



Astra

KANSAS HSGP APPLICATION
& SUPPORT TRACKING

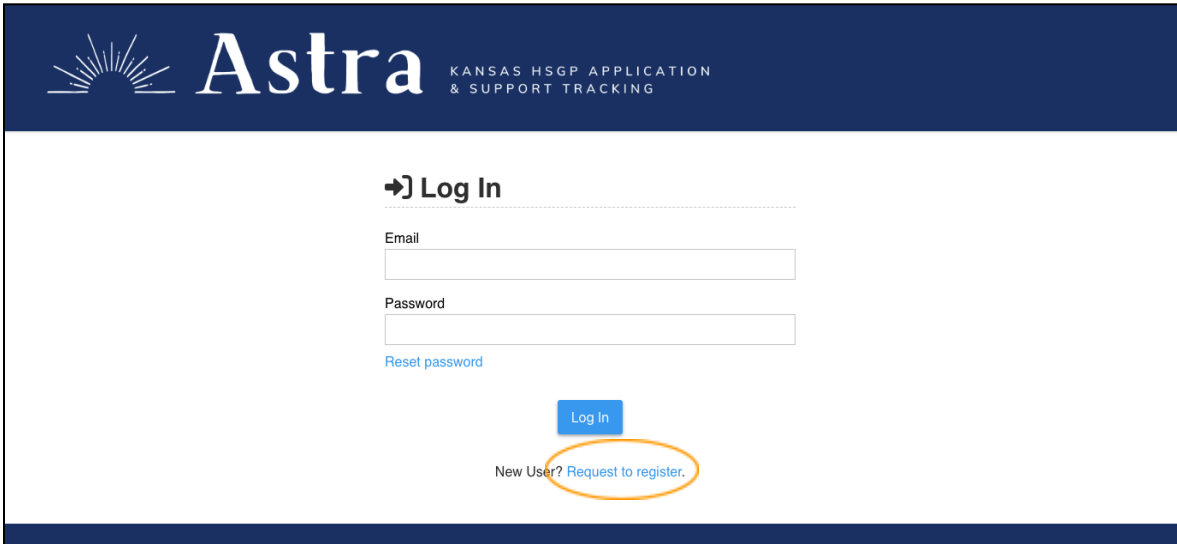
Quick Start Guide

*for Regional Admins,
Project Managers,
and Vetting Contacts*

Request to Register

Note: Most Regional Admin, Project Manager, and Vetting Contact users have been pre-loaded by EnVisage and should follow the instructions above. If you are a region with Members (view-only role), this is how they can register for access to Astra.

1. Go to **astrakansas.com**
2. Click **Request to register**.



Astra KANSAS HSGP APPLICATION & SUPPORT TRACKING

→) Log In

Email

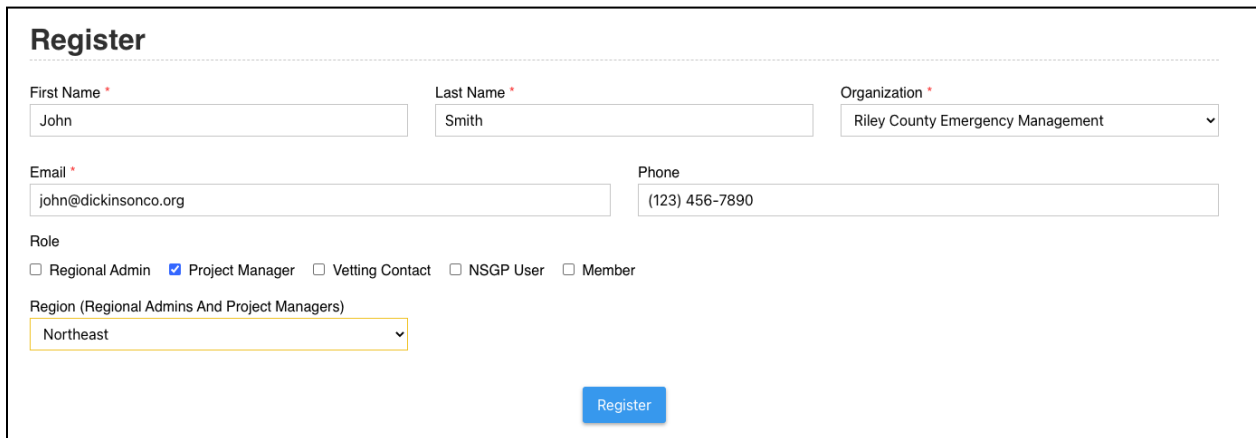
Password

[Reset password](#)

