



**Instruction Guide
for Grant Modifications,
Payment Requests and Progress Reports
for the
Police Traffic Services 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.

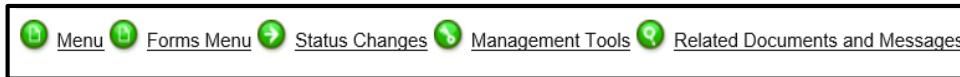
Highway Safety Program Representative county assignments are located at: www.SafeNY.ny.gov/staff.htm.

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.



The screenshot shows the EGrants system interface for the New York State of Opportunity Governor's Traffic Safety Committee. The header includes the logo and the text "SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". Below the header is a navigation bar with tabs: "My Home", "My Proposals", "My Payments", and "My Progress Reports". To the right of these tabs are links for "My Training Materials", "My Organization(s)", "My Profile", and "Logout". Below the navigation bar is a row of buttons: "SAVE", "NEXT PAGE", "MARK AS COMPLETE", and "CHECK GLOBAL ERRORS". Below the buttons is a row of links with green circular icons: "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". Below the links is a "Back" button. Below the "Back" button is "Document Information: PTS-PMT-2019-Agate Software-00008" and "Parent Information: PTS-2019-Agate Software-00011-(001)". Below the parent information is a "Details" link. Below the details link is a breadcrumb trail: "You are here: > Payments Menu > Forms Menu". Below the breadcrumb trail is the title "05 STANDARD CLAIM FOR PAYMENT VOUCHER". Below the title is the section "Instructions:" followed by a list of instructions: "Required fields are marked with an *.", "Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. Please sign the form in blue ink. An authorized representative is a person your organization has authorized to sign documents on behalf of your organization.", "Click here to generate the standard claim for payment.", and "You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:". Red arrows point from the instructional blocks to the corresponding elements in the screenshot: from the tabs block to the navigation bar tabs, from the links block to the row of links, and from the buttons block to the row of buttons.

Grant Modifications

Types of Grant Modifications for the Police Traffic Services 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.
- Change location, times, etc. mentioned in the work plan.

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

Time Extension

Time extensions are not allowed for the Police Traffic Services Program.

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 the "Grant Program Information" section of the grant, 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 (Personal Services and/or Other Related Costs) and the line names (Example: PTS Regular Enforcement) that will be affected by the modification.

How to Initiate a Police Traffic Services Program Grant Modification Request

Login to eGrants.



The screenshot shows the eGrants login page for the Governor's Traffic Safety Committee. The header includes the New York State of Opportunity logo, the committee name, and the eGrants logo. A navigation bar contains 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 and a list of links for assistance and registration.

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.

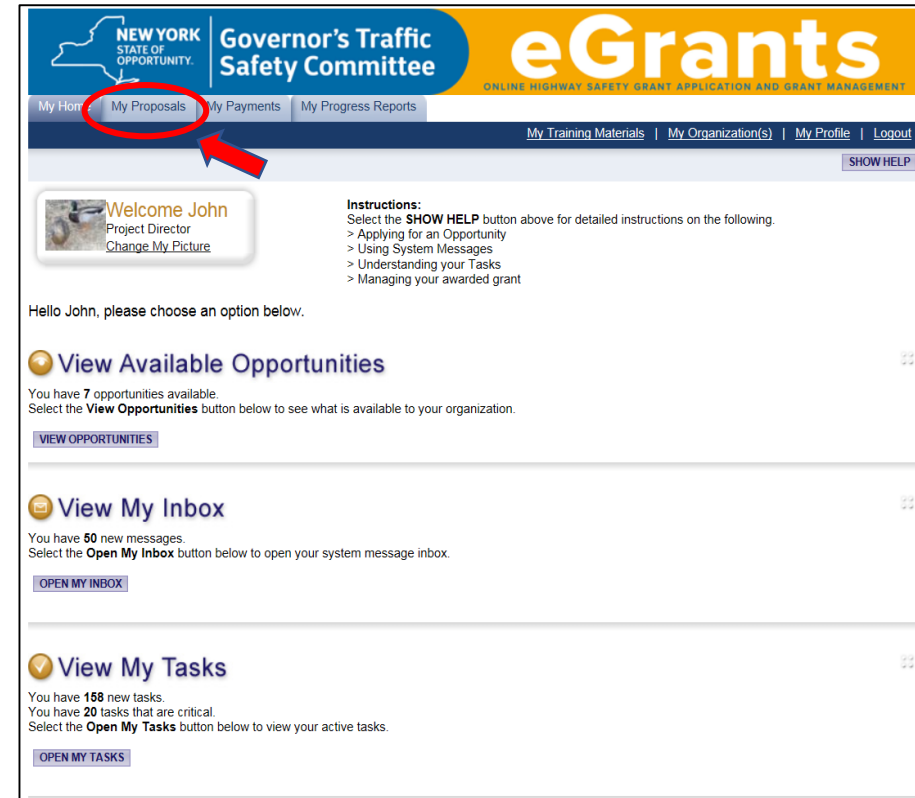
We look forward to working with you to improve safety on our New York highways.

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. The header is the same as the login page. The navigation bar highlights the My Proposals tab. The main content area displays a welcome message, 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
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.

The screenshot shows the 'My Proposals' search interface. A red circle highlights the 'Proposal Types' dropdown menu, which currently shows 'Police Traffic Services 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 header for the 'NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants' and a navigation bar with links like 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'.

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

Back

My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposal Types Police Traffic Services 2019 ▼

Proposal Name

Person

Status -- Select -- ▼

Year

SEARCH CLEAR

Top of the Page

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

The screenshot shows the search results page. It includes a 'Search Proposals' form with fields for 'Proposal Types', 'Proposal Name', 'Person', 'Status', and 'Year'. Below the form, there are 'Export Results to' and 'Sort by' options. A table displays the search results, with one result highlighted. The table has columns for 'Document Type', 'Organization', 'Name', 'Current Status', and 'Year'. The result shows a 'Proposal' from 'Agate Software, Inc.' with the name 'PTS-2019-Agate Software-00011-(001)', which is circled in red. The status is 'Grant Contract Approved' and the year is '2019'. The page also includes a 'Top of the Page' link and a footer with copyright information.

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

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My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposal Types Police Traffic Services 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.	PTS-2019-Agate Software-00011-(001)	Grant Contract Approved	2019

Top of the Page

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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 website interface. The top navigation bar includes links for My Home, My Proposals, My Payments, and My Progress Reports. Below this, there are links for My Training Materials, My Organization(s), My Profile, and Logout. A 'SHOW HELP' button is also present. The main menu includes Menu, Forms Menu, Status Changes (highlighted with a red circle), Management Tools, and Related Documents and Messages. A dropdown menu for 'Status Changes' is open, showing 'Possible Statuses'. Under the 'GRANT MODIFICATION IN REQUEST' section, the 'APPLY STATUS' button is highlighted with a red arrow. The background shows a 'Proposal Menu - For' page with a list of forms and a table of last modified dates.

Status	Page Name	Last Modified By
Grant Project Overview		
	Police Traffic Services (PT)	John Friendly 3/1/2018 9:25:42 AM
	Applicant And Project Info	Olivia Hacker 1/14/2019 2:39:52 PM
	Workers' Compensation and Benefits Insurance Cover	
Service Areas		
	Jurisdiction	3/17/2018 9:30:46 AM
Grant Program Information		
	Click It Or Ticket	Olivia Hacker 4/30/2018 5:44:53 PM
	Regular PTS Project Proposal	John Friendly 3/1/2018 9:32:01 AM
	Agency Specific Crash And Enforcement Data Sheet	John Friendly 3/1/2018 9:32:27 AM

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

The screenshot shows the eGrants website interface. The top navigation bar includes links for My Home, My Proposals, My Payments, and My Progress Reports. Below this, there are links for My Training Materials, My Organization(s), My Profile, and Logout. A 'SHOW HELP' button is also present. The main menu includes Menu, Forms Menu, Status Changes (highlighted with a green circle), Management Tools, and Related Documents and Messages. The 'Agreement' page is displayed, asking the user to make a selection below to continue. The page includes a text area for notes and a '0 of 2000' character count. 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 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

Forms Menu

Status Changes

Management Tools

Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)

[Details](#)

Forms

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

SHOW HELP

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Status Changes

Management Tools

Related Documents and Messages

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Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agate Software, Inc.	Project Director	Grant Modification In Request	10/01/2018 - 09/30/2019 05/01/2018 12:00PM EST

Forms

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

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](#)
[My Profile](#)
[Logout](#)

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

[Back](#)

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agata Software-00011-\(001\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agata Software, Inc.	Project Director	Grant Modification In Request	10/01/2018 - 09/30/2019 05/01/2018 12:00PM EST

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	Police Traffic Services (PTS) Overview Narrative		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:25:42 AM
	Applicant And Project Information		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 3/1/2018 9:30:21 AM	
Service Areas				
	Jurisdiction		John Friendly 3/1/2018 9:30:46 AM	
Grant Program Information				
	Click It Or Ticket		Olivia Hacker 4/30/2018 5:44:53 PM	
	Regular PTS Project Proposal		John Friendly 3/1/2018 9:32:01 AM	
	Agency Specific Crash And Enforcement Data Sheet		John Friendly 3/1/2018 9:32:27 AM	John Friendly 3/1/2018 9:33:24 AM
Budget				
	Budget		John Friendly 3/1/2018 9:34:41 AM	Olivia Hacker 6/14/2018 9:10:47 AM
Certification				
	Conditions		John Friendly 3/1/2018 9:49:38 AM	
	Certifications & Assurances		John Friendly 3/1/2018 9:50:16 AM	
	Request For Application (RFA) Statement		John Friendly 3/1/2018 9:51:16 AM	John Friendly 3/1/2018 9:52:54 AM
Traffic Safety Board Endorsement				
	TSB APPROVAL		John Friendly 3/1/2018 9:51:43 AM	
Miscellaneous				
	Attachments-PTS			
Grant Modifications				
	Grant Modification Instructions		Olivia Hacker 1/14/2019 2:45:51 PM	
	Grant Modification Request Form (2)			
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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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.
 - A **time extension** is not allowed for the Police Traffic Services Program.
- Click the “**Save**” button.

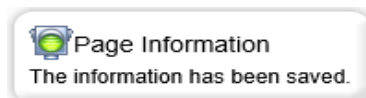
**The “Justification” field is a required field. If this field is left blank the system will generate an error. If uploading the justification, enter “Justification is attached below” in the “Justification” field. Instructions on how to upload a document will be provided later. If entering the justification in the “Justification” field, click the “Save” button periodically so you don’t lose any information.*

The screenshot shows the 'Grant Modification Request Form' page in the 'eGrants' system. The page header includes the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the 'eGrants' logo. Navigation links include 'My Home', 'My Proposals', 'My Payments', 'My Progress Reports', 'My Training Materials', 'My Organizations', 'My Profile', and 'Logout'. A status bar shows 'SAVE', 'SAVE NEXT', 'NEXT', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. The main content area has a 'Page Information' section stating 'The information has been saved.' Below this is a 'Back' button and document information: 'Document Information: PTS-2019-Agate Software-00011-(001)'. A breadcrumb trail shows 'You are here: > Proposal Menu > Forms Menu > Grant Modifications'. The form title is 'GRANT MODIFICATION REQUEST FORM'. Instructions state: '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.' The 'Request Date' is set to '02/05/2019'. The 'This request is for the following change(s)' section has checkboxes for 'Budget Modification' (checked), 'Scope Change', 'Time Extension', and 'Other'. The 'Justification' section contains a text box with the following text: 'We used \$1,300 of the \$1,750 that was allocated for the Seat Belt Mobilization. We were unable to use the remaining \$450 due to a personnel shortage. We would like to move the remaining balance of \$450.00 from the Seat Belt Mobilization line in Personal Services to the Regular PTS Enforcement line in Personal Services.' Below the text box is a 'To add information, please upload a document containing the additional information.' section with a 'Browse...' button and a 'DELETE' button. The 'For Office Use Only' section has a 'Comments (please initial your comments)' text box and a 'Modification Request Cancelled' checkbox. The footer includes 'Top of the Page', 'Powered by IntelliGrants', and '© Copyright 2000-2019 Agate Software, Inc.'

