INDIANA DEPARTMENT of HOMELAND SECURITY

Indiana Grants Management System (iGMS) Manual

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Introduction

Welcome to the Indiana Grants Management System (iGMS). Development of the iGMS began in late 2004 and was initially designed to function primarily as a budgeting and expense tracking tool. It has since grown into a broader project management tool. Ongoing updates and enhancements have transformed the iGMS into the primary tool for Indiana Department of Homeland Security (IDHS) non-disaster grant management activities. It has consolidated a complex process into one location, providing real-time information to project managers, sub-recipients, and IDHS field staff regarding grant management activities.

There are many ways that the iGMS can help you. The iGMS will:

- Serve as the primary proposal collection tool for IDHS grant solicitations including the annual State Homeland Security Grant Program (SHSP), Emergency Management Performance Grant (EMPG), Buffer Zone Protection Program (BZPP), Hazardous Materials Emergency Preparedness Program (HMEP), Homeland Security Foundation Grants, and others within the management authority of the Grants Management Section.
- Provide the ability to readily track budgets, requests for expenditure, disbursements, and other financial aspects.
- Give users 24/7 access to valuable information.
- Provide a mechanism to request grant adjustments, complete quarterly reporting requirements, and track agreement status.

Manual Organization

This manual is organized to allow users to access information quickly in a task-specific format. Sections are divided based on a natural progression of grant activities. Beginning with the initial login to the system, and followed by completing a proposal and budget, users are guided through the process step-by-step.

While a variety of grants use the iGMS as their method of application, this manual is based on the Homeland Security Grant Program (HSGP) proposal template. All instructions and screenshots are taken from that proposal. However, when proposing a project, applicants will be asked to identify the program from which they are seeking funding, and similar screens with instructions will be provided within the iGMS to assist in the completion of that proposal.

Module 1: Login and Dashboard

Module Overview

This module explains how to log in to the iGMS and details items located on the dashboard. In addition, it provides an overview of the tasks and functions users can perform in the iGMS.

Module Objectives

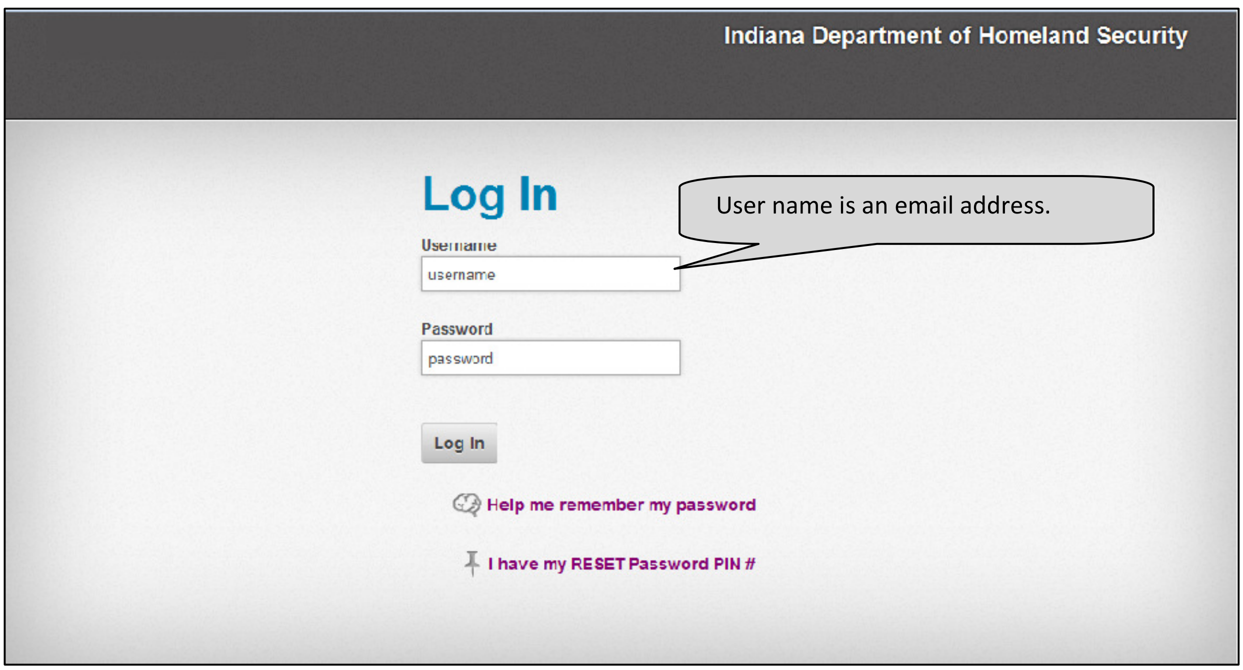
At the end of this module, you will be able to:

- Log in to the iGMS.
- Reset a password.
- Understand the organization of the dashboard.
- Navigate the various dashboard functions.

Login

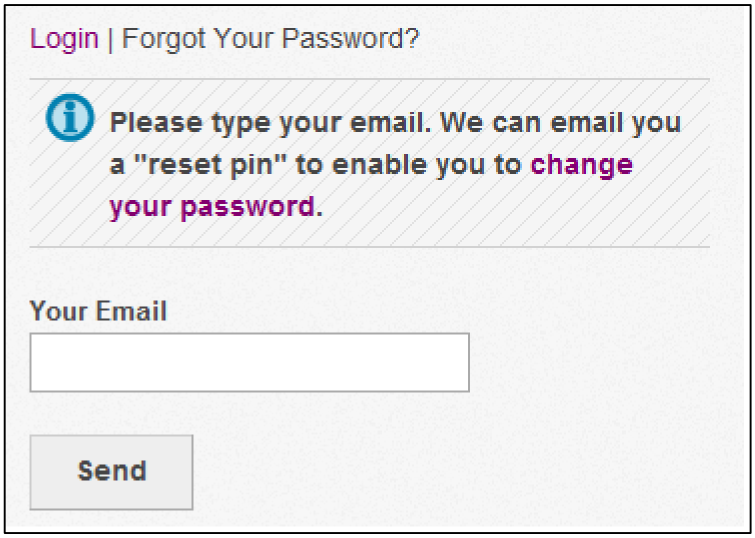
New users are required to contact the Grants Management Section of IDHS to request an account. Once an account has been established, users are able to log in to the iGMS using any computer with an active Internet connection. Internet Explorer version 8 or higher is recommended. The iGMS url is: https://myoracle.in.gov/hs.

At the *Login* screen, users are prompted to type their e-mail addresses and passwords.

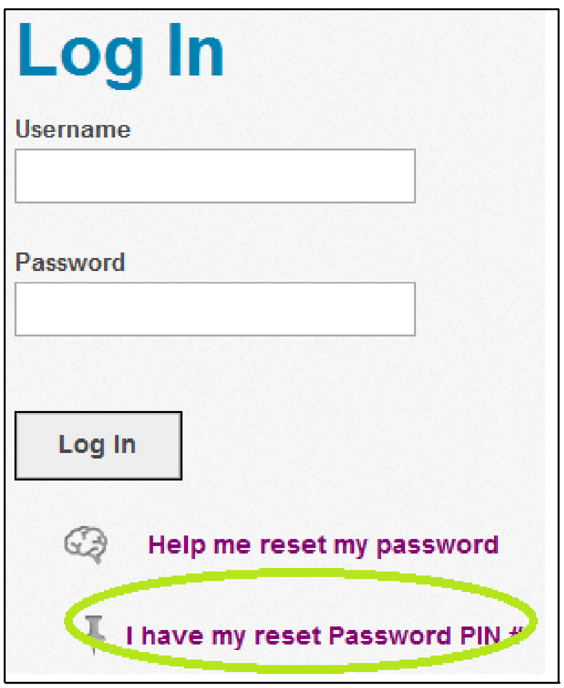


It is possible for sub-recipients (not applicable for IDHS staff) to be reminded what your password is by clicking the **help me remember my password** button on the *Login* screen.

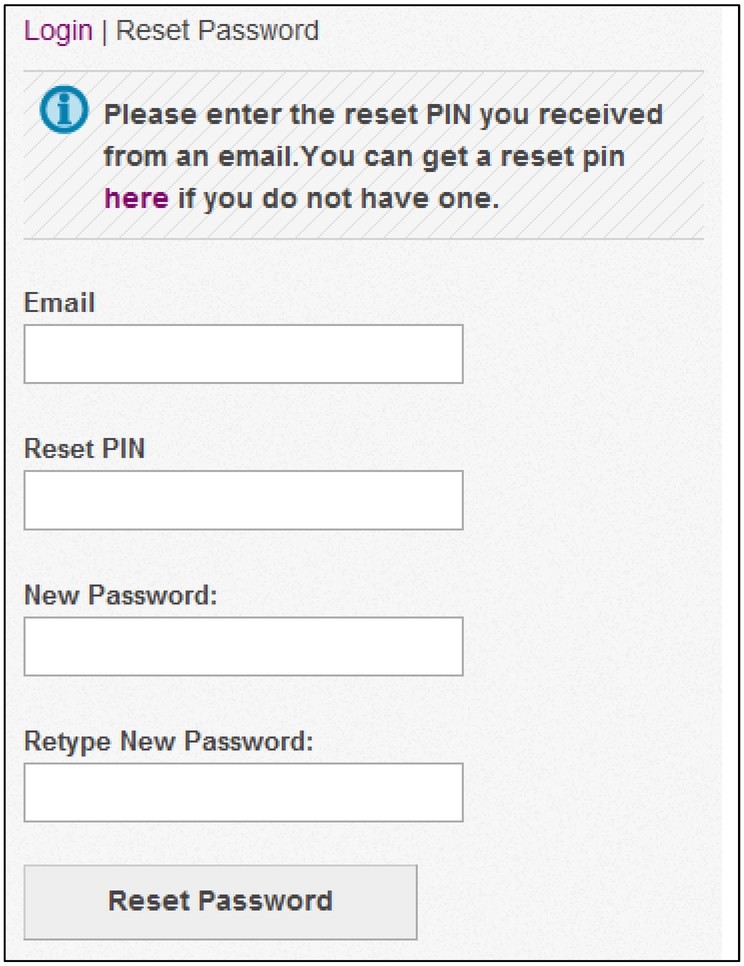
After you type your e-mail address and click the **send** button, the iGMS will send an e-mail with a personal identification number (PIN) that will allow you to change your password.



After you receive the e-mail that includes the PIN, you will click the **I have my reset password PIN #** button from the *Login* screen.



This will bring up the *Reset Password* screen.



Once all information has been completed, click the **reset password** button.

NOTE: For security reasons, it is important that login and password information is not shared.

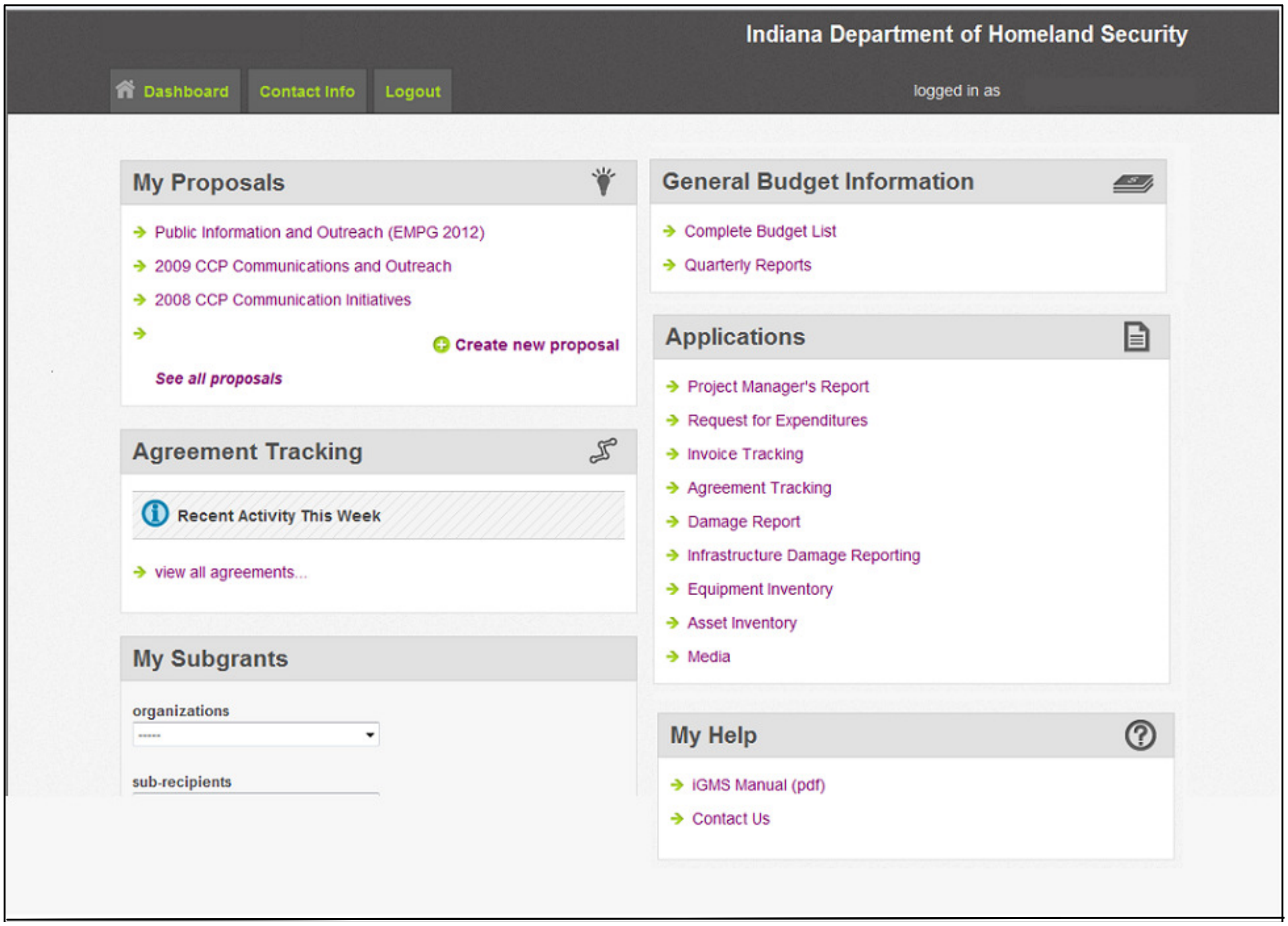
Dashboard

The main screen of the iGMS is called the dashboard. From this screen, a variety of options are available to users.

NOTE: The functions that are available on the dashboard vary depending on the level of access assigned to the user. It is possible that this section will describe an area not seen on your dashboard when you log in. If you have questions regarding your level of access, please contact the Grants Management staff.

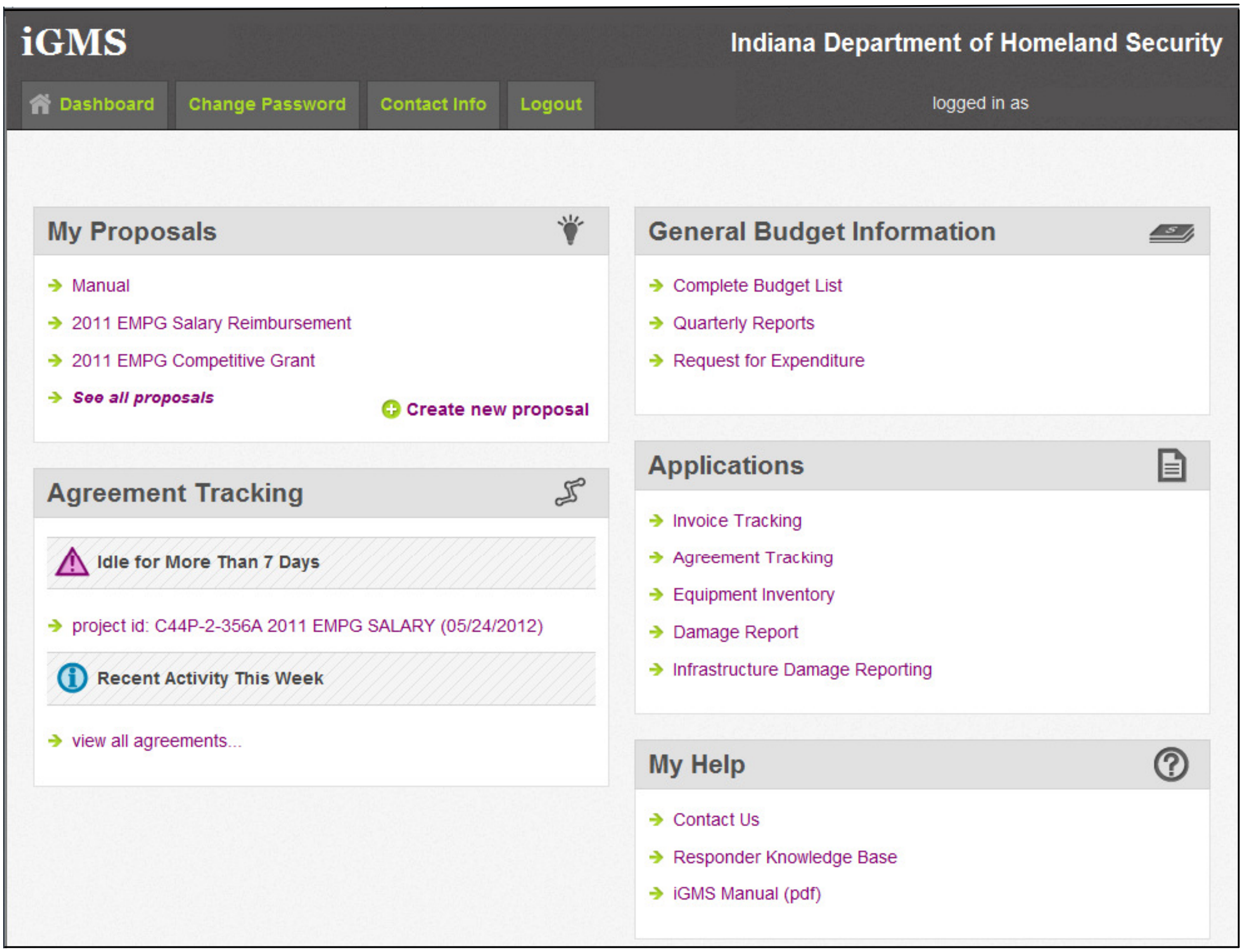
Dashboard for IDHS staff

This is an example of the dashboard for IDHS staff. Each category or module of functions is explained in detail within this manual.



Dashboard for Sub-Recipients

This is an example of the dashboard as seen by sub-recipients. Each category or module of functions is explained in detail within this manual.



Module 2: My Proposals

Module Overview

Any sub-recipient or IDHS project manager requesting funding from IDHS will be required to complete a proposal. The format of the proposal is based on information required in the federal grant application.

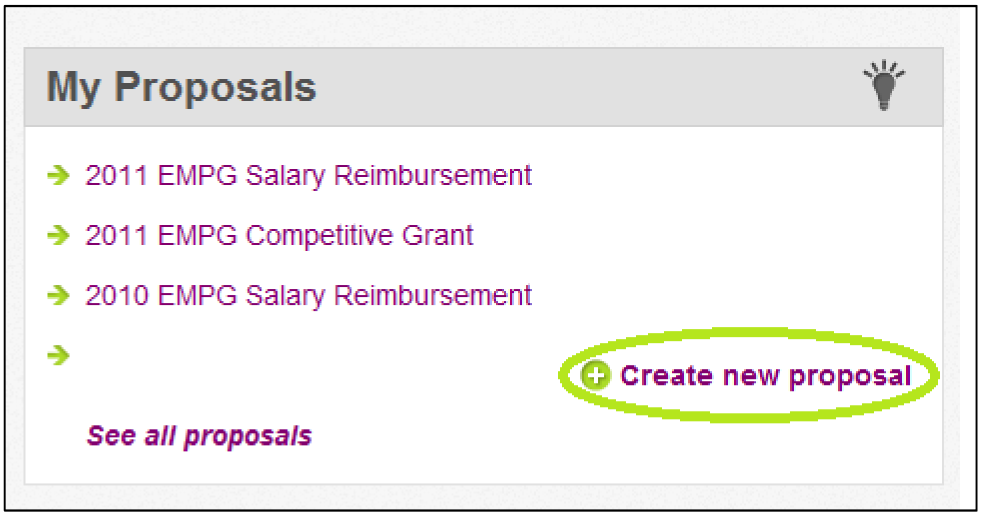
Module Objectives

At the end of this module, you will be able to:

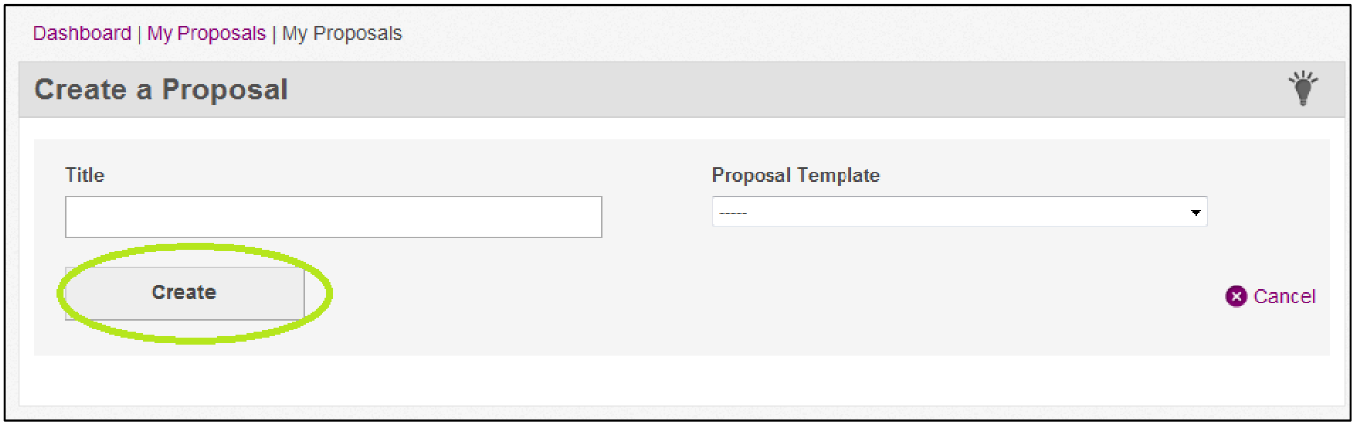
- View all proposals associated with your account.
- Edit an existing proposal.
- Create a new proposal.

Create New Proposal

The *My Proposals* section of the dashboard is where you will find the option to create a new proposal.



Click the **create new proposal** button to access the first screen of the proposal.



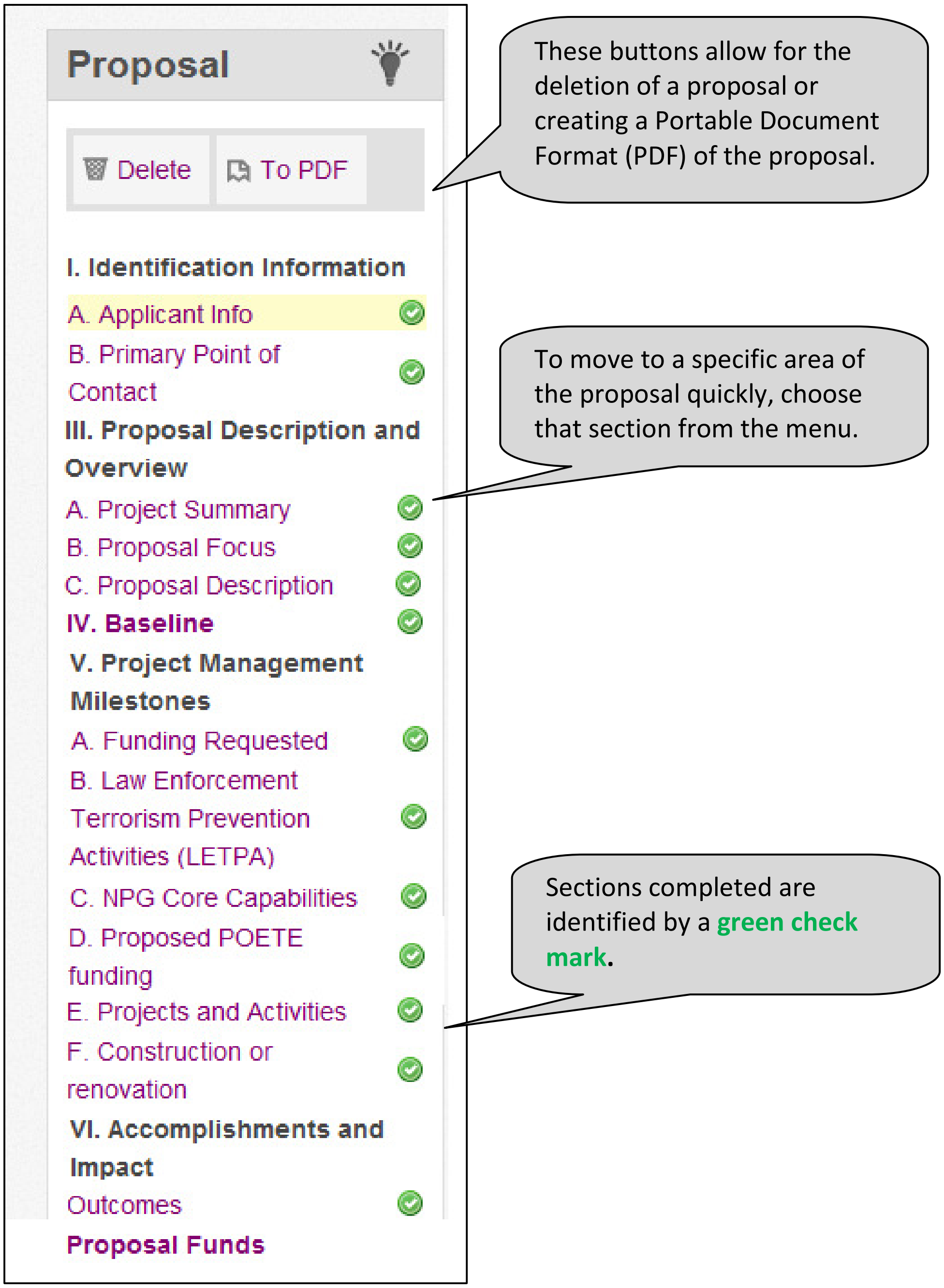
- **Title**: This field is where you will choose a name for your proposal. The title should identify the project you wish to submit for funding consideration.
- **Proposal Template**: This field is where you will choose the proposal template that is applicable to your request. Templates are designed to mirror the information requested by the funding agency and are specific to the type of grant being requested. **For the purposes of this manual, the 2012 HSGP proposal template will be used.**
- Proposal templates may include, but are not limited to:
    - Homeland Security Grant Program (HSGP)
        - State Homeland Security Grant Program (SHSP)
        - Urban Area Security Initiative (UASI)
        - Metropolitan Medical Response System (MMRS)
        - Citizen Corps Program (CCP)
    - Indiana Homeland Security Foundation
    - Hazardous Materials Emergency Preparedness Program (HMEP)
    - Emergency Management Performance Grant (EMPG)

NOTE: Failure to adequately complete the appropriate template may affect how well your proposal addresses information related to the grant guidelines and may adversely impact funding decisions.

Click the **create** button to proceed to the next step in the proposal creation process.

Edit Mode

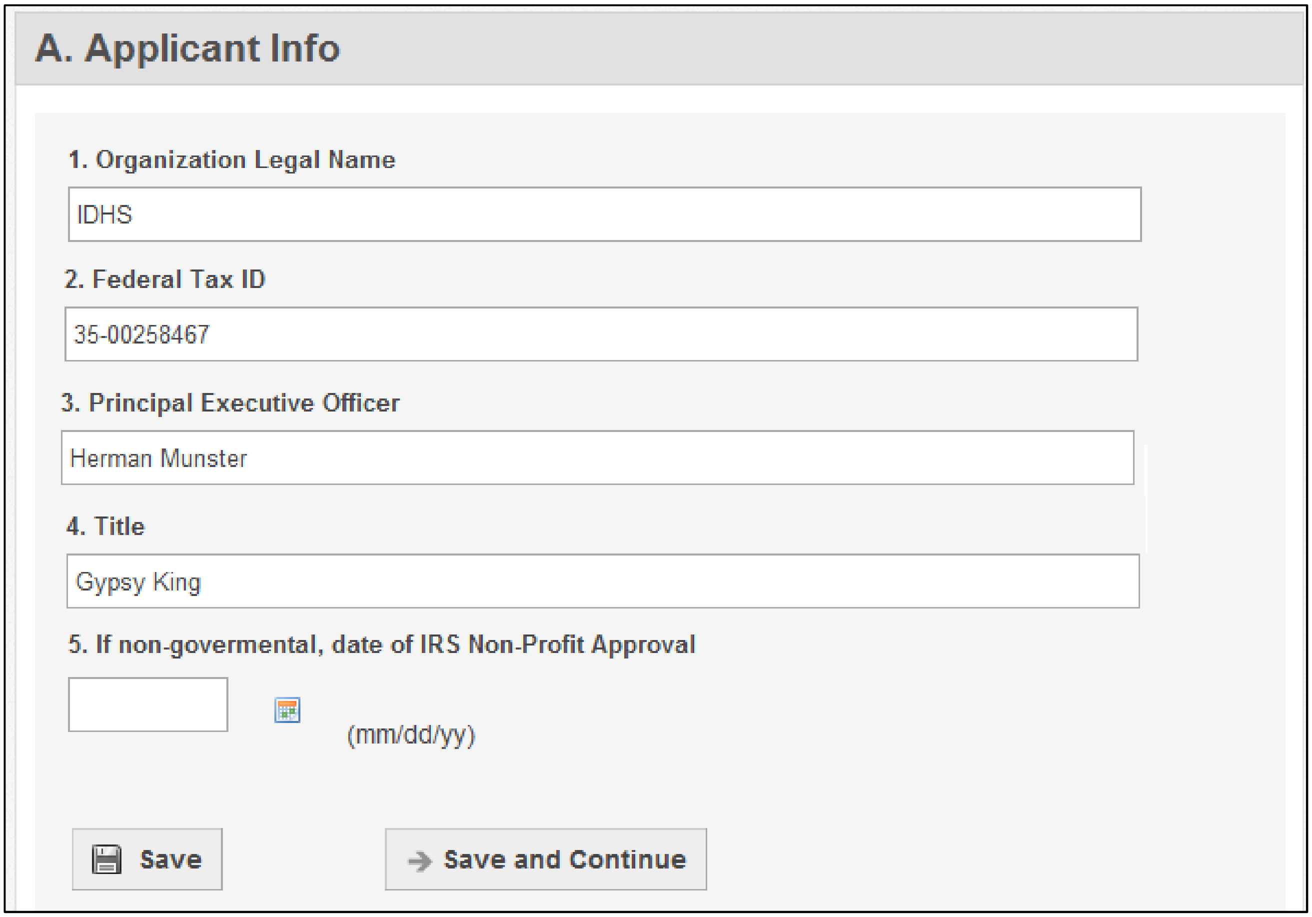
Edit mode is identified by the bar on the left side of the screen. This bar allows you to move through the proposal section by section. You may also stop your current work by clicking the **Save** button. The proposal will be saved to the last completed section.



