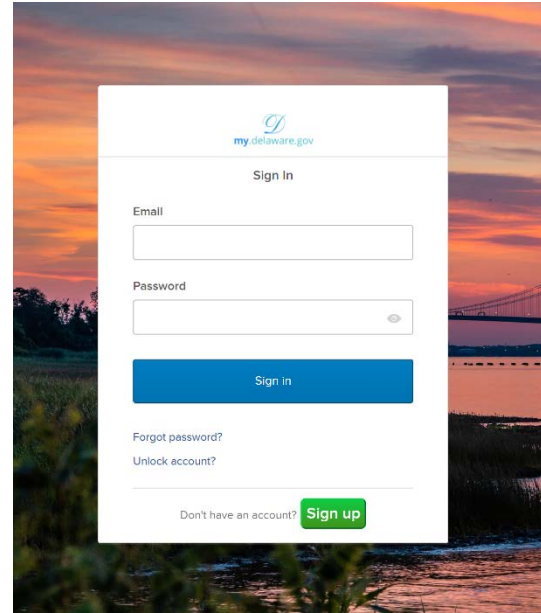


## How to access the DSHS Grants Management Suite (GMS) system

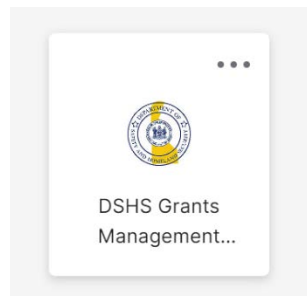
### Create or Log into My Delaware Account

To access the Grant Management Suite (GMS) system, contacts need an active [My Delaware](https://my.delaware.gov) account. New users and existing users must use this link to access [my.delaware.gov](https://my.delaware.gov): [CLICK HERE](#)

The above link will bring you to the [my.delaware.gov](https://my.delaware.gov) homepage. If you do not already have a [My Delaware](https://my.delaware.gov) account, click the 'Sign Up' button and follow the prompts to create an account. Contacts with an existing [My Delaware](https://my.delaware.gov) account, should still use the above link to navigate to [my.delaware.gov](https://my.delaware.gov) and access their account.



After you have created an account and/or logged in using the above link, the DSHS Grants Management Suite (GMS) system tile will be visible on your My Delaware dashboard. Click on the GMS tile from your My Delaware dashboard – you will be redirected to the Delaware Department of Safety and Homeland Security Grants Management Suite (GMS) system homepage.



If you do not see the GMS tile, fully log out of your [My Delaware](https://my.delaware.gov) account, wait 15 minutes, then log back into your account.

If you continue to experience issues, contact [preparednessgrants@delaware.gov](mailto:preparednessgrants@delaware.gov).

## How to access the DSHS Grants Management Suite (GMS) system

### Grant Management System (GMS) Registration

From the GMS homepage, new users should select 'Registration Options' under New User Registration.

The screenshot shows the homepage of the Delaware Department of Safety and Homeland Security Grants Management Suite. The header is blue with the department's logo and the text "Welcome to the Delaware Department of Safety and Homeland Security Grants Management Suite". Below the header, there is a navigation bar with "Legacy Login" on the right. The main content area is divided into three columns. The left column is titled "Existing User" and contains a paragraph about login credentials and a "Non State Employee Login" button. The middle column is titled "State of DE/Law Enforcement Users" and contains a paragraph about login via ID and a "DE Employee/Law Enforcement Login" button. The right column is titled "New User Registration" and contains a paragraph about registration links, a list of links for OHS and OSEC, a paragraph about registration options, and a "Registration Options" button. At the bottom, there is a "Privacy & Security" section with a "Privacy & Security Policies" button.

Welcome to the Delaware Department of Safety and Homeland Security Grants Management Suite

This is the Grants Management Solution for the Department of Safety & Homeland Security, Office of the Secretary (OSEC) grants, the Office of Highway Safety (OHS) grants, and Delaware Emergency Management Agency (DEMA) grants.

Legacy Login

**Existing User**

If you have previously registered for this system, or been provided access by OHS/OSEC/DEMA staff, and are **NOT** a State of Delaware employee or Law Enforcement Agency, please login using your my.delaware.gov login credentials:

[Non State Employee Login](#)

**State of DE/Law Enforcement Users**

If you have already been provided with access to this system on behalf of your agency, login via id.delaware.gov (this includes @c.state.de.us email users):

[DE Employee/Law Enforcement Login](#)

**New User Registration**

For details regarding the OHS and OSEC grant programs available for registration, please use the following links/emails:

- OHS: <https://ohs.delaware.gov/grants.shtml> or email at [dshs\\_ohs@delaware.gov](mailto:dshs_ohs@delaware.gov)
- OSEC: [dshs\\_osecstaff@delaware.gov](mailto:dshs_osecstaff@delaware.gov)

For details on the DEMA programs available for registration, click the **Registration Options** button below.