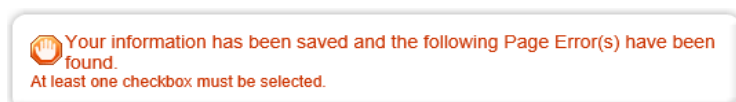
How to Check for Errors on the Grant Modification Request Form Page

- 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 "Grant Modification Request Form" page. At the top, there is a navigation bar with "NEW YORK STATE OF OPPORTUNITY", "Governor's Traffic Safety Committee", and "SHARED eGrants". Below this is a menu bar with "My Home", "My Proposals", "My Payments", "My Progress Reports", "My Training Materials", "My Organizations", "My Profile", and "Logout". A red box highlights a message box that says "Page Information The information has been saved." Below this is a "Back" button and "Document Information: PTS-2019-Agate Software-00011-0011". The main heading is "GRANT MODIFICATION REQUEST FORM". The instructions state: "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." The form includes a "Request Date" field set to "02/05/2019", a "This request is for the following change(s)" section with checkboxes for "Budget Modification" (checked), "Scope Change", "Time Extension", "Other", and "Justification", and a "Justification" text area containing a sample text about budget allocation. At the bottom, there is a "For Office Use Only" section with a "Comments" text area and a "Modification Request Cancelled" checkbox. The footer includes "Top of the Page", "Powered by IntelliGrants", and "© Copyright 2000-2019 Agate Software, Inc."

How to Upload Documentation to the Grant Modification Request Form Page

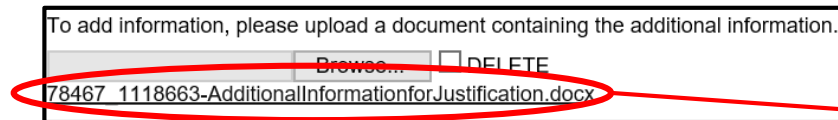
- Go to the **“To add information, please upload a document containing the additional information”** section:

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



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

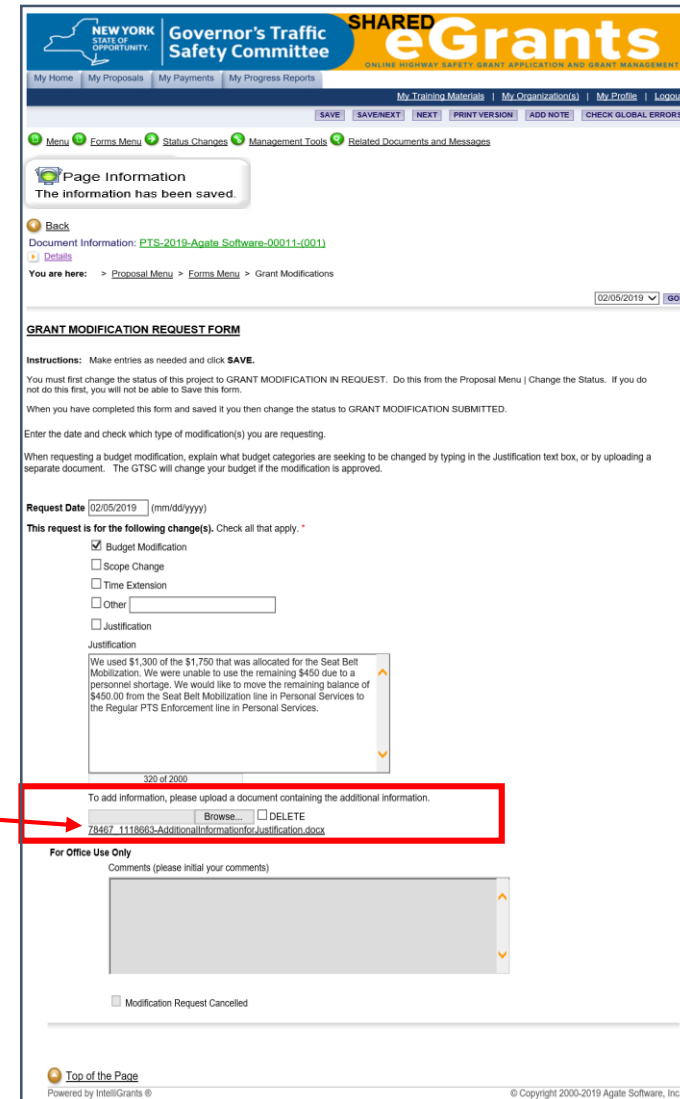
- Once you click the **“Save”** button, verify that a link appears.



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

[78467_1118663-AdditionalInformationforJustification.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 STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organizations | My Profile | Logout

SAVE | SAVENEXT | 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: PTS-2019-Agate Software-00011-(001)
Details

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

02/05/2019

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: 02/05/2019 (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 used \$1,300 of the \$1,750 that was allocated for the Seat Belt Mobilization. We were unable to use the remaining \$450 due to a personnel shortage. We would like to move the remaining balance of \$450.00 from the Seat Belt Mobilization line in Personal Services to the Regular PTS Enforcement line in Personal Services.

328 of 2000

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

[78467_1118663-AdditionalInformationforJustification.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

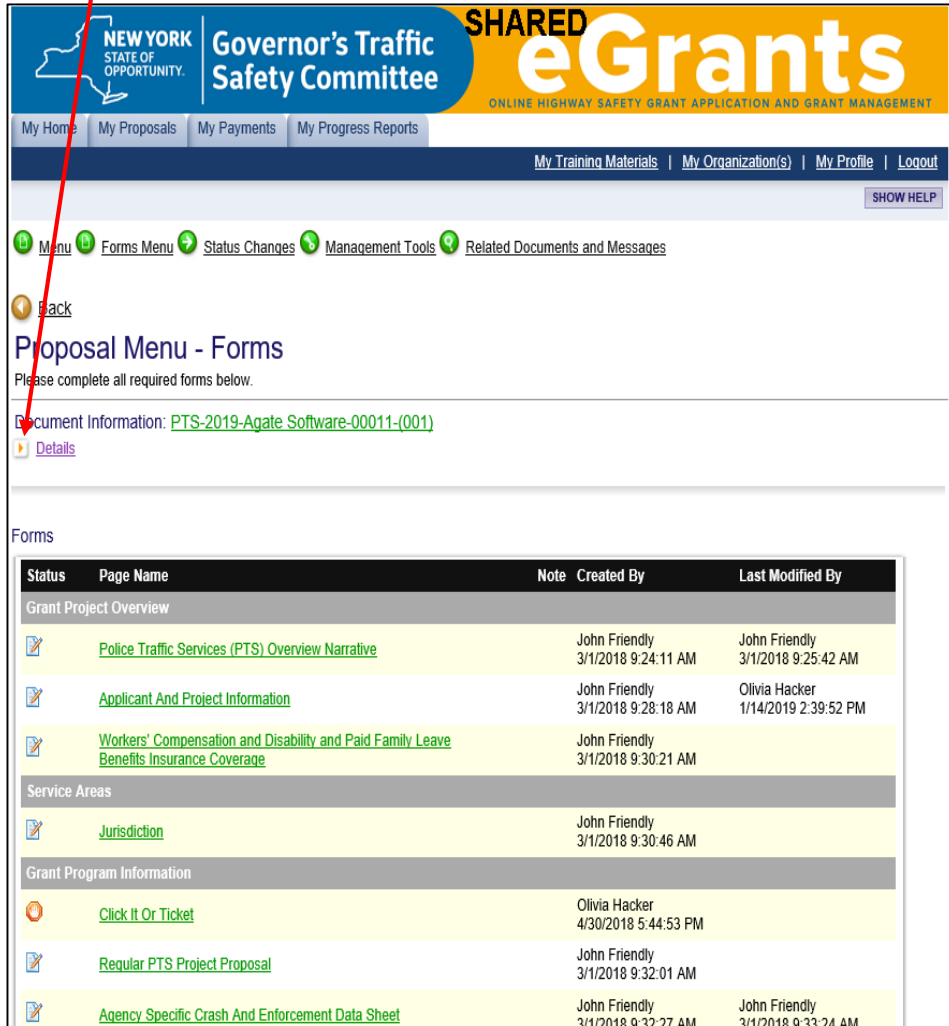
Hover the mouse pointer over the “**Status Changes**” link. When the “**Status Changes – Possible Statuses**” menu appears, click the “**Apply Status**” button under “**Grant Modification Request Submitted**”.

The screenshot shows the 'eGrants' application interface for the 'Governor's Traffic Safety Committee'. The 'Status Changes' link in the top navigation bar is circled in red. A dropdown menu titled 'Status Changes' 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 left sidebar contains a 'Page Information' section with a 'Back' button and a 'Document Information' section with a 'Details' button. The bottom of the page has a 'Request Date' field set to '02/05/2019' and a note: 'This request is for the following change(s). Check all that apply.'

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 the subtitle is 'Please make a selection below to continue.' Below this, there is a question: 'Are you sure you want to submit your modification request?'. A text box for notes is present with the label 'If you would like to include notes about this status change, please supply them below.' and a character count '0 of 2000'. At the bottom, there are two buttons: 'I AGREE' and 'I DO NOT AGREE'. The 'I AGREE' button is highlighted with a red arrow. 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 Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)

[Details](#)

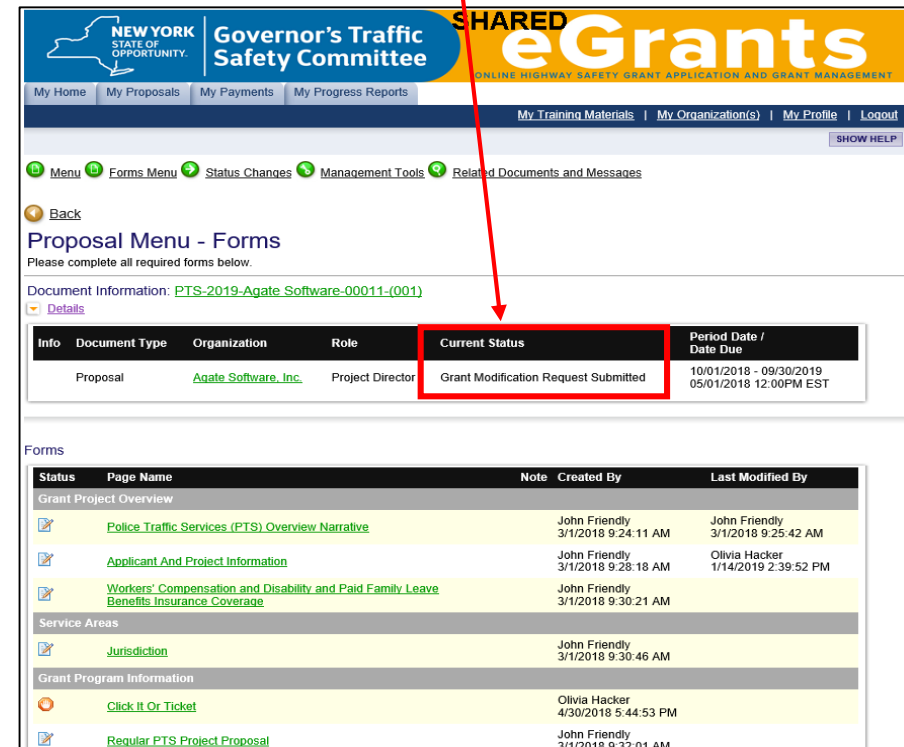
Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	Police Traffic Services (PTS) Overview Narrative		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:25:42 AM
	Applicant And Project Information		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 3/1/2018 9:30:21 AM	
Service Areas				
	Jurisdiction		John Friendly 3/1/2018 9:30:46 AM	
Grant Program Information				
	Click It Or Ticket		Olivia Hacker 4/30/2018 5:44:53 PM	
	Regular PTS Project Proposal		John Friendly 3/1/2018 9:32:01 AM	
	Agency Specific Crash And Enforcement Data Sheet		John Friendly 3/1/2018 9:32:27 AM	John Friendly 3/1/2018 9:33:24 AM

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 pages 16.