I. Identification Information

Applicant Information

This screen displays information about the entity applying for funding.



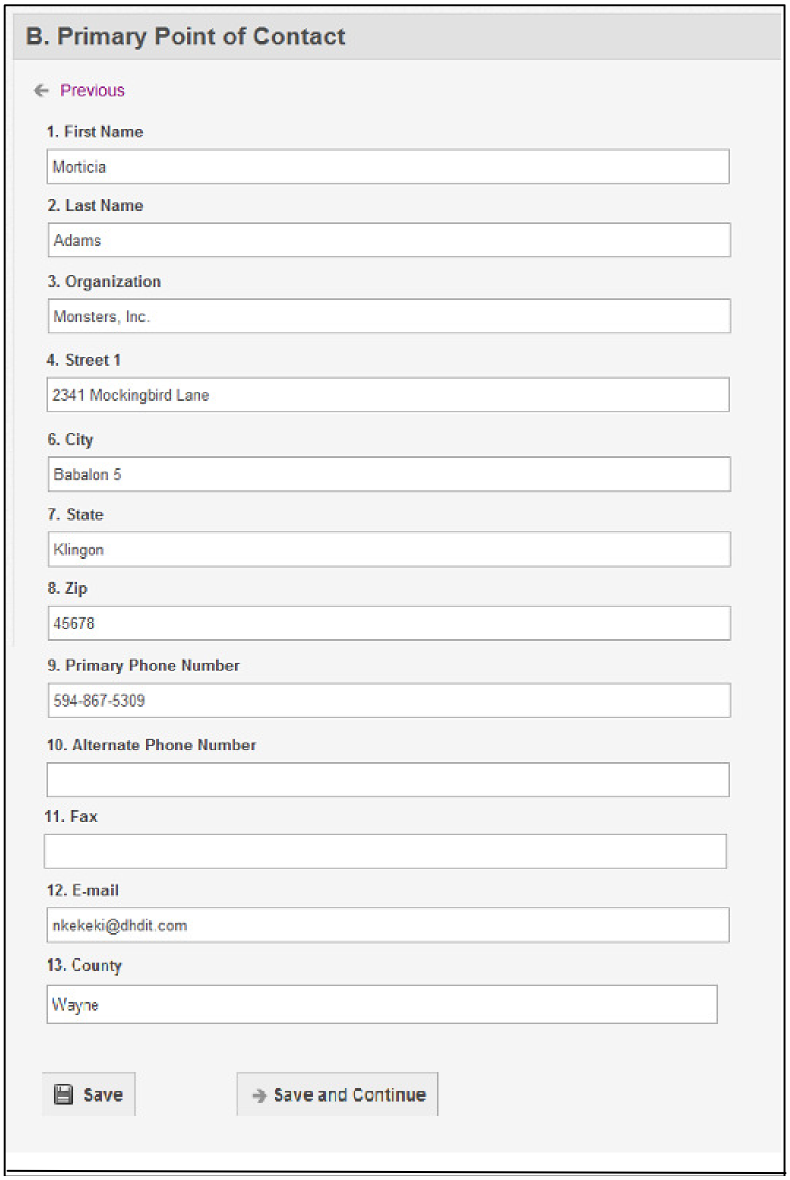
- **Organization Legal Name** – This field should contain the legal name of the entity that will be responsible for the administration of the grant.
- **Federal Tax ID** – This field contains the number used to identify an entity and is assigned by the Internal Revenue Service (IRS). It may also be called an Employer Identification Number. More information may be found at: http://www.irs.gov/businesses/small/article/0,,id=98350,00.html.
- **Principle Executive Officer** – This field contains the name of the individual that has been designated as the grant signatory authority by the entity completing the application. For example, the president of the board of commissioners would be the principle executive officer for a county.
- **Title** – This field contains the title or position of the individual serving as the principle executive officer.
- **If non-governmental, date of IRS Non-Profit Approval** – This field is used to indicate the date when the entity was granted non-profit status by the IRS. Currently, IDHS only issues sub-grants to governmental or non-profit entities.

Once all fields have been completed, click the **save** button. To move to the next section of the proposal, click the **Save and continue** hyperlink.

Primary Point of Contact

The *Primary Point of Contact* section of the proposal requires that the applying entity provide information related to the individual being designated as the point of contact (POC). The individual should be knowledgeable about grants and the grant process and should be the individual who will be responsible for iGMS/grant activities. This will be the main contact person for IDHS should there be questions regarding the application/proposal.

Click the **edit** button to display a screen requesting specific contact information for the POC.


B. Primary Point of Contact

Previous

1. First Name
Morticia

2. Last Name
Adams

3. Organization
Monsters, Inc.

4. Street 1
2341 Mockingbird Lane

6. City
Babalon 5

7. State
Klingon

8. Zip
45678

9. Primary Phone Number
594-867-5309

10. Alternate Phone Number

11. Fax

12. E-mail
nkekeki@dhdit.com

13. County
Wayne

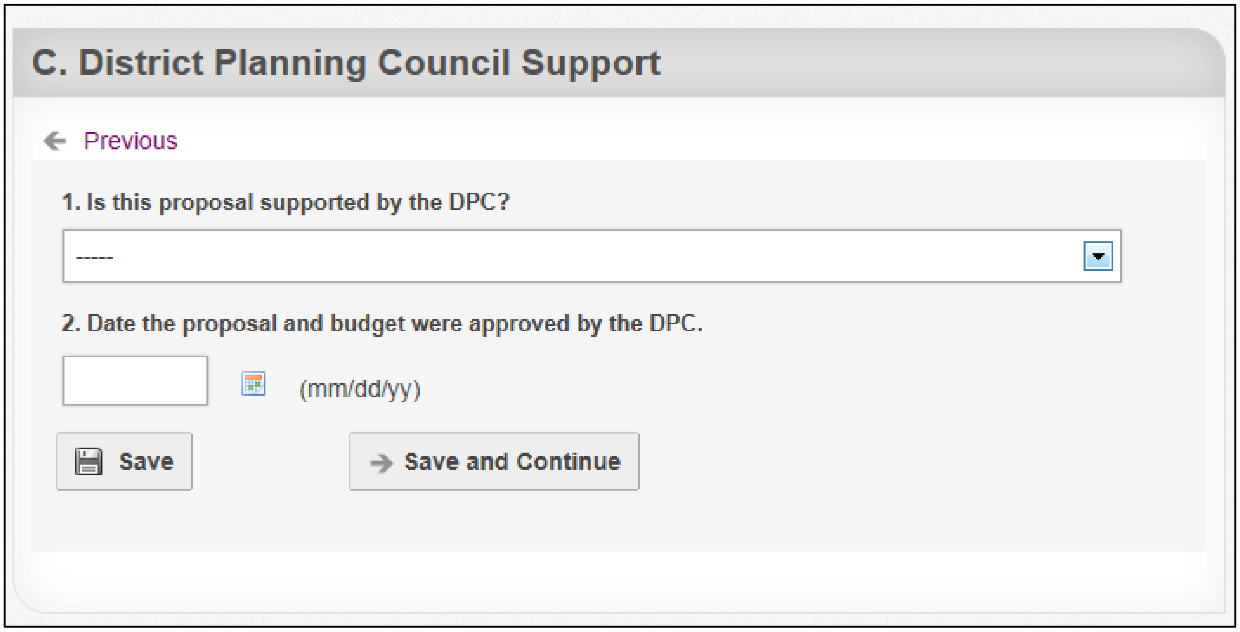
Save

Save and Continue

Once all of the fields have been completed, click the **save** or **save and continue** button.

District Planning Council Support (Where Applicable)

Applicants for district-based proposals must provide information indicating the District Planning Council (DPC) has approved the proposal prior to its submission.

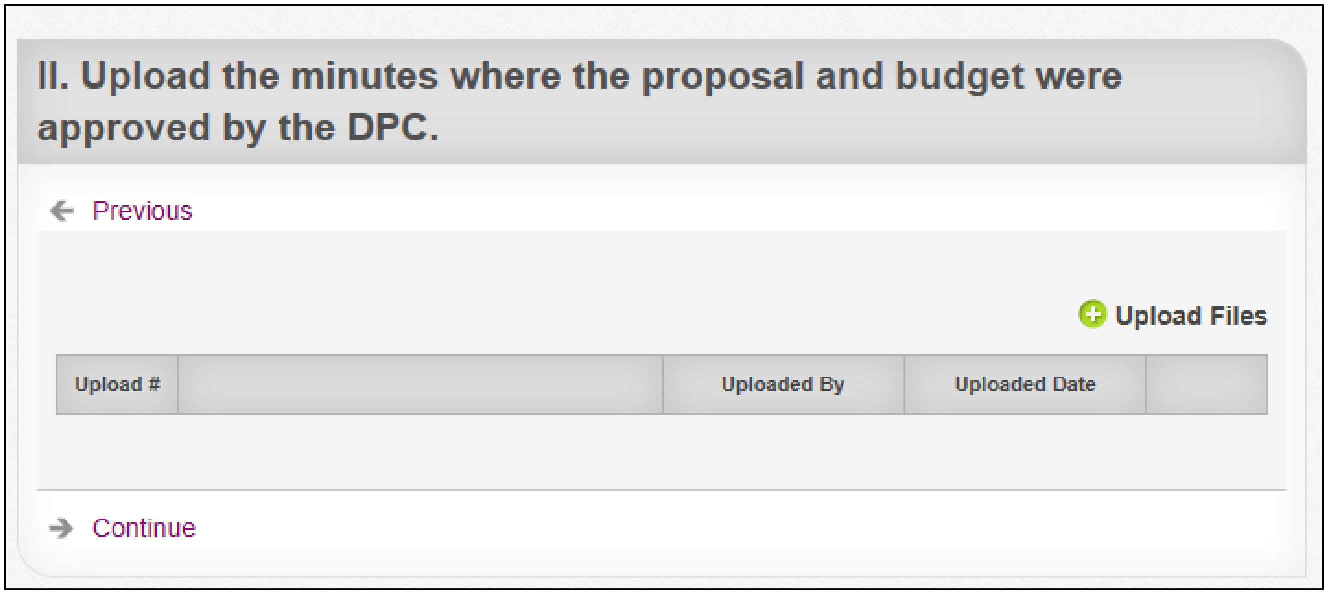


Once all of the fields have been completed, click the **save** or **save and continue** button.

NOTE: State agencies who are not required to have DPC approval may indicate "No" in the drop-down menu and use the date the application is being completed in the **Date** field.

Upload the Minutes Where the Proposal and Budget Were Approved By the DPC

This section requires applicants to upload a copy of the minutes of the DPC meeting verifying District Planning Council support indicated in the previous section.

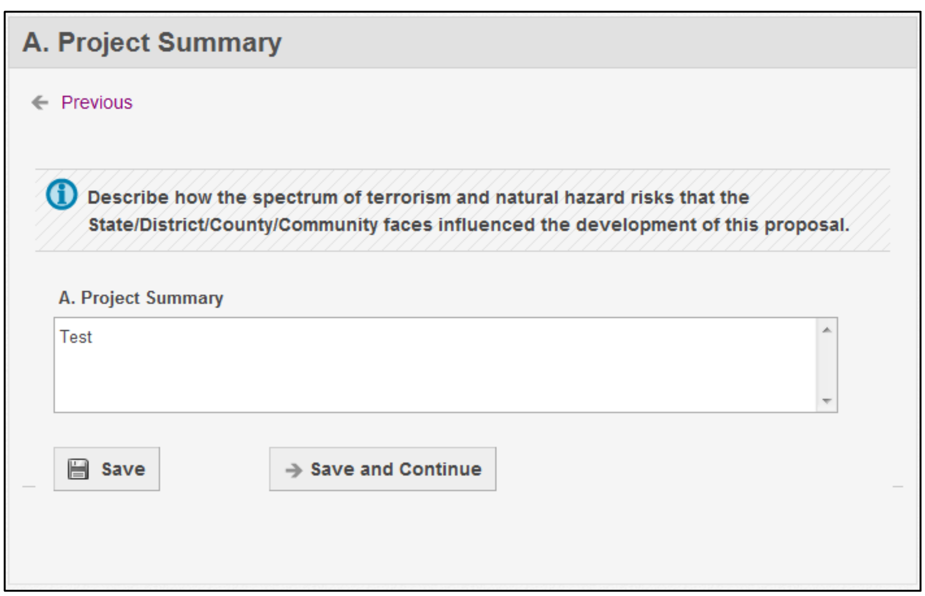


NOTE: From this point forward, the sections may change based on the proposal template selected. It will be necessary to follow the instructions given for each independent section of the proposal. The instructions are included. Please keep in mind that your proposal may be rated based on how well it addresses the specific information requested in those areas.

III. Proposal Description and Overview

Project Summary

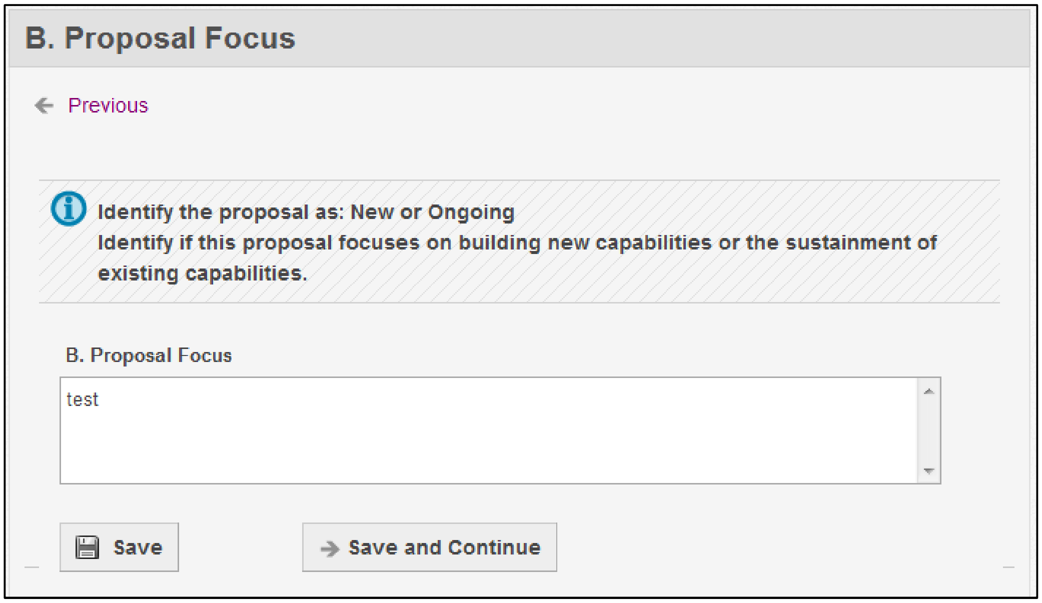
The *Proposal Description* section of the application asks applicants to complete sections related to the overall proposal justification and how the proposal supports the national, state, and local strategies.



To move to the next section of the proposal, click the **Save and Continue** hyperlink.

Proposal Focus

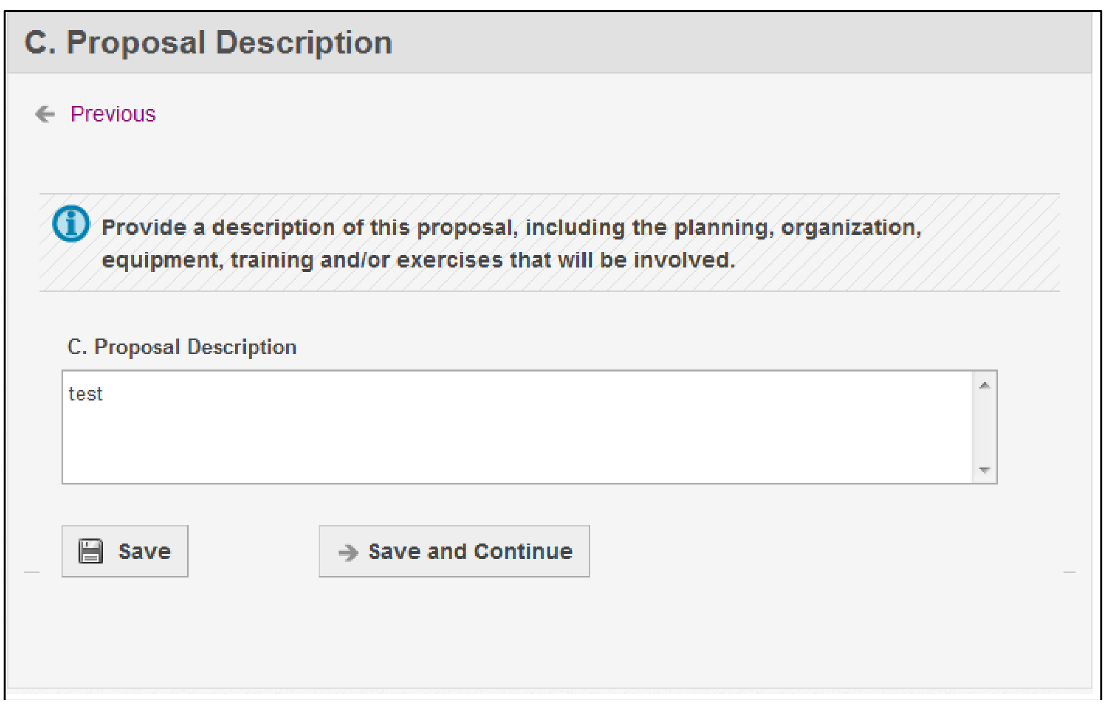
This section asks applicants to identify the proposal as New or Ongoing and to identify whether it is building new capabilities and/or sustaining existing capabilities.



To move to the next section of the proposal, click the **Save and Continue** hyperlink.

Proposal Description

This section asks that applicants provide a description of the proposal or project, including the planning, organization, equipment, training and/or exercises that will be involved.



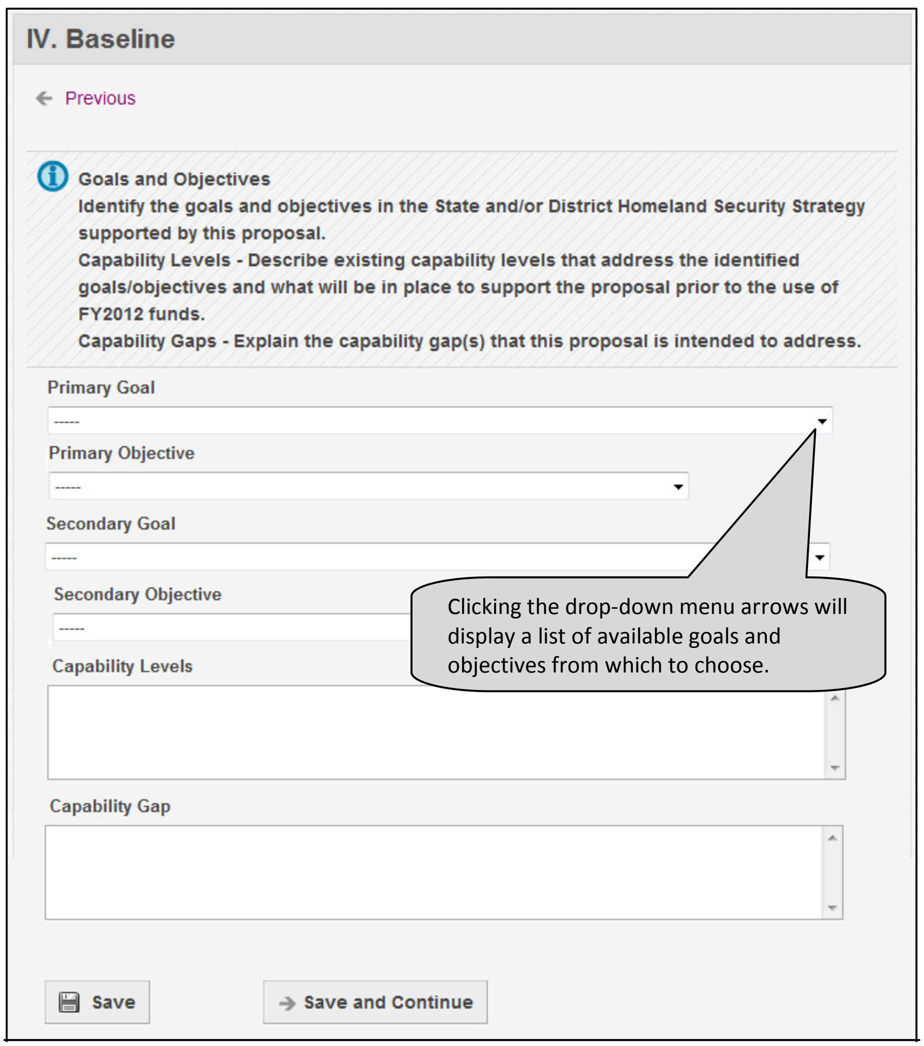
To move to the next section of the proposal, click the **Save and Continue** hyperlink.

Baseline

The Baseline section is where you will identify how your proposed project corresponds to the identified state and national goals, objectives, capabilities, and priorities. This section consists of three distinct areas:

- **Goals and Objectives** – This area is related to the Indiana Strategy for Homeland Security and requests information about how the proposed project would meet those goals and objectives.
- **Capability Levels** – This area allows the existing capabilities to be described in relation to the identified goals/objectives and those that will be in place prior to the use of the identified funding.
  Capability Gaps – Explain the capability gap(s) the proposal/project is intended to address.

> **NOTE:** If none of the choices match the project you are proposing, please refer to the application packet/guidance documents to ensure that your project meets the established criteria for application submission, and/or you are using the correct proposal template for your application.

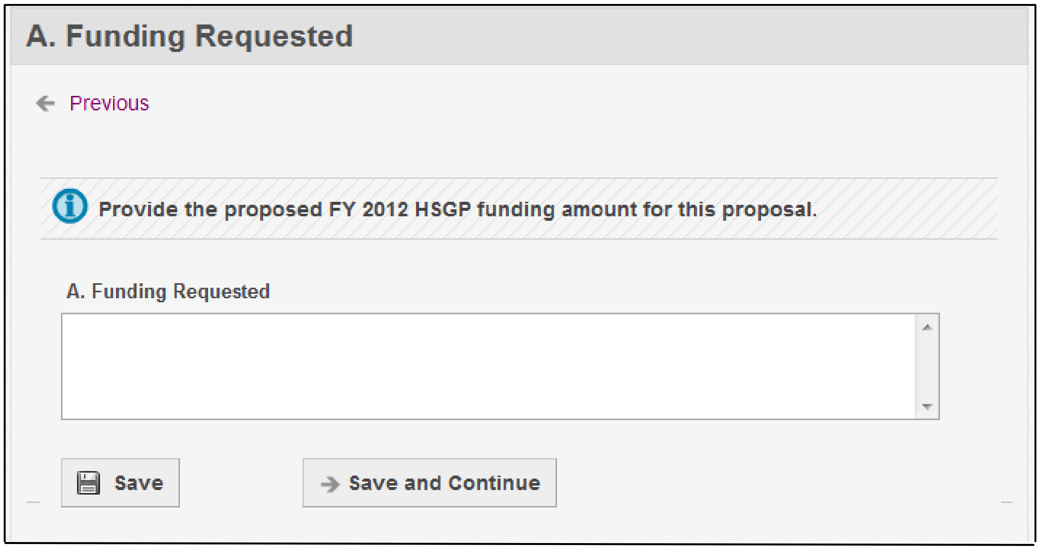


To move to the next section of the proposal, click the **Save and Continue** hyperlink.

Project Manager Milestones

Funding Requested

The *Funding Requested* section allows you to identify the proposal funding amount for the project.



To move to the next section of the proposal, click the **Save and Continue** hyperlink.

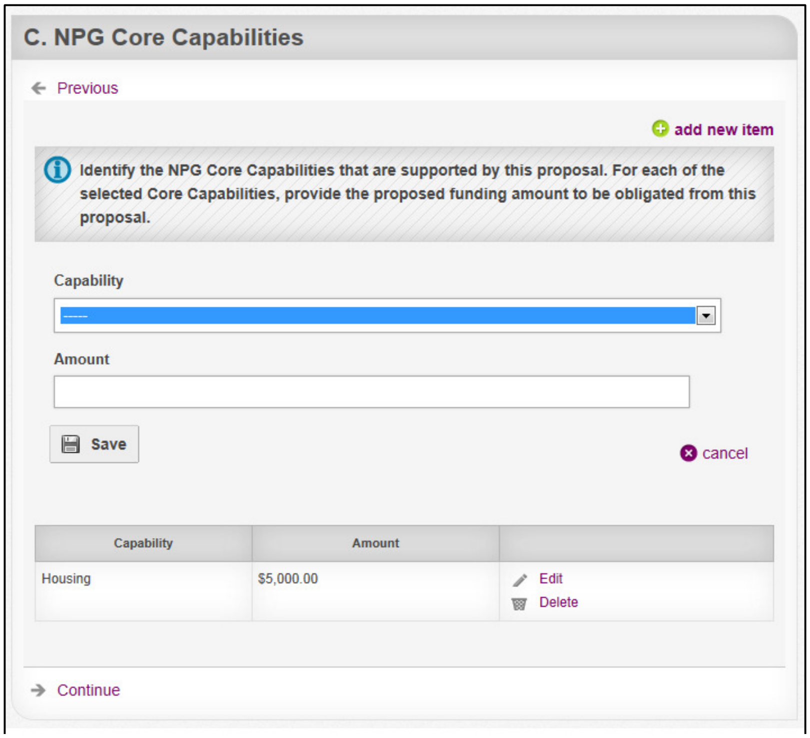
Law Enforcement Terrorism Prevention Activities (LETPA)

The Law Enforcement and Terrorism Prevention Activities section is designed to capture the proposal funding amount to be directed toward these activities.

To move to the next section of the proposal, click the **Save and Continue** hyperlink.

NPG Core Capabilities

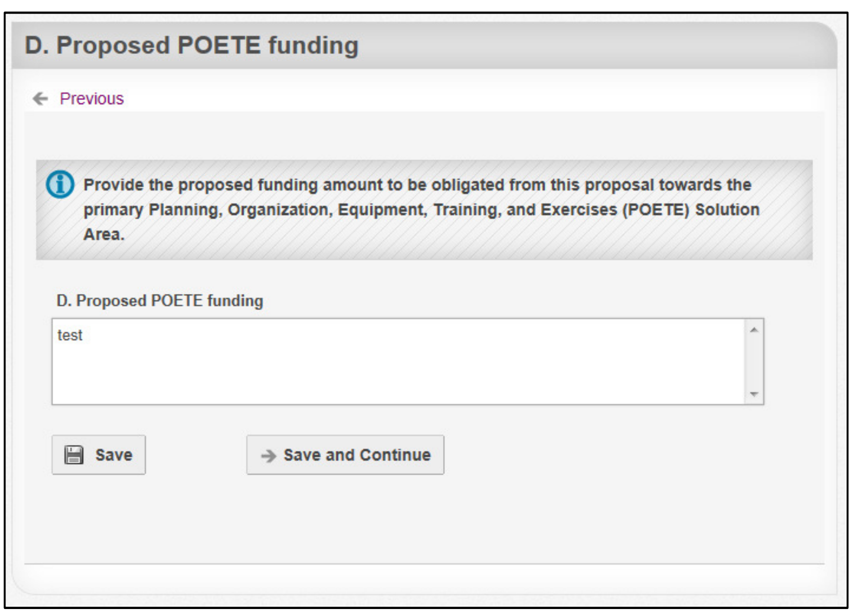
This section allows you to identify the NPG Core Capabilities and associated funding amount being addressed by this proposal.



To save a capability, click the **Save** button. To add additional capabilities, click the **add new** item button. To move to the next section of the proposal, click the **Continue** hyperlink.

Proposed POETE Funding

The Proposed POETE section is to be used to identify the proposed funding amounts assigned to each of the primary solution areas of Planning, Organization, Equipment, Training, and Exercise.



To move to the next section of the proposal, click the **Continue** hyperlink.

Projects and Activities

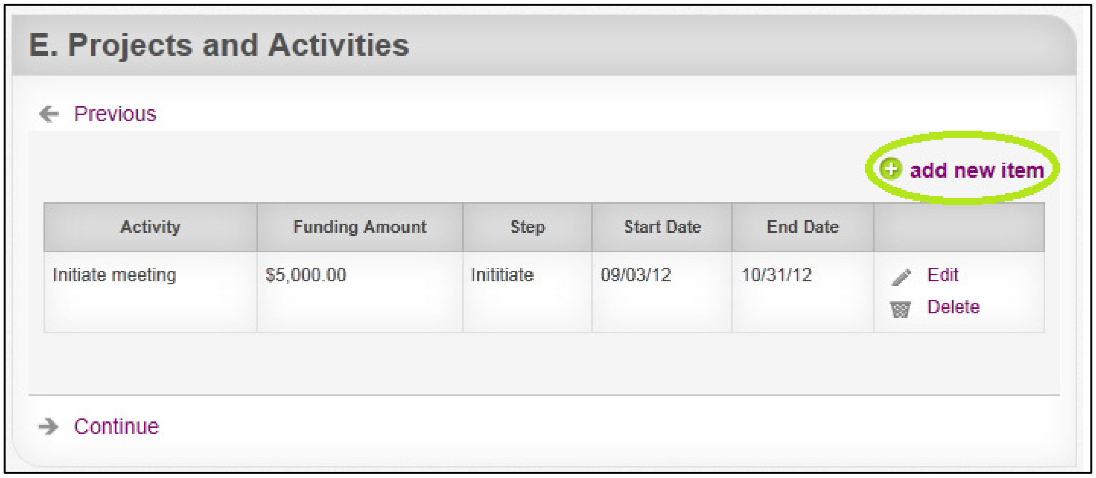
This Projects and Activities section allows you to enter the activities and funding amounts of the proposed project based on Project Management Lifecycle Steps.

