Comments

0 of 500

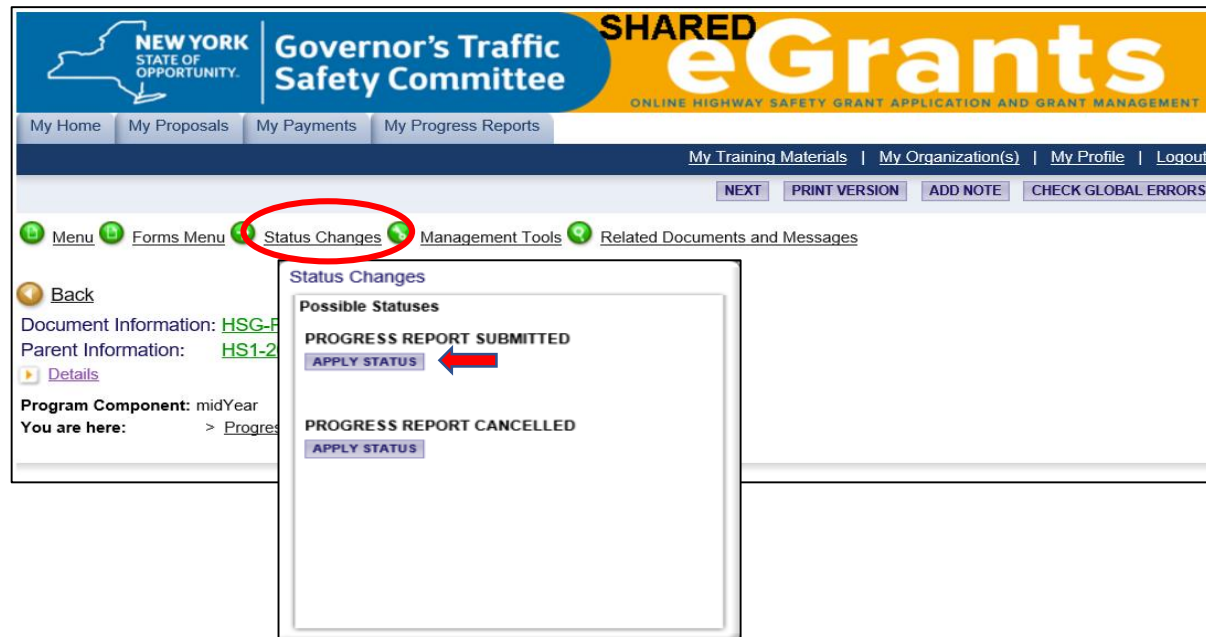
Top of the Page

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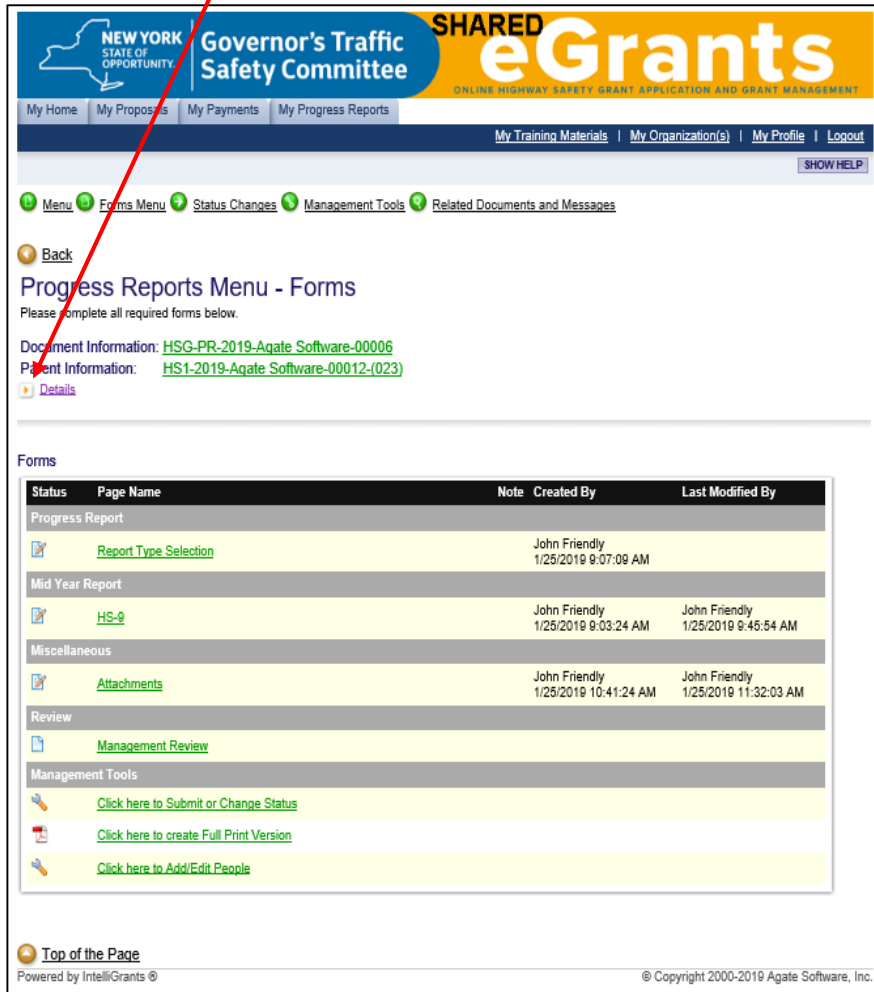
To Submit the Progress Report

To submit the progress report from the page you're on:

Hover the mouse pointer over the **"Status Changes"** link, which appears towards the top of the page. When the **"Status Changes - Possible Statuses"** menu appears, click the **"Apply Status"** button under **"Progress Report Submitted"**.



