2023 State Homeland Security Grant Program

Instructions for the Sub-applicant Coversheet through MS-Forms

https://forms.office.com/g/vceTfBnnSC

For each project listed in your Combined Coversheet you must submit a Sub-applicant coversheet using the Microsoft Forms tool.

The MS-Forms document will send data to OEM, but you must also print and save a copy to be updated into Basecamp.

How to Save and Submit the Sub-applicant Coversheet.
When you have completed the questionnaire, your information will be automatically stored in a database, however you will also need to print a copy **BEFORE you click submit** on the web-tool.

To save your work, Right-click on the questionnaire and select Print to save as a PDF.

You will need to save a copy for your records as well as upload it with your application in Basecamp.

You can access the Sub-applicant Coversheet questionnaire here:
https://forms.office.com/g/vceTfBnnSC

If you have any questions, please contact:

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