Identify up to ten activities, with start and end dates, which will be implemented over the performance period.

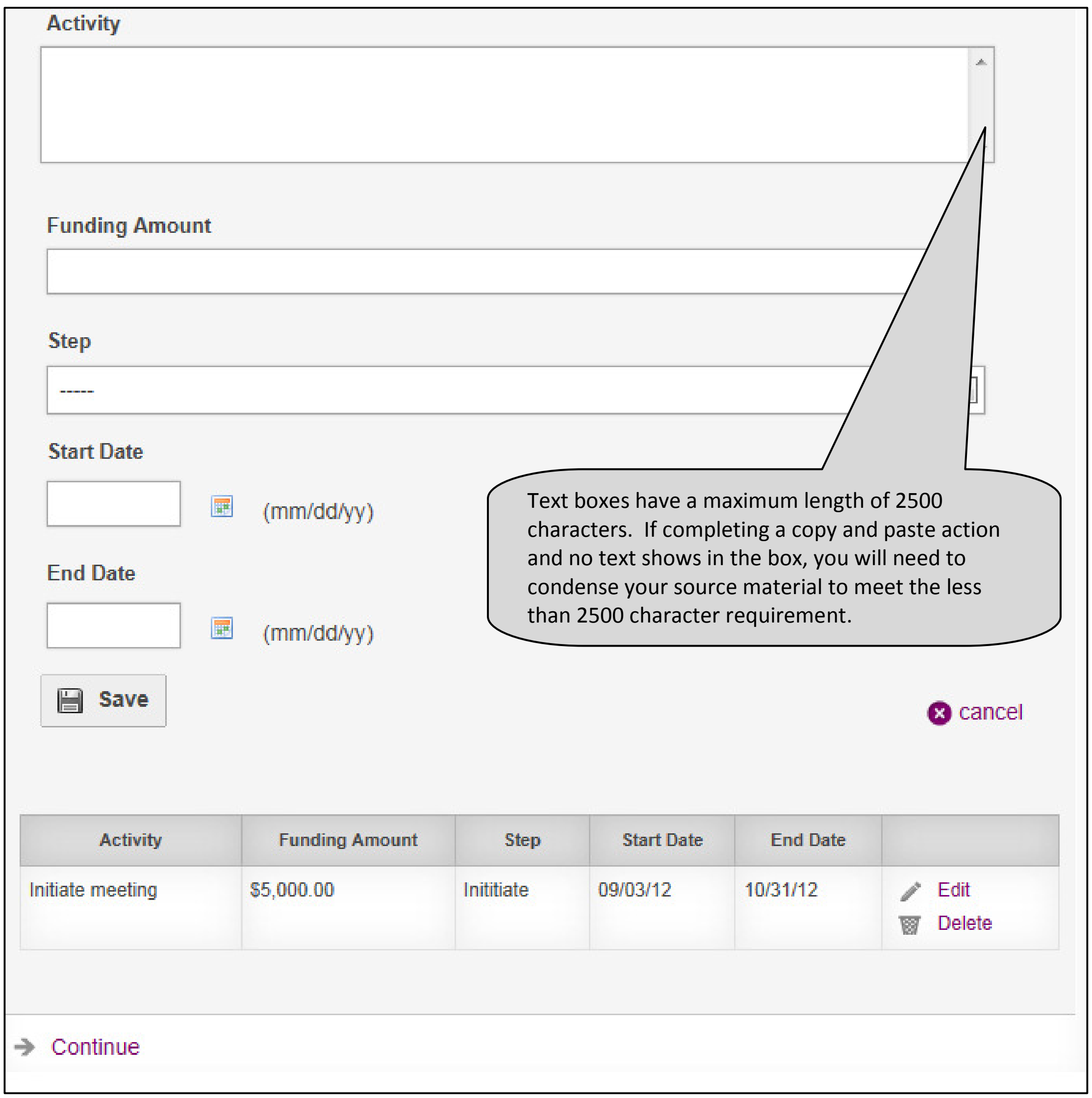
Project Management Lifecycle Steps

step	description	process
Initiate	The authorization to begin work or resume work on any particular activity	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
Plan	The purposes of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.
Execute	The period within the project lifecycle during which the actual work of creating the project?s deliverables is carried out	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project
Control	A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correct action as needed.
Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project

Scrolling past the project management lifecycle steps, you will be able to enter the activity information.



Clicking the **add new item** button will provide a description of each of the project management lifecycle steps as a reference and will provide the space to enter up to 10 activities.

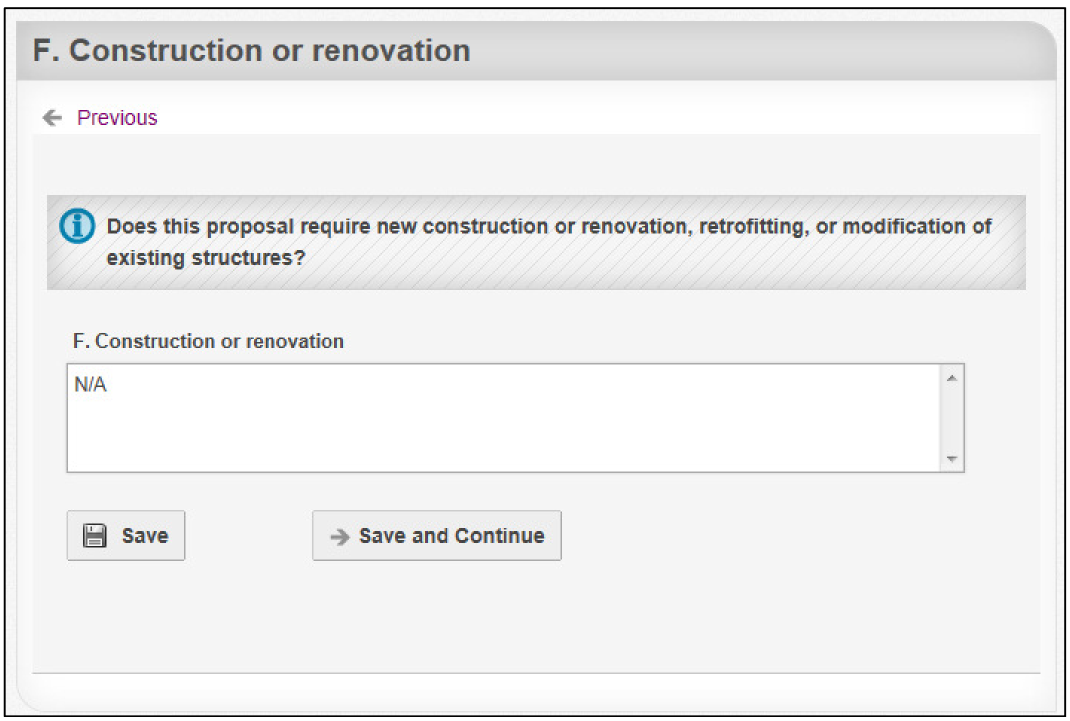


- **Activity** – Describe the proposed activity
- **Funding Amount** – Identify the amount funds being allocated to this activity
- **Step** – Identify the step from the drop down menu that corresponds to the Project Management Lifecycle
- **Start Date** – identify the start date of the activity
- **End Date** – identify the end date of the activity.

Clicking **save** will save the activity in the table. You may enter up to 10 activities. To move to the next section of the proposal, click the **Continue** hyperlink.

Construction and Renovation

In this section you will describe any construction or renovation being proposed. This would include not only buildings, but could include items such as towers, antennas, etc. If the proposed project does not involved any type of construction, renovation, retrofitting or modification of existing structures, you will enter N/A in the text box provided.

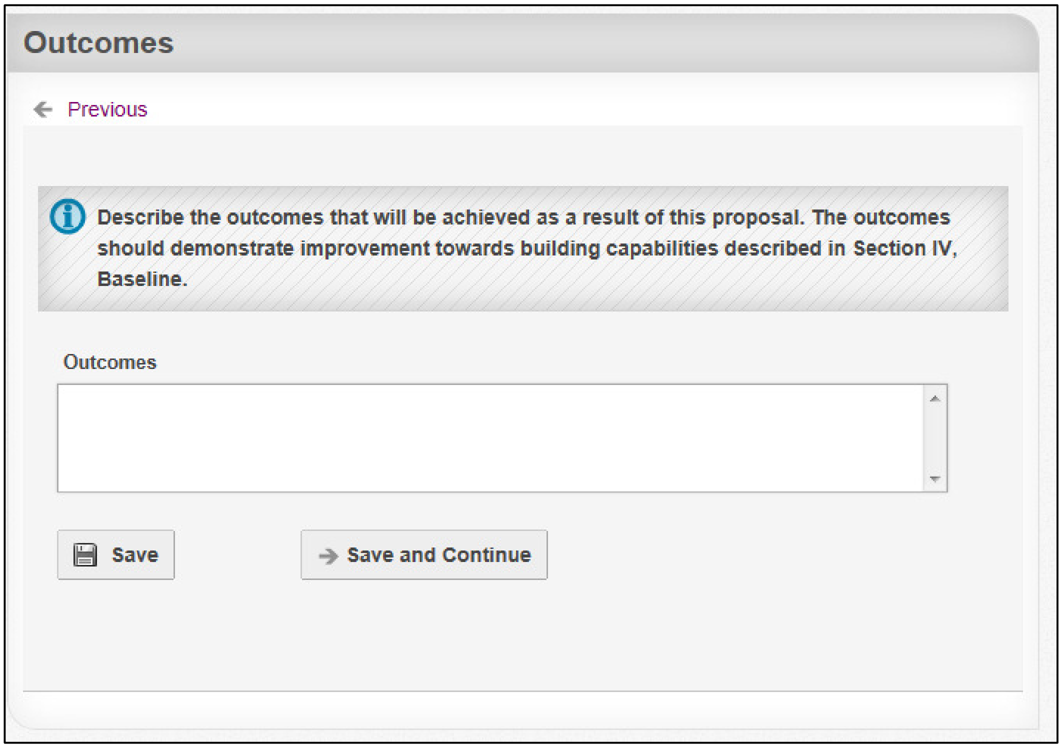


To move to the next section of the proposal, click the **Continue** hyperlink.

Accomplishments and Impact

Outcomes

The outcome section allows for the identification of specific outcomes that will be achieved by the project being proposed.

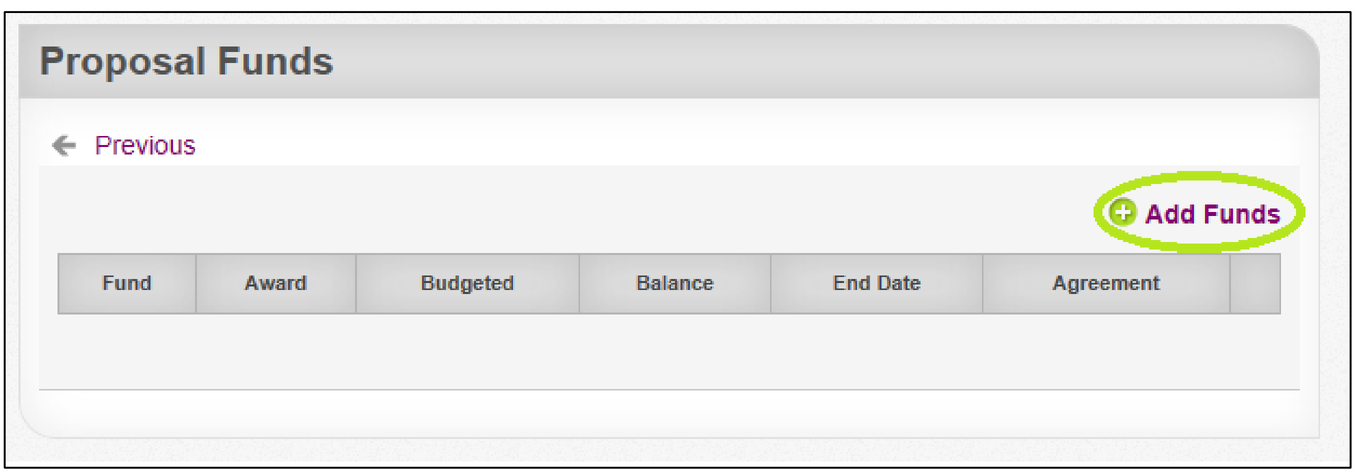


This completes the narrative section of the proposal. You may end your proposal session by clicking the **save** button. You may also continue to the Proposal Funds section by clicking the **save** and **continue** hyperlink.

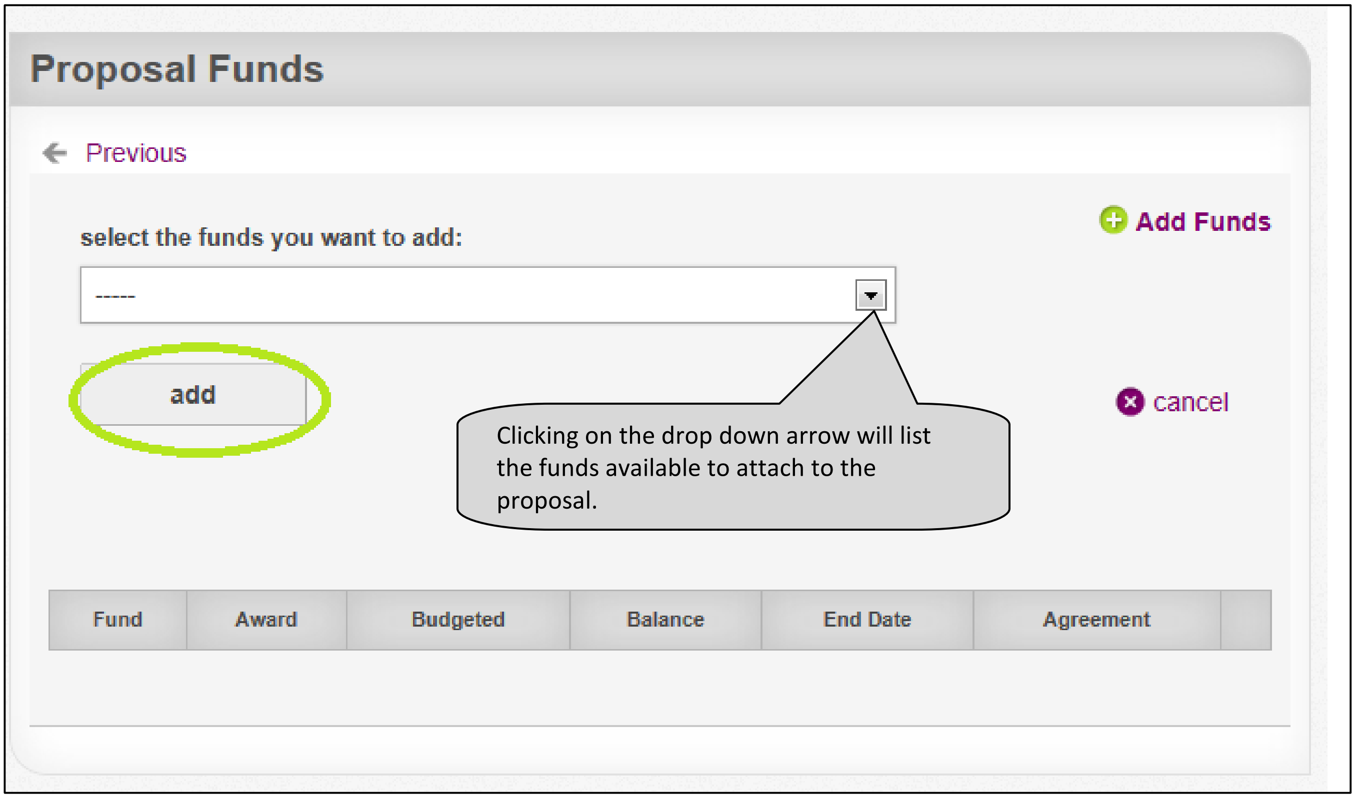
Proposal Funds

Add Funds

To add funding to the proposal click the **Add Funds** hyperlink.

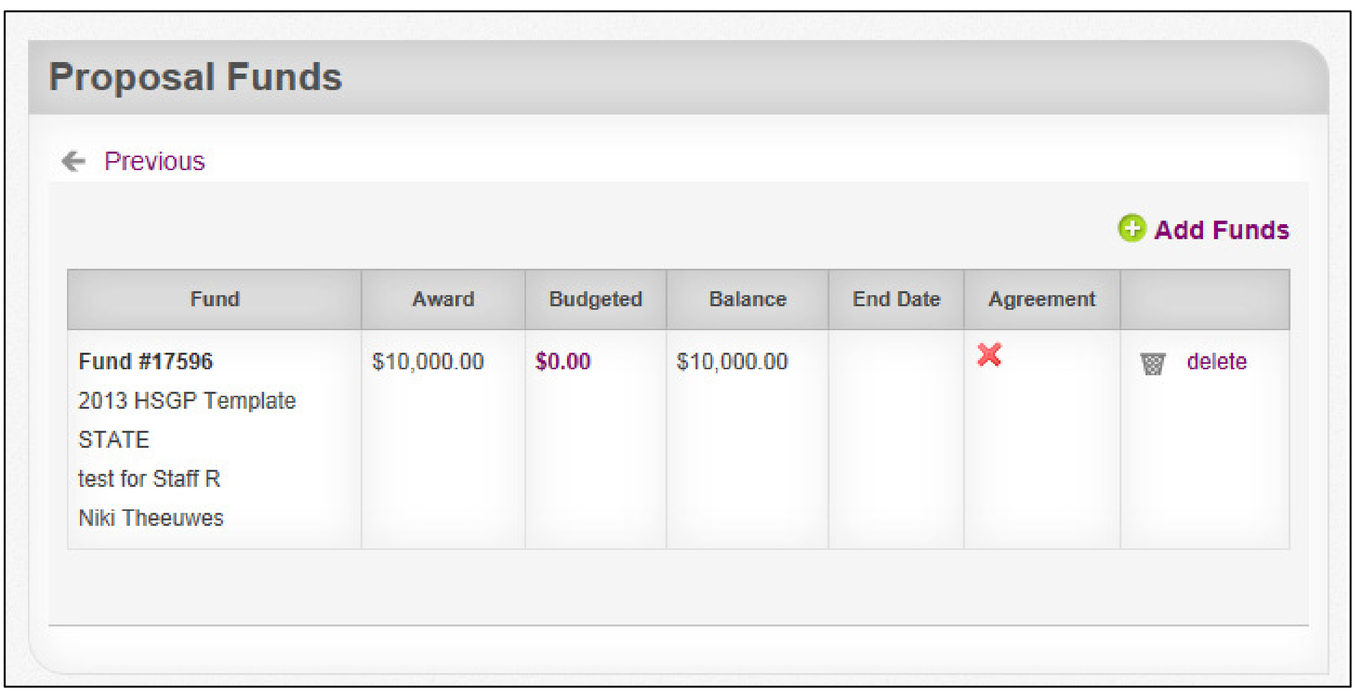


This will open a new page in the iGMS displaying a list of the available funds.



NOTE: If the funds you want to add are not listed, contact your IDHS Project Manager or the Grants Management Section to ensure funds have been assigned to you.

Once the funds have been chosen, they will display as shown below.



Module 3: Budget Preparation

Module Overview

This module is designed to assist applicants and users in creating, submitting, and managing budgets within the iGMS.

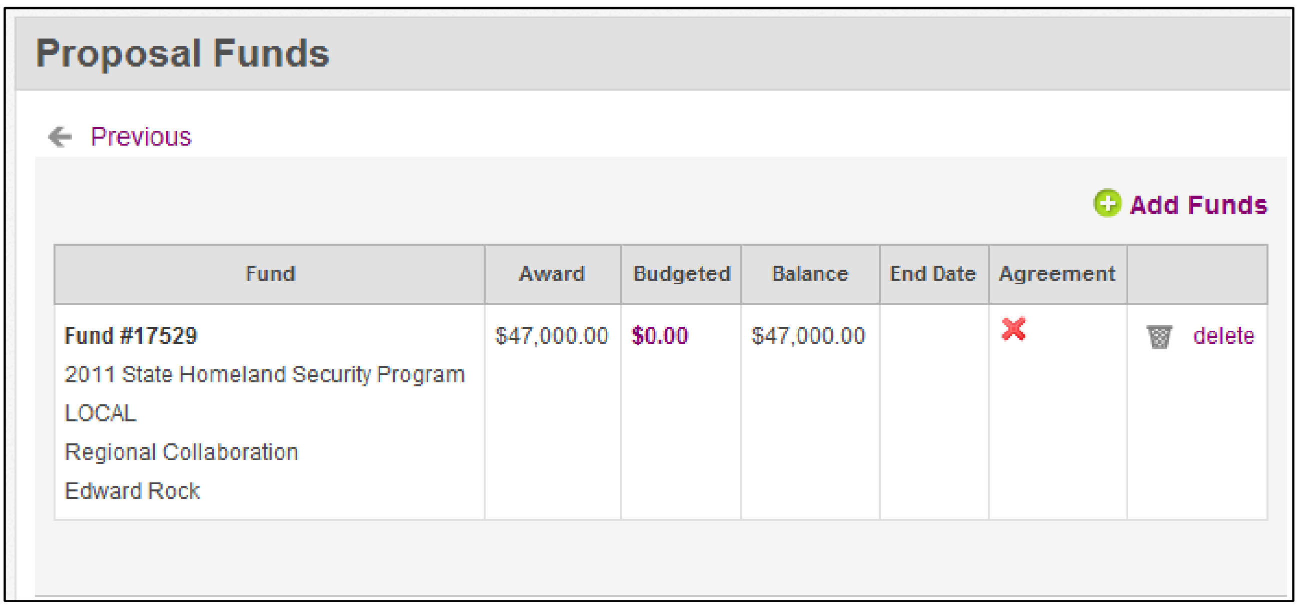
Module Objectives

Upon completion of this module, users will be able to:

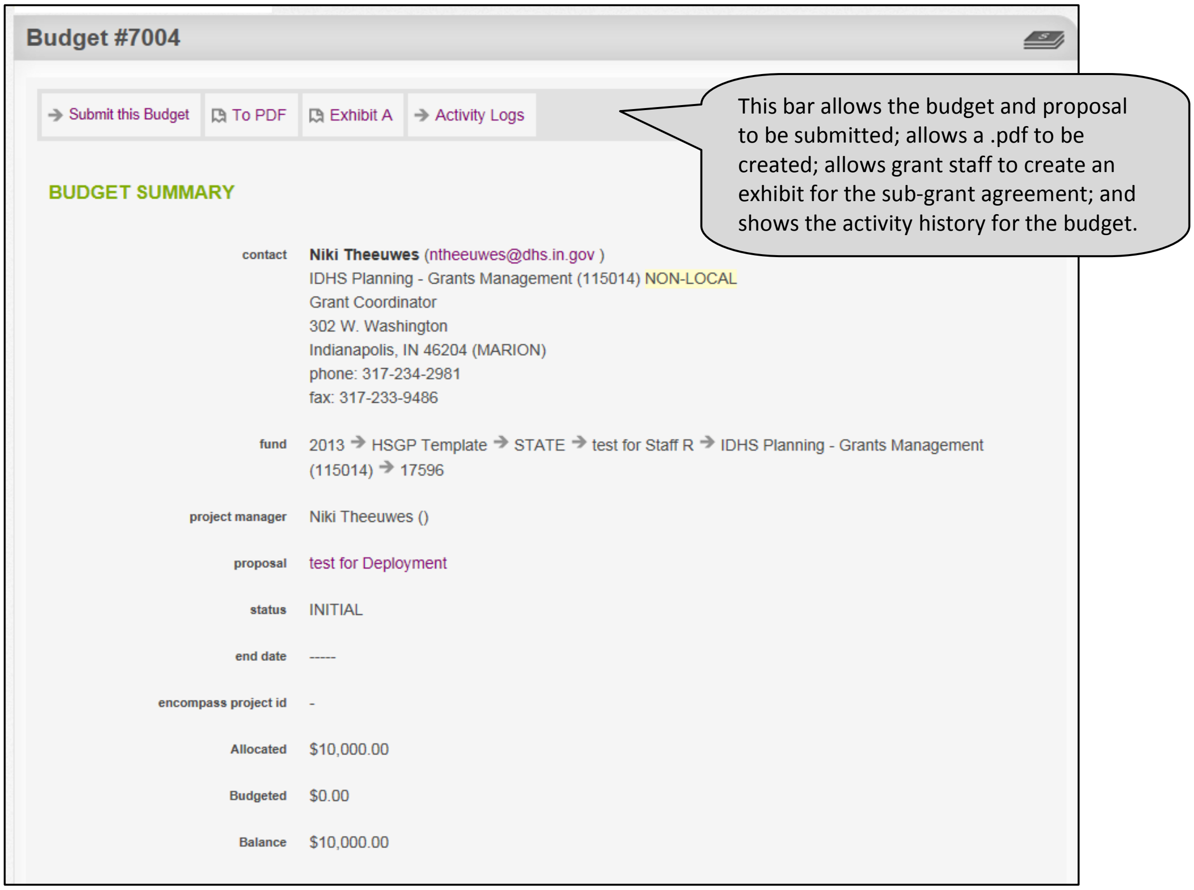
- Create a new budget.
- Submit a budget.
- Prepare and submit a Grant Adjustment Notice (GAN).

Completing a Budget

Choosing the hyperlink shown will open the budgeting module of the iGMS.



This section pre-populates basic information based on choices made when adding the funding.



This screen displays the following information:

- **Fund** – This is based on the funding added to the proposal.
- **Project Manager** – This person is identified based on the IDHS assigned project manager of the funding.
- **Proposal** – This identifies the proposal to which the funding is tied.
- **Status** – This indicates whether the budget is in initial status, has been submitted, and/or is approved.
- **Fully Executed Agreement** – This indicates whether an agreement has been completed. A **red "X"** indicates an agreement has not been fully executed, while a **green check mark** indicates it has and it is linkable. Once it is marked approved, a performance period end date is set based on six months from the last signature date on the agreement.
- **Encompass Project ID** – This is assigned based on funding choice. A budget is not allowed to be approved without an Encompass Project ID assigned by IDHS fiscal. This will be populated for all budgets by IDHS.
- **Allocated** – This indicates the amount of funding assigned to the project. It may also read "open" to indicate an active solicitation with no amount set.
- **Budgeted** – This indicates the amount of allocated funds assigned to individual line items by the requesting entity.
- **Balance** – This indicates the difference between the allocated amount and the budgeted amount (if applicable).

  Contact – This indicates the primary contact person for the budget.

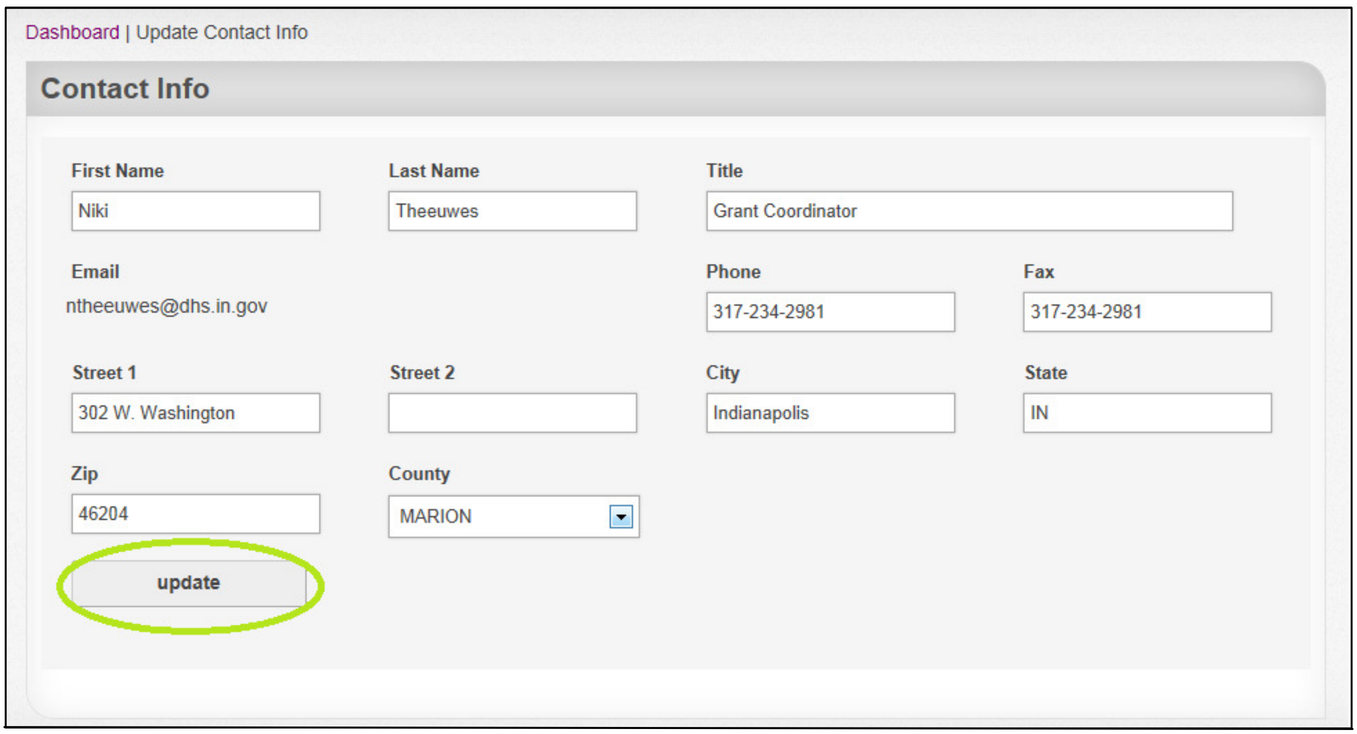
NOTE: It is recommended that the identified contact be the individual with the iGMS data entry responsibilities. Access to the budget in the iGMS is based on the budget contact. In addition, all system generated e-mails and/or announcements are sent to the e-mail address identified. At this time, the iGMS only allows one user to make changes. Other users may be assigned read-only access which may allow them to create/edit RFE(s) and/or view information.

Edit Contact Information

It is important to periodically check and update the contact information contained within the iGMS. The contact and e-mail address assigned to the budget is who will be notified of important iGMS updates, changes, and/or information related to the assigned accounts.

To edit the contact information, click the *contact info* hyperlink on the dashboard.

This will displays a screen requesting specific information related to the individual designated as the contact.



Once all information is correct, clicking the **update** button will save the changes.