The Grants Management System requires a "my.delaware.gov" account for access. You may begin the registration process here to sign up or sign in with a My Delaware account:

[Registration Options](#)

**Privacy & Security**

Learn more about our:

[Privacy & Security Policies](#)

Read through the registration options. To proceed with registration for the Nonprofit Security Grant Program (NSGP), select Applicant Registration. The system will ask you to confirm your organization is registering for one of the DEMA programs listed on the Registration Options page, click OK to continue.

### Registration Options

Registration is available for organizations applying to the following programs:

- DEMA Level II Emergency Driving Waiver Application:**
  - Register and apply for a State of Emergency Driving Restriction Waiver or Exemption
- DEMA Non-Profit/NSGP Subrecipient:**
  - Register and apply for Nonprofit Security Grant Program (NSGP) funding.
- DEMA SLCGP Subrecipient:**
  - Register and apply for State and Local Cybersecurity Grant Program (SLCGP) funding.

**Do not proceed if your organization is not registering for one of the above program options.**

- Registration is not available for OHS or OSEC programs.
- Only the DEMA programs listed above allow open registration, subject to eligibility determined during the registration and application process.
- You MAY proceed with Registration if you have received an invitation by email, even if your organization does not meet the above criteria.
- Please contact the relevant DSHS division (OHS/OSEC/DEMA) with any questions.

To proceed with registration for one of the DEMA programs listed, click the **Applicant Registration** button below.

[Applicant Registration](#)

If you have previously registered, please return to the Main Login Page and click on the Applicant Login button.

The next few screens will walk you through an eligibility/registration quiz, registering your organization, and registering yourself as a contact.

## How to access the DSHS Grants Management Suite (GMS) system

### Registration Pathway / Eligibility Quiz

Nonprofits applying to the Nonprofit Security Grant Program, should select 'DEMA Non-Profit / NSGP Applicant' as their registration pathway. After you select your registration pathway, a short eligibility quiz will appear. Complete the eligibility quiz and click 'Submit' to continue.

The screenshot shows the 'Edit Registration Quiz' page. At the top, there's a blue header with 'Organization Registration' and a lock icon. Below the header, the page title is 'Edit Registration Quiz'. A section titled 'Instructions - Organization Registration' says 'Please answer the questions below. Then click the Submit button.' The main section is 'Registration Pathway', which asks 'Please select the pathway under which you would like to register your organization.' There are four radio button options: 'DEMA 501(c)(3) Applicant', 'DEMA Non-Profit / NSGP Applicant' (selected, with a red arrow pointing to it), 'DEMA 501(c)(3) Applicant', and 'Other'. Below this is a section titled 'Non-Profit / NSGP Registration - Eligibility Quiz' (also with a red arrow). It contains a question: 'Is your organization described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code?' with a note about private institutions. Below the question are 'Yes' and 'No' radio buttons. Another question asks 'Is your organization able to demonstrate, through the application, that the organization is at high risk of a terrorist or other extremist attack?' with 'Yes' and 'No' radio buttons. At the bottom, there's a 'Registration Quiz Complete - Proceed' section with a 'Submit' button.

### Organization Search and Registration

The system will ask you for your organizations information, organization name and address. You will need your organizations EIN assigned by the IRS and Unique Entity Identifier (UEI#) assigned through SAM.gov.

The screenshot shows the 'Organization Results' page. At the top, there's a blue header with 'Organization Results'. Below the header, there's a 'Refine Search' button. A section titled 'Organization Results' contains an information icon and text: 'If your organization is shown below, click on its row to proceed and finalize the registration. To revise your search parameters, use the Refine Search button.' Below this is a bullet point: 'This search accesses the IRS Pub78 database which includes all non-revoked non-profits that are required to report to the IRS. It does not include organizations that are not required to report to the IRS.' At the bottom, there's a table with columns: '#', 'EIN', 'Organization Name', 'Street Address', 'City', 'State', 'ZIP Code', and a search icon.

After entering your organization details into the search fields, select your organization from the list and continue to follow the prompts to complete registration.

**Make sure to use the same email address for your My Delaware account and your GMS contact record. It is important that these email addresses match.**

## How to access the DSHS Grants Management Suite (GMS) system

### Accessing the GMS as an Existing User

Existing Users can continue to access the GMS through the DSHS GMS tile on their My Delaware account dashboard or through the link provided on page 1 of this reference guide.