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Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agate Software, Inc.	Project Director	Grant Modification Request Submitted	10/01/2018 - 09/30/2019 05/01/2018 12:00PM EST

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	Police Traffic Services (PTS) Overview Narrative		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:25:42 AM
	Applicant And Project Information		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 3/1/2018 9:30:21 AM	
Service Areas				
	Jurisdiction		John Friendly 3/1/2018 9:30:46 AM	
Grant Program Information				
	Click It Or Ticket		Olivia Hacker 4/30/2018 5:44:53 PM	
	Regular PTS Project Proposal		John Friendly 3/1/2018 9:32:01 AM	

Payment Request

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 Police Traffic Services 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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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 “Police Traffic Services 20XX”.

Click the “Search” button.

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

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Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types

Police Traffic Services 2018

▼

Proposal Name

Person

Status

-- Select --

▼

Year

SEARCH

CLEAR

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My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types

Police Traffic Services 2018

▼

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.	PTS-2018-Agate Software-00021-(001)	Grant Contract Approved	2018
1				


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- 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: [PTS-2018-Agate Software-00021-\(001\)](#)

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Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	Police Traffic Services (PTS) Overview Narrative		Mary Arthur 4/3/2018 1:05:25 PM	
	Applicant And Project Information		Mary Arthur 4/3/2018 1:06:07 PM	
	Workers' Compensation and Disability Benefits Insurance Coverage		Mary Arthur 4/3/2018 1:06:55 PM	
Service Areas				
	Jurisdiction		John Friendly 3/27/2018 1:54:36 PM	
Grant Program Information				
	Click It Or Ticket		John Friendly 3/27/2018 1:55:13 PM	
	Regular PTS Project Proposal		Mary Arthur 4/3/2018 1:13:07 PM	Mary Arthur 4/3/2018 1:15:02 PM
	Agency Specific Crash And Enforcement Data Sheet		Mary Arthur 4/3/2018 1:04:36 PM	
Budget				
	Budget		John Friendly 3/27/2018 1:58:07 PM	Mary Arthur 4/3/2018 12:58:35 PM
Certification				
	Conditions		Mary Arthur 4/3/2018 1:15:25 PM	
	Certifications & Assurances		Mary Arthur 4/3/2018 1:17:28 PM	
	Request For Application (RFA) Statement		Mary Arthur 4/3/2018 1:18:20 PM	
Traffic Safety Board Endorsement				
	TSB APPROVAL		Mary Arthur 4/3/2018 1:18:42 PM	
Miscellaneous				
	Attachments-PTS			
Funding and Agreements				
	Agreement and Letters Upload			
Grant Modifications				
	Grant Modification Instructions			
	Grant Modification Request Form			
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 PTS 20XX”** link.

Important information regarding the Police Traffic Services grant program is provided on the **“Agreement”** page.

Once you have read the page, click the **“I Agree”** button.

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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: [PTS-2018-Agate Software-00021-\(001\)](#)
[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 PTS-2018				
Progress Reports	Initiate a/an Progress Report PTS 2018				
Progress Reports	PTS-PR-2018-Agate Software-00011	Progress Report Submitted	N/A	John Friendly 4/2/2018 2:31:11 PM	John Friendly 4/2/2018 2:31:38 PM

Related Messages

Sort search results by: [GO](#)

Priority	Sender	Subject	Date/Time	Status
	Grant System	Grant Modification Approved for PTS-2018-Agate Software-00021-(001)	4/3/2018 1:19:55 PM	Unread

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Agreement

Please make a selection below to continue.

Requirement:

Participation in the Seat Belt Mobilization (Click It or Ticket Campaign) is a **requirement** of the Police Traffic Services (PTS) grant program. Police Traffic Services grant funds cannot be expended if your organization will not or does not participate in the Seat Belt Mobilization (Click It or Ticket Campaign).

Grantees who fail (or failed) to participate in the Seat Belt Mobilization (Click It or Ticket Campaign) must **immediately** notify their Highway Safety Program Representative*.

Warning:

Do **NOT** initiate a claim for payment where the reimbursement request will exceed the approved amounts in your budget. If the amount being requested exceeds the approved amounts in your budget, you must contact your Highway Safety Program Representative* **PRIOR** to initiating the claim for payment.

*Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>

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


[I AGREE](#) [I DO NOT AGREE](#)

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Claim for Payment Type Selection Page

- Click the [“Click here to go to the Claim for Payment Type Selection page”](#) link.



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Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payments	Agate Software, Inc.	Project Director	Claim In Process	07/06/2017 - 07/31/2017 N/A

CLAIM FOR PAYMENT TYPE SELECTION

[Click here to go to the Claim for Payment Type Selection page.](#)

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01 Claim for Payment Type Selection Page

- The system generates the appropriate payment request pages based on the information you provide on this page.
- Please read the page before completing the fields.
- Once the fields are completed, click the **“Save”** button.

If you have any questions regarding the information provided on this page, please contact your Highway Safety Program Representative before continuing.

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

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Your information has been saved and the following Page Error(s) have been found. Please complete this page.

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

01 CLAIM FOR PAYMENT TYPE SELECTION

Instructions:

- You must complete this page.
- Once the page is completed and saved, click the Next Page button.

WARNING:

Do **NOT** continue with this claim for payment if the amount you are requesting for reimbursement **exceeds** the balance remaining for the activity being claimed.

Why is this important?

When the reimbursement request **exceeds** the balance remaining for the activity being claimed, the system requires the GTSC to **REJECT** the claim for payment. Once a claim for payment has been rejected, the only way to resubmit the claim, is for the grantee to **reenter ALL** data into a new claim for payment.

Important Information:

Grantees cannot claim the Seat Belt Mobilization (Click It or Ticket Campaign) and Regular PTS Enforcement in the same claim for payment. Separate claims must be submitted.

This claim for payment is for (please select one of the following):

- ☐ Seatbelt Mobilization (Click It or Ticket Campaign)
- ☐ Regular PTS Enforcement (Regular PTS Enforcement claim for payment requests can only be submitted for the activity that is approved in your project narrative).
- ☐ Other Than Personal Services ONLY (No Enforcement)

*If claiming enforcement **AND** other than personal services, start the claim for payment by selecting the appropriate personal service above.*


The following amounts are what the system showed as the remaining balances at the time this claim for payment was initiated.

Activity	Balance Remaining
<input type="checkbox"/> Seatbelt Mobilization (Click It or Ticket Campaign)	\$18,410.00*
<input type="checkbox"/> Regular PTS Enforcement	\$15,150.00*
<input type="checkbox"/> Other Than Personal Services	\$2,500.00*
Total	\$34,060.00*

You must click in **each** box to acknowledge that you have reviewed the information and are **NOT** submitting a claim for payment that will **exceed** the remaining balance for the activity being claimed.

DO NOT CONTINUE if the amount being requested for reimbursement **exceeds** the remaining balance for the activity being claimed. If this situation exists, you must contact your Highway Safety Program Representative **immediately**. Contact information for each Highway Safety Program Representative is available at: <http://www.safety.ny.gov/staff.htm>

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



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Online Highway Safety Grant Applications and Grant Management

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Your information has been saved and the following Page Error(s) have been found:

You must select the type of claim for payment request to continue.

You must acknowledge that you have reviewed the remaining balances and the amount being requested for reimbursement does not exceed the balances remaining for the activity being claimed.

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

01 CLAIM FOR PAYMENT TYPE SELECTION

Instructions:

- You must complete this page.
- Once the page is completed and saved, click the Next Page button.

WARNING:

Do **NOT** continue with this claim for payment if the amount you are requesting for reimbursement **exceeds** the balance remaining for the activity being claimed.

Why is this important?

When the reimbursement request **exceeds** the balance remaining for the activity being claimed, the system requires the GTSC to **REJECT** the claim for payment. Once a claim for payment has been rejected, the only way to resubmit the claim, is for the grantee to reenter **ALL** data into a new claim for payment.

Important Information:

Grantees cannot claim the Seat Belt Mobilization (Click It or Ticket Campaign) and Regular PTS Enforcement in the same claim for payment. Separate claims must be submitted.

This claim for payment is for (please select one of the following):

- ☐ Seatbelt Mobilization (Click It or Ticket Campaign)
- ☐ Regular PTS Enforcement (Regular PTS Enforcement claim for payment requests can *only* be submitted for the activity that is approved in your project narrative).
- ☐ Other Than Personal Services ONLY (No Enforcement)

If claiming enforcement AND other than personal services, start the claim for payment by selecting the appropriate personal service above.

The following amounts are what the system showed as the remaining balances **at the time this claim for payment was initiated:**

Activity	Balance Remaining
<input type="checkbox"/> Seatbelt Mobilization (Click It or Ticket Campaign)	\$18,410.00*
<input type="checkbox"/> Regular PTS Enforcement	\$15,150.00*
<input type="checkbox"/> Other Than Personal Services	\$2,500.00*
<input type="checkbox"/> Total	\$34,060.00*

You must click in each box to acknowledge that you have reviewed the information **and** are **NOT** submitting a claim for payment that will **exceed** the remaining balance for the activity being claimed.

DO NOT CONTINUE if the amount being requested for reimbursement exceeds the remaining balance for the activity being claimed. If this situation exists, you must contact your Highway Safety Program Representative immediately. Contact information for each Highway Safety Program Representative is available at: <http://www.safefny.gov/staff.htm>

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- Once the “Claim for Payment Type Selection” page has been Saved, and no errors exist, click the “Next Page” button.

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Page Information
The information has been saved.

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Parent Information: [PTS-2018-Aqate Software-00021-\(001\)](#)
[Details](#)

You are here: > Payments Menu > Forms Menu

01 CLAIM FOR PAYMENT TYPE SELECTION

Instructions:

- You must complete this page.
- Once the page is completed and saved, click the Next Page button.

WARNING:

Do **NOT** continue with this claim for payment if the amount you are requesting for reimbursement **exceeds** the balance remaining for the activity being claimed.

Why is this important?

When the reimbursement request **exceeds** the balance remaining for the activity being claimed, the system requires the GTSC to **REJECT** the claim for payment. Once a claim for payment has been rejected, the only way to resubmit the claim, is for the grantee to **reenter ALL** data into a new claim for payment.

Important Information:

Grantees cannot claim the Seat Belt Mobilization (Click It or Ticket Campaign) and Regular PTS Enforcement in the same claim for payment. Separate claims must be submitted.

This claim for payment is for (please select one of the following):

☒ Seatbelt Mobilization (Click It or Ticket Campaign)
☐ Regular PTS Enforcement (Regular PTS Enforcement claim for payment requests can only be submitted for the activity that is approved in your project narrative).
☐ Other Than Personal Services ONLY (No Enforcement)

If claiming enforcement AND other than personal services, start the claim for payment by selecting the appropriate personal service above.

The following amounts are what the system showed as the remaining balances **at the time this claim for payment was initiated**.

Activity	Balance Remaining
<input checked="" type="checkbox"/> Seatbelt Mobilization (Click It or Ticket Campaign)	\$18,410.00*
<input checked="" type="checkbox"/> Regular PTS Enforcement	\$15,150.00*
<input checked="" type="checkbox"/> Other Than Personal Services	\$2,500.00*
Total	\$34,060.00*

You must click in **each** box to acknowledge that you have reviewed the information **and** are **NOT** submitting a claim for payment that will **exceed** the remaining balance for the activity being claimed.

