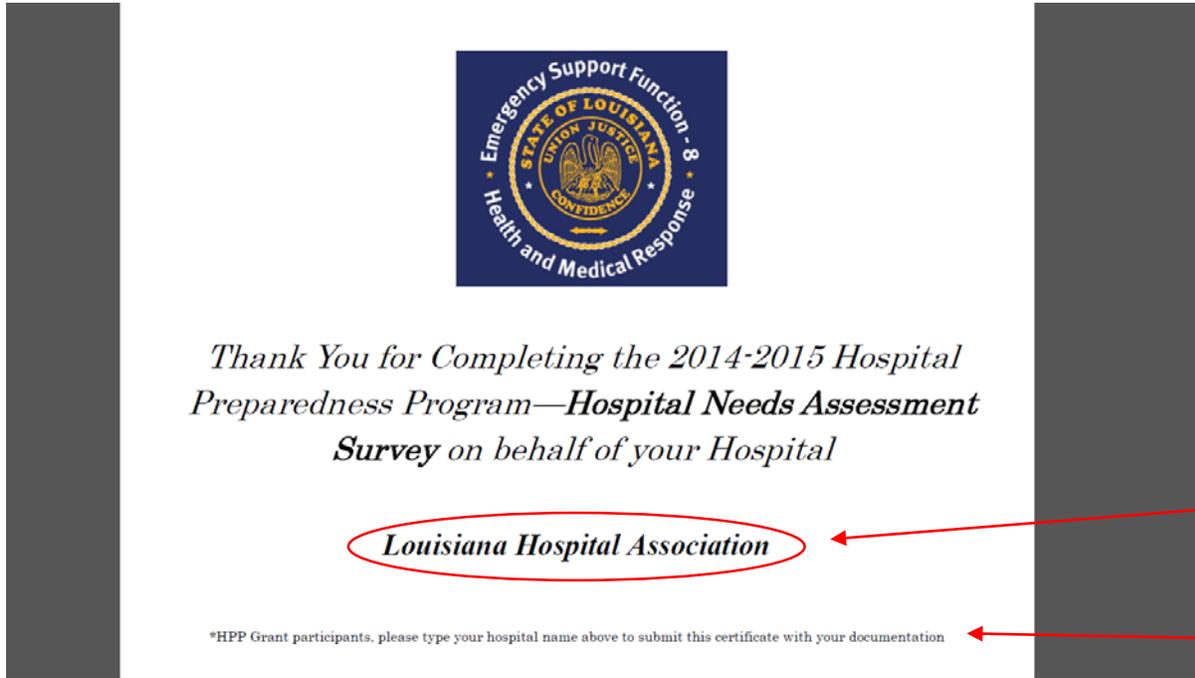


3 STEPS TO UPLOADING THE NEEDS ASSESSMENT SURVEY CERTIFICATE OF COMPLETION

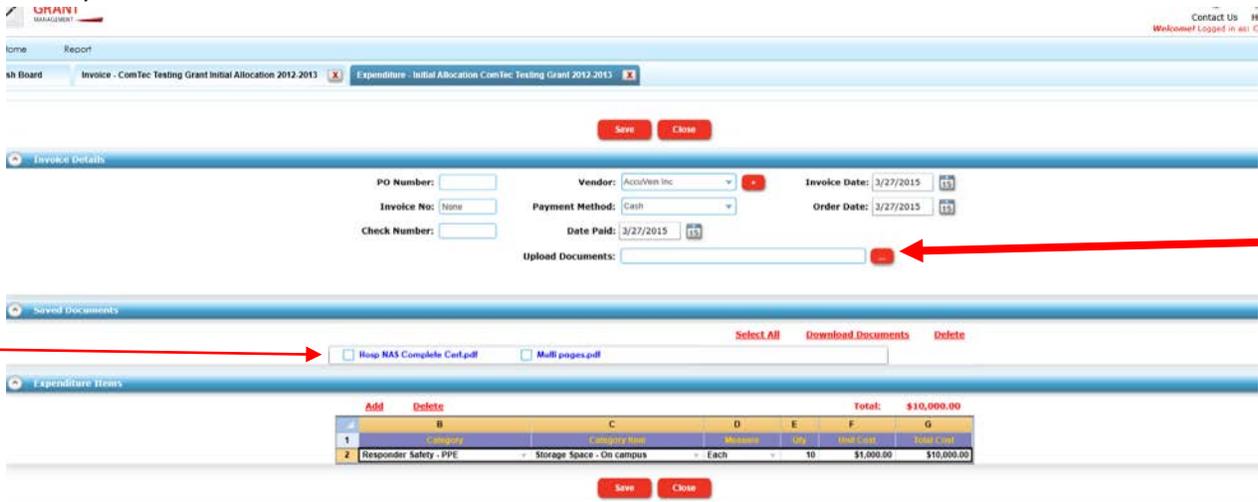
Step 1: Needs Assessment Survey Certificate of Completion – You should've been instructed to download a *Certificate of Completion* once finishing the survey. Type your organizations name in the blank space and save to your computer with other grant documentation.



Type Organization's name (fillable PDF Form)

Save to upload into Grant Management System

Step 2: Add the Certificate to an existing group of invoices associated with a Vendor that you have already selected



1. Upload saved Certificate

2. Will appear here with other invoices

3 STEPS TO UPLOADING THE NEEDS ASSESSMENT SURVEY CERTIFICATE OF COMPLETION

Step 3: Click on “Add”, Select Category **Healthcare Preparedness**, Category Item **Needs Assessment Survey Certificate of Completion**. You can leave quantity and cost at “0”

Note: Click on "Save" to save changes into system.

Select All Download Documents Delete

Hosp NAS Complete Cert.pdf Multi pages.pdf

1. Click "Add"

	B	C	D	E	F	G
	Category	Category Item	Measure	Qty	Unit Cost	Total Cost
1	Responder Safety - PPE	Storage Space - On campus	Each	10	\$1,000.00	\$10,000.00
2	Healthcare Preparedness	-Select-	Each	0	\$0.00	\$0.00

Mileage to EP meetings
Mileage to EP meetings
Moulage Kits for Training
Needs Assessment Survey Certificate of Completion
NIMS Training
Office Supplies
OSHA Compliance

Total: \$10,000.00

2. Select Category of **Healthcare Preparedness**

3. Category item is **Needs Assessment Survey Certificate of Completion**

*****Don't forget to click Save!*****