From the GMS login page, select 'Non State Employee Login' to access the GMS with an existing account.

The screenshot shows the login page for the Delaware Department of Safety and Homeland Security Grants Management Suite. The page has a blue header with the department's name and a 'Legacy Login' link. Below the header, there is a section for 'Existing User' with a link for 'Non State Employee Login' circled in red. There is also a section for 'New User Registration' with links for OHS and OSEC. A section for 'State of DE/Law Enforcement Users' has a link for 'DE Employee/Law Enforcement Login'. At the bottom, there is a 'Privacy & Security' section with a link for 'Privacy & Security Policies'.

If you forget your password, use the “Forgot Password?” link. This will provide an automatic email with a link to create a new password.

### Invite New Contacts to Organization

To invite a new contact, log into your GMS account and access your organizations profile by clicking on the first letter of your name in the top right-hand corner of the screen. Select “My Organization Profile” from the dropdown list.

The screenshot shows the dashboard of the DSHS Grants Management Suite. The top navigation bar includes a 'Home - DEMA' link, a lock icon, a bell icon, and a user profile icon. The main content area is titled 'Funding Opportunities' and contains a message about inviting new contacts. A table with columns for 'Funding Opportunity Name', 'Fiscal Year', and 'Application Submission Deadline' is visible. On the right side, there is a 'MY LINKS' dropdown menu with options like 'My Organization Profile', 'My Profile', 'DEMA Reference Documents', 'Message Center', and 'Backup Server Login'. Below this, there is an 'ACTIONS' section with 'Notifications' and 'Log Out' links.

Click on contacts in the gold ribbon on the left side of your screen.

## How to access the DSHS Grants Management Suite (GMS) system

Home - DEMA

Now

Main

Contacts 3

NSGP TEST SUBRECIPIENT

\* Organization Name: NSGP TEST SUBRECIPIENT

**Instructions**  
Please update the information below and click **Save**.  
• Please also review the Contacts within your agency by clicking the **Contact** tab on the left.  
To update any details that are not editable, please complete an [Agency Update Request](#).

**DETAILS**

\* Phone: 555-555-5555

Fax:

\* Street Address: 1207 E DIVISION ST

Address Line 2:

\* County: Kent

\* City: DOVER

\* State: DE

\* Country: United States

\* ZIP Code: 19904-0000

Web Site:

Save

A list of all contacts currently associated to your organization is presented. If a new user/contact needs to be added, select “New” in the top left corner.

Home - DEMA

Now

Main

Contacts 3

NSGP TEST SUBRECIPIENT

**Instructions**  
Please review the list of contacts below to ensure all details are correct. In particular the "Contact Status".  
• **Active:** These contacts have full access on behalf of this organization.  
• **No Access:** These contacts have been disabled and can no longer access the system. (Typically former employees).  
• **Provisional: Approval Pending:** These contacts have limited access on behalf of this organization. Please click into the contact and approve or decline their registration.  
• **Invitation to Register:** These contacts have been invited to register for this organization, but have not yet done so.  
To invite other contacts within your organization to register, click **New > Contact**. Be sure to select the "My Delaware Invitation" checkbox on the screen that follows.

1-3 of 3

#	First Name	Last Name	Title	Email	Phone	Contact Status	Roles
Open 1	Chanel	Daniels		daniels.Cd64@gmail.com		Active	DEMA Subrecipient, DEMA Test Contact
Open 2	Nicole	Carey		donniez12@hotmail.com		Active	DEMA Subrecipient, DEMA Test Contact
Open 3	Tom D.	Schultz	Test Contact for Subrecipient Org.	tomdschultz6311@gmail.com	302-659-2210	No Access	DEMA Subrecipient

Select roles for the new contact, check My Delaware invitation box. Then press next.

Home - DEMA

New User/Contact

Select Roles

☐ My Delaware Invitation

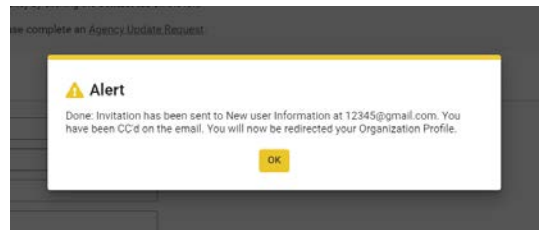
Next

Enter the details of the new contact you would like to register (first/last name, email). Check the notify me by email box to receive an email when the invited contact has completed registration.