DO NOT CONTINUE if the amount being requested for reimbursement **exceeds** the remaining balance for the activity being claimed. If this situation exists, you must contact your Highway Safety Program Representative **immediately**. Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>.

02 Personal Services Page

- Verify that you selected the correct personal services by looking at the page name and form header.
- If you selected the wrong personal services page, cancel the claim and initiate a new claim.

Warning: When a claim is cancelled all information must be reentered into a new claim.

To cancel a claim, go to the top of the page, click on the **“Status Change”** link and click the **“Apply Status”** button under **“Claim Cancelled”**.

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02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)

Instructions:

- Required fields are marked with a *.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE (ITEMIZED LISTING OF PERSONAL SERVICES)

SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS

PRINCE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS Contact Name:

Grant Number: PTS-2018-Agate Software-00021-(001) Phone Number:

Municipality/ Organization's Name: Agate Software, Inc. Email Address:

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary
Entries Denied by the GTSC
Adjusted Total

Complete the following fields:

Contact Name: Provide the name of the person who should be contacted if there are any issues with this payment request.

Phone Number: Provide the phone number of the contact person.

Email Address: Provide the email address of the contact person. The email address provided must be one that is checked on a daily basis to ensure issues with this payment request are responded to in a timely manner.

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02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)

Instructions:

• Required fields are marked with a *.

The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.

• Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.

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

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES

SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS

FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS

Grant Number: PTS-2018-Agate Software-00021-(001)

Municipality/ Organization's Name: Agate Software, Inc.

Contact Name: John Smith

Phone Number: (518) 474-5111

Email Address: JSmith@dmv.ny.gov

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC

☐ I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary

Entries Denied by the GTSC

Adjusted Total

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- Complete the certification statement by clicking in the box.



☒ I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNORS TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

- Click the **“Save”** button.

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02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)

Instructions:

- Required fields are marked with a *.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS
Contact Name:

Grant Number: PTS-2018-Agate Software-00021-(001)
Phone Number:

Municipality/ Organization's Name: Agate Software, Inc.
Email Address:


TITLE	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
									<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>

☒ I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNORS TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary \$150.02
Entries Denied by the GTSC \$0
Adjusted Total \$150.02

Review Column Headers:

- Required fields are marked with an *.




TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
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Please Note - All fields are required except the “Shift Start Time” and “Shift End Time” fields. These fields only need to be completed if the same person is listed twice on the same day.

- For an explanation of what needs to be documented in each column, hover the mouse pointer over the help icon (?), which is located at the end of each column header.



TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
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02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)

Instructions:

- Required fields are marked with a *.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS

Contact Name:

Grant Number: PTS-2018-Agate Software-00021-(001)

Phone Number:

Municipality/ Organization's Name: Agate Software, Inc.

Email Address:

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
---------	--------------	-------------	----------------------	------------------	----------------	-------------------	---------------	---------------------	-----------------------------------	------------------	------------------------

☐ I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary

Entries Denied by the GTSC

Adjusted Total

Complete the First Row: Enter the required information for the first officer being claimed, then click the “Save” button. Once the “Save” button is selected, another row will appear. Look at the top left corner of the page to see if there are any errors on the row you just entered.

Below is an example of a row with an error.

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

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Certification Statement must be acknowledged by clicking in the checkbox.

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02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)

Instructions:

- Required fields are marked with a *
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS

Contact Name:

Grant Number: PTS-2018-Agate Software-00021-001

Phone Number:

Municipality Organization's Name: Agate Software, Inc.

Email Address:

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary

\$150.02

Entries Denied by the GTSC

\$0

Adjusted Total

\$150.02

Below is an example of a row without an error.

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STATE OF

OPPORTUNITY

Governor's Traffic

Safety Committee

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02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)

Instructions:

- Required fields are marked with a *
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS

Contact Name:

Grant Number: PTS-2018-Agate Software-00021-001

Phone Number:

Municipality Organization's Name: Agate Software, Inc.

Email Address:

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Total Salary

\$150.02

Entries Denied by the GTSC

\$0

Adjusted Total

\$150.02

Repeat this step until all officers have been entered.

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Once all the information has been entered, and there are no errors, click the **“Save”** button.

Once the page has been saved, click the **“Next Page”** button.

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Program Component: SeatbeltMobilization
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02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)

Instructions:

- Required fields are marked with a *.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is rated twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS

Contact Name:

Grant Number: PTS-2018-Agate Software-00021-001

Phone Number:

Municipality/ Organization's Name: Agate Software, Inc.

Email Address:

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☒ I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary

\$150.02

Entries Denied by the GTSC

\$0

Adjusted Total

\$150.02

03 Claim for Payment Request Page

The “**Dates Costs Incurred**” fields are for GTSC Use Only. If dates are entered in those fields the system will delete the dates when the page is saved.



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The Total Funding Request must be greater than \$0

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03 CLAIM FOR PAYMENT REQUEST

Instructions:

- Claim for payment requests cannot exceed the approved budget amount for the activity / item being claimed.
- Please enter amount (s) to be reimbursed in the appropriate "Currently Requested" field (s), then click the Save button.
 - The amount entered cannot exceed the amount in the "Personal Services Entered" and "Balance" fields.
- Once the page is completed and saved, click the Next Page button.

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02	<input type="text"/>	\$16,410.00

Regular PTS Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0	<input type="text"/>	\$15,150.00

Other than Personal Services

Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0	<input type="text"/>	\$2,000.00
OTSC conference	\$500.00	\$0	<input type="text"/>	\$500.00
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
Total Other Than Personal Services:	\$2,500.00	\$0	\$0	\$2,500.00
Total Funding Request:	\$34,060.00	\$0	\$0	\$34,060.00

Unless Clearly Indicated
(OTSC USE ONLY)

Begin Date

End Date

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The “Personal Services Entered” field provides the total personal services that you entered on the personal services page.

Seat Belt Mobilization Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02		\$16,410.00

Regular PTS Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0		\$15,150.00

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Governor's Traffic Safety Committee

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The Total Funding Request must be greater than \$0

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03 CLAIM FOR PAYMENT REQUEST

Instructions:

- Claim for payment requests cannot exceed the approved budget amount for the activity / item being claimed.
- Please enter amount (s) to be reimbursed in the appropriate "Currently Requested" field (s), then click the Save button.
- The amount entered cannot exceed the amount in the "Personal Services Entered" and "Balance" fields.
- Once the page is completed and saved, click the Next Page button.

Order: Create Invoiced (GTSC USE ONLY)

Begin Date: End Date:

Seat Belt Mobilization Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02		\$16,410.00

Regular PTS Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0		\$15,150.00

Other than Personal Services

Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0		\$2,000.00
GTSC conference	\$500.00	\$0		\$500.00
		\$0		\$0
		\$0		\$0
		\$0		\$0
		\$0		\$0
		\$0		\$0
		\$0		\$0
		\$0		\$0
		\$0		\$0
Total Other Than Personal Services:	\$2,500.00	\$0	\$0	\$2,500.00
Total Funding Request:	\$34,060.00	\$0	\$0	\$34,060.00

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- Enter the amount being requested for reimbursement in the **“Currently Requested”** field for the activity and/or item being claimed.

*For personal services, the amount being requested cannot exceed the amount in the **“Personal Services Entered”** and **“Balance”** fields.*

Seat Belt Mobilization Enforcement Amount				
Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02	<input type="text" value="\$150.02"/>	\$16,259.98

Regular PTS Enforcement Amount				
Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0	<input type="text"/>	\$15,150.00

*For other than personal services, the amount being requested cannot exceed the amount in the **“Balance”** field for the item being claimed.*

Other than Personal Services				
Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0	<input type="text" value="\$500.00"/>	\$1,500.00
GTSC conference	\$500.00	\$0	<input type="text" value="\$200.00"/>	\$300.00

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03 CLAIM FOR PAYMENT REQUEST

Instructions:

- Claim for payment requests cannot exceed the approved budget amount for the activity / item being claimed.
- Please enter amount (x) to be reimbursed in the appropriate 'Currently Requested' field (x), then click the Save button.
- The amount entered cannot exceed the amount in the 'Personal Services Entered' and 'Balance' fields.
- Once the page is completed and saved, click the Next Page button.

Other Costs Incurred (GTSC USE ONLY)

Begin Date End Date

Seat Belt Mobilization Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02	<input type="text" value="\$150.02"/>	\$16,259.98

Regular PTS Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0	<input type="text"/>	\$15,150.00

Other than Personal Services

Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0	<input type="text" value="\$500.00"/>	\$1,500.00
GTSC conference	\$500.00	\$0	<input type="text" value="\$200.00"/>	\$300.00
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
		\$0	<input type="text"/>	\$0
Total Other than Personal Services:	\$2,500.00	\$0	\$700.00	\$1,750.00
Total Funding Request:	\$4,000.00	\$0	\$900.00	\$3,100.00

Once the “Currently Requested” field on the “Claim for Payment Request” page is completed, click the “Save” button.

Once the page is saved, check to see if there are any errors on the page.

Below is an example of a page with an error.

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

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

SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

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Page Error
Your information has been saved and the following Page Error(s) have been found.
You cannot claim more than the personal services entered on the Personal Services page.
You must correct the amount in the Currently Requested field.

Back
Document Information: [PTS-PMT-2018-Agate Software-00375](#)
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)
[Details](#)

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

03 CLAIM FOR PAYMENT REQUEST

Instructions:

- Claim for payment requests cannot exceed the approved budget amount for the activity / item being claimed.
- Please enter amount (s) to be reimbursed in the appropriate "Currently Requested" field (s), then click the Save button.
 - The amount entered cannot exceed the amount in the "Personal Services Entered" and "Balance" fields.
- Once the page is completed and saved, click the Next Page button.

Seat Belt Mobilization Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02		\$16,410.00

Regular PTS Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0		\$15,150.00

Other than Personal Services

Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0		\$1,500.00
GTSC conference	\$500.00	\$0		\$300.00

Below is an example of a page without an error.

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 | NEXT PAGE | 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.

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Document Information: [PTS-PMT-2018-Agate Software-00375](#)
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)
[Details](#)

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

03 CLAIM FOR PAYMENT REQUEST

Instructions:

- Claim for payment requests cannot exceed the approved budget amount for the activity / item being claimed.
- Please enter amount (s) to be reimbursed in the appropriate "Currently Requested" field (s), then click the Save button.
 - The amount entered cannot exceed the amount in the "Personal Services Entered" and "Balance" fields.
- Once the page is completed and saved, click the Next Page button.

Seat Belt Mobilization Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02	\$150.02	\$16,259.98

Regular PTS Enforcement Amount

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0		\$15,150.00

Other than Personal Services

Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0	\$500.00	\$1,500.00
GTSC conference	\$500.00	\$0	\$200.00	\$300.00



 [Top of the Page](#)

04 Quarter Selection Page

- Select the quarter costs were incurred.

If costs cover more than one quarter, select the most recent quarter. For example, if costs were incurred from January 1st – June 30th, you would select the 3rd quarter (April 1st – June 30th) because that is the most recent quarter costs were incurred.

- Once the quarter is selected, click the **“Save”** button.
- Once the page has been saved, click the **“Next Page”** button.