Log In

New User? [Request to register.](#)

3. Complete form fields. Click **Register**.



Register

First Name * John

Last Name * Smith

Organization * Riley County Emergency Management

Email * john@dickinsonco.org

Phone (123) 456-7890

Role

Regional Admin Project Manager Vetting Contact NSGP User Member

Region (Regional Admins And Project Managers)

Northeast

Register

Note: If your organization is not listed in the drop down, select **+ Add New Organization** at the top of the list and fill in the information for your organization.

First Name *	Last Name *	Organization *
<input type="text" value="John"/>	<input type="text" value="Smith"/>	+ Add New Organization ▼
New Organization		
Name *		
<input type="text"/>		
Address Line 1		
<input type="text"/>		
Address Line 2		
<input type="text"/>		
City *	State *	Zip
<input type="text"/>	Kansas ▼	<input type="text"/>

Note: if an account has already been created with your email, you will receive an error. Try checking your email for a registration email. If you cannot find a registration email, select the “Reset Password” option on the Astra Login page.

Register

Form Errors

- Email has already been taken

Astra KANSAS HSGP APPLICATION & SUPPORT TRACKING

→) **Log In**

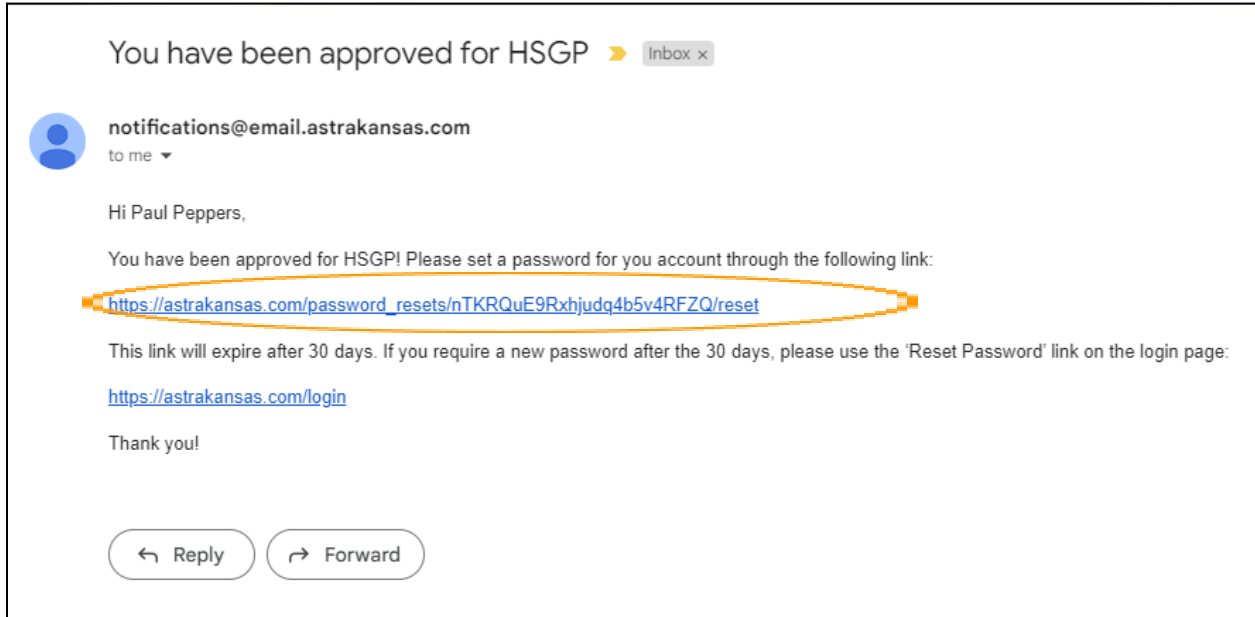
Email

Password

[Reset password](#)

New User? [Request to register.](#)

4. Your request to register will go to Astra Admins for approval. Once approved, you will receive an email from notifications@email.astrakansas.com with the subject line "You have been approved for HSGP". **Click the link in the email** to set your account password to login.



