After you are notified that Award Agreement awaiting grantee signature:

Grant Award Acceptance Step-By-Step Guide

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

After the EDGAR system has notified you by email that your award agreement has been signed by the SD Office of Homeland Security, <u>your award is final.</u> <u>You can go forward with your project.</u> You can print your award agreement through the following steps.
1. Login to EDGAR
2. Find and open your application (can be found under My Tasks)
3. Select View, Edit, and Complete Forms
4. Go to the Forms Menu and select, Grant Award Agreement
5. In the upper left corner of the form click on "Print Version" to get the PDF version of the Grant Award Agreement
6. At the bottom of the screen, a pop-up will allow you to select "open"; on your computer select File, Print, & Print

Payment Request Step-By-Step Guide

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

Progress Report Step-By-Step Guide

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