NOTE: If a change needs to be made to the email address or if a transfer of funds from one person to another is necessary, you will need to contact the Grants Management staff.

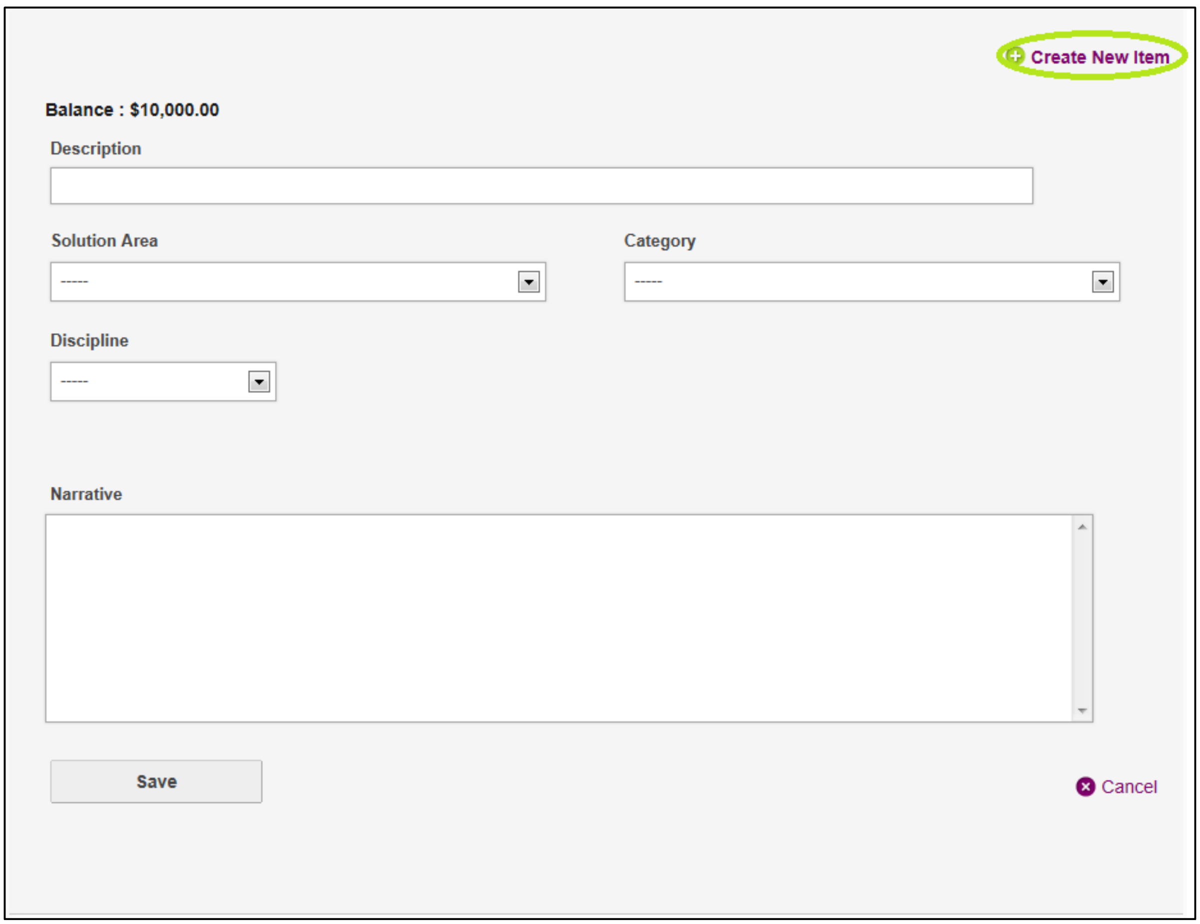
Budget Detail

This section is where items to be purchased with grant funds are identified in detail. The budget becomes part of the legal agreement and must be followed to avoid findings, disallowed costs, or other penalties.

Create New Item

Clicking the **create new item** button on the *Budget* screen to allow users to enter specific line item information related to proposed expenditures.

On this screen, available choices vary based on previous selections. For example, category choices are different depending on the solution area chosen.



- **Balance** – This is the amount available to budget.
- **Description** – This should contain a brief description of the item to be purchased.
- **Solution Area/Category** – The following are the options for the solution area with their corresponding categories:
  - Equipment based on AEL
    - Agricultural Terrorism Prevention, Response, and Mitigation Equipment
    - CBRNE Aviation Equipment
    - CBRNE Incident Response Vehicles
    - CBRNE Logistical Support Equipment
    - CBRNE Operational and Search and Rescue Equipment
    - CBRNE Prevention and Response Watercraft
    - CBRNE Reference Materials
    - Cyber Security Enhancement Equipment
    - Decontamination
    - Detection
    - Equipment – Explosive Device Mitigation and Remediation
    - Information Technology
    - Inspection and Screening Systems
    - Interoperable Communications Equipment
    - Intervention Equipment
    - Medical
    - Other Authorized Equipment
    - Personal Protective Equipment
    - Physical Security Enhancement Equipment
    - Power
    - Terrorism Incident Prevention Equipment
  - Exercises
    - Backfill
    - Contractors/Consultants/Instructors
    - Evaluation
    - Full or Part-time Staff
    - Materials and Supplies
    - Meeting Space
    - Meeting and/or Facilitation Costs
    - Other
    - Overtime
    - Planning and/or Exercise Plan Development
    - Travel
  - Management & Administration
    - Contractors/Consultants/Instructors
    - Fees/Charges
    - Meeting-related
    - Office Equipment/Supplies
    - Office Rent/Lease
    - Other
    - Staff/Salary
    - Travel
  - Match
  - Organization

        - Orange Alert Costs
        - Overtime
    - Planning
        - Citizen and Family Coordination
        - Communications Development
        - Conferences
        - Cyber Risks Mitigation Plans
        - Cyber Risks and Vulnerability Assessment
        - Cyber Security Plans
        - Emergency Operations Plans
        - Flow Commodity Study
        - Government Plans Development
        - Hiring
        - Implementation Meetings
        - Materials
        - Mutual Aid Agreements
        - Point Vulnerability Assessments
        - Response and Recovery Plans
        - Terrorism Deterrence Plans
        - Travel
    - Training
        - Backfill
        - Conference
        - Contractors/Consultants/Instructors
        - Evaluation (HSEEP)
        - Full or Part-time Staff
        - Materials and Supplies Used and/or Expended
        - Meeting Space
        - Meeting and/or Facilitation Costs
        - Other
        - Overtime
        - Training Plan Development Costs
        - Travel
- **Discipline** – Identify the discipline that will benefit the most from the purchase of the item or for whom it is being purchased. Choices include:
    - Agriculture
    - Cyber Security
    - EMS (Fire Based)
    - EMS (non Fire Based)
    - Emergency Management
    - Fire Service
    - Governmental/Administrative
    - Hazmat
    - Health Care
    - Law Enforcement
    - Non-Profit
    - Public Health
    - Public Safety Communications
    - Public Works

Once this section has been completed, click the **save** button.

This step will be repeated by clicking the **create new item** button until all items have been identified.

solution area: Equipment

				unit	price/rate	hours	amount
Edit	Delete	[veto] (#34547) description	Computer for EMA Office	1.0	$599.00	-	**$599.00**
		category	Information Technology				
		discipline	Emergency Management				
		narrative	This will replace the existing computer in the EMA office. Technology has vastly improved since 2008 when the current computer was purchased. Newer technology will allow easier access to the internet and additional document storage capabilitiy				
		approved equipment #	04HW-01-INHW				
						Equipment TOTAL	**$599.00**

solution area: Training

				unit	price/rate	hours	amount
Edit	Delete	[veto] (#34546) description	Copy paper and toner	-	$100.00	-	**$100.00**
		category	Materials and Supplies Used and/or Expended				
		discipline	Emergency Management				
		narrative	Materials that will be used in the production of training materials for trainings.				
Edit	Delete	[veto] (#34545) description	Training Materials	-	$100.00	-	**$100.00**
		category	Materials and Supplies Used and/or Expended				
		discipline	Emergency Management				
		narrative	This will cover the cost of toner and copy paper to produce training materials.				
						Training TOTAL	**$200.00**

Budget Examples

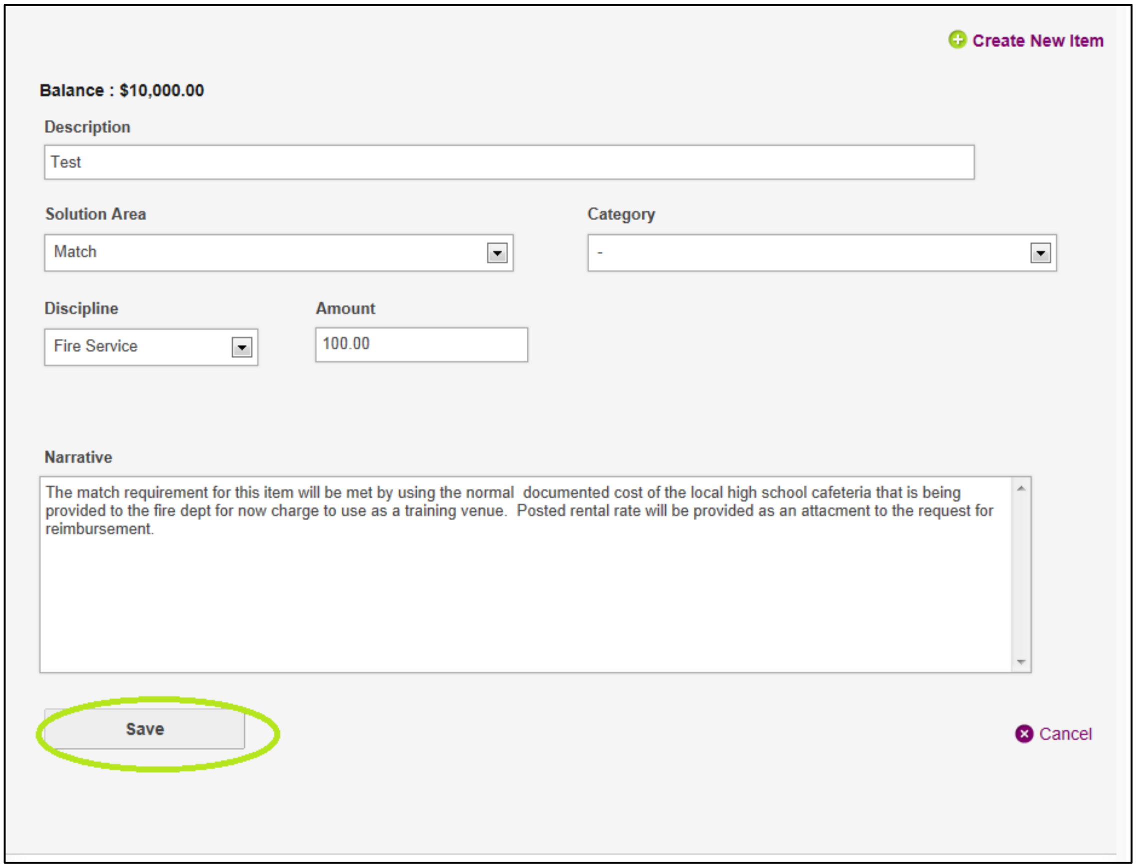
Budgets Requiring Match

Some grants, including but not limited to Hazardous Materials Emergency Preparedness Program, Emergency Management Performance Grant and Hazard Mitigation Grant Program require a cost match amount to be provided by the sub-recipient.

To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. Sub-recipients will document the cost match requirement by choosing the solution area of Match from the drop-down menu in the budget section. The Category will be listed as the null or "-" value.

Calculating the Match Amount
Grants that have a match requirement will indicate in the guidance the percentage of match. This percentage is to be calculated based on the total project cost.

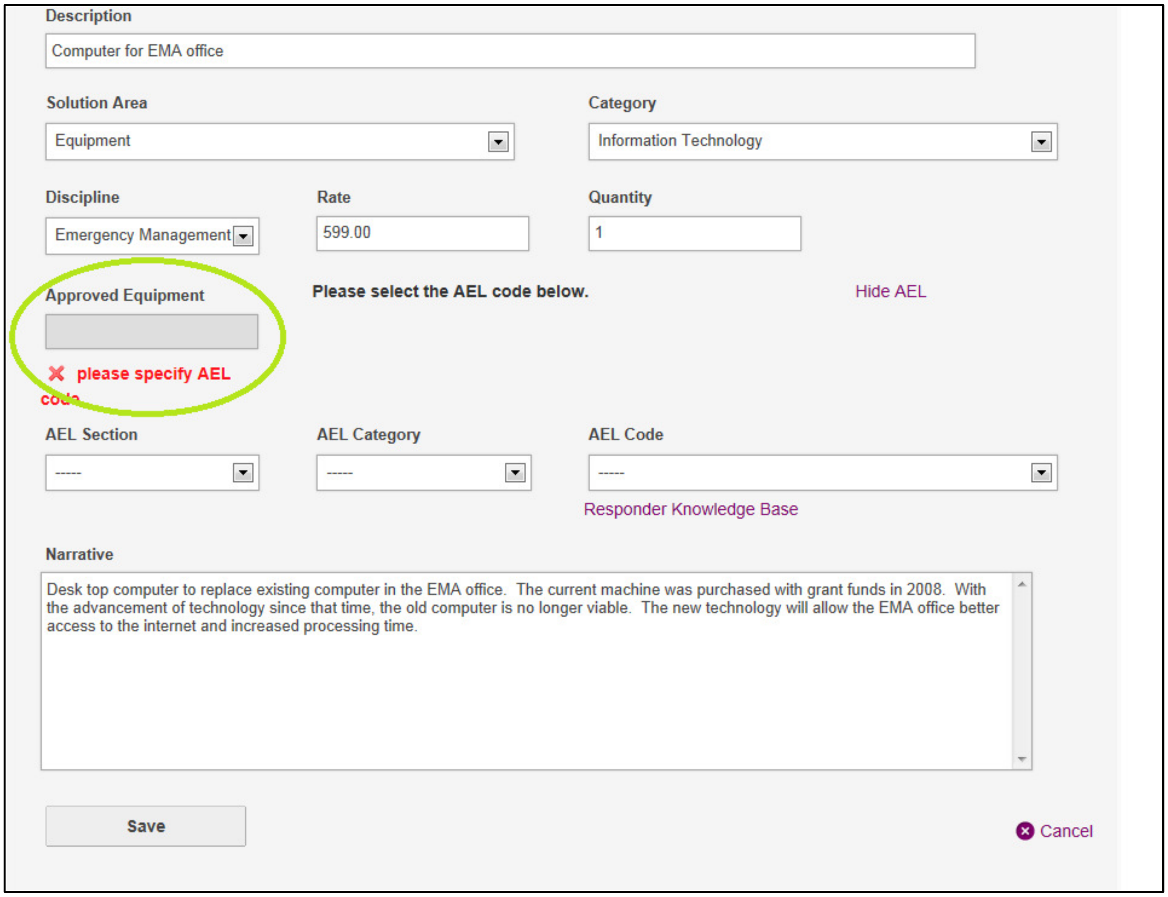
Example (utilizing an 80/20 match requirement):
Total project costs = $1,000.00 which is the total of ALL budget line items including the MATCH line item.
Reimbursement = 80% of the total project cost = $800.00
Match = 20% of the total project cost = $200.00



Once this section has been completed, click the **save** button.

This step will be repeated by clicking the **create new item** button until all items have been identified.

Budgets that include Equipment



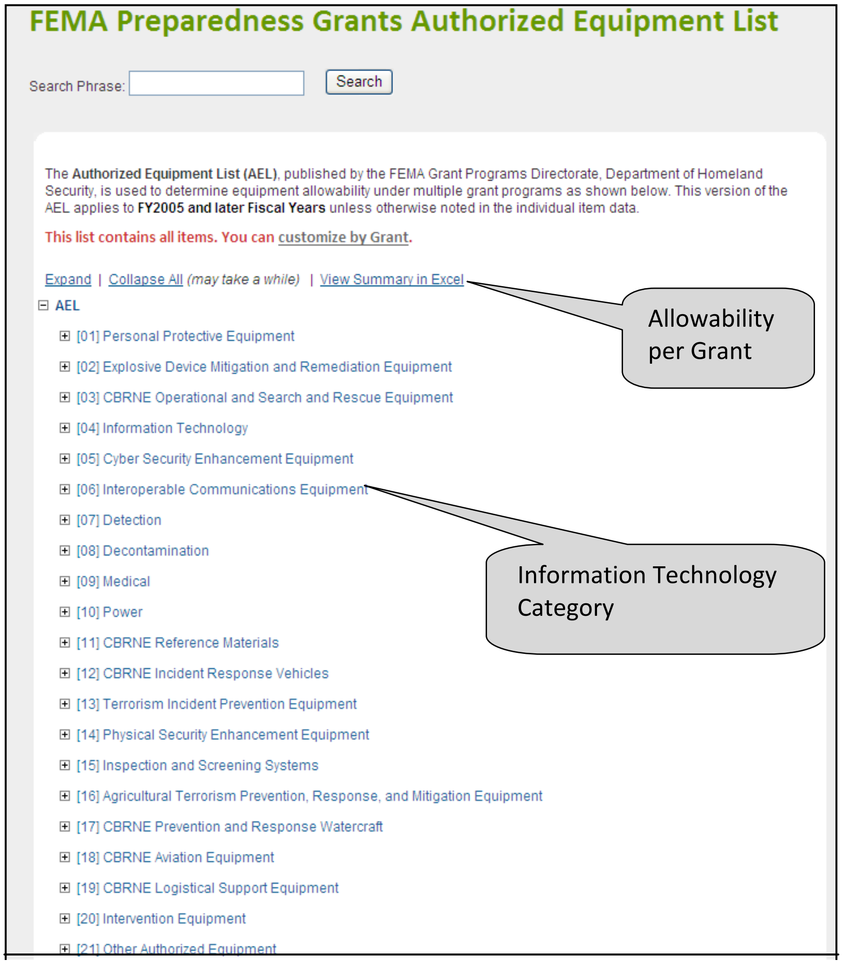
NOTE: It may be necessary to use the "tab" key when moving through the AEL Section of the equipment solution area.

Authorized Equipment List

All equipment purchased must have an appropriately identified Authorized Equipment List (AEL) number. The AEL number designates the category and type of equipment being requested, as well as the eligibility for the grant.

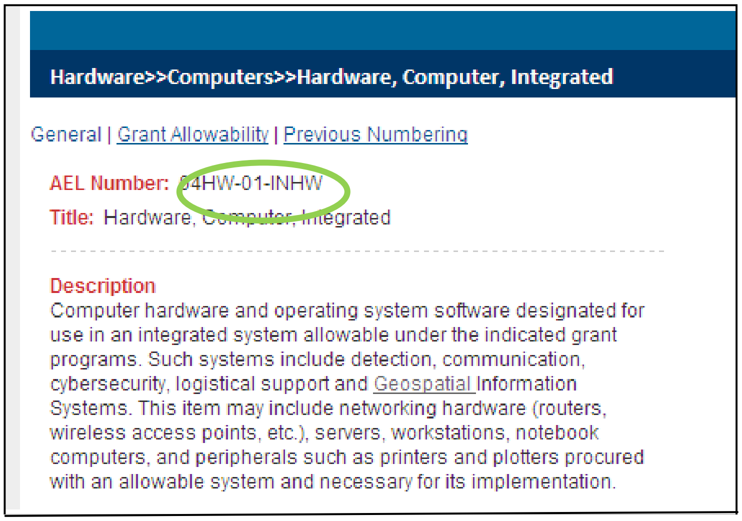
Hyperlinks are available within the iGMS, on the Grants Management Section of the IDHS Web site, and at: https://www.rkb.us/mel.cfm?subtypeid=549.

Our example is based on the purchase of computers.



To find the AEL for this type of equipment, choose the “Information Technology” category. This displays further classifications of information technology-related equipment.

A laptop computer would most likely fall under the Hardware > Computer > Integrated category. To confirm, click the hyperlink to display more information and a description of how the AEL defines the category.



Hardware>>Computers>>Hardware, Computer, Integrated

General | Grant Allowability | Previous Numbering

AEL Number: 04HW-01-INHW

Title: Hardware, Computer, Integrated

Description

Computer hardware and operating system software designated for use in an integrated system allowable under the indicated grant programs. Such systems include detection, communication, cybersecurity, logistical support and Geospatial Information Systems. This item may include networking hardware (routers, wireless access points, etc.), servers, workstations, notebook computers, and peripherals such as printers and plotters procured with an allowable system and necessary for its implementation.

The description specifically includes the equipment we are using for our example. To find out if it is eligible for the grant we are using, click the *Grant Allowability* hyperlink.

The *AEL Grant Allowability* view shows the grants for which this equipment is allowable.

Print

Hardware>>Computers>>Hardware, Computer, Integrated

General | Grant Allowability | Previous Numbering

Operation Stonegarden Grant Program (OPSG) : YES

Interoperable Emergency Communications Grant Program (IECGP) : NO

State Homeland Security Program (SHSP): YES

Urban Area Security Initiative (UASI): YES

Metropolitan Medical Response System (MMRS): YES

Citizen Corps Program (CCP): YES

Emergency Management Performance Grant (EMPG): YES

Chemical Sector Buffer Zone Protection Program (Chem-BZPP) (2006 Only): NO

Buffer Zone Protection Program (BZPP): YES

Transit Security Grant Program (TSGP): NO

Port Security Grant Program (PSGP): YES

Intercity Bus Security Grant Program (IBSGP): NO

Urban Areas Security Initiative-Nonprofit Security Grant Program (UASI-NSGP): NO

Public Safety Interoperable Communications (PSIC): YES

Emergency Operations Center Grant Program (EOC): YES

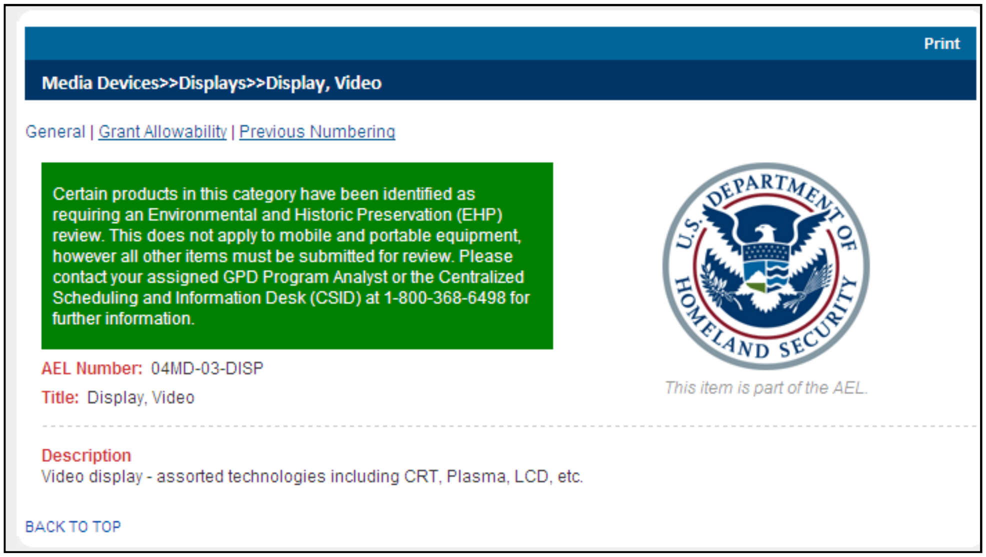
Notes

Only hardware procured as part of a system allowable under the indicated grant programs is allowable under this item.

Environmental and Historic Preservation Requirement

Selected items listed on the AEL, require that an Environmental and Historical Preservation (EHP) screening memo be completed and submitted to the Grants Management Section for approval. IDHS must provide approval, at a minimum. In some instances, additional approval must be obtained by FEMA prior to the purchase/work completion.

The need for an EHP will be indicated in the AEL.



Screening Memo forms (labeled as Blank Environmental and Historic Preservation) and an example of a completed EHP document may be found on the grants management page of the IDHS Web site (www.in.gov/dhs/grants.htm) and within the help section of the iGMS. Completed forms and applicable attachments should be e-mailed to: grants@dhs.in.gov.

Submission

Once all budget items have been identified and the allocated and budget amounts are equal, you are ready to submit your budget. This is accomplished by clicking the **submit this budget** button

NOTE: After a budget is submitted, it will be reviewed by the assigned Project Manager and Grants Management staff. Once approved, an agreement document will be created. This document will be sent Via email to the sub-recipient for signature. This document **MUST** be returned to the IDHS Grants Management Section in its entirety. Once fully executed (all review and signature steps completed), sub-recipients' will be notified that the agreement is fully executed and may be viewed/printed from the iGMS. Please allow 5 business days for the agreement to be availableon iGMS. Once the sub-recipient has been notified that the agreement is fully executed, spending may occur.

Read-only Access

Read-only access may be given to others who may have a vested interest in grant activities. This access may also include the ability to enter/edit a Request for Expenditure (RFE). It is at the sole discretion of the owner of the funds to decide who may have this access.

Assigning Read-only Access

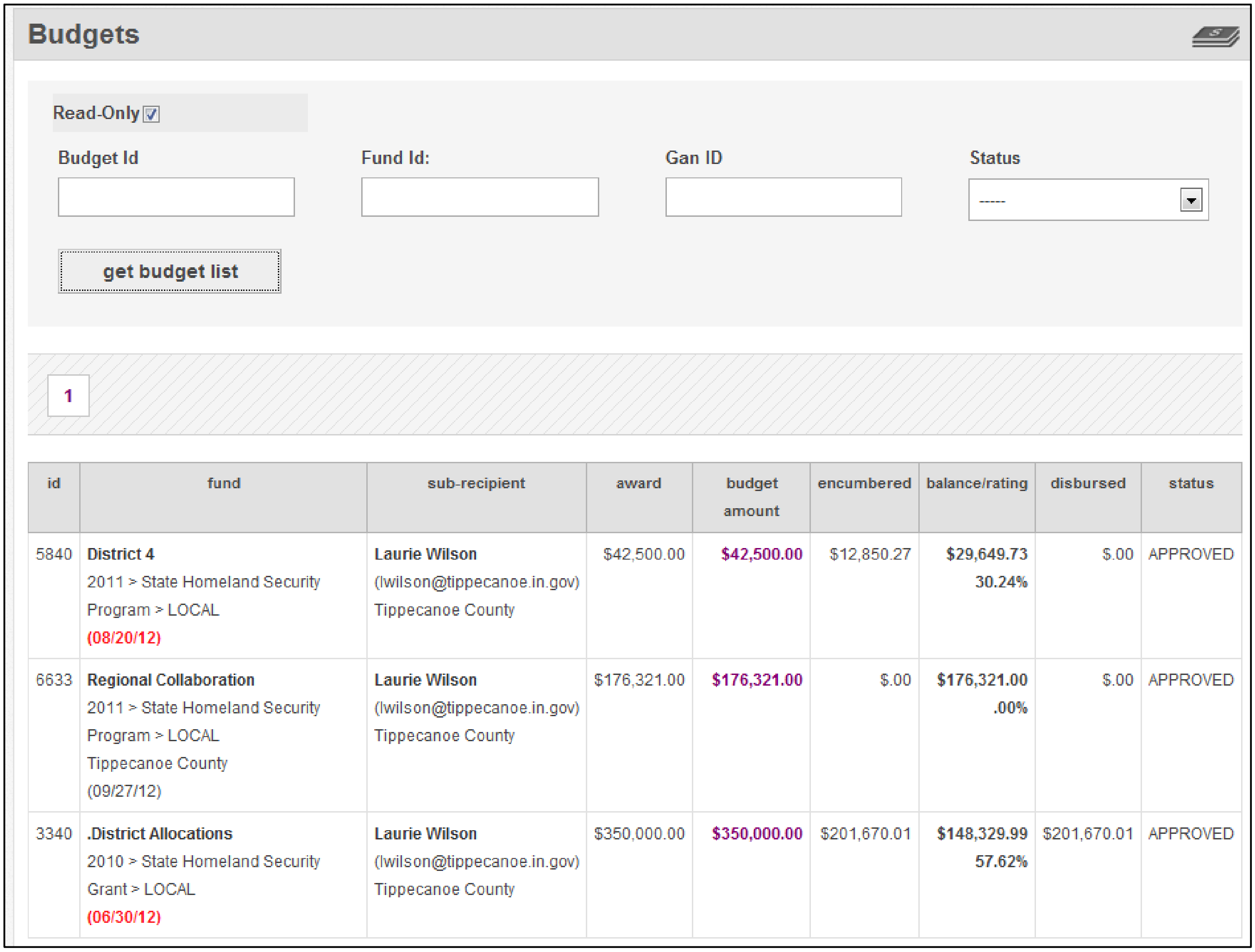
Assigning read-only access is accomplished by choosing the specific budget from the complete budget list and then clicking on the **read-only** button.

Once the read-only access has been chosen, the Fiscal Agency will be required to enter the email address of the individual they are granting access to in the area provided. The ability to create/edit RFE(s) can also be allowed by clicking the box next **with RFE EDIT.** After the information is entered the user will click **Save**.

If it is determined by the fiscal agent that access should no longer be allowed, the read-only access may be turned off at any time. This is accomplished by clicking the "trash can" icon from the budget summary view.

Non-fiscal Agent View

Non-fiscal agents who have been granted read-only access (with or without RFE privileges), will access these budgets by checking the read-only box from the complete budget list screen.