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SAVE | NEXT PAGE | 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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04 QUARTER SELECTION

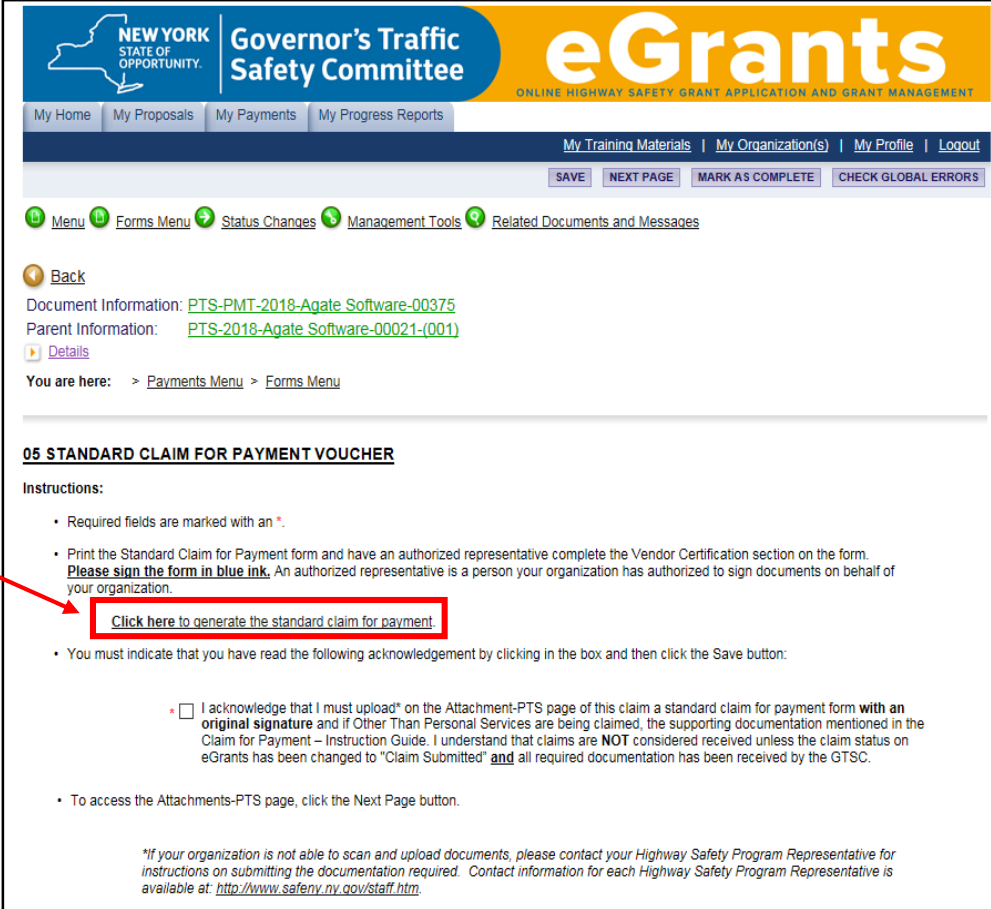
Instructions:

- 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)

05 Standard Claim for Payment Voucher Page

Click on the **"Click here to generate the standard claim for payment"** link.



NEW YORK
STATE OF
OPPORTUNITY.

**Governor's Traffic
Safety Committee**

eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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SAVE | NEXT PAGE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

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Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)

Details

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

05 STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Required fields are marked with an *.
- Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. **Please sign the form in blue ink.** An authorized representative is a person your organization has authorized to sign documents on behalf of your organization.
- You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:

* ☐ I acknowledge that I must upload* on the Attachment-PTS page of this claim a standard claim for payment form **with an original signature** and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are **NOT** considered received unless the claim status on eGrants has been changed to "Claim Submitted" **and** all required documentation has been received by the GTSC.

- To access the Attachments-PTS page, click the Next Page button.

*If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: <http://www.safenv.ny.gov/staff.htm>.

Review and Complete the “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 42 to continue with this request.

AC3253-0 (Effective 1/12) State of New York									
CLAIM FOR PAYMENT									
Vendor Information									
Vendor Name Agile Software				Vendor Identification Number 123456					
Address 1234 Main St.				City Chenango		State MI		Zip Code 48864	
				Invoice Number PTS-2018-00375					
Purchase Order No. and Date	Description of Materials/Service			Quantity	Unit	Price	Amount		
04/01/2018 - 09/30/2018	Grant #: PTS-2018-Agile Software-00021-0001 PTS-FMT-2018-Agile Software-00375 Personal Services - Seat Belt Mobilization Other Than Personal Services								
							\$150.02 \$750.00		
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.							Total \$900.02		
Vendor's Signature in Ink _____ Title _____							Discount %		
Date _____ Name of Company _____							Net \$900.02		
NYS Agency Information									
Vendor Identification Number 123456		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		Holding Code		Payee Amount		Agency Internal Use	
Invoice Number PTS-2018-00375				Invoice Date					
PeopleSoft Format Charge Lines (If Applicable)									
Business Unit DMV02		Department 3700303		Program 30054		Fund 25310		Account 00301	
Budget Reference		Project ID MULTIC23N-PTS-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 Dept.	Statewide	Amount	Org Agency	PO/Contract
Liability Date					From Date		TC	Subledger	
								Optional	

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

☒ I acknowledge that I must upload* on the Attachment-PTS page of this claim a standard claim for payment form **with an original signature** and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are **NOT** considered received unless the claim status on eGrants has been changed to "Claim Submitted" **and** all required documentation has been received by the GTSC.

The completed (signed and dated) **“Claim for Payment”** form must be uploaded in the **“Attachments”** section of this payment request. To access the **“Attachments”** section, click the **“Next Page”** 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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SAVE NEXT PAGE 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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[Details](#)

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

05 STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Required fields are marked with an *.
- Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. **Please sign the form in blue ink.** An authorized representative is a person your organization has authorized to sign documents on behalf of your organization.
[Click here to generate the standard claim for payment.](#)

You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:

☒ I acknowledge that I must upload* on the Attachment-PTS page of this claim a standard claim for payment form **with an original signature** and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are **NOT** considered received unless the claim status on eGrants has been changed to "Claim Submitted" **and** all required documentation has been received by the GTSC.

- To access the Attachments-PTS page, click the Next Page button.

**If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: <http://www.safenv.ny.gov/staff.htm>.*

Top of the Page

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06 Attachments - PTS Page

- Follow the instructions provided on the page.
- Once you click the **“Save”** button, verify that a link appears below the **“File Name”** field.

Note – If a link does not appear below the “File Name” field it means the upload was unsuccessful. Repeat the instructions provided on the page. 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 that appears towards the top of the page, then follow the instructions on the page.
- The documentation uploaded must be kept with your records. Do **NOT** mail the documentation to the GTSC.
- Once the documentation is uploaded and the page has been saved, click the **“Click Here to Submit or Change the Status”** link.

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ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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

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

06 ATTACHMENTS-PTS

Instructions:

- DO NOT CLICK THE NEXT PAGE BUTTON.
The following steps need to be completed to submit the claim:
- Upload signed Claim for Payment form.
- If Other Than Personal Service is being claimed you must upload the supporting documentation outlined in the Claim for Payment - Instruction Guide located at: <http://www.safeny.ny.gov/hsforms.htm>

To upload documents:

- 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.

Documentation uploaded to this page does NOT need to be mailed to the GTSC. The documentation must be kept with your records.

Once the above documentation is uploaded and saved [Click Here to Submit or Change the Status](#).

Description: Claim for Payment Form

File name: [75809_1-ClaimforPaymentForm.docx](#) DELETE*

Comments: 0 of 500

Top of the Page
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Payments Menu – Status Options Page

- To submit the payment request, click the “**Apply Status**” button for “**Claim Submitted**”.

Warning: If you choose to cancel the claim, you will need to reenter all information into a new claim.

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SHOW HELP

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Payments Menu - Status Options

Select a button below to execute the appropriate status push.

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Possible Statuses

Instructions:

- To submit the claim, click on the “Apply Status” button for **Claim Submitted**. Make sure to verify that the claim status has change to “Claim Submitted”
- To cancel the claim, click on the “Apply Status” button for **Claim Cancelled**.
Warning: Once a claim is cancelled, you must reenter all information into a new claim.

If errors appear, you must correct the errors and then change the status to “Claim Submitted”.

CLAIM SUBMITTED
[APPLY STATUS](#)

CLAIM CANCELLED
[APPLY STATUS](#)

Agreement Page

- Click the “I Agree” button.

If the “Global Errors” page appeared instead of the “Agreement” page, go to page 47.

The screenshot shows the 'Agreement' page of the SHARED eGrants system. The header includes the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the 'SHARED eGrants' title with the subtitle 'ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. Navigation tabs include 'My Home', 'My Proposals', 'My Payments', 'My Progress Reports', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'PRINT' button and a 'SHOW HELP' button are also present. A menu bar contains links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main heading is 'Agreement', followed by the instruction 'Please make a selection below to continue.' Below this, a question asks 'Are you sure you want to submit this claim for payment?' and a text box for notes is provided. A red arrow points to the 'I AGREE' button. The footer includes 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'

NEW YORK STATE OF OPPORTUNITY | Governor's Traffic Safety Committee | SHARED eGrants
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PRINT | SHOW HELP

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

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.

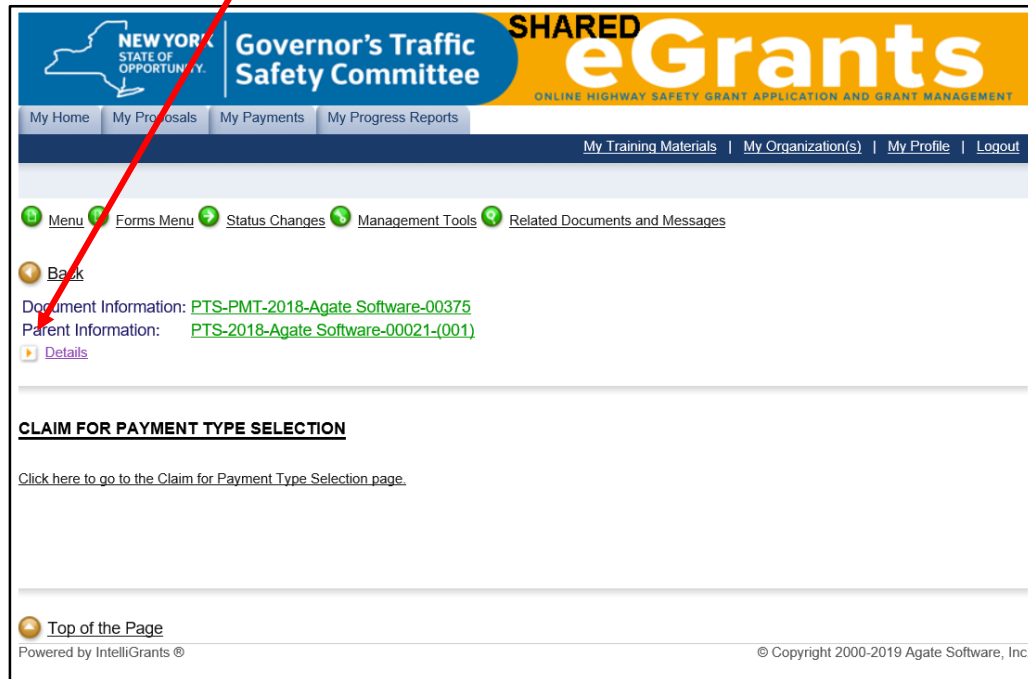
0 of 2000

I AGREE | I DO NOT AGREE

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Verify Claim Status

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



The screenshot shows the eGrants portal interface. A red arrow points from the text above to a small expand icon next to the **Details** link in the 'Document Information' section. The 'Details' link is highlighted with a red box. Below the 'Details' link, the 'CLAIM FOR PAYMENT TYPE SELECTION' section is visible, containing a link to 'Click here to go to the Claim for Payment Type Selection page.'


Document Information: [PTS-PMT-2018-Agate Software-00375](#)
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)

CLAIM FOR PAYMENT TYPE SELECTION

[Click here to go to the Claim for Payment Type Selection page.](#)

If the **“Current Status”** field is **“Claim Submitted”**, you have completed your claim submission.

If the status is **NOT “Claim Submitted”**, go to the **Status Changes** link and repeat the steps on pages 44 and 45.



The screenshot shows the eGrants portal interface. A red arrow points from the text above to the **Status Changes** link in the navigation menu. Below the navigation menu, the 'Document Information' section is visible. The 'Current Status' field in the table below is highlighted with a red box and contains the text 'Claim Submitted'.