5. **Type in your new password** with at least 8 characters. Click **Save Password**.

Set New Password for Emily Bailey

New password must contain minimum 8 characters.

New Password *

Confirm New Password *

Save Password

Add Project (Regional Admins, Project Managers)

1. From your Dashboard (for Regional Admins and Project Managers this defaults to show your region's page), click **+ Add Project** button in the top right.

The screenshot shows the Astra web application interface. At the top, there is a navigation bar with the Astra logo and the text 'KANSAS HSGP APPLICATION & SUPPORT TRACKING'. The user is logged in as Emily Bailey, impersonating Nelson Casteel. The current view is for FY23. The main navigation menu includes Dashboard, Regions, Vetting Process, Project Management, Results, Users, and Log Out. The current page is for the Northeast Region, and the 'Add Project' button is circled in orange. Below the navigation, there is a table of FY23 Current Projects with columns for Name, Primary Contact, Project Amount, LE Amount, Investment, Primary Capability, Vetting Status, Regional Support Status, and Actions.

Name	Primary Contact	Project Amount	LE Amount	Investment	Primary Capability	Vetting Status	Regional Support Status	Actions
Accountability Sustainment	Laurie Harrison	\$20,000	\$2,222 (11.1%)	Soft Targets/Crowded Places	Access Control and Identity Verification	Support As Is	Needs Review	Settings
CM - Complex 2024	Nelson	\$35,423	\$0 (0.0%)	Enhancing Community	Operational Communications	Support As Is	Needs Review	Settings

2. Fill out the project form fields. You will notice fields in the Astra project form closely match the fields in the previously used Excel Project Workbooks. *Note: Fields with one red asterisk * are required to add the project to Astra as a draft; in addition, fields with two red asterisks ** are required for the project information to be considered complete and move up to Current Projects and go on to vetting.*

The screenshot shows the 'Add Project' form in the Astra application. The form includes a 'Project Summary' section with the following fields:

- Fiscal Year * (dropdown menu, currently set to FY23)
- Region * (dropdown menu, currently set to Northeast)
- Project Name * (text input field)
- M&A Project
- Primary Contact * (dropdown menu)
- Secondary Contact * (dropdown menu)
- [Add User](#) (button)
- Total Allocation For The Project * (text input field with a dollar sign prefix)
- Law Enforcement Set Aside * (text input field with a dollar sign prefix)
- Law Enforcement % (text input field, currently set to 0%)

- After entering in at least all * fields, click the **Add Project** button at the bottom of the form.

Other Descriptions Or Notes (If Applicable)

Funding Amount

\$

Total Funding Amount **

\$ 0

✓ Matches

Project Details ** -

In the following sections, please note funding details for fiscal tracking purposes.

** All project details must be filled out and add up to the solution area amount to complete the project application.

Total Law Enforcement Disciplines **

\$ 0

✓ Matches

** The disciplines for Law Enforcement must match the Law Enforcement total to complete the project application.

Add Project

- The added project will show up in the region's **Draft Projects** at the bottom of the region's page. Once all * and ** fields are complete and all money totals match correctly, the project will automatically move up to **Current Projects**.

FY23 Draft Projects								
Name	Primary Contact	Project Amount	LE Amount	Investment	Primary Capability	Vetting Status	Regional Support Status	Actions
AG - ADRT Sustainment	Jennifer Merrow	\$15,000	\$0 (0.0%)	Agricultural Security	Supply Chain Integrity and Security	Support As Is	Needs Review	
IM - Regional Operational Coordination Sustainment	Thomas Winter	\$45,000	\$0 (0.0%)	Operational Coordination	Operational Communications	Needs Vetted	Needs Review	

Vetting a Project (Vetting Contacts)

1. Once a project for your vetting workgroup has complete information (i.e. all * and ** fields are filled out), the project will automatically appear in the **Projects that Need Vetted** table on your Dashboard.