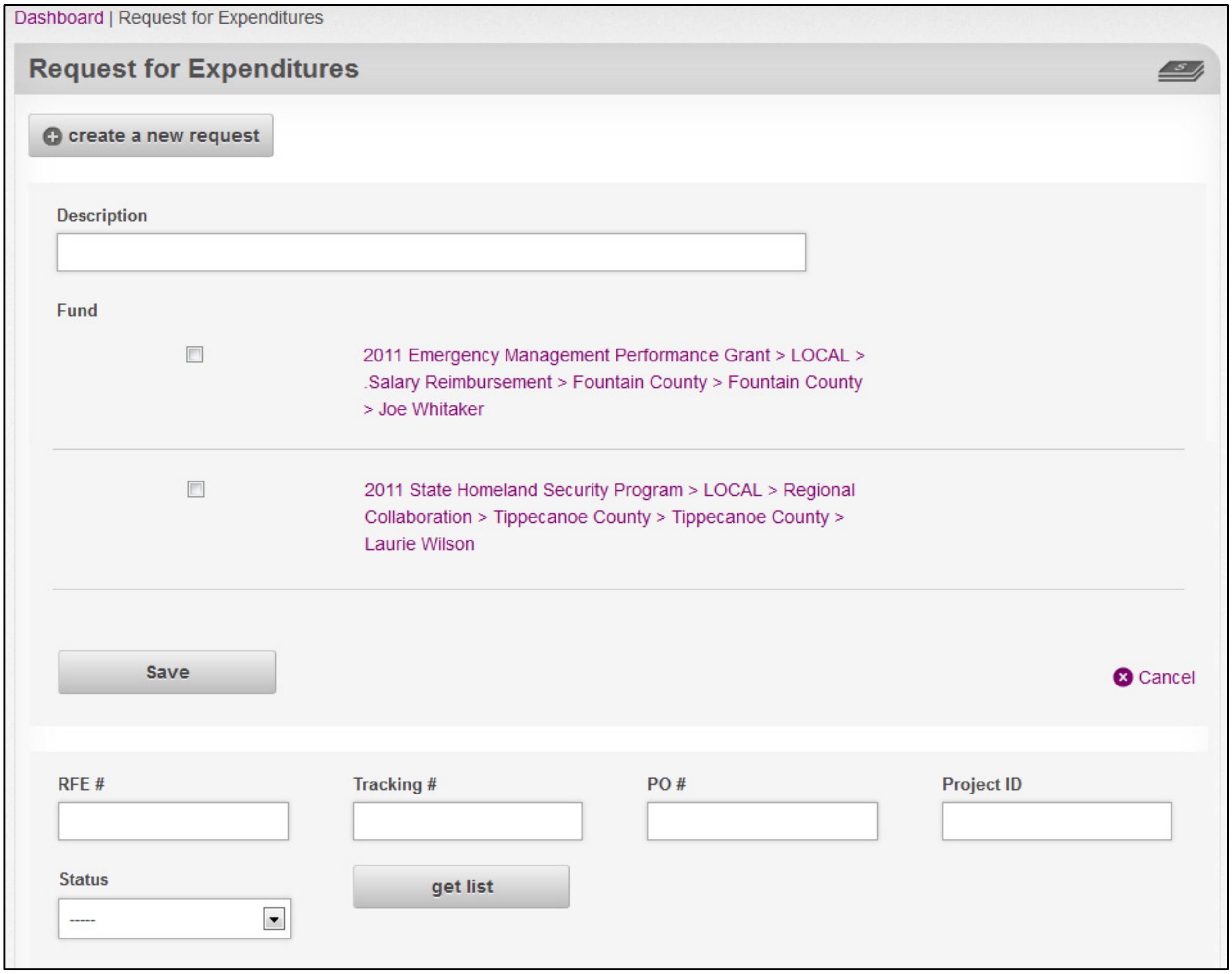


id	fund	sub-recipient	award	budget amount	encumbered	balance/rating	disbursed	status
5840	**District 4** 2011 > State Homeland Security Program > LOCAL (08/20/12)	**Laurie Wilson** (lwilson@tippecanoe.in.gov) Tippecanoe County	$42,500.00	**$42,500.00**	$12,850.27	**$29,649.73 30.24%**	$.00	APPROVED
6633	**Regional Collaboration** 2011 > State Homeland Security Program > LOCAL Tippecanoe County (09/27/12)	**Laurie Wilson** (lwilson@tippecanoe.in.gov) Tippecanoe County	$176,321.00	**$176,321.00**	$.00	**$176,321.00 .00%**	$.00	APPROVED
3340	**.District Allocations** 2010 > State Homeland Security Grant > LOCAL (06/30/12)	**Laurie Wilson** (lwilson@tippecanoe.in.gov) Tippecanoe County	$350,000.00	**$350,000.00**	$201,670.01	**$148,329.99 57.62%**	$201,670.01	APPROVED

Non-fiscal Agent RFE Creation/Edit

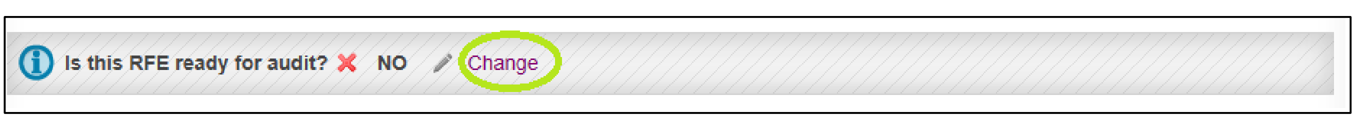
Users who have been given access to create and/or edit RFE(s) will access the RFE module. The requestor will click **Create a new request.**

This will display a form designed to capture information necessary to process the expenditure request for reimbursement. Read-only access budgets will appear at the end of the list.



Once the appropriate budget has been selected, the requestor will complete the RFE as if the funds had been awarded to them.

> **NOTE:** Once the RFE has been completed, the requestor must indicate that the RFE is ready for Audit. This will notify the fiscal agent that the RFE is ready for audit and submission.



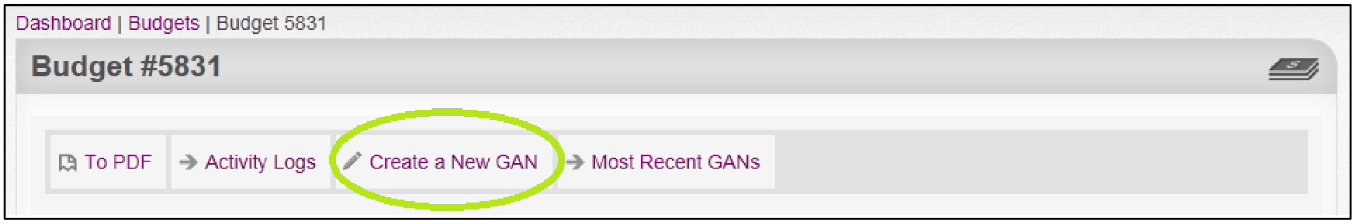
Audit Responsibilities

The fiscal agent is responsible for assigning the RFE to the appropriate budget category by auditing the RFE. The fiscal agent is also responsible for the submission of the RFE for approval and payment processing. This will ensure that the fiscal agent retains accountability for the overall grant award and has approved the expenditure.

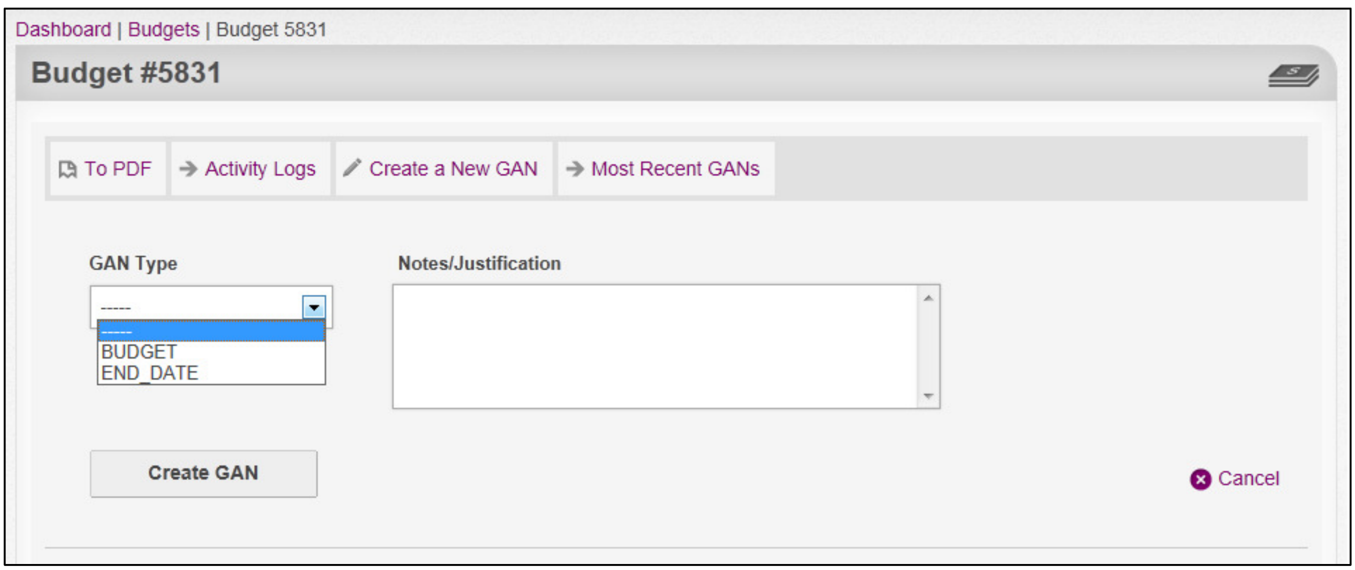
Fiscal agents will have a notification on their dashboard and will receive an automated email indicating they have an RFE(s) to be audited and submitted.

Grant Adjustment Notice (GAN)

When changes to an approved budget are necessary, users must complete and submit a GAN for approval. This function is accessed from the budget task bar.



Users are required to choose the type of GAN they want to create from the drop-down menu:



- **End date GAN** – This option is used when the user requests an extension to the performance period of his or her award. The iGMS system default for a performance period is the initial six months. If the performance period end date has passed, the iGMS will not allow users to create a Request for Expenditure (RFE).
- **Budget GAN** – This option is used when a user needs to make adjustments to an approved budget. This includes "zeroing out" a budget to submit a Final Quarterly report and to de-obligate or return unspent funds.

After making the appropriate choice from the drop-down menu, users are required to enter a justification or reason they are requesting a GAN. This narrative should be detailed enough to allow reviewers to make a decision regarding the reasonableness of the request.

Non-completion of the *Notes/Justification* section will cause a GAN to be denied.

Once this section has been completed, click the **create GAN** button.

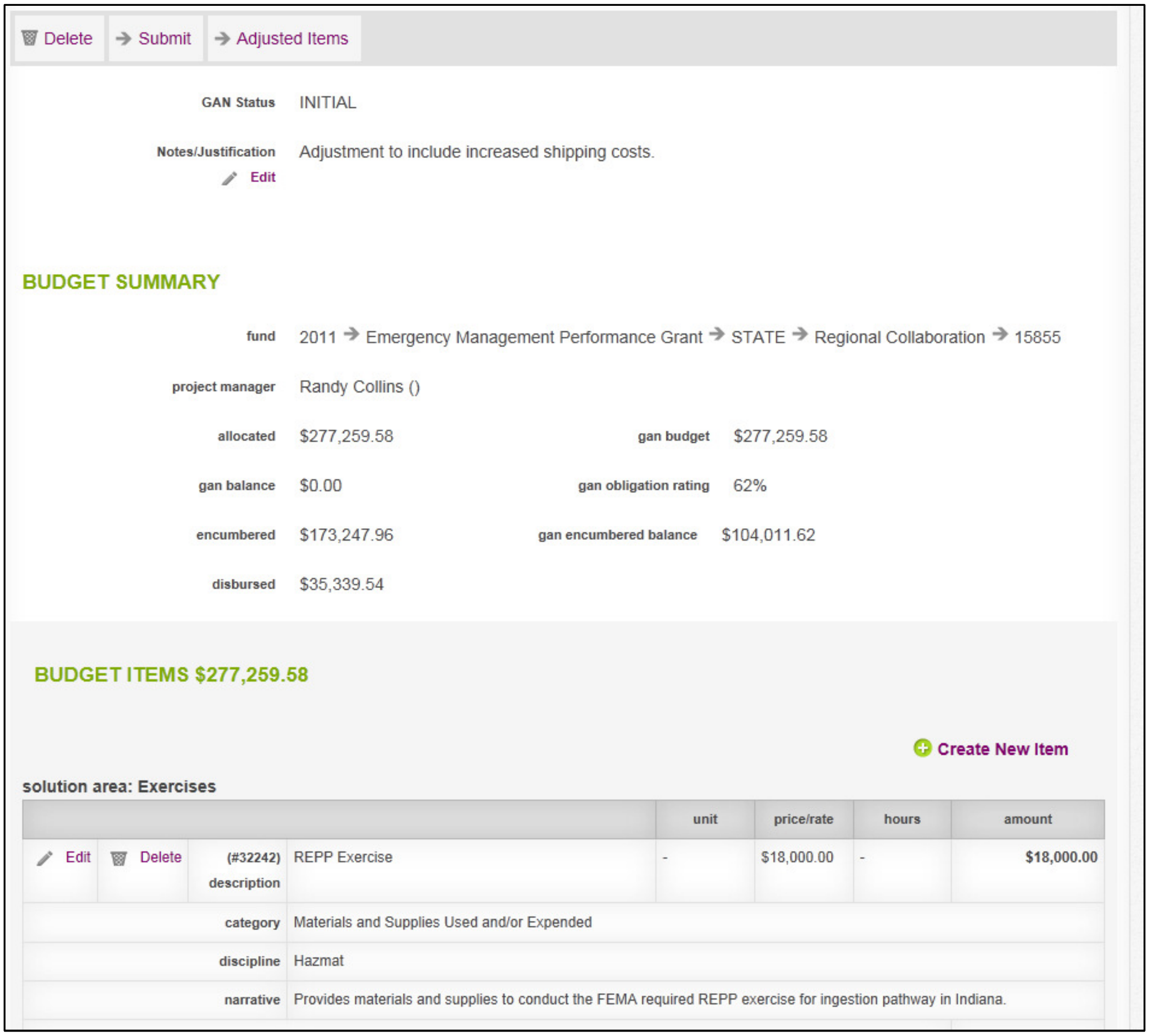
End-Date GAN

Clicking the **create GAN** button for an end-date will display a screen requesting a new end date.

Users are required to enter a new end date based on the time frame anticipated to complete the project. In most instances, the Grants Management Section will only approve extensions in six month increments. Once the date has been identified, click the **submit** button.

Budget GAN

To make adjustments in the budget, users should choose "**Budget GAN**" from the drop-down menu .



Users are able to edit and delete existing items and create new items. This operates the same as when creating a new budget.

NOTE: You must decrease the amount of the budget line item prior to creating a new budget line item.

It may also be necessary to complete a Budget GAN prior to submitting a Final Quarterly report. Budget line items will need to equal the reimbursed amount in order to be accepted.

Module 4: My Sub-Grants (IDHS Project Managers)

Module Overview

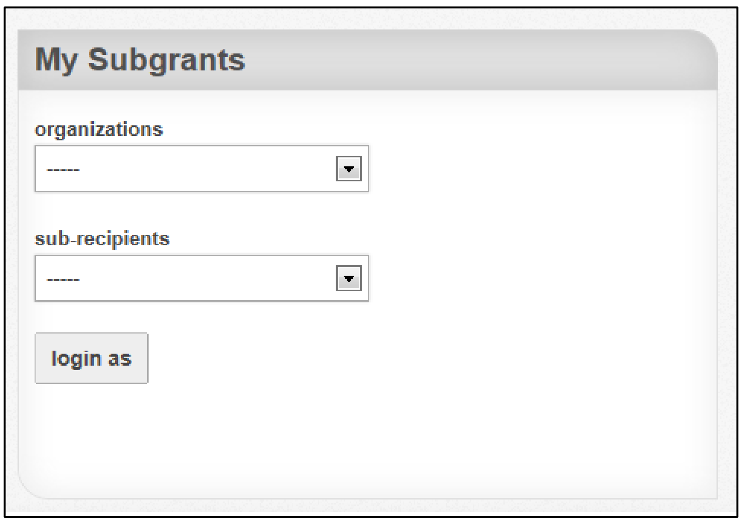
The My Sub-Grants module is designed to provide project managers and other authorized IDHS staff the opportunity to have information readily available. This information is arranged to allow the users access to information within their level of authority and of importance to them based on their assigned sub-grants. IDHS staff can view only and do not have the ability to edit.

Module Objectives

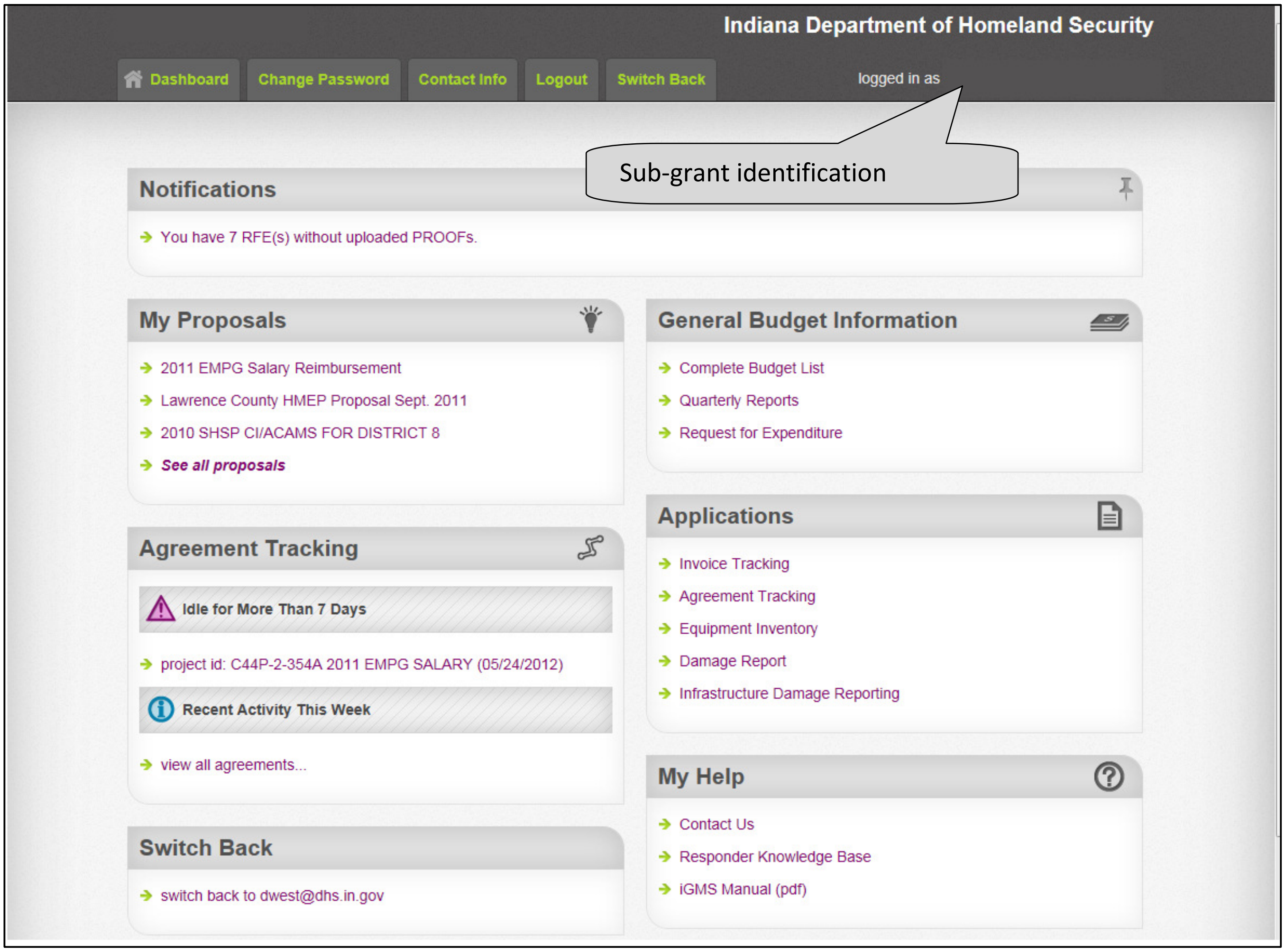
Following the completion of this module, you will be able to view assigned sub-grants.

My Sub-Grants

From the *My Subgrants* section of the dashboard, IDHS staff will be able to access information related to their assigned sub-grants.



In this area, you will find a hyperlink to all of your assigned sub-grants. By choosing the sub-recipient and user in the *My Subgrants* section and clicking the **login as** button, you will be directed to the Sub-Grant dashboard.



This view allows a project manager, field coordinator, or other authorized IDHS staff to monitor sub-recipient activity. This includes being able to have read-only access to the following:

- Proposals
- Budgets
- Quarterly report
- Request for expenditures

To exit the sub-grant view, click on the appropriate *switch back* hyperlink under the *Switch Back* module.

Module 5: Agreement Tracking

Module Overview

The *Agreement Tracking* module is used to highlight the status, pending actions, or completion of all agreements handled by the Grants Management Section.

Module Objectives

At the end of this module you will be able to:

- Identify the three types of agreements IDHS currently uses.
- Understand a Fully Executed Agreement (FEA).
- Identify the status of an agreement.

Types of Agreements

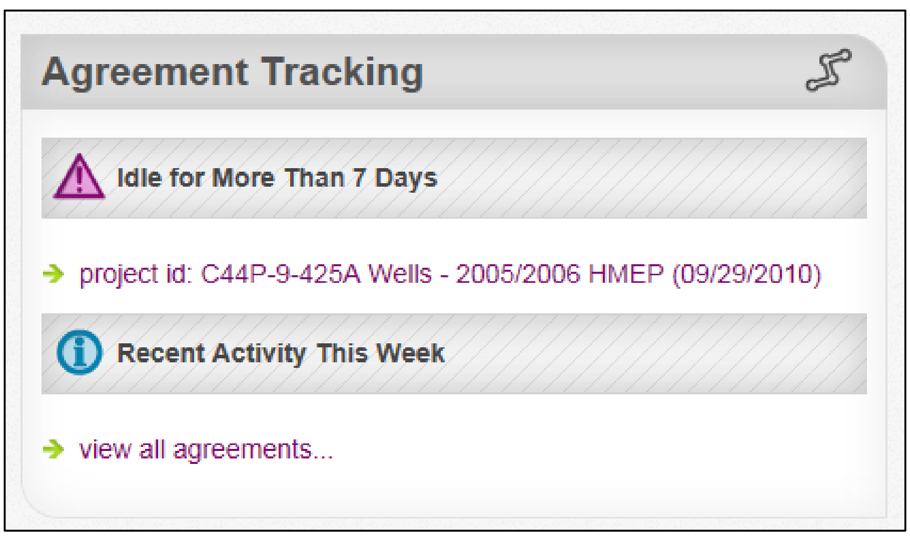
Currently, IDHS uses three types of agreements. Those agreements and their use are as follows:

- **Sub-Recipient Agreement** – used to convey funds from IDHS to a sub-recipient. Sub-recipients are entities such as a county, city, township, or other legal entity.
- **Memorandum of Understanding (MOU)** – used to convey funds to another state agency. Examples of state agencies include: Indiana Department of Transportation, Indiana State Police, etc.
- **Letter of Consent** – used to allow IDHS to expend money on behalf of local partners.

Fully Executed Agreement

An agreement is considered fully executed when all required reviews have been completed and all required signatures have been obtained.

Recent Activity This Week

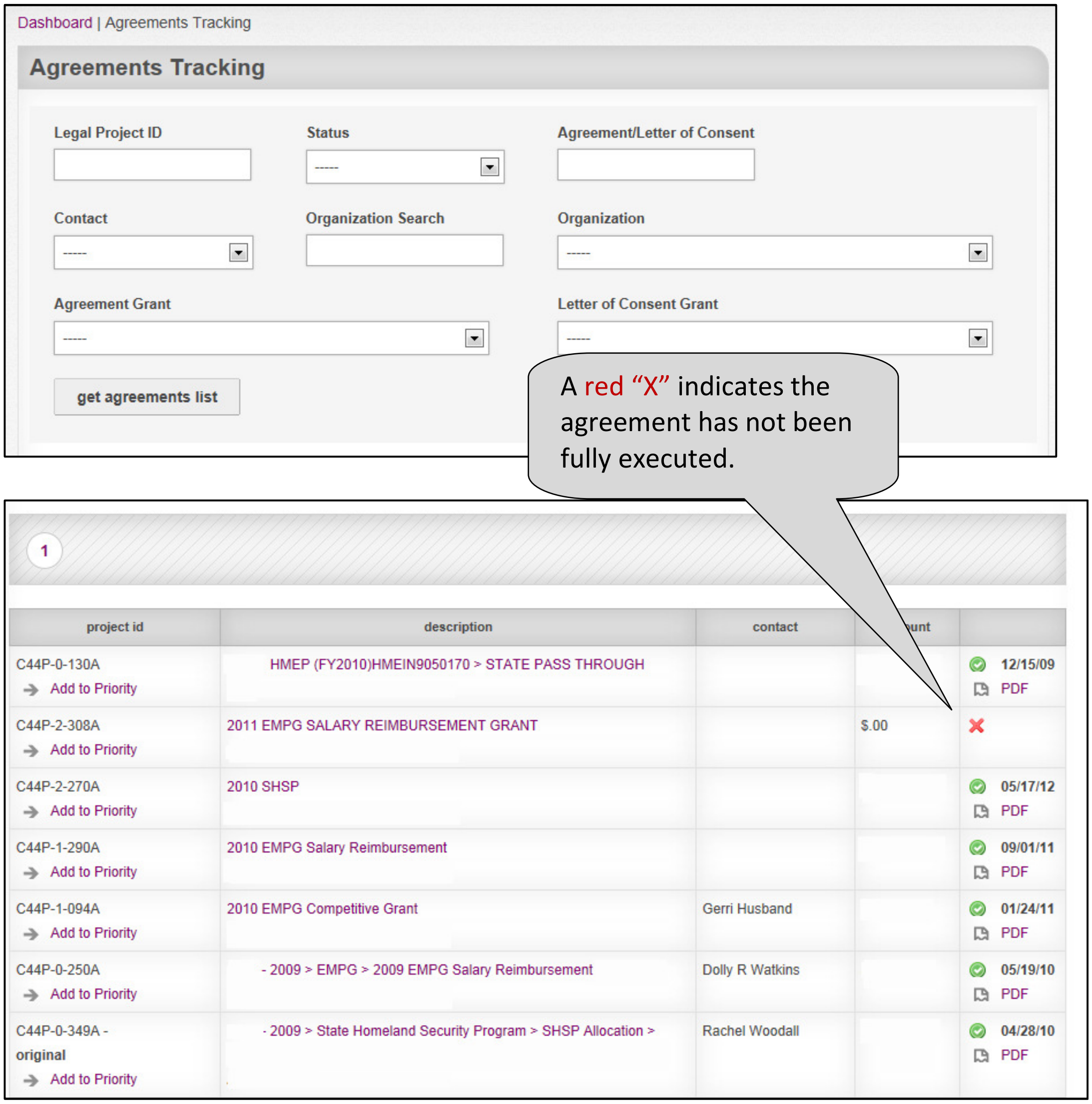


The *Recent Activity This Week* section will show any activity that has taken place on an agreement.

Agreement Tracking

Click the *Agreement Tracking* hyperlink to display a comprehensive list of all agreements, regardless of status. The user has filter options at the top of the screen, allowing them to sort agreements by legal project id (if known), status, organization, and/or contact.

For example, choosing an item from the contact drop-down menu will bring up a list of agreements assigned to that specific point of contact.



Click the hyperlink under each description to display additional information, including:

- The date the agreement was sent to the project manager for distribution.
- The date the agreement was returned signed from the sub-recipient.
- All legal reviews and internal required signatures.
- The date the agreement was finalized (fully executed).

NOTE: Project managers and other authorized IDHS staff should periodically check the status of any outstanding agreements within their responsibility.

Module 6: Request for Expenditure (IDHS)

Module Overview

The *Request for Expenditures* module in the iGMS is the gateway for all reimbursement requests. **No expenditures may be incurred without a completed and approved RFE.**

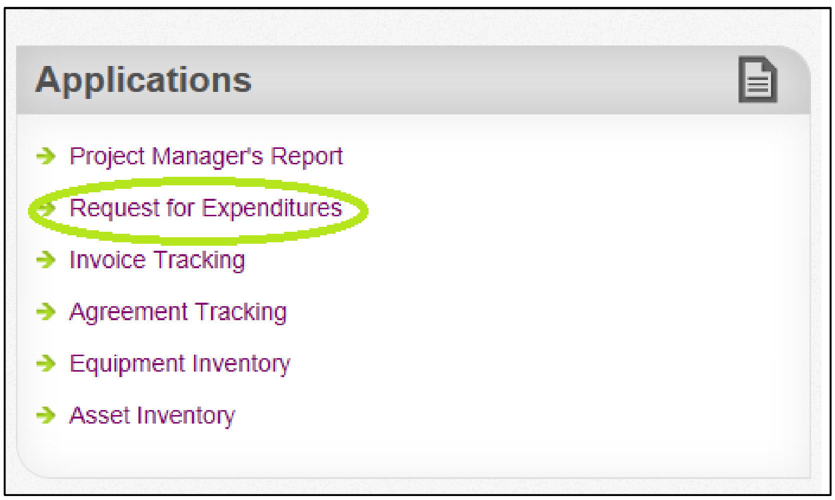
Module Objectives

Upon completion of this section, users will be able to:

- Create a new request.
- Audit an RFE.
- Approve an RFE.
- Check the status of an RFE.