Click the expand icon , which appears next to the “Details” link.



NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Progress Reports Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PR-2019-Agate Software-00006](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Status	Page Name	Note	Created By	Last Modified By
Progress Report				
	Report Type Selection		John Friendly 1/25/2019 9:07:09 AM	
Mid Year Report				
	HS-9		John Friendly 1/25/2019 9:03:24 AM	John Friendly 1/25/2019 9:45:54 AM
Miscellaneous				
	Attachments		John Friendly 1/25/2019 10:41:24 AM	John Friendly 1/25/2019 11:32:03 AM
Review				
	Management Review			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

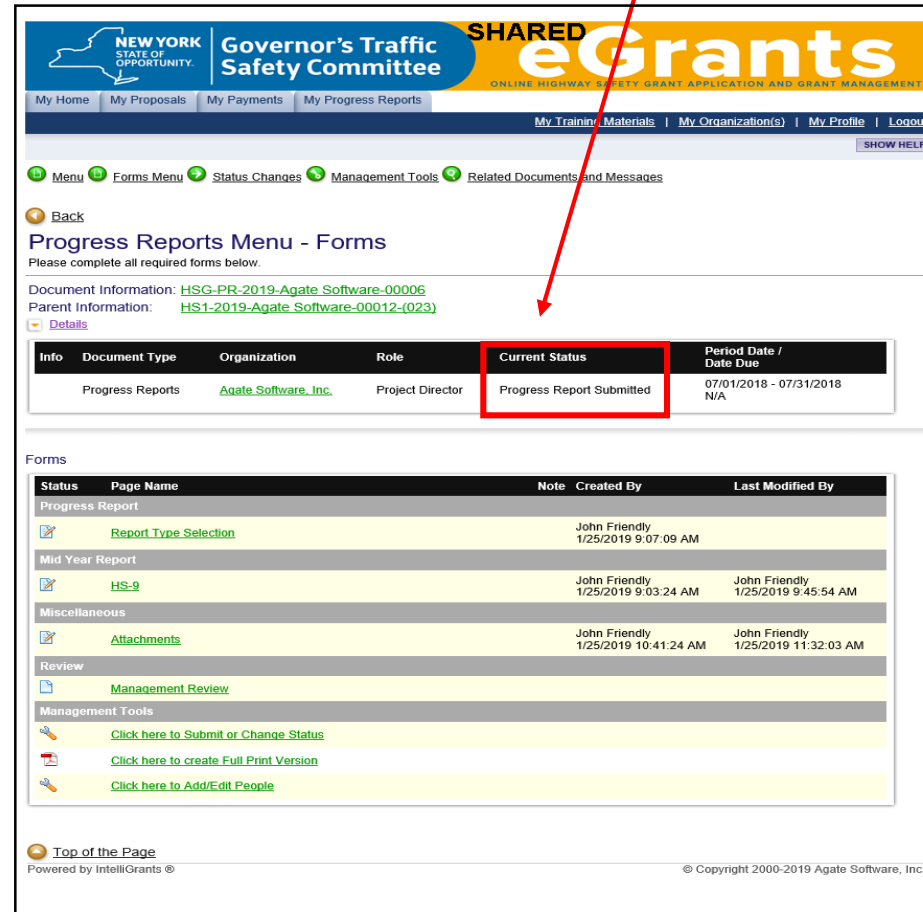
[Top of the Page](#)

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If the current status is “**Progress Report Submitted**”, you have completed your report submission.

Current Status
Progress Report Submitted

If the current status is **NOT** “**Progress Report Submitted**”, repeat the steps on page 52



NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Progress Reports Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PR-2019-Agate Software-00006](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Progress Reports	Agate Software, Inc.	Project Director	Progress Report Submitted	07/01/2018 - 07/31/2018 N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Progress Report				
	Report Type Selection		John Friendly 1/25/2019 9:07:09 AM	
Mid Year Report				
	HS-9		John Friendly 1/25/2019 9:03:24 AM	John Friendly 1/25/2019 9:45:54 AM
Miscellaneous				
	Attachments		John Friendly 1/25/2019 10:41:24 AM	John Friendly 1/25/2019 11:32:03 AM
Review				
	Management Review			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

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Cancelling a Grant Modification, Payment Request or Progress Report

Cancelling a Grant Modification, Payment Request or Progress Report

Once a grant modification request, payment request or progress report is cancelled, all data entered into that request / report is lost.

To cancel a request or progress report prior to submission, go to the **“Status Changes”** link that appears towards the top of the page, then click on the **“Apply Status”** button under **“Grant Modification Cancelled”**, **“Claim Cancelled”** or **“Progress Report Cancelled”**. When the **“Agreement”** page appears, click the **“I Agree”** button.

To cancel the request or report after submission, please contact your Highway Safety Program Representative.