FY23 Projects that Need Vetted				
Project	Project Amount	LE Amount	Workgroup	Vet Project
SmartRayVision SRV X1417 Extreme 3X	\$20,000	\$20,000 (100.0%)	Law Enforcement	
Sustaining Regional Law Enforcement Capabilities Through Training and Equipment Replacement	\$63,971	\$63,971 (100.0%)	Law Enforcement	
NE-9 LE - Bomb Team XRay Equipment RCPD	\$60,000	\$60,000 (100.0%)	Law Enforcement	

2. To view the project's information, click the **project name**. To jump to the vetting form for the project, click the **pencil icon** in the Vet Project column.
3. From the project's information page, click the **Vet Project** button in the top right to open the vetting form. *You can also click the Vet Project link next to the Vetting Status.*

The screenshot shows the Astra application interface. At the top, the Astra logo is displayed with the text 'KANSAS HSGP APPLICATION & SUPPORT TRACKING'. The user is logged in as Emily Bailey, impersonating Justin Bramlett. The current fiscal year is FY23. The navigation menu includes Dashboard, Regions, Vetting Process, Project Management, Results, Admin, NSGP, and Log Out. The current page is for the project 'SmartRayVision SRV X1417 Extreme 3X'. The 'Vetting Status' is 'Needs Vetted (Vet Project)'. The 'Vet Project' button is circled in orange.

Project Summary	
Application Status	Complete Info
Vetting Status	Needs Vetted (Vet Project)
Regional Support Status	Needs Review

4. Answer the vetting form questions using the drop downs and text boxes for comments, explanations, and additional feedback. You will notice fields in the Astra vetting form closely match the fields in the previously used Excel vetting form.

✓ **Vetting for SmartRayVision SRV X1417 Extreme 3X (NC)**

Project Review Checklist

1 - Does the project adequately address a Core Capability identified in the THIRA/SPR?

2 - Does this project support Regional, Statewide or Nationwide deployment?

3 - Does all equipment usage adhere to the Authorized Equipment List as intended?

4 - Is the End User NIMS compliant?

5 - Is the equipment or team NIMS-typed?

6 - Does this project duplicate existing resources? - If Yes, identify duplication

7 - Does the project work toward the goal of maximizing a response w/ as many disciplines & partners as possible?

8 - Does the project meet our group's long-term plan?

9 - Does this project support law enforcement set-aside?

Investment

1 - Prevent a threatened or an actual act of terrorism?

2 - Protect citizens, residents, visitors, and assets against the greatest threats that pose the greatest risk to the security of Kansas / The United States?

3 - Mitigate the loss of life and property by lessening the impact of future catastrophic events?

4 - Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident?

5. At the bottom of the form, click the **Vet Project** button.

Recommendation

What is the workgroup's recommendation for this project?

Workgroup must provide detailed information for 'Support with Modification' and 'No Support' recommendations. The workgroup can also provide any other feedback.

Supplemental Documents *(None Set)*







No file chosen

Vetted by: Justin Bramlett on Nov 10, 2022

6. You will be redirected to the project's page and the **Vetting Status** will be updated to the recommendation given.

Project Summary	
Application Status	Complete Info
Vetting Status	Support As Is
Regional Support Status	Needs Review
Fiscal Year	FY23

7. On your **Dashboard**, projects that have been vetted move down into the **Projects Vetted** table.

Project	Project Amount	LE Amount	LE %	Workgroup	Vetting Status	Edit Vetting
Portable Video Surveillance Systems \$25,000 \$25,000 (100.0%) Law Enforcement 						
FY23 Projects Vetted						
NCSRT, UTV and Trailer	\$42,000	\$42,000	100.0%	Law Enforcement	Support As Is	
KHP Fusion Center Analyst	\$73,309	\$38,105	52.0%	Law Enforcement	Support As Is	
Thermo Scientific	\$54,900	\$54,900	100.0%	Law Enforcement	Support As Is	
Facial analysis and recognition for forensic investigations	\$47,985	\$23,993	50.0%	Law Enforcement	Support As Is	
KHP Counter Terrorism Training	\$93,714	\$93,714	100.0%	Law Enforcement	Support As Is	
Forensic examination of electronic devices	\$2,500	\$2,500	100.0%	Law Enforcement	Support As Is	