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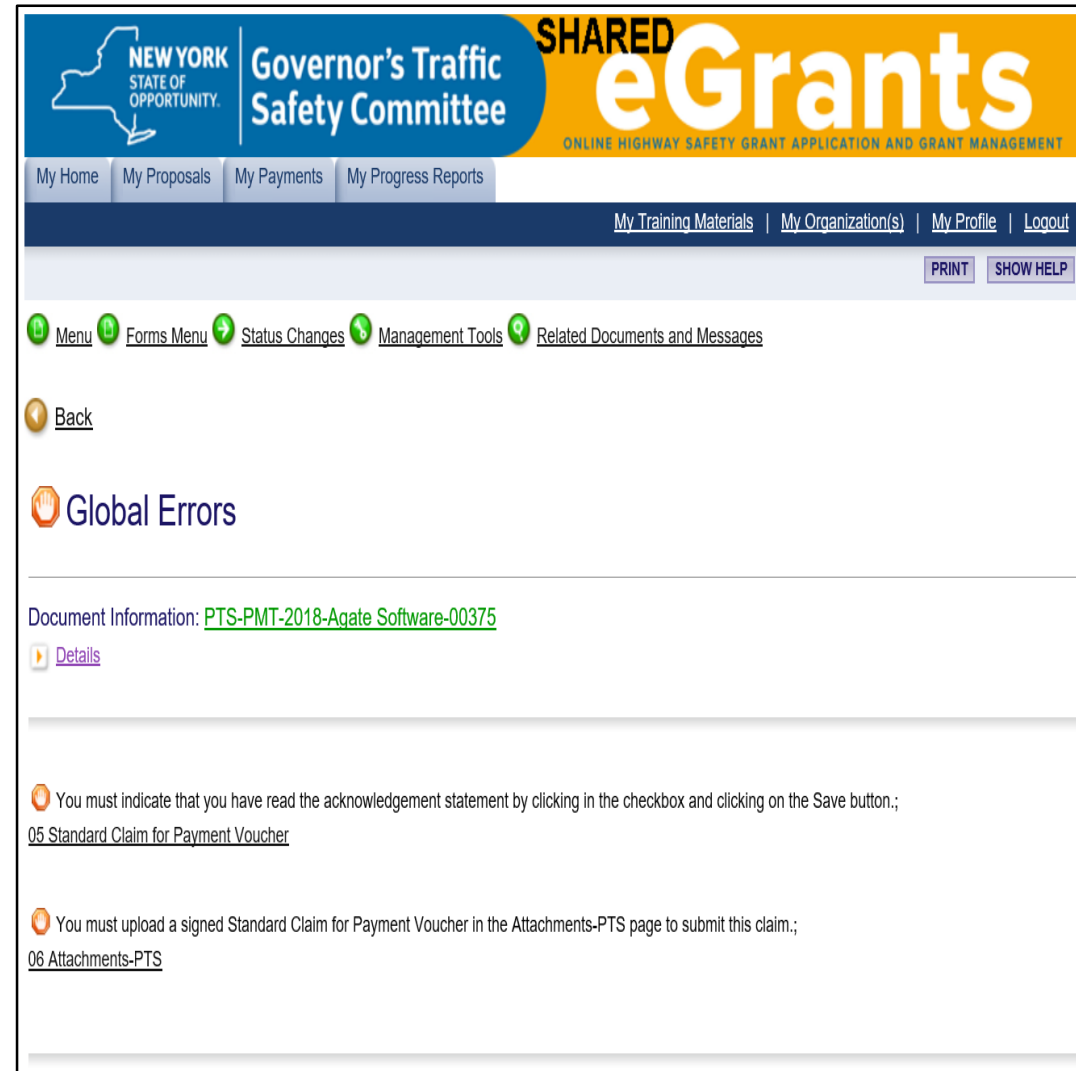
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payments	Agate Software, Inc.	Project Director	Claim Submitted	07/06/2017 - 07/31/2017 N/A

CLAIM FOR PAYMENT TYPE SELECTION

[Click here to go to the Claim for Payment Type Selection page.](#)

Global Errors Page

- If you try to submit a claim and the “**Global Errors**” page appears, it means the claim has not been submitted. Claims cannot be submitted if the system detects errors in your payment request.
- Errors exist because:
 - They were not fixed during the initial completion of the page.
 - The “**Next Page**” button was selected before the “**Save**” button.



How to address the errors:

- Errors are listed in the order they need to be fixed.
- Start by clicking on the link provided for the error that appears at the top of the list.

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

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Global Errors

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You must indicate that you have read the acknowledgement statement by clicking in the checkbox and clicking on the Save button.;

05 Standard Claim for Payment Voucher

You must upload a signed Standard Claim for Payment Voucher in the Attachments-PTS page to submit this claim.;

[06 Attachments-PTS](#)

When you arrive on the page, read the error message and fix the error.

Once the error is fixed, click the “Save” button.

The screenshot shows the 'eGrants' application interface. At the top, there's a header with the New York State of Opportunity logo and 'Governor's Traffic Safety Committee' text. Below the header is a navigation bar with links like 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. A secondary navigation bar contains links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Below these are buttons for 'SAVE', 'NEXT PAGE', 'PRINT VERSION', 'ADD NOTE', 'MARK AS COMPLETE', and 'CHECK GLOBAL ERRORS'. A menu bar lists 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A red-bordered box highlights a message: 'Your information has been saved and the following Page Error(s) have been found. You must indicate that you have read the acknowledgement statement by clicking in the checkbox and clicking on the Save button.' Below this, there's a 'Back' button and document information: 'Document Information: PTS-PMT-2018-Agate Software-00375' and 'Parent Information: PTS-2018-Agate Software-00021-(001)'. A breadcrumb trail shows 'You are here: > Payments Menu > Forms Menu > Payments'. The main section is titled '05 STANDARD CLAIM FOR PAYMENT VOUCHER' with 'Instructions:' listed below. The instructions include: 'Required fields are marked with an *', 'Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. Please sign the form in blue ink. An authorized representative is a person your organization has authorized to sign documents on behalf of your organization. Click here to generate the standard claim for payment.', 'You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:', and a checkbox for 'I acknowledge that I must upload* on the Attachment-PTS page of this claim a standard claim for payment form with an original signature and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are NOT considered received unless the claim status on eGrants has been changed to "Claim Submitted" and all required documentation has been received by the GTSC.' A final instruction says 'To access the Attachments-PTS page, click the Next Page button.' At the bottom, a note states: 'If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: http://www.safeny.ny.gov/staff.htm'. The footer includes 'Top of the Page' and 'Powered by IntelliGrants © Copyright 2000-2019 Agate Software, Inc.'

Once the page is saved, and no errors exist, click the “Next Page” button unless it’s the “06 Attachments – PTS” page. If it’s the “06 Attachments – PTS” page, go to page 51.

The screenshot shows the 'eGrants' application interface after saving. The header and navigation bars are identical to the previous screenshot. A red-bordered box highlights a message: 'Page Information The information has been saved.' Below this, there's a 'Back' button and document information: 'Document Information: PTS-PMT-2018-Agate Software-00375' and 'Parent Information: PTS-2018-Agate Software-00021-(001)'. A breadcrumb trail shows 'You are here: > Payments Menu > Forms Menu > Payments'. The main section is titled '05 STANDARD CLAIM FOR PAYMENT VOUCHER' with 'Instructions:' listed below. The instructions include: 'Required fields are marked with an *', 'Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. Please sign the form in blue ink. An authorized representative is a person your organization has authorized to sign documents on behalf of your organization. Click here to generate the standard claim for payment.', 'You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:', and a checked checkbox for 'I acknowledge that I must upload* on the Attachment-PTS page of this claim a standard claim for payment form with an original signature and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are NOT considered received unless the claim status on eGrants has been changed to "Claim Submitted" and all required documentation has been received by the GTSC.' A final instruction says 'To access the Attachments-PTS page, click the Next Page button.' At the bottom, a note states: 'If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: http://www.safeny.ny.gov/staff.htm'. The footer includes 'Top of the Page' and 'Powered by IntelliGrants © Copyright 2000-2019 Agate Software, Inc.'

Continue to click the “Next Page” button until you arrive on a page with an error message, or you arrive at the “06 Attachments - PTS” page, whichever occurs first.

- If you arrive on a page with an error message, read the error message and fix the error.
- Once the error is fixed, click the “Save” button.
- Once the page is saved, and no errors exist, click the “Next Page” button unless it’s the “06 Attachments – PTS” Page.
- When you arrive on the “06 Attachments – PTS” page, go to page 51.

The screenshot shows the New York State eGrants portal. At the top, there is a navigation bar with the New York State logo and the text "Governor's Traffic Safety Committee" and "SHARED eGrants". Below this is a secondary 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 row of buttons includes "SAVE", "NEXT PAGE", "ADD", "DELETE", "PRINT VERSION", "ADD NOTE", "MARK AS COMPLETE", and "CHECK GLOBAL ERRORS".

A red box highlights an error message: "Your information has been saved and the following Page Error(s) have been found. You must upload a signed Standard Claim for Payment Voucher in the Attachments-PTS page to submit this claim." A red arrow points from the first bullet point of the instructions to this error message.

Below the error message, there is a "Back" button and document information: "Document Information: PTS-PMT-2018-Agate Software-00375" and "Parent Information: PTS-2018-Agate Software-00021-(001)". A "Details" link is also present. The breadcrumb trail shows "You are here: > Payments Menu > Forms Menu > Miscellaneous".

The main section is titled "06 ATTACHMENTS-PTS". It contains instructions: "DO NOT CLICK THE NEXT PAGE BUTTON." and lists steps to complete the claim: "The following steps need to be completed to submit the claim: Upload signed Claim for Payment form." It also mentions that if other than personal service is being claimed, supporting documentation must be uploaded, with a link to a guide: <http://www.safety.ny.gov/hsforms.htm>.

Under "To upload documents:", it provides steps: "Please enter a brief description of the attachment.", "To attach an electronic file, press 'BROWSE', choose the desired file and select 'SAVE'.", and "For each additional attachment, first choose 'ADD' and then complete the steps listed above." It also states that documentation uploaded does not need to be mailed to the GTSC and that once documentation is uploaded and saved, the user should click a link to submit or change the status.

At the bottom, there are input fields for "Description", "File name" (with a "Browse..." button), and "Comments" (with a character count of 0 of 500).

The footer includes a "Top of the Page" link and a copyright notice: "© Copyright 2008-2016 State of New York".

06 Attachments – PTS Page

- Click on the **“Click Here to Submit or Change Status”** link.
- Repeat the steps that begin on page 44.

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PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

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Document Information: [PTS-PMT-2018-Agate Software-00375](#)
Parent Information: [PTS-2018-Agate Software-00021-001](#)
[Details](#)

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

06 ATTACHMENTS-PTS

Instructions:

- DO **NOT** CLICK THE NEXT PAGE BUTTON.
The following steps need to be completed to submit the claim:
- Upload signed Claim for Payment form.
- If Other Than Personal Service is being claimed you must upload the supporting documentation outlined in the Claim for Payment - Instruction Guide located at: <http://www.safety.ny.gov/hsforms.htm>

To upload documents:

- 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.

- Documentation uploaded to this page does NOT need to be mailed to the GTSC. The documentation must be kept with your records.
- Once the above documentation is uploaded and saved, [Click Here to Submit or Change the Status](#).

Description:

File name:

Comments:

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Progress Reports

Reporting Requirements for the Police Traffic Services 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 Seatbelt Mobilization is for the activity that took place during the Seatbelt Mobilization (BUNY CIOT) *. This report is due within **14 days** of the conclusion of the Seatbelt Mobilization (BUNY CIOT).
- 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. Failure to participate in the Seatbelt Mobilization (BUNY CIOT) will result in an automatic suspension of the grant.***

What is Needed to Complete the Report

To complete the progress report for the Police Traffic Services Grant Program, grantees will need the following information for the reporting period.