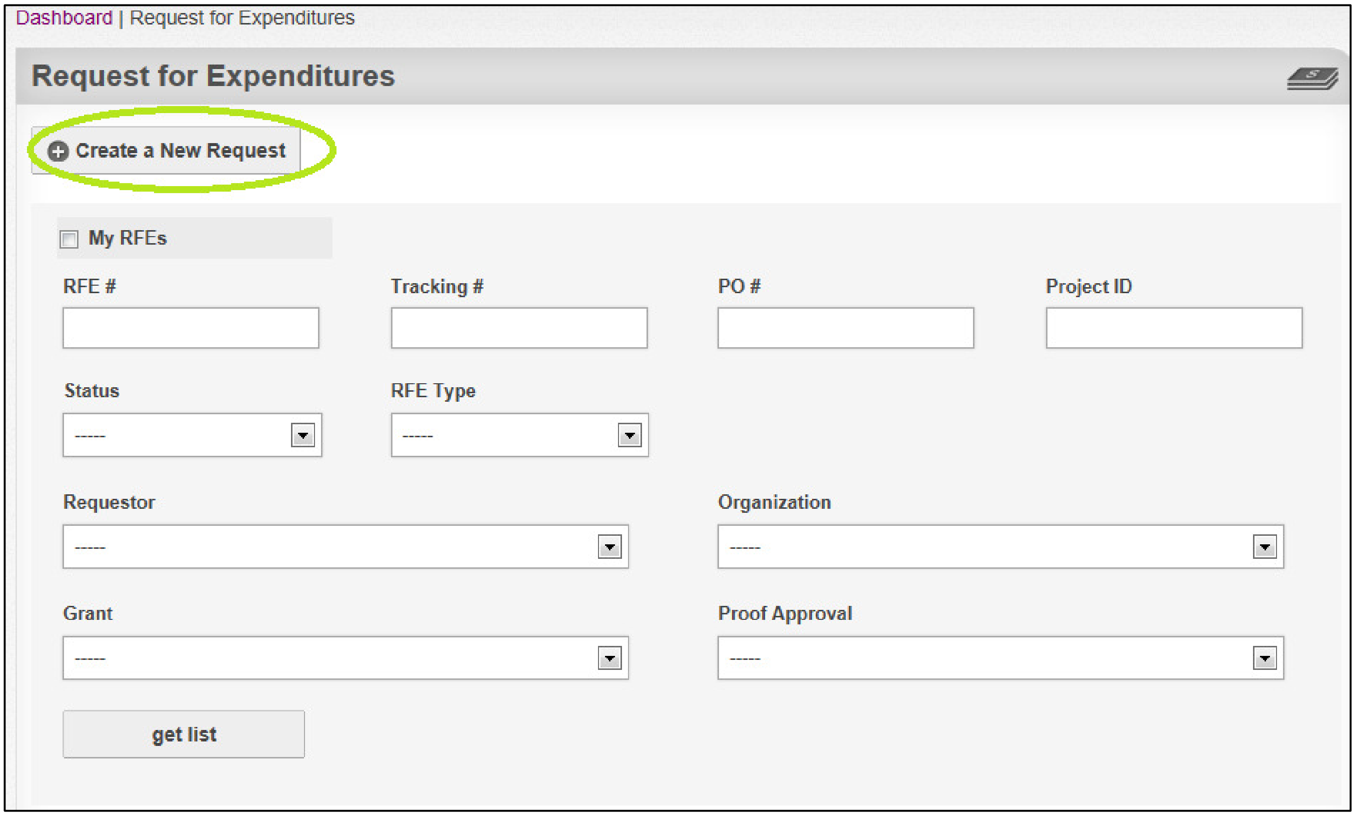
Request for Expenditures

The *Request for Expenditures* module of the iGMS can be accessed by clicking the *Request for Expenditures* hyperlink under the *Applications* section.



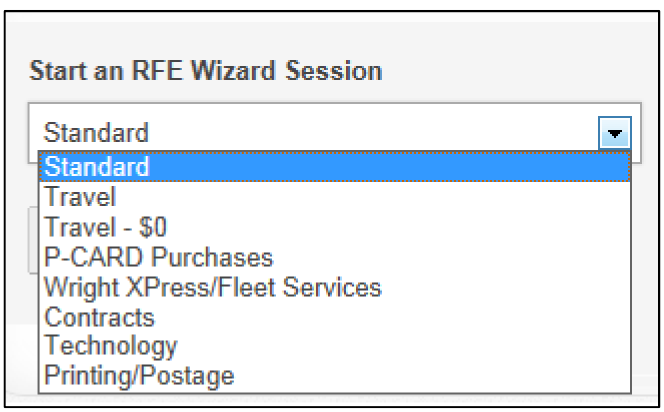
Create a New Request

To begin an RFE, click the **Create a New Request** button.



This will take users to the *RFE Wizard* section and will display a form designed to capture information required to meet federal and state regulations and/or polices. Users will be required to adequately and appropriately complete all required areas prior to RFEs being approved. **NO SPENDING MAY OCCUR PRIOR TO RFE APPROVAL.**

The first step in building an RFE is to identify the type of RFE you will create.



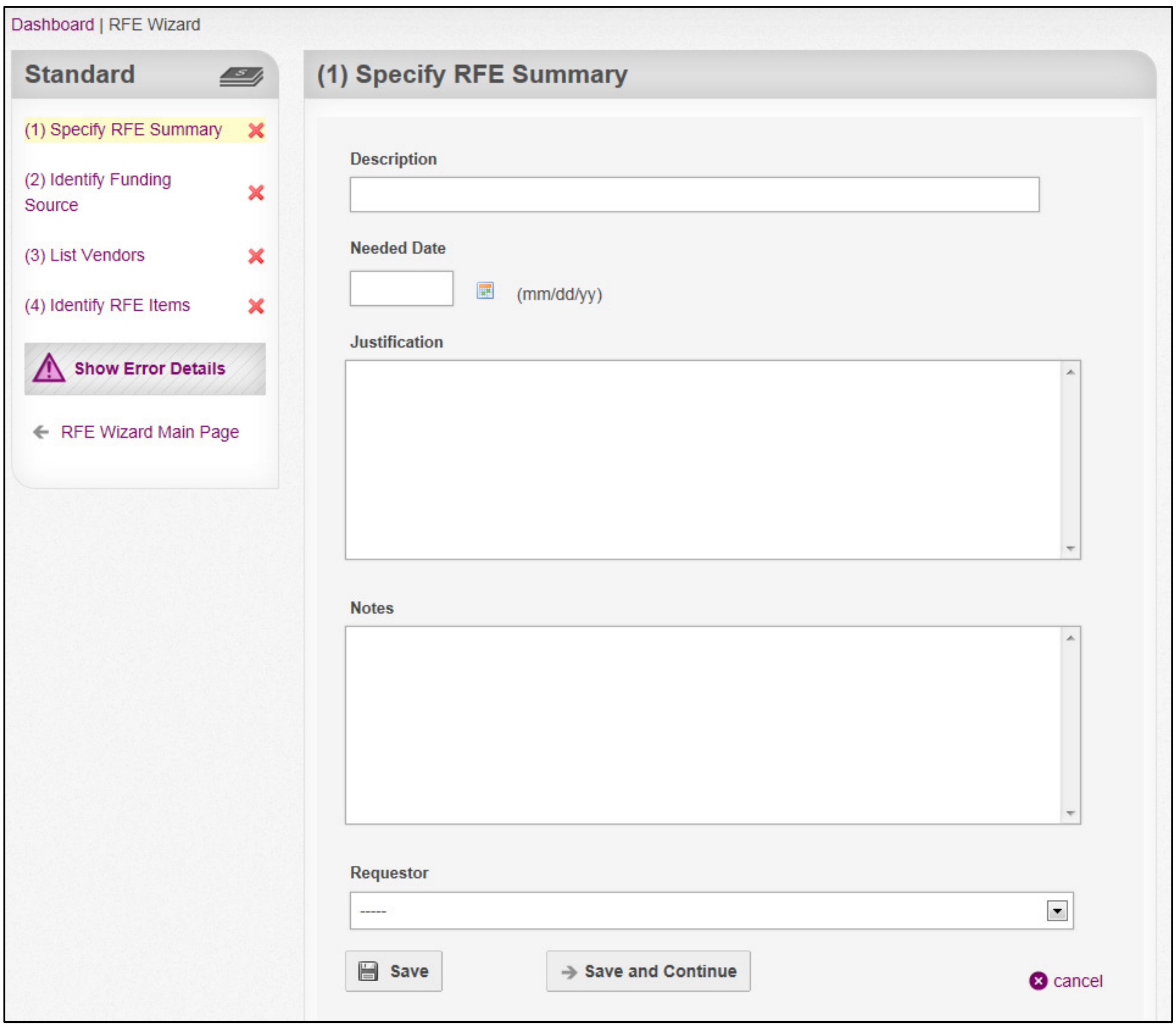
Available types of RFEs include the following:

- **Standard** – This is used when creating an RFE that will require a requisition and purchase order. It includes registration fees only if a purchase order is needed. If a registration fee is paid with a travel card (T-card) or by an employee, include it in the Travel RFE.
- **Travel** – This is used when creating an RFE for in- and out-of-state travel. It includes registration fees only if they are paid for on the Travel card (T-CARD) or by an employee for reimbursement.

- **Travel - $0** – This is used when creating an RFE for travel (in- or out-of-state) that will be fully reimbursed (i.e., by FEMA).
- **Purchase card (P- CARD)** – This is used when creating an RFE for a purchase that was completed using the state purchase card.
- **Wright Xpress/Fleet Services** – This is used when creating an RFE for repairs to state-owned vehicles through approved Wright Xpress vendors or Fleet Services.
- **Contracts** – This is used when creating an RFE for a contract that is to be negotiated through the IDHS legal department.
- **Technology** – This is used when purchasing computer equipment, cell phones, cell phone accessories, etc.
- **Printing/Postage** – This is used when using Pitney Bowes to print documents or mail documents.

NOTE: For the purpose of the manual, the Standard RFE will be used.

RFE Summary



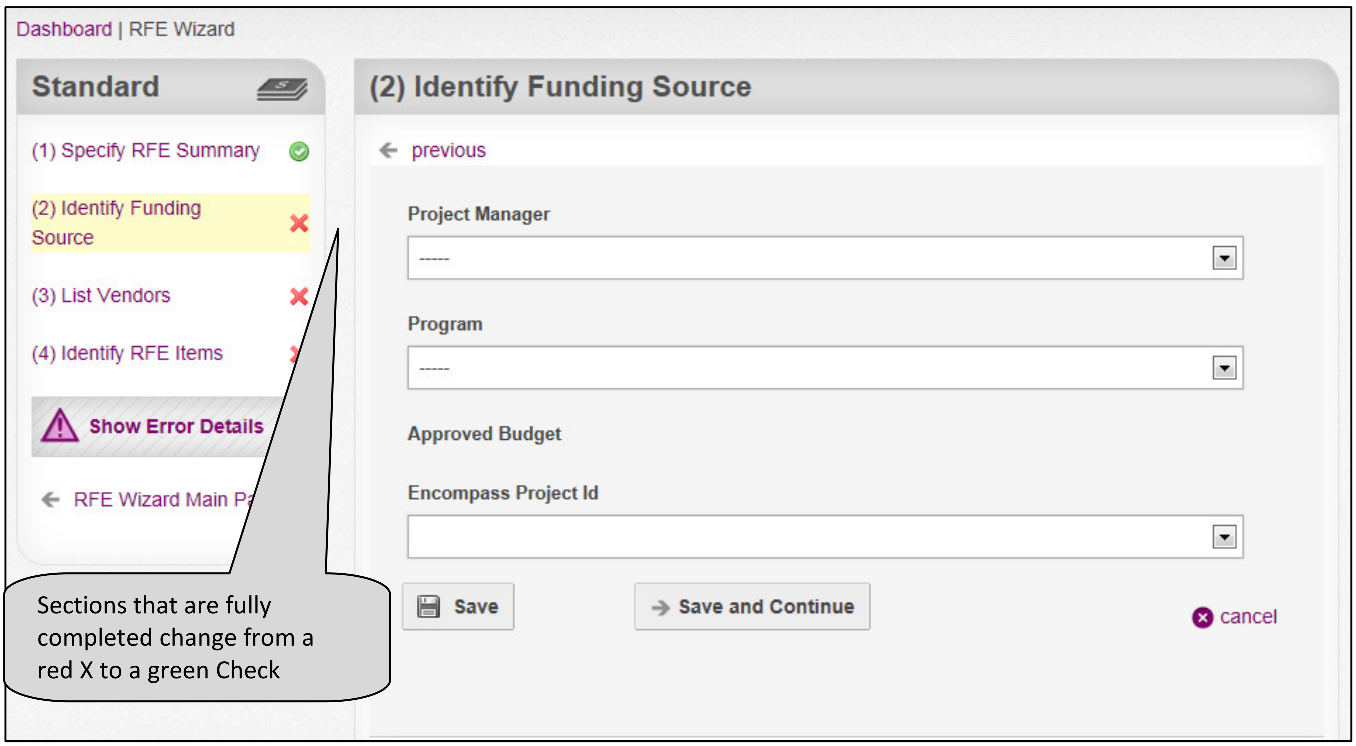
The *RFE Summary* section includes the following required fields:

- **Description** – The **Description** field is used to provide a brief narrative regarding the purpose of the RFE. An example of a description would be "laptops for GIS."
- **Needed Date** – The **Needed Date** field is the date by which the RFE must be completed. This date cannot be in the past.
- **Justification** – The **Justification** field should contain the reason for the RFE. This area should be specific enough for a reviewer to determine approval.
- **Notes** – The **Notes** field is provided to allow the requestor to provide additional information pertinent to the request.
- **Requestor** – The **Requestor** field should contain the name of the individual completing the RFE.

Once all fields have been completed, click the **save** button. To move to the next section of the RFE, click the **Save and continue** hyperlink.

Identify Funding Source

This section of the RFE requires that users identify the funding source that will be used to pay for items listed in the RFE.



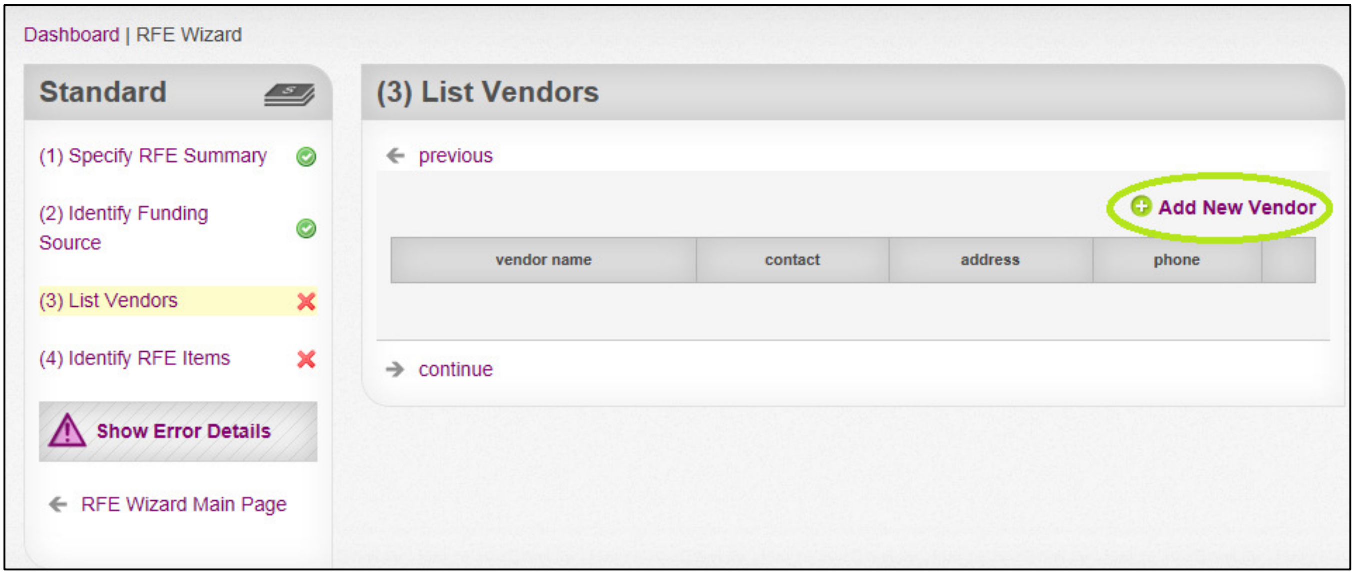
> **NOTE:** A budget not being available or the inability to complete an RFE may be caused by the following:
> - The budget has not been approved or it has a GAN that has not been approved (regardless of the type of GAN or whether it is in initial or submitted status).
> - The performance period of the budget has passed.

To move to the next section of the RFE, click the **Save and continue** hyperlink.

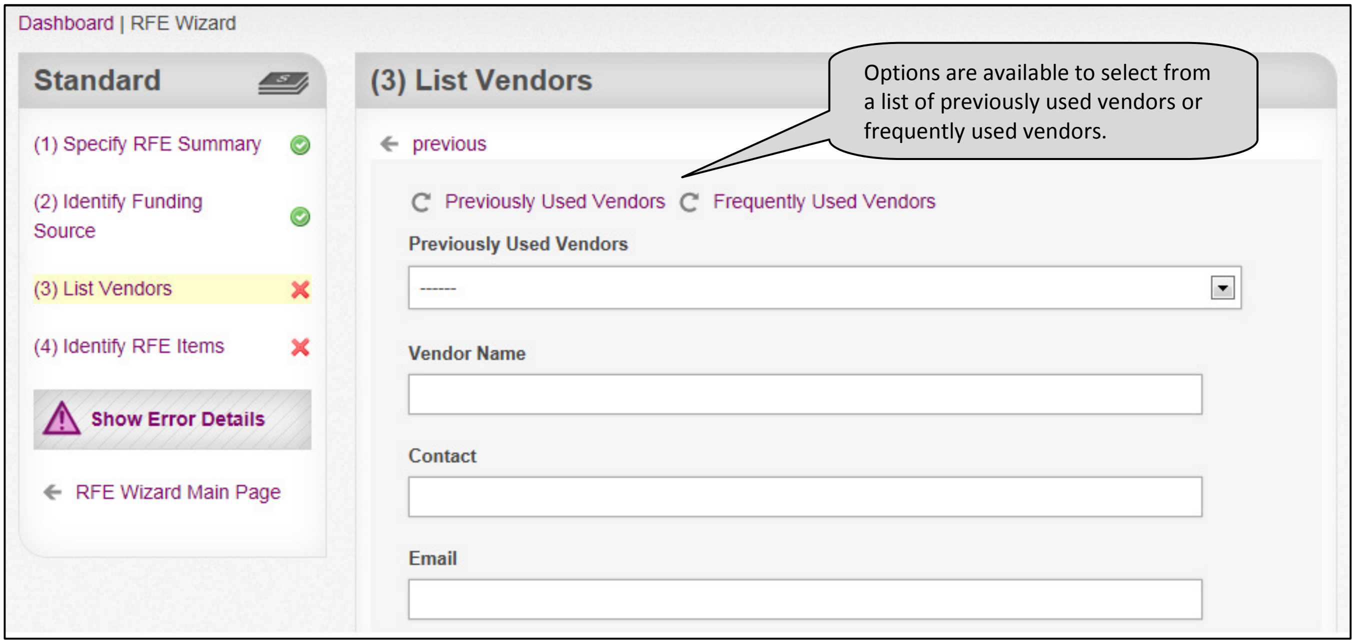
List Vendors

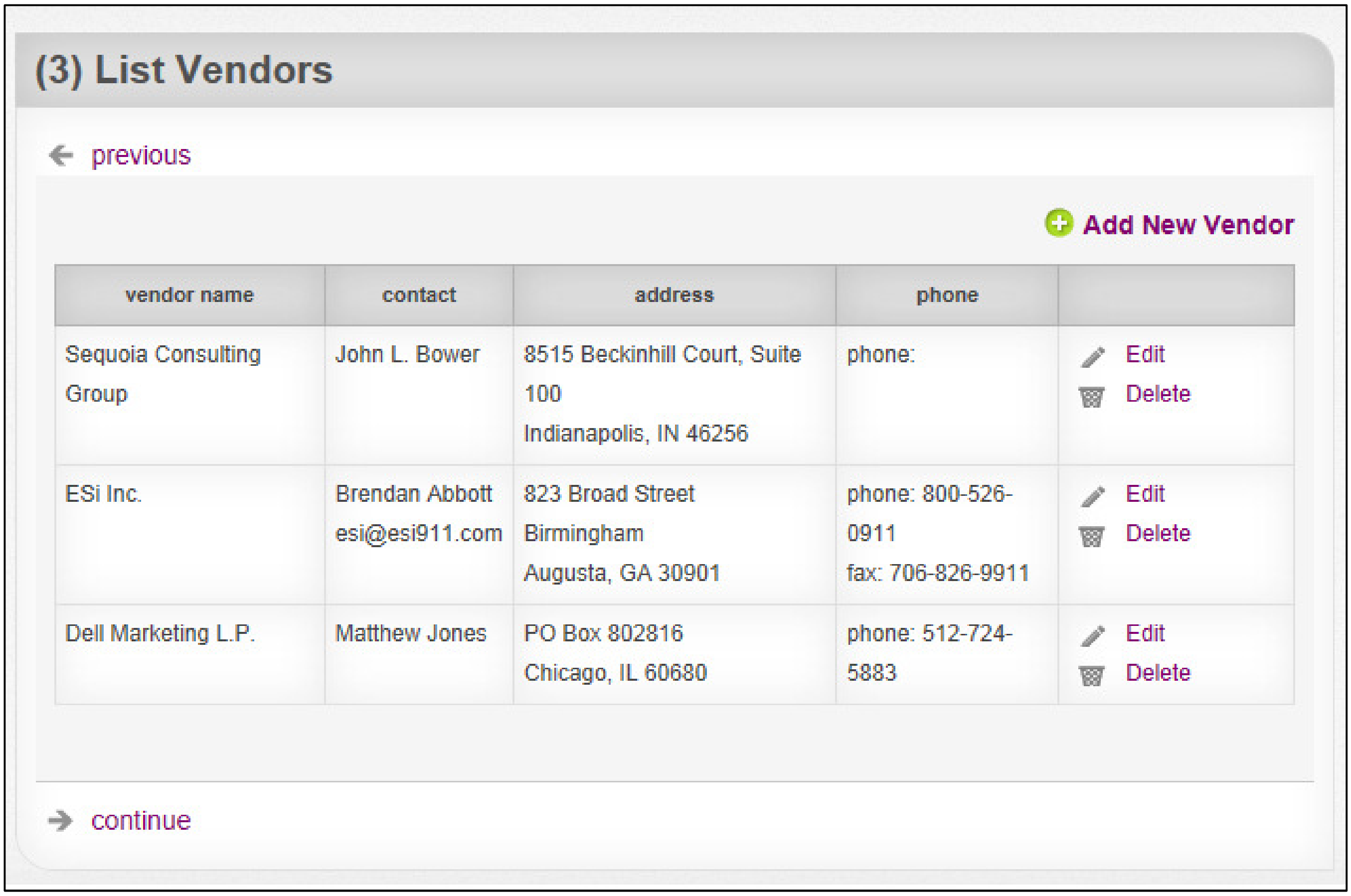
In this section of the RFE, the requestor will identify potential/preferred vendors for the item(s) to be purchased.

From the List Vendor screen click **Add New Vendor** to enter the potential or preferred vendor(s)



This will open a new screen allowing you to enter contact information for the vendor.




(3) List Vendors

previous

Add New Vendor

vendor name	contact	address	phone	
Sequoia Consulting Group	John L. Bower	8515 Beckinhill Court, Suite 100 Indianapolis, IN 46256	phone:	Edit Delete
ESi Inc.	Brendan Abbott esi@esi911.com	823 Broad Street Birmingham Augusta, GA 30901	phone: 800-526-0911 fax: 706-826-9911	Edit Delete
Dell Marketing L.P.	Matthew Jones	PO Box 802816 Chicago, IL 60680	phone: 512-724-5883	Edit Delete

continue

To move to the next section of the RFE, click the **continue** hyperlink.

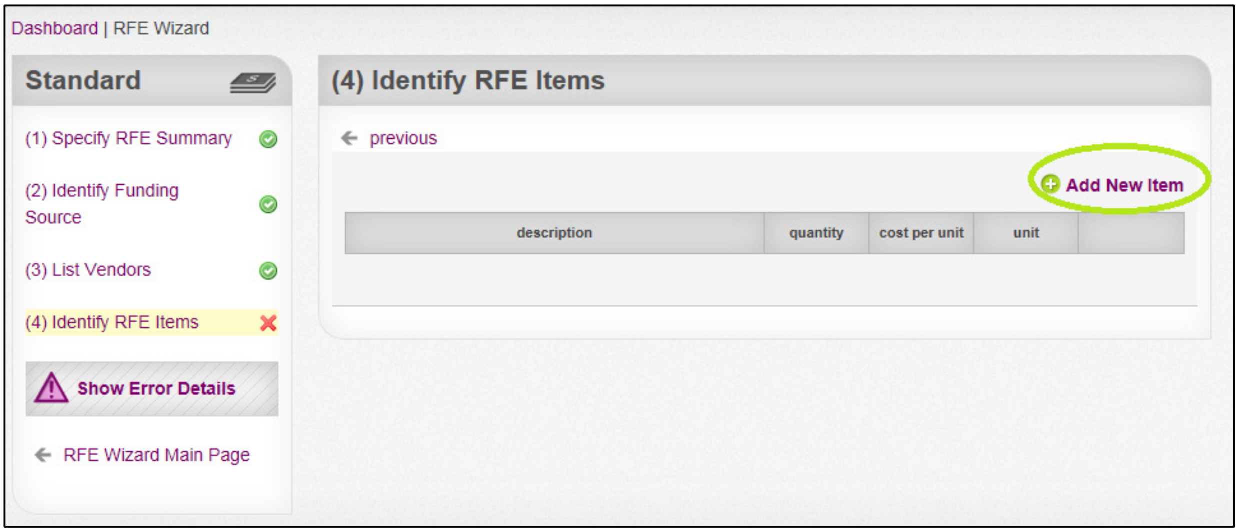
NOTE: Procurement policies* indicate the following:

- For Quantity Purchase Agreement (QPA) purchases and items less than $500, only one vendor is required.
- For items between $500.01 and $2,499.99, three vendors and the associated quotes (less than 30 days old) are required.
- For items over $2,500.00, requestors are asked to list three preferred vendors. IDHS procurement staff will then process the required bid materials on your behalf.

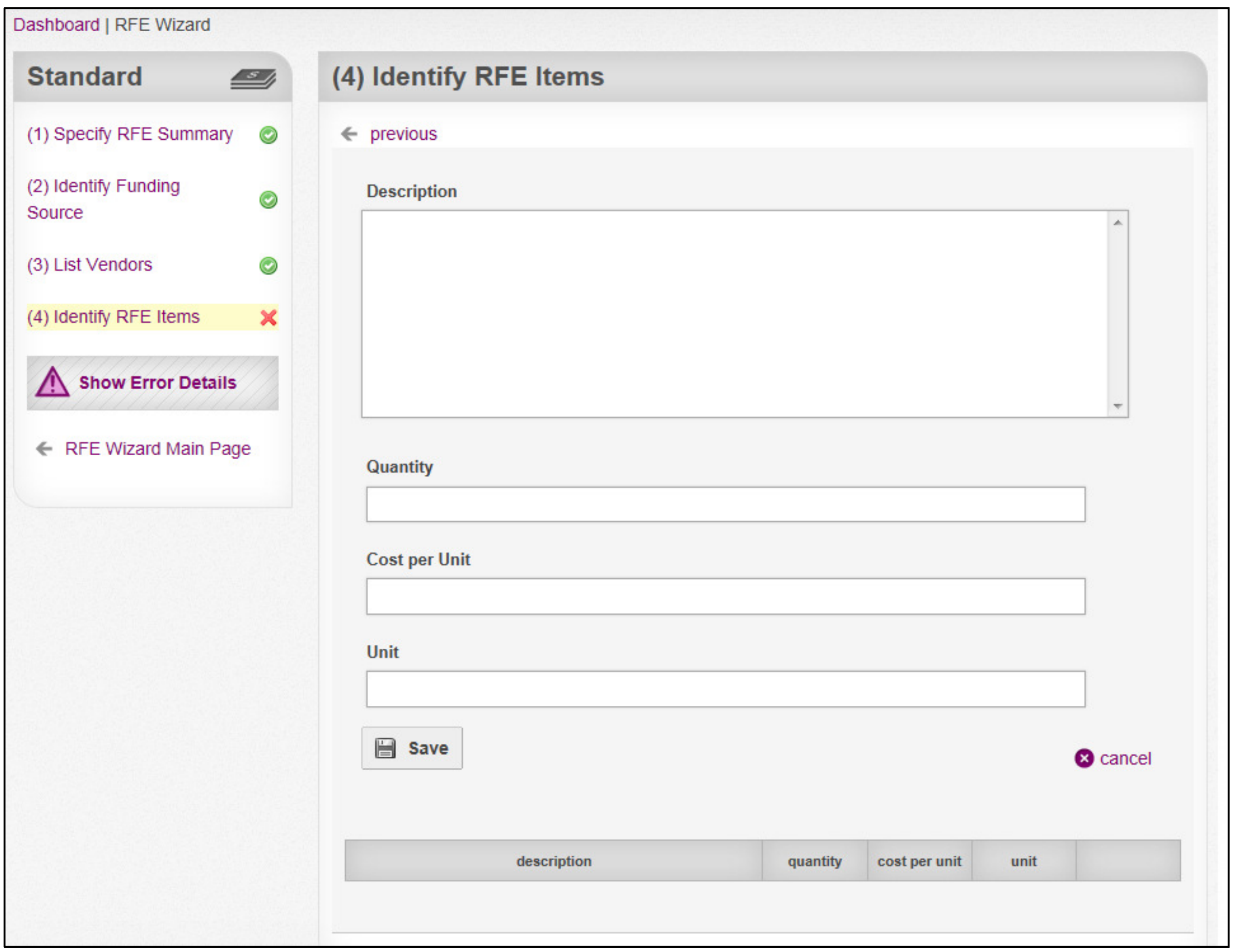
*As policies may change, please check with the IDHS procurement staff to ensure you are following the most current procurement policies.

Items

In this section of the RFE creation module, the requestor will enter the item(s) and associated prices the RFE will cover.



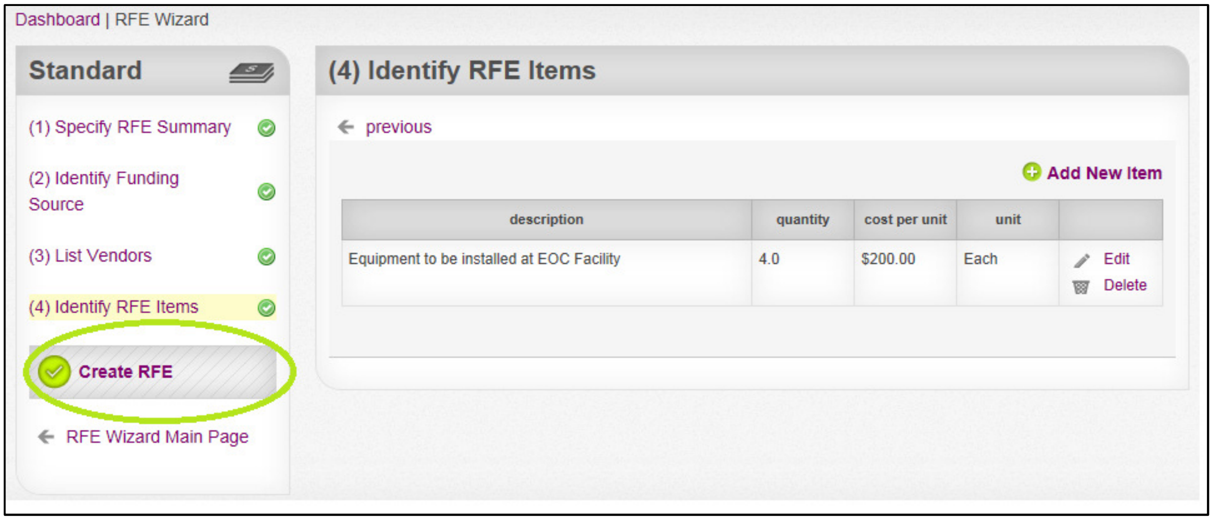
Click the **Add New Item** button to display an additional screen where the requestor is required to enter information.