## How to access the DSHS Grants Management Suite (GMS) system

The screenshot shows the 'New Contact' form in the DSHS Grants Management Suite (GMS) system. The form is titled 'New Contact' and has a 'Contact Status' of 'No Access'. It includes fields for 'First Name' (New user), 'Last Name' (Information), and 'Company' (NSGP TEST SUBRECIPIENT). Below the form is an 'Instructions' section with the following text: 'Please enter the details of the contact you would like to register in My Delaware for NSGP TEST SUBRECIPIENT. Then click **Create New Contact**. After saving you will be asked to confirm that the invitation should be sent.' Below the instructions is a 'My Delaware Invitation: Notify Me' section with a checkbox 'Notify me by email when this contact accepts the My Delaware Invitation' and a 'Notification Email' field containing 'daniels.C064@gmail.com'. At the bottom is a 'DETAILS' section with an 'Email' field containing '12345@gmail.com'. There are 'Create New Contact' and 'Cancel' buttons at the bottom right.

Verify the information you have added is correct, then click 'Create New Contact'. The system will confirm that an invitation has been sent. Press 'OK' to continue.



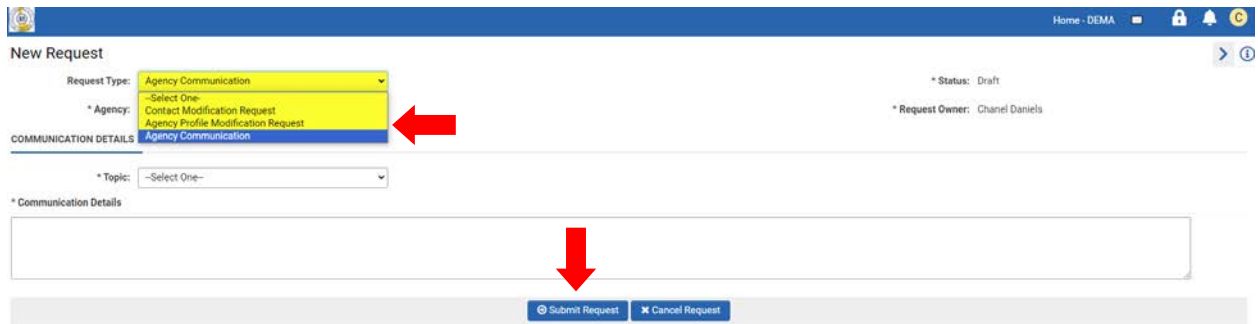
### Agency Update Request

On the main page of the organization profile, you can also review and update organization information as necessary. To update any details that are not editable through the organization profile, complete an 'Agency Update Request'.

The screenshot shows the 'NSGP TEST SUBRECIPIENT' organization profile page. The page has a sidebar with 'Main' and 'Contacts' tabs. The 'Contacts' tab is selected, showing a list of contacts. The main content area is titled 'NSGP TEST SUBRECIPIENT' and has an 'Organization Name' field containing 'NSGP TEST SUBRECIPIENT'. Below this is an 'Instructions' section with the following text: 'Please update the information below and click **Save**. Please also review the Contacts within your agency by clicking the **Contact** tab on the left. To update any details that are not editable, please complete an [Agency Update Request](#).' A red arrow points to the 'Agency Update Request' link. Below the instructions is a 'DETAILS' section with fields for 'Phone' (555-555-5555), 'Fax', and 'Street Address' (1707 E. FARMINGTON CT).

Click on 'Agency Update Request'. You will be taken to a 'New Request' page. Select the request type you need taken from the dropdown box. After you make your request type selection, the next page will automatically be generated. Fill out the necessary information per the request type, then click 'Submit Request'.

## How to access the DSHS Grants Management Suite (GMS) system



New Request

Request Type: Agency Communication

\* Agency: -Select One-  
Contact Modification Request  
Agency Profile Modification Request  
Agency Communication

\* Status: Draft

\* Request Owner: Chanel Daniels

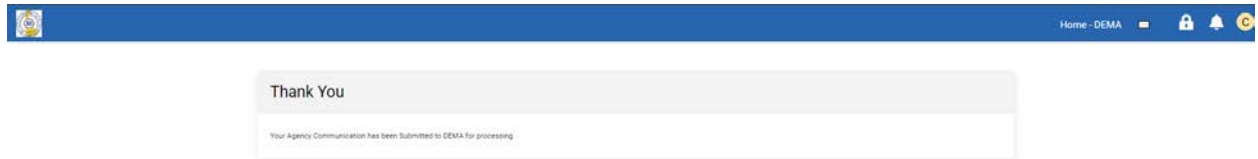
COMMUNICATION DETAILS

\* Topic: -Select One-

\* Communication Details

Submit Request Cancel Request

The system will confirm your request.



Thank You

Your Agency Communication has been Submitted to DEMA for processing.