If available, the GTSC would also like grantees to provide the ticket and crash data from last year for the same period.

Ticket Data (Tickets issued during grant funded hours)

*The following **ticket** numbers will be for the tickets that were issued by Officers during the hours they were funded by the Police Traffic Services grant.*

- Speeding
- Aggressive Driving, which includes: running a red light or stop sign, following too closely, failure to yield right of way and improper lane change.
- Cell/Device 1225C and D
- Seat Belt and Child Safety Seat
- All Other Tickets Issued, which includes all uniform traffic tickets issued.

Crash Data

- Fatal
- Personal Injury
- Property Damage

PTS Patrol Hours Funded by GTSC:

- Number of Overtime PTS Hours Funded by GTSC.
- Number of Regular PTS Hours Funded by GTSC.

Grantees also need to provide a summary of their enforcement activities for the reporting period. The summary must address the crash problem (s) that your agency identified in the proposal and the associated enforcement strategies and activities that have taken place to address those crash problems.

The summary should include:

- A statement as to the overall effectiveness of the grant.
- A list of the identified crash problems and goals mentioned in your project description with the status/results of each activity.
- The most recent data to support the evaluation of your enforcement program.
- A list of achievements and problems encountered.
- What funds have been expended. If funds were under-utilized, the reason why.
- If you are behind schedule, why and what measures are being taken to get the project back on schedule.

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

How to Initiate a Police Traffic Services Program Progress Report

Login to eGrants.




The screenshot shows the login page for the Governor's Traffic Safety Committee (GTSC) eGrants system. The header includes the New York State of Opportunity logo, the GTSC name, and the 'eGrants' title with the subtitle 'ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. A navigation bar at the top left contains the 'eGrants Login' link. The main content area features a 'Welcome to GTSC eGrants' message, a 'Dear Highway Safety Associates:' greeting, and a 'Login' form with fields for 'Username' and 'Password', a 'LOGIN' button, and links for 'New User?' and 'Forgot Password?'. A background image of hands typing on a keyboard is visible. The footer contains copyright information for IntelliGrants and Agate Software.

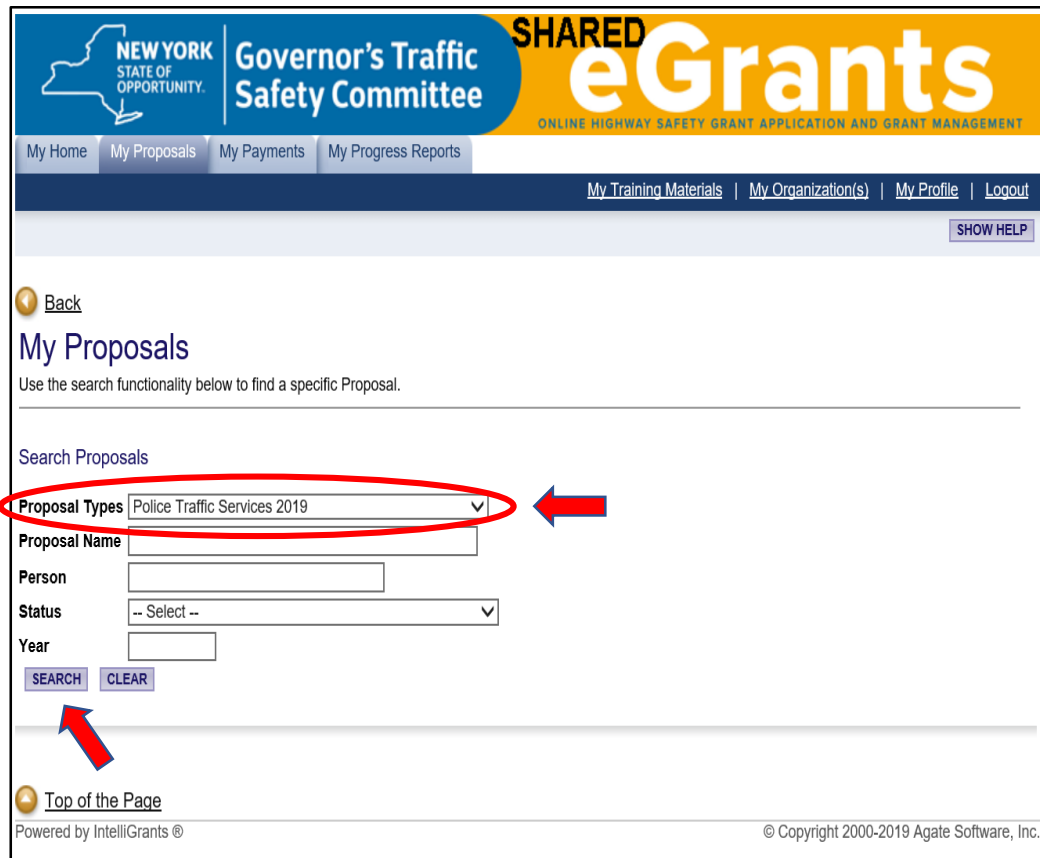
Locate the grant by using the “My Proposal” tab.



The screenshot shows the dashboard after a successful login as 'John', a Project Director. The header is identical to the login page. The navigation bar now includes 'My Home', 'My Proposals' (highlighted with a red circle and a red arrow), 'My Payments', and 'My Progress Reports'. On the right side of the navigation bar are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area displays a 'Welcome John' message with a 'Change My Picture' link. Below this, there are three main sections: 'View Available Opportunities' (9 opportunities), 'View My Inbox' (50 new messages), and 'View My Tasks' (160 new tasks, 32 critical). Each section has a corresponding button ('VIEW OPPORTUNITIES', 'OPEN MY INBOX', 'OPEN MY TASKS'). A 'Top of the Page' button is at the bottom. The footer includes copyright information for IntelliGrants and Agate Software.

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

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 Police Traffic Services 2019 

Proposal Name

Person

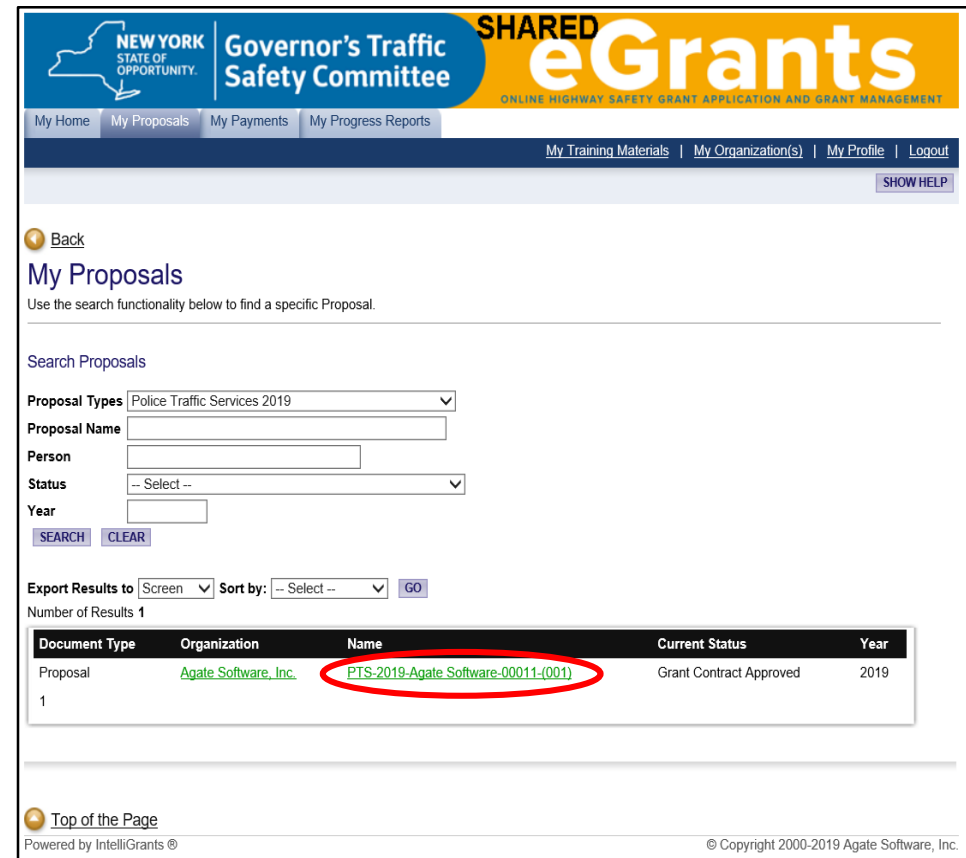
Status -- Select -- 

Year

SEARCH CLEAR

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My Proposals


Use the search functionality below to find a specific Proposal.

Search Proposals

Proposal Types Police Traffic Services 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 1	Agate Software, Inc.	PTS-2019-Agate Software-00011-(001)	Grant Contract Approved	2019

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



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Proposal Menu - Forms

Please complete all required forms below.

Document Information:

PTS-2019-Agate Software-00011-(001)

Details

Forms


Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	Police Traffic Services (PTS) Overview Narrative		Mary Arthur 4/3/2018 1:05:25 PM	
	Applicant And Project Information		Mary Arthur 4/3/2018 1:06:07 PM	
	Workers' Compensation and Disability Benefits Insurance Coverage		Mary Arthur 4/3/2018 1:06:55 PM	
Service Areas				
	Jurisdiction		John Friendly 3/27/2018 1:54:38 PM	
Grant Program Information				
	Click It Or Ticket		John Friendly 3/27/2018 1:55:13 PM	
	Regular PTS Project Proposal		Mary Arthur 4/3/2018 1:13:07 PM	Mary Arthur 4/3/2018 1:15:02 PM
	Agency Specific Crash And Enforcement Data Sheet		Mary Arthur 4/3/2018 1:04:36 PM	
Budget				
	Budget		John Friendly 3/27/2018 1:58:07 PM	Mary Arthur 4/3/2018 12:58:35 PM
Certification				
	Conditions		Mary Arthur 4/3/2018 1:15:25 PM	
	Certifications & Assurances		Mary Arthur 4/3/2018 1:17:28 PM	
	Request For Application (RFA) Statement		Mary Arthur 4/3/2018 1:18:20 PM	
Traffic Safety Board Endorsement				
	TSB APPROVAL		Mary Arthur 4/3/2018 1:18:42 PM	
Miscellaneous				
	Attachments-PTS			
Funding and Agreements				
	Agreement and Letters Upload			
Grant Modifications				
	Grant Modification Instructions			
	Grant Modification Request Form			
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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On the **“Proposal Menu – Reports and Payments”** page,
click on **“Initiate a/an Progress Report PTS 20XX”**.



NEW YORK

STATE OF OPPORTUNITY

Governor'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: [PTS-2019-Agate Software-00011-\(001\)](#)

[Details](#)


Related Documents

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

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

Related Messages

Sort search results by: -- Select -- [GO](#)

Priority	Sender	Subject	Date/Time	Status
	Grant System	Agate Software Has Submitted Proposal PTS-2019-Agate Software-00011-(001)	3/1/2018 9:54:10 AM	Unread

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

The screenshot shows the 'Agreement' page of the eGrants system. The header includes the New York State of Opportunity logo, 'Governor's Traffic Safety Committee', and 'SHARED eGrants'. Navigation tabs include 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. A secondary navigation bar contains 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is also present. Below the navigation, there are links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area is titled 'Agreement' and contains the text 'Please make a selection below to continue.' and 'Are you sure you want to create this Progress Report?'. At the bottom of this section are 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 is identical to the previous page. The navigation tabs are the same. The secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is also present. Below the navigation, there are links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' link is also present. The main content area is titled 'Progress Reports Menu - Forms' and contains the text 'Please complete all required forms below.' Below this, there is a section for 'Document Information' and 'Parent Information' with links to 'Details'. 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 of the page, 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 report, then click the “**Save/Next**” button.