Once this section has been completed, click the **save** button. This step will be repeated until all items have been identified.

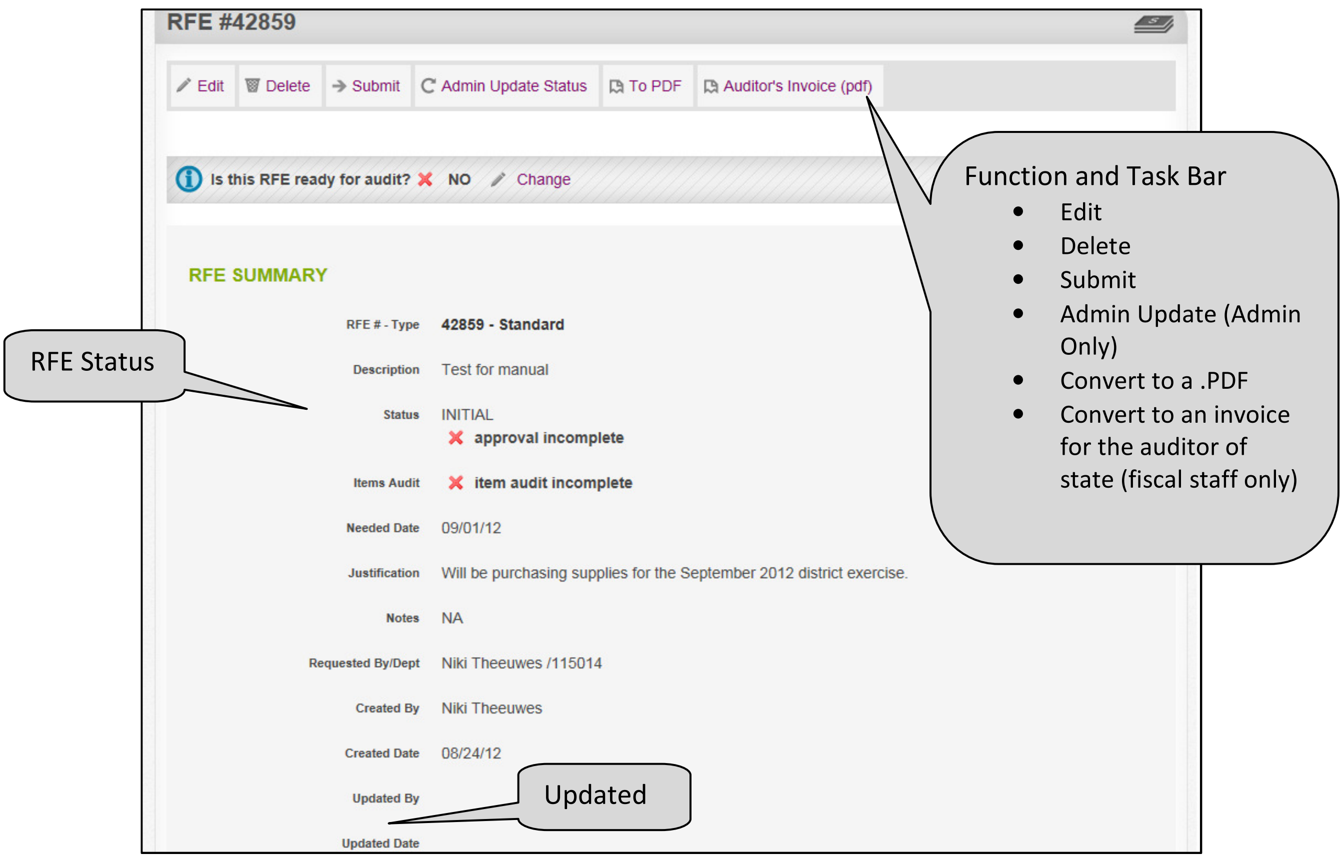
Create RFE

Click the **create RFE** button to end the RFE wizard and to create the RFE.



RFE Summary

The *RFE Summary* page of the RFE shows information completed during the *RFE Wizard* and allows the following functions:



Other information available using this view includes the following:

- RFE status
- When the RFE was created and by whom
- When the RFE was updated and by whom

Funding

This section of the RFE displays the funding information based on what was selected during the *RFE Wizard* session.


FUNDING

Fund: 2011 → State Homeland Security Program → STATE → Management and Administration → IDHS Planning - Grants Management (115014) → Rachel Woodall → 15885

End Date: 09/10/14

Project Manager: Rachel Woodall

Program: Homeland Security Grant Program

Encompass Fund: 61800

Encompass Project Id: 38511SHSMA00000

Requisition Id:

PO: edit

Disbursements

This section of the RFE displays payments made against the RFE.


DISBURSEMENT

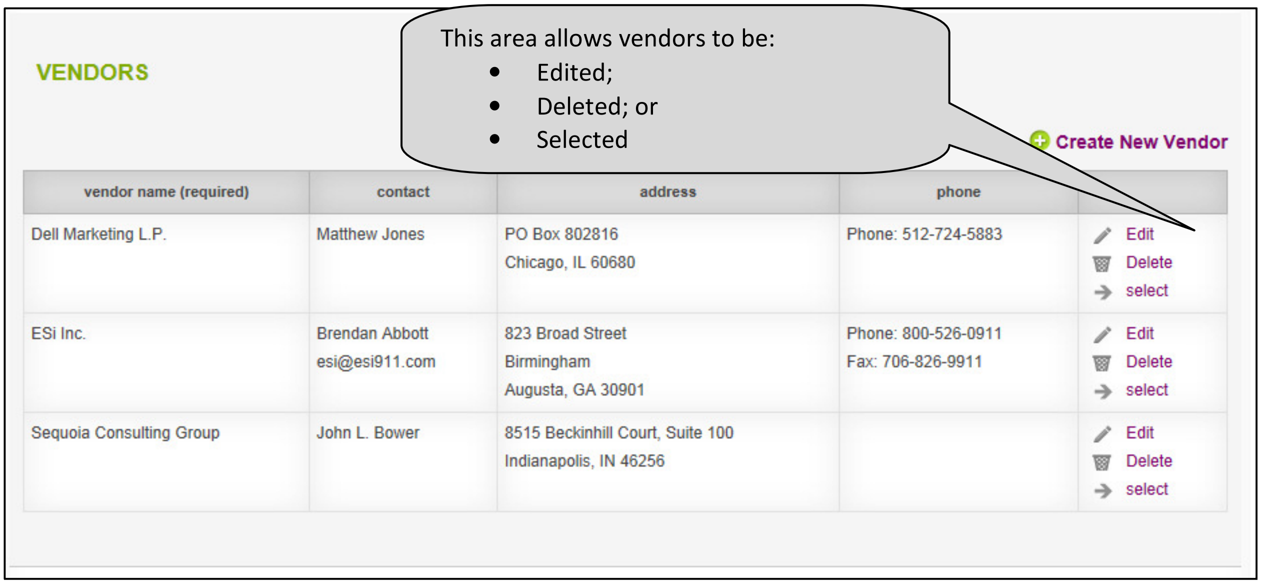
Disbursement Total: $0.00

Yet to be Disbursed: $800.00

Warrant	Voucher	Sent Date	Amount	Created	
		total:	$0.00		

Vendors

This section of the RFE displays vendor options.

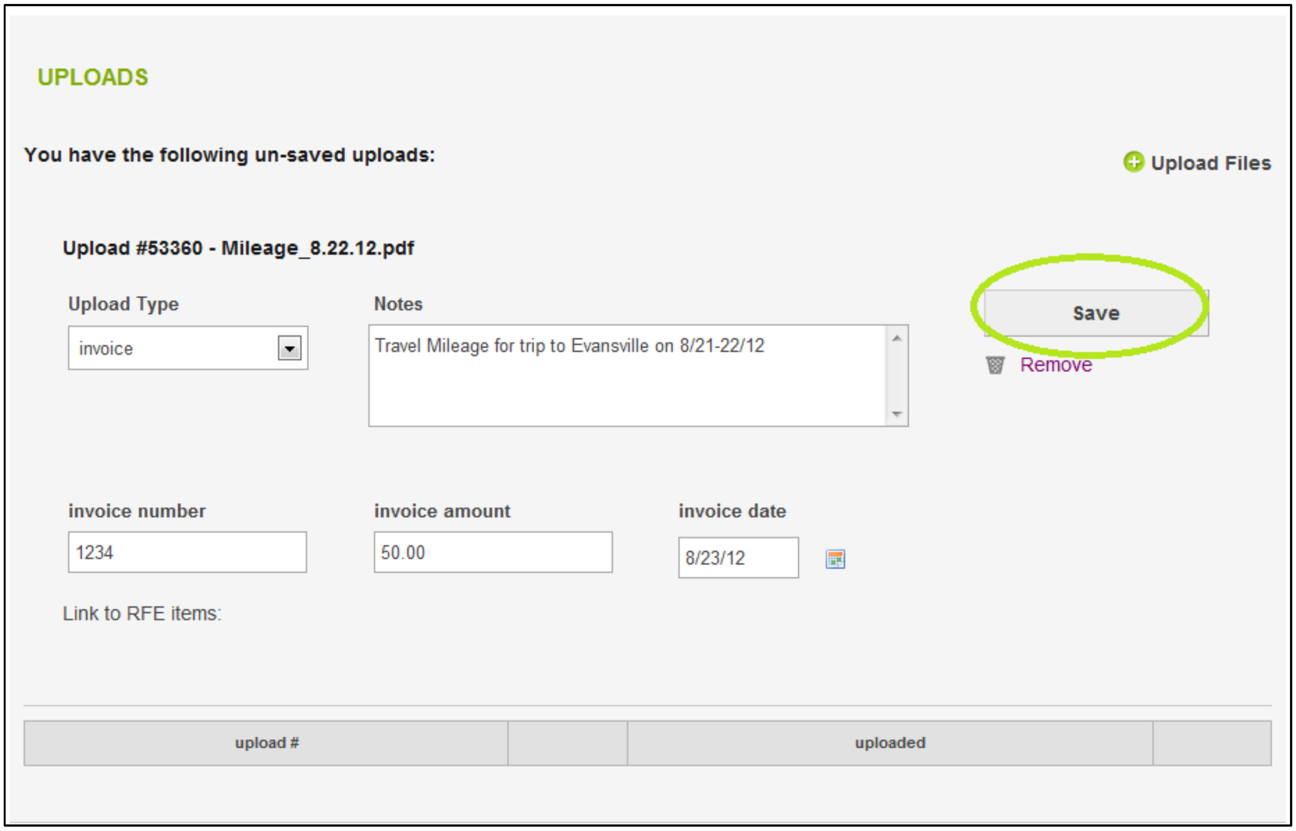


vendor name (required)	contact	address	phone	
Dell Marketing L.P.	Matthew Jones	PO Box 802816 Chicago, IL 60680	Phone: 512-724-5883	Edit Delete select
ESi Inc.	Brendan Abbott esi@esi911.com	823 Broad Street Birmingham Augusta, GA 30901	Phone: 800-526-0911 Fax: 706-826-9911	Edit Delete select
Sequoia Consulting Group	John L. Bower	8515 Beckinhill Court, Suite 100 Indianapolis, IN 46256		Edit Delete select

Uploads

This section of the RFE is available to upload .pdf documents such as quotes, invoices, etc.

Clicking **upload files** will open a screen allowing uploaded files to be identified and saved.

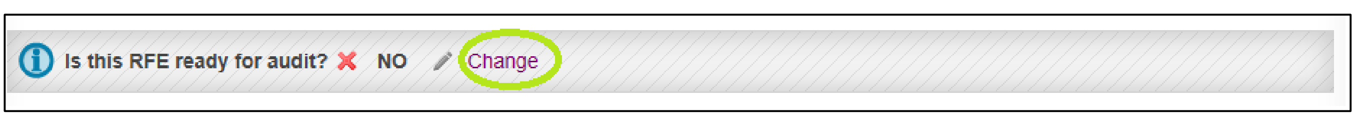


NOTE: Internet browsers Mozilla Firefox or Google Chrome allows for the upload of multiple documents at one time. Internet Explorer does not support this function.

RFE Ready to Audit

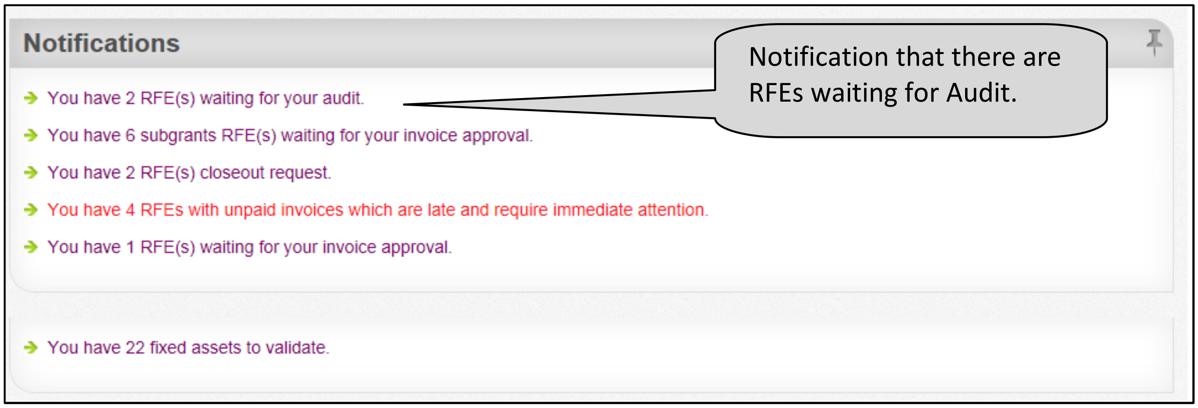
All RFEs **MUST** be assigned to a funding source. For RFEs that are being charged to federal grant awards, the project manager must not only identify which grant or project is going to pay for each RFE, but also what budget line item to which they are being charged.

Before an RFE can be audited to a funding source, the RFE status must be changed to indicate that the RFE is ready to be audited. In instances when the requestor is not the individual responsible for auditing the RFE, changing the status to "Ready to Audit" will notify the project manager that the RFE is available for audit. This is accomplished by clicking the *change* hyperlink to change the status to "Ready to Audit."



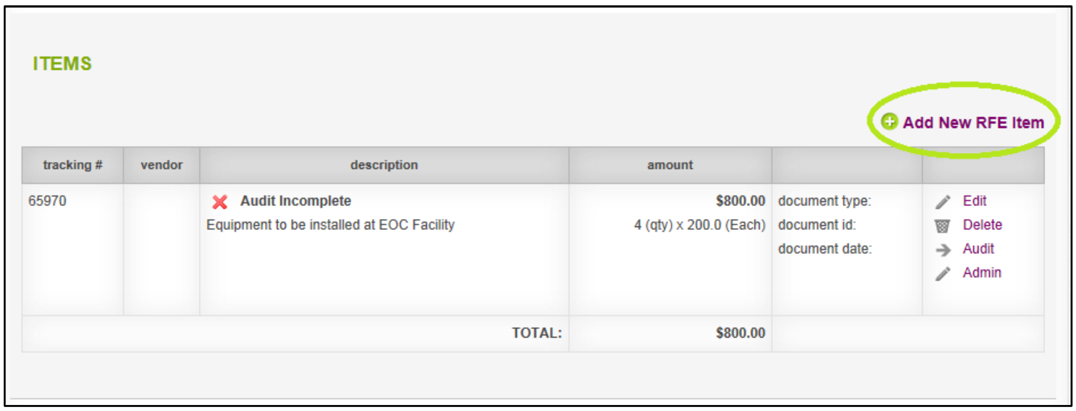
Auditing an RFE (IDHS Project Managers)

You may click the RFE number (hyperlink) to go to that RFE.

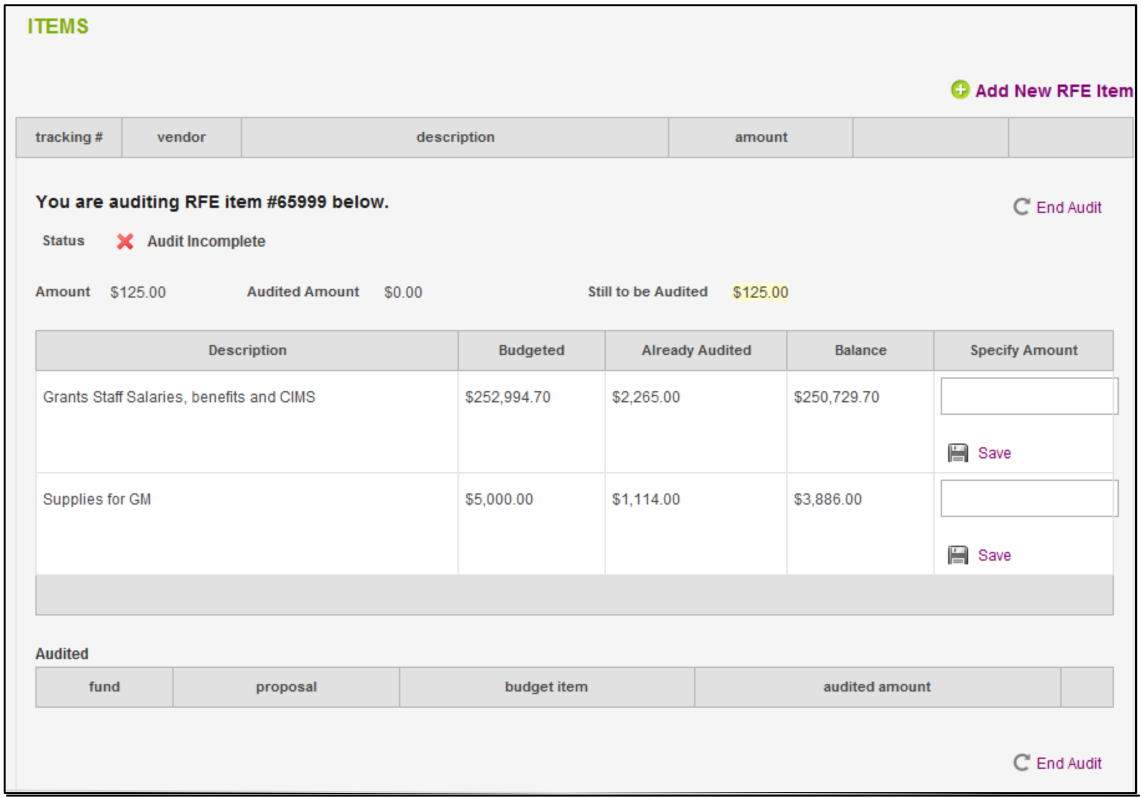


The Items section of the RFE summary will indicate that the audit is incomplete. You will begin the audit function by clicking the **RED** ***audit incomplete*** hyperlink.

Add New Audit

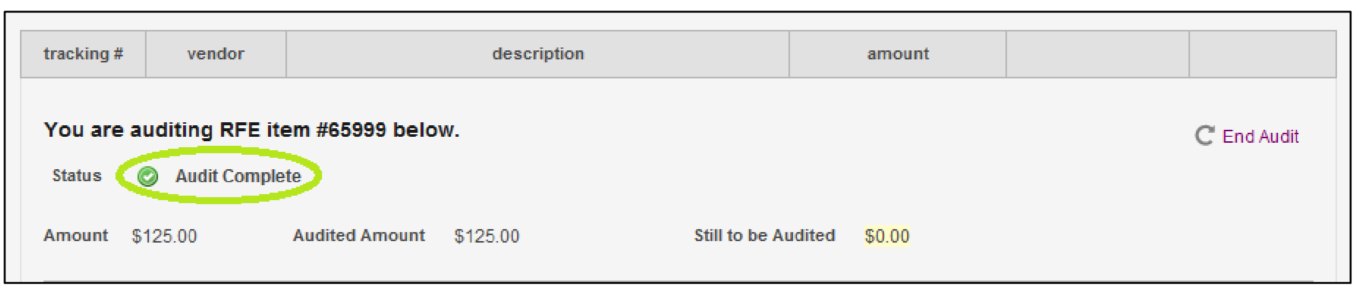


Click the **audit** button to display a secondary screen that allows the auditor to identify the appropriate budget line to which the item(s) are to be charged.



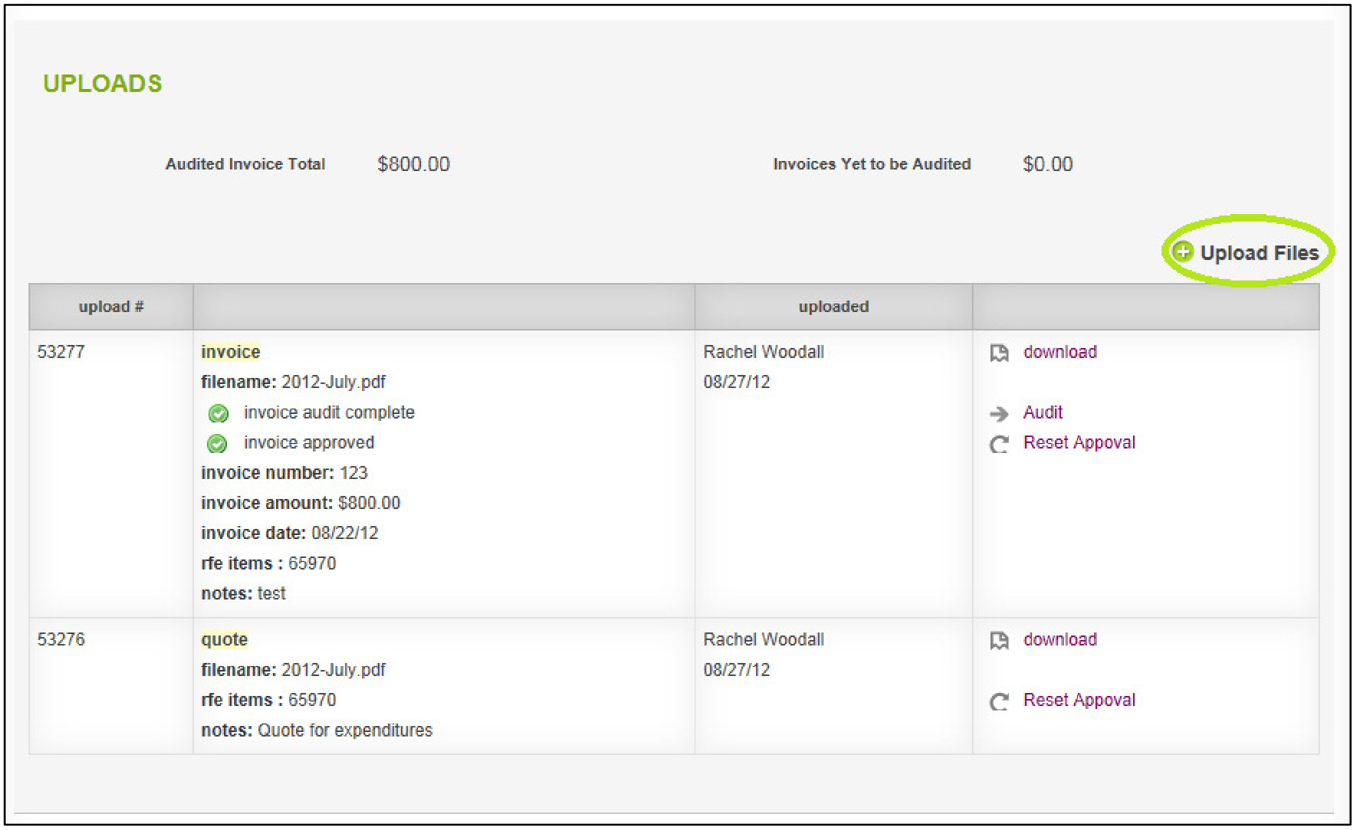
The auditor is required to type the amount being charged from this RFE in the appropriate line item and click the **save** button.

This may be repeated until the full RFE amount is appropriately charged. Once the full amount has been charged, the audit status will indicate the audit has been completed.



Click the **submit** button on the RFE task bar to send the RFE on for approval.

Upload a File



Available fields include the following (see Figure 110):

- **Filename** – This field identifies the file to be attached to the RFE. The name chosen for the file should easily identify the document (i.e., company name with the invoice date or number, or company name with the invoice amount, etc).
- **Type** – This field identifies what is being attached (choices include: "Agenda, Quote, Proof, Sign-in/Rosters, DPC Minutes and Packing Slip.

> **NOTE:** The option to upload an invoice will only be available for RFE(s) in **Ordered, Sent for Payment** and **Partial Paid** status.

- **Connect to item** – This field allows the file to be attached to specific items being requested in the RFE.
- **Notes** – This field allows for the entry of any associated notes pertaining to the uploaded file.

RFE Approval

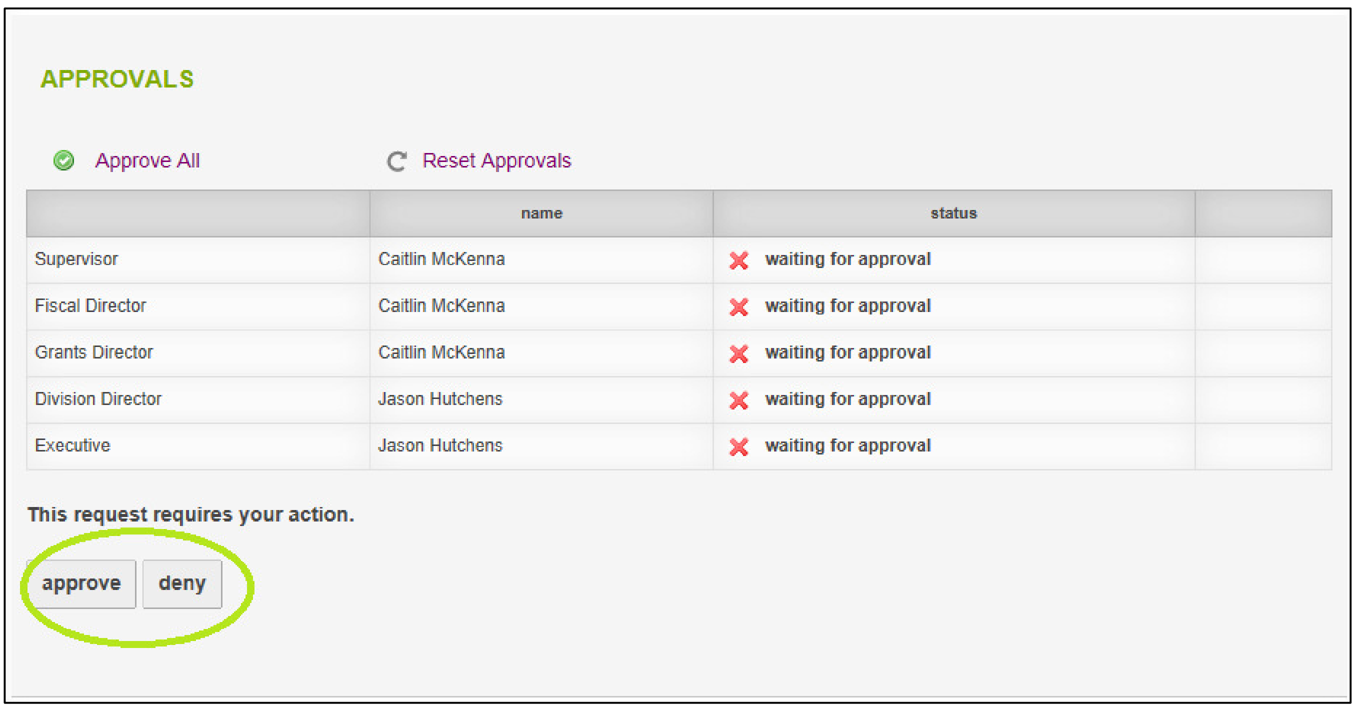
The *RFE Approval* module requires that all RFEs receive approval before fiscal processing begins. RFEs require the following approvals:

- Supervisor-level approval
- Grants Director approval (grants managed in iGMS)
- Division Director approval
- Information Technology (IT) Director approval (if the items to be purchased are IT-related)
- Executive approval

The *RFE Approval* section of the RFE indicates whether approvals have been granted.

While users with audit and/or approval responsibilities should receive an e-mail notification when they have actions that need to be taken, the Grants Management Section recommends that they also periodically check the iGMS for items that require them to take action.

The RFE number is a hyperlink that can be chosen to go directly to that RFE. The option to approve or deny is available on the *RFE Summary* screen.



After approval is granted, the status will change on the RFE to show it is approved.

APPROVALS

Approve All

	name	status	
Supervisor	Jason Hutchens	approved (05/10/12)	
Fiscal Director	Caitlin McKenna	approved (05/09/12)	
Grants Director	Caitlin McKenna	approved (05/09/12)	
Division Director	Jason Hutchens	approved (05/10/12)	
Executive	Jason Hutchens	approved (05/10/12)	

Fiscal Processing of Approved RFE(s) – Received Status

In order for an RFE to be considered complete and marked as *received* by the Fiscal Department/Procurement, it must:

- Show audit confirmation (by posting to a budget) in the iGMS (only required for funds managed in the iGMS).
- Be marked as approved by all relevant parties
- Include necessary quotes (for items ranging from $500 - $2,500) or specifications (for items in excess of $2,500). The RFE ***MUST*** match the lowest quote amount. If the quote amount does not match the RFE amount, the procurement cannot proceed.

NOTE: Failure to provide or comply with any of these items will result in the RFE being set to initial status in the iGMS by IDHS Procurement. RFE will not be processed further until action is taken by the Project Manager.

Internal Procurement Activities

The following procurement activities will only take place once and RFE is received by IDHS Procurement and follow procurement requirements set forth by the Indiana Department of Administration (IDOA).

Requisition Creation- Processing

The requisition will be initiated by the Division Requisitioner to encumber (obligate) the funding and the RFE will be marked as ***processing***. The time an RFE spends in the processing status will depend on the complexity of the procurement.

- For procurements in excess of $2,500 and less than $75,000, a formal solicitation packet is created by IDOA in partnership with IDHS procurement. The formal solicitation package is then provided to the vendors identified in the RFE.
- For procurements in excess of $75,000, IDOA will create a Request for Proposals (RFP) which is distributed to vendors following the appropriate IDOA process for return of bids/bid packages. For specific details related to RFPs, please contact IDHS procurement.
- If the amount from the vendor is:

More than the RFE:

The RFE will be returned to initial status for the Project Manager to make the necessary adjustment to the RFE. If working with funding managed in the iGMS, this may be as simple as increasing the amount of the RFE (if the line item permits); or as complex as moving funding between allocations (if the budget amount is exceeded). **Because the funding has been increased, new approvals are required.** No action will be taken by the Fiscal Department/Procurement until the RFE has been re-submitted and re-approved.

Less than the RFE:

IDHS procurement will adjust the source RFE to reflect the lesser amount

Purchase Order Creation – Ordered

The Purchase Order (PO) will be created and faxed to the vendor to initiate the ordering process. The RFE is moved to ***Ordered*** status.

Creation of a PO is the start of the encumbrance process. Once the PO is created, actual encumbrance (obligation) by the Auditor of State takes between seven and ten (7-10) business days. Take this into consideration when procuring items near the end of a grant period.

If the vendor is not listed with the Auditor of State, IDHS Procurement will contact the vendor to obtain the vendor information and have the vendor register with the Auditor of State. If a vendor is not listed in the Auditor of State, this will delay the procurement process.

NOTE: Project Managers can assist in the procurement process by ensuring the vendor is registered with the Auditor of State (AOS) through the Secretary of State and has no outstanding liabilities with the Indiana Department of Revenue (IDOR) or the Indiana Department of Workforce Development (DWD). Vendors with questions regarding AOS vendor status should be directed to the AOS at 317.232.3302. Vendor registration forms may be found at http://www.in.gov/auditor/files/SF53788_Vendor_Information.pdf (state form 53788). Vendors with questions regarding IDOR or DWD vendor status should be directed to the DOR at 317.233.4018 or DWD at 800.891.6499.

Receipt of Items

IDHS Procurement must sign for all items delivered to IDHS, therefore, all items should be received through the Fiscal Department. This will also ensure that items with a value in excess of $500 will be asset tagged appropriately.

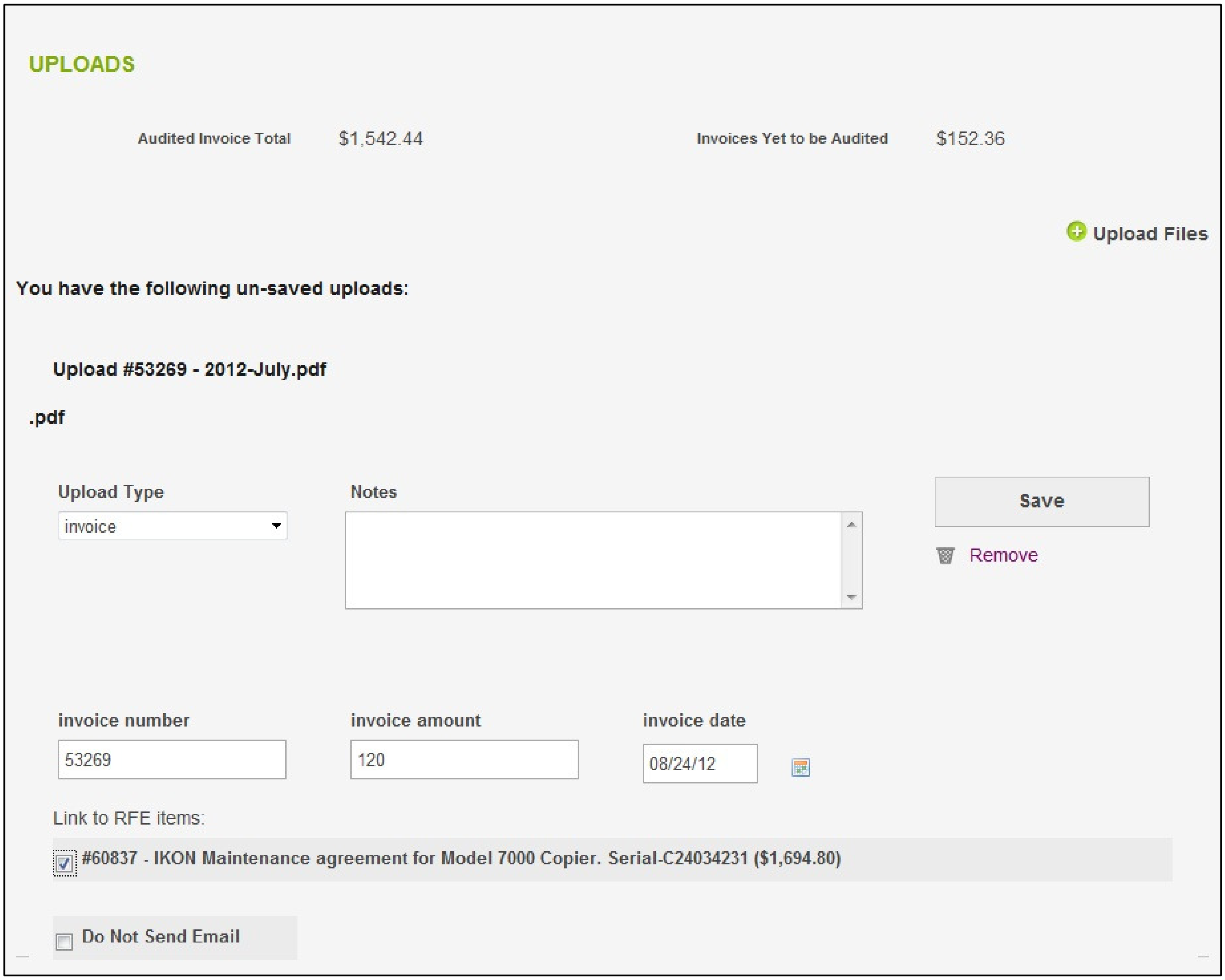
An audit and receipt trail will be created for all items.

On each PO, both IDHS procurement and the Project Manager are listed to assist in delivery facilitation. In the event the loading dock or the vendor contacts the Project Manager, the Project Manager **MUST** obtain the assistance of IDHS Procurement to take receipt/delivery of the goods.
In the event you cannot reach IDHS procurement, the Project Manager should contact the IDHS Controller at 317.232.6199 for instructions.

Upload an Invoice

All invoices received by IDHS MUST be uploaded to the iGMS.

- If an invoice is received in the fiscal department it will be uploaded on behalf of the project manager and the project manager will receive a notification to approve the invoice.
- If an invoice is received by the project manager, they will be responsible for the timely upload of the invoice, the invoice approval and logging the invoice into the fiscal department.



Available fields include the following:

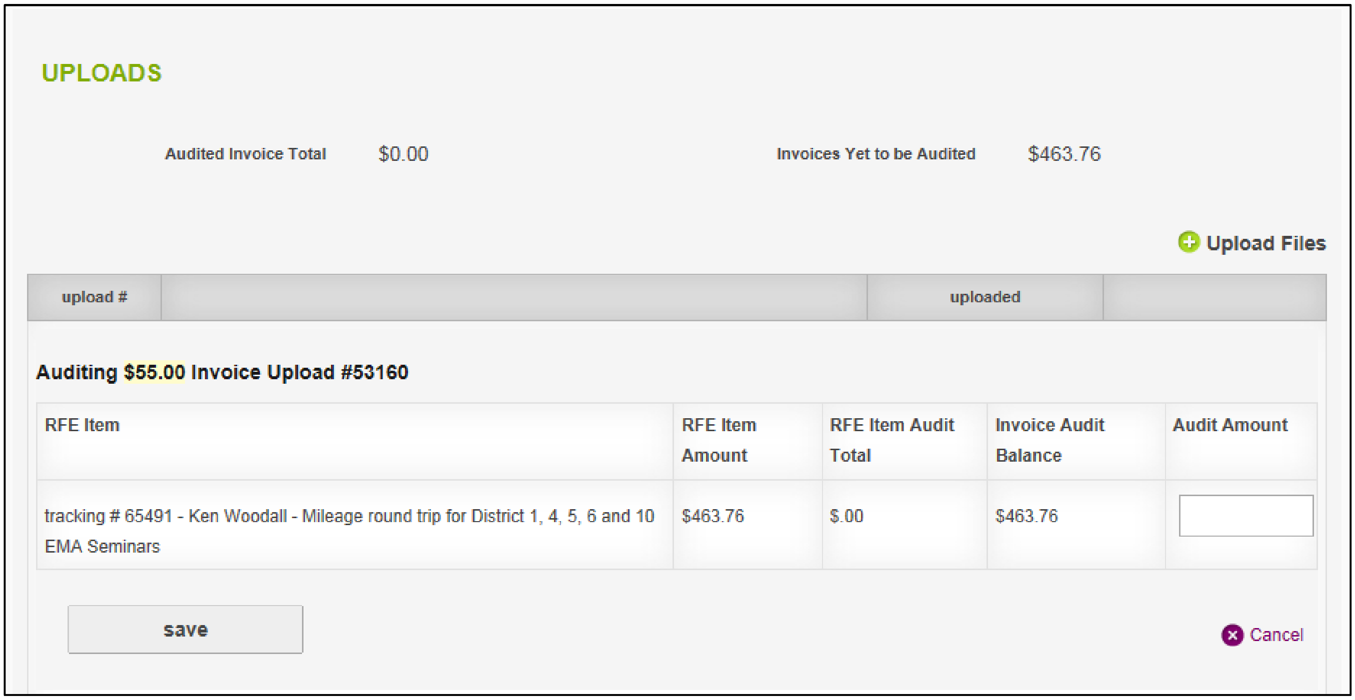
- **Filename** – This field identifies the file to be attached to the RFE. The name chosen for the file should easily identify the document (i.e., company name with the invoice date or number, or company name with the invoice amount, etc).
- **Upload Type** – This field identifies what is being attached (choices include: Invoice/Reciept, Agenda, Quote, Proof, Sign-in/Rosters, DPC Minutes and Packing Slip.
- **Notes** – This field allows for the entry of any associated notes pertaining to the uploaded file.
- **Invoice Number** – Number assigned by the vendor.
- **Invoice Amount** – Dollar amount of the invoice.
- **Invoice Date** – The date the invoice was issued.
- **Connect to item** – This field allows the file to be attached to specific items being requested in the RFE.

> **NOTE:** The option to upload an invoice will only be available for RFE(s) in **Ordered, Sent for Payment** and **Partial Paid** status.

Once the file is identified with appropriate notes made, click the **upload file** button to attach the file to the RFE.

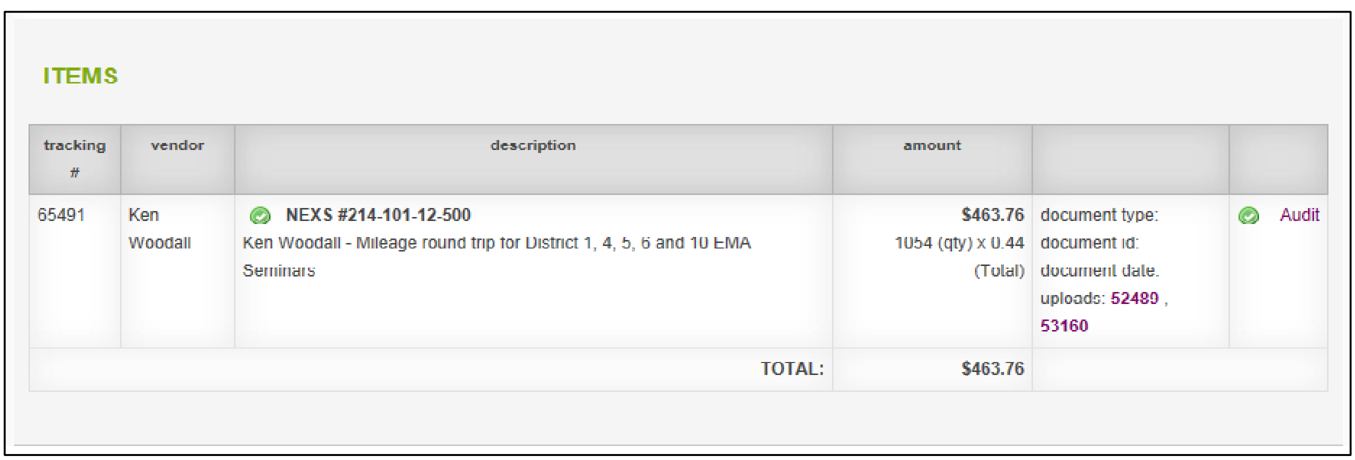
Audit an Invoice

Once an invoice has been uploaded to the iGMS, it must be audited to the appropriate RFE item(s). Users will click **invoice audit not complete**.



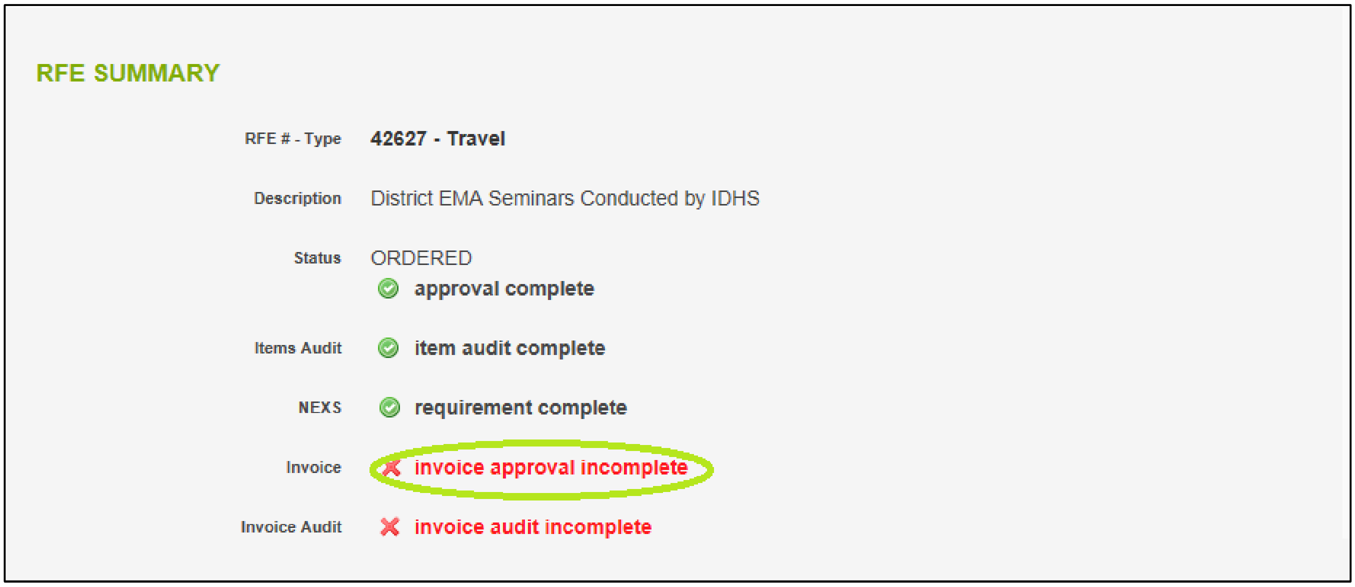
Users will be required to type the amount to be audited in the box and click **save.** The invoice will need to be tied to every item on the RFE that the invoice applied to.

Once all RFE items have been audited and the total of the invoices matches the amount that has been audited, the invoice audit will be marked complete.

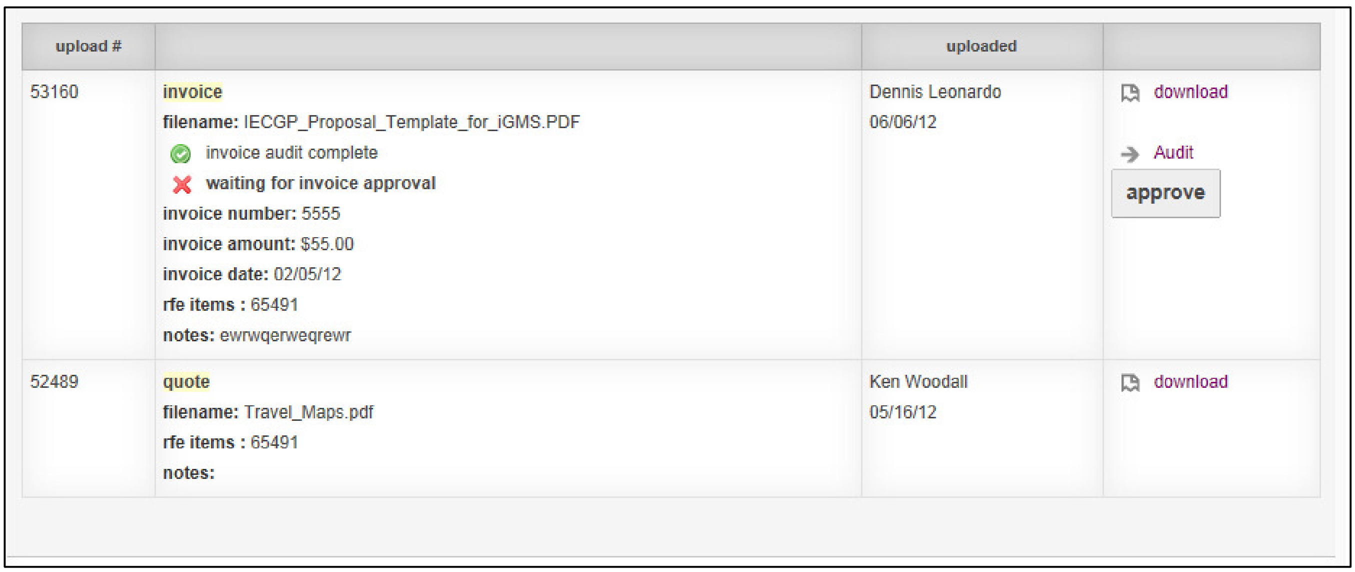


Approve an Invoice

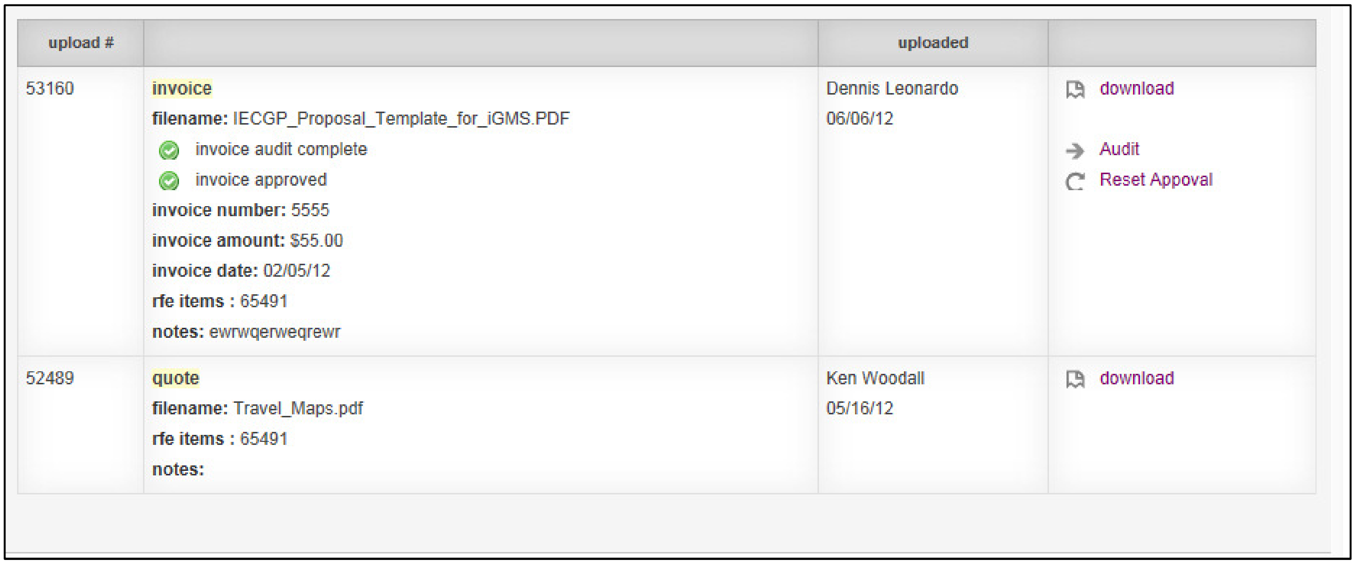
While users with audit and/or approval responsibilities should receive an e-mail notification when they have actions that need to be taken, the Grants Management Section recommends that they also periodically check the iGMS for items requiring them to take action. To assist in this, a *Notifications* section has been added to the iGMS dashboard.



Users can access the items requiring action by clicking on the hyperlinks displayed here.



After approval is granted, the status will change on the RFE to show the invoice has been approved



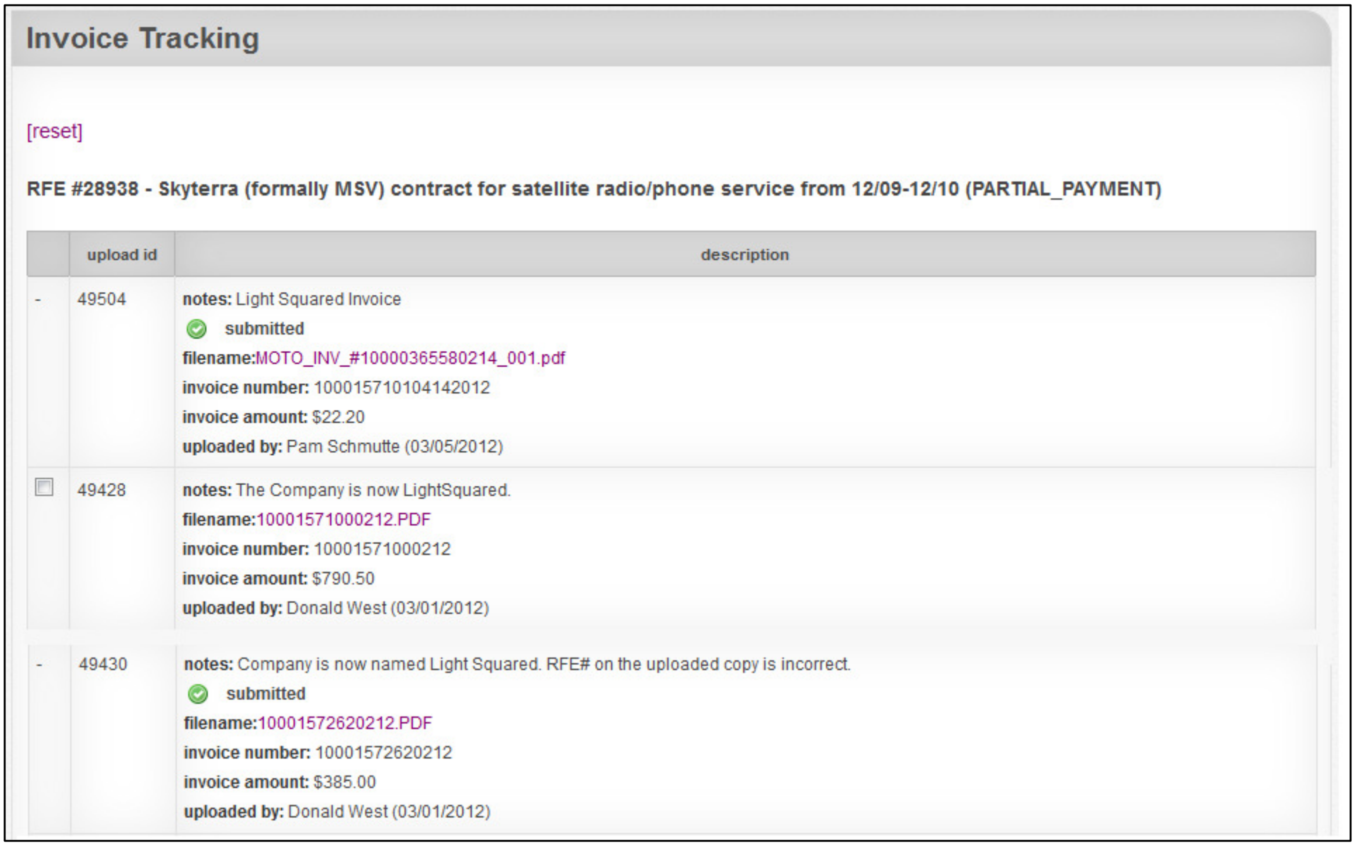
NOTE: When approving invoices, please be aware that the following are NOT acceptable and should NOT be approved:

- Pro-forma invoices
- Quotes
- Purchase orders

Logging Invoices in to Fiscal

Hard copies of invoices received by a Project Manager must be logged in to fiscal. A copy of the RFE **MUST** accompany the submitted invoice(s). A computer station is used to log-in the invoices. Users will type the RFE number in the box provided, enter their Peoplesoft ID and click **Get RFE**.

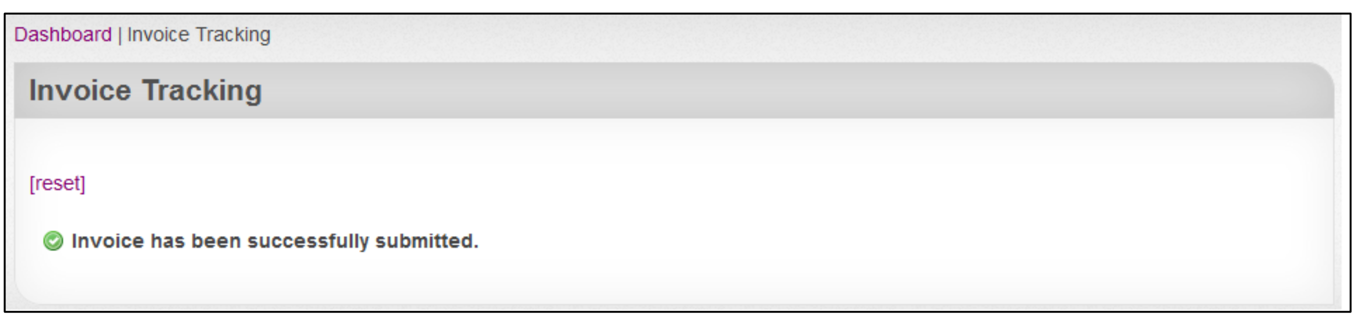
Users will be required to attach the invoice to RFE items by clicking in the box next to the appropriate invoice and clicking **Save**.



All invoices MUST also be date and time stamped using the electronic time stamp available at the login station. In the event a discrepancy exists between the computerized login and the time/date stamp, the time/date stamp will supersede the computer login.

> **NOTE:** If the invoice is not loaded into the iGMS, the employee must take the invoice back to their workstation and upload the file to the RFE and follow the steps outlined above before returning to the Fiscal Office to sign in the invoice(s).

When an invoice is successfully logged in, the IGMS will display an upload confirmation message.

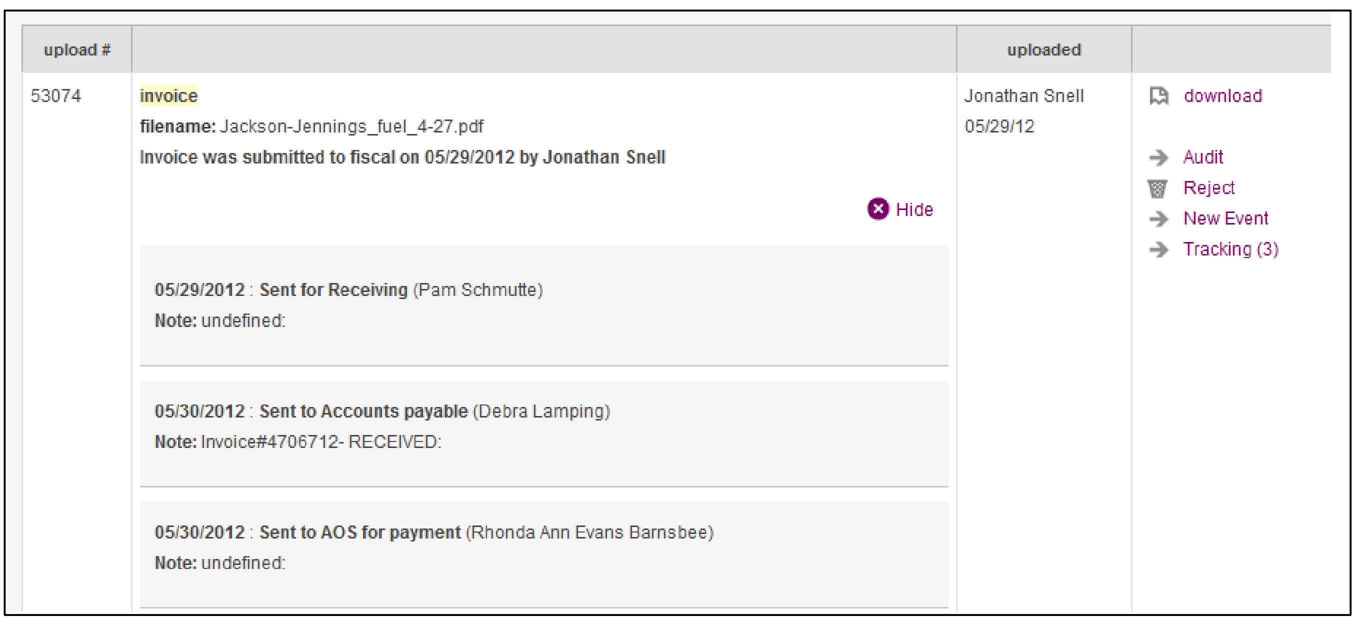


Invoice Tracking

IDHS Fiscal will update each document that has been uploaded to an RFE as it moves through the payment process.

Users will be able to view this tracking by clicking the **Tracking** link located in each RFE upload. The tracking information will give users visibility on the steps taken by Fiscal to get an invoice paid.

After clicking **Tracking** all notes related to invoice activities will be seen.



Validation by Procurement; Sent for Payment

When Procurement receives the time/date stamped invoice packet (copies of the invoice (s) and their corresponding RFE), it is matched with the Purchase Order (PO) as applicable. The packet is then forwarded to Accounts Payable who facilitates payment by the Auditor of State (AOS). The RFE will be marked ***Sent for Payment*** when it is sent to the AOS.

Warrant Issues; Funds Transferred

- The AOS electronically transfers funding to the vendor and sends and Electronic Funds Transfer (EFT) notification to the fiscal department.
- Fiscal receive the warrant information, marks the RFE as *partial paid or paid in full* and enters the disbursement information into the iGMS.
- Fiscal links the disbursement to the corresponding RFE item.