Governor's Traffic
Safety Committee

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

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

[SAVE](#) [SAVE/NEXT](#) [NEXT](#) [MARK AS COMPLETE](#) [CHECK GLOBAL ERRORS](#)

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

[Back](#)

Document Information: [PTS-PR-2019-Agate Software-00011](#)
Parent Information: [PTS-2019-Agate Software-00011-\(001\)](#)
[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 due (Includes activity from October 1st through September 30th)
☒ Seat Belt Mobilization (Includes activity for the BUNY CIOT only)

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How to Complete the PTS Progress Report Page

- In the **“Program Summary Activity”** section, indicate if the project is:
 - On or ahead of schedule.
 - Behind schedule.
 - None (no activity).
- Enter the data for this reporting period, and the same period last year (if available), in the:
 - “Enforcement Data”** section.
 - “Crash Data”** section.
- Complete the **“PTS Patrol Hours Funded by the GTSC”** section.
- 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 to ensure you do not lose any information.
- Complete the **“This report was prepared by”** field.
- Complete the **“Preparer’s email address”** field.
- Click the **“Save”** button.

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

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

SAVE | SAVE/NEXT | NEXT | 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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Document Information: [PTS-PR-2019-Agate Software-00011](#)
Parent Information: [PTS-2019-Agate Software-00011-\(001\)](#)
[Details](#)

Program Component: rdbSeatbelt
You are here: [Progress Reports Menu](#) > [Forms Menu](#) > [Seat Belt Mobilization](#)

PTS PROGRESS REPORT

Instructions:

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

Grant Number: PTS-2019-Agate Software-00011-(001)
Agency Name: Agate Software, Inc.
Jurisdiction: Albany County - 001

Program Activity
☐ On or ahead of schedule ☐ Behind Schedule ☐ None

ENFORCEMENT DATA

Type of Tickets Issued By GTSC Funded PTS Officers	Required, Number of Tickets This Reporting Period*	If Available, Number of Tickets - Same Period Last Year
Speeding	6	5
Aggressive Driving*	7	4
Cell /Device 1225C and D	4	5
Seat Belt and Child Safety Seat	43	31
All Other Tickets Issued*	20	15
Total Tickets	80	63

*Includes: red light, stop sign, following too closely, failure to yield right of way and improper lane change. Include all uniform traffic tickets issued by GTSC funded PTS officers.

CRASH DATA

Type of Crash	Required, Number of Total Crashes This Reporting Period*	If Available, Number of Total Crashes - Same Period Last Year
Fatal	0	0
Personal Injury	5	6
Property Damage	51	54
Total Crashes	56	60

PTS PATROL HOURS FUNDED BY GTSC DURING THIS REPORTING PERIOD REQUIRED

Number of Overtime PTS Hours Funded by GTSC	30
Number of Regular PTS Hours Funded by GTSC	10
Total Hours Funded by GTSC Dedicated to PTS	40
Tickets per grant funded hour	2.00

REPORT SUMMARY Briefly summarize your grant activities to date. Note any special achievements or problems encountered.

Please see the "Attachments" page.

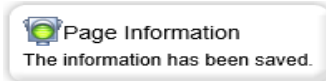
This report was prepared by:
Preparer's email address:

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How to Check for Errors on the PTS Progress Report Page

- Once the page is saved, verify that there are no errors on the page.

- The following means the system didn't detect any errors.

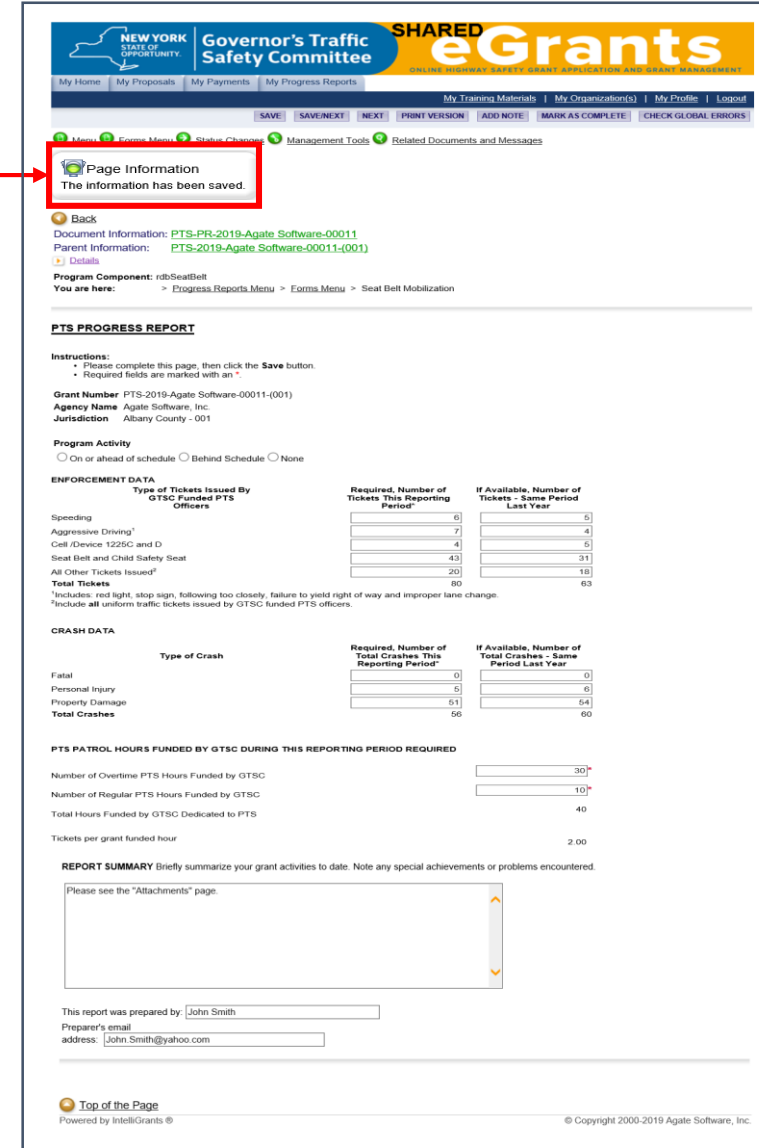


- The following means there is an error on the page.



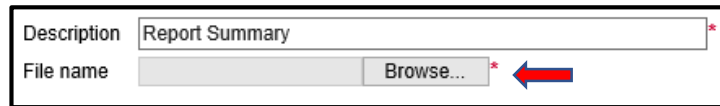
If an error exists, fix the error and resave the page.

- If you need to upload documentation, click on the **“Save/Next”** button, then go to page 63 of these instructions.
- If you do **NOT** need to upload documentation, **stay** on the **“PTS Progress Report”** page **and** go to page 64 of these instructions.

A screenshot of the "PTS Progress Report" page in the "eGrants" system. The page header includes the New York State of Opportunity logo, "Governor's Traffic Safety Committee", and "eGrants". Navigation links include "My Home", "My Proposals", "My Payments", "My Progress Reports", "My Trainings Materials", "My Organization(s)", "My Profile", and "Logout". A red box highlights the "Page Information" section, which states "The information has been saved." Below this, there are links for "Back", "Details", and "You are here: > Progress Reports Menu > Forms Menu > Seat Belt Mobilization". The main section is titled "PTS PROGRESS REPORT" and includes instructions, grant information (Grant Number: PTS-2019-Agate Software-00011, Agency Name: Agate Software, Inc., Jurisdiction: Albany County - 001), and program activity options. It contains two tables: "ENFORCEMENT DATA" for tickets issued by GTSC-funded PTS officers and "CRASH DATA" for total crashes. Both tables compare required, current, and available numbers. At the bottom, there are fields for "Number of Overtime PTS Hours Funded by GTSC" (30), "Number of Regular PTS Hours Funded by GTSC" (10), "Total Hours Funded by GTSC Dedicated to PTS" (40), and "Tickets per grant funded hour" (2.00). A "REPORT SUMMARY" section with a text area and a "Top of the Page" link are also visible.

Attachments Page

- To upload documentation to the “Attachments” page:
- In the “Description” field enter a description.
- 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.

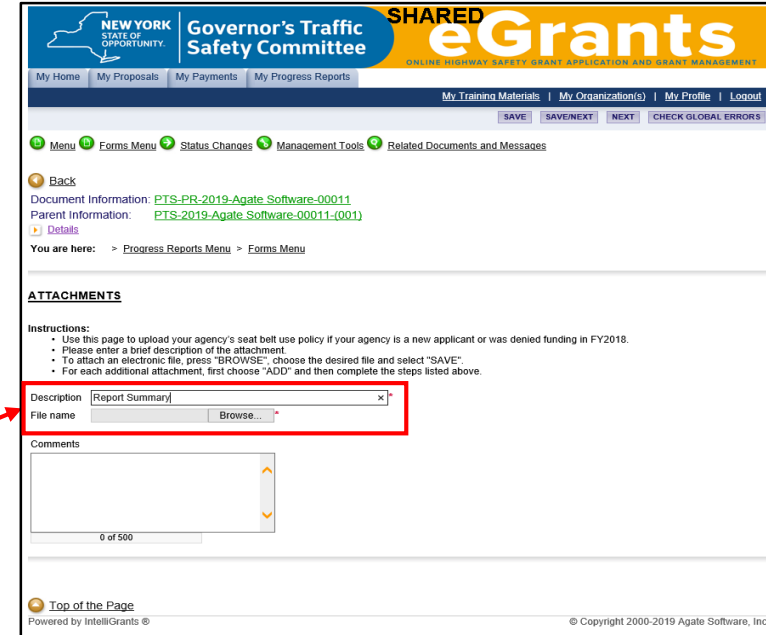


Description

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 attachments, click the “Add” button that appears towards the top of the page, then repeat the steps on this page.



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

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SAVE | SAVE/NEXT | NEXT | CHECK GLOBAL ERRORS

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Parent Information: PTS-2019-Agate Software-00011-(001)

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

File name

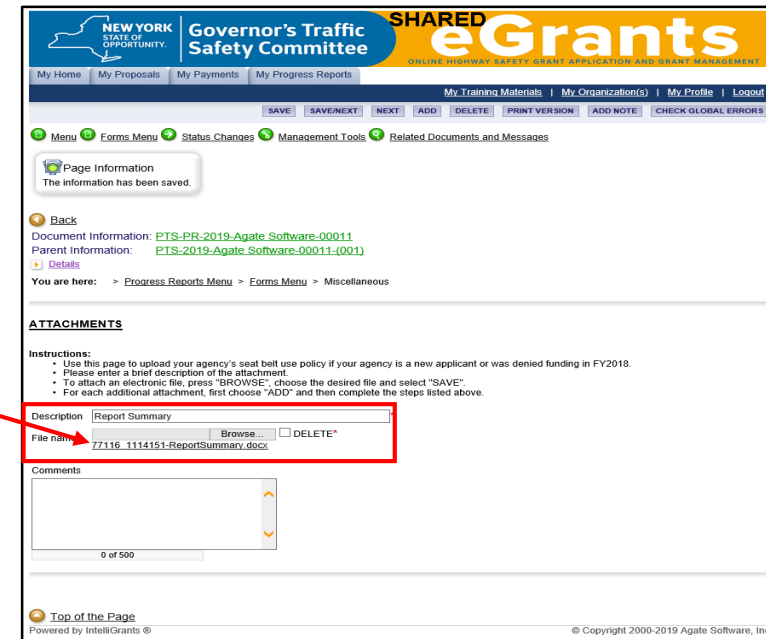
Comments

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

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

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Page Information

The information has been saved.

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Document Information: PTS-PR-2019-Agate Software-00011

Parent Information: PTS-2019-Agate Software-00011-(001)

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

File name

Comments

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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"**.



Current Status

Support

 SAFETY GROUP

Materials

Message

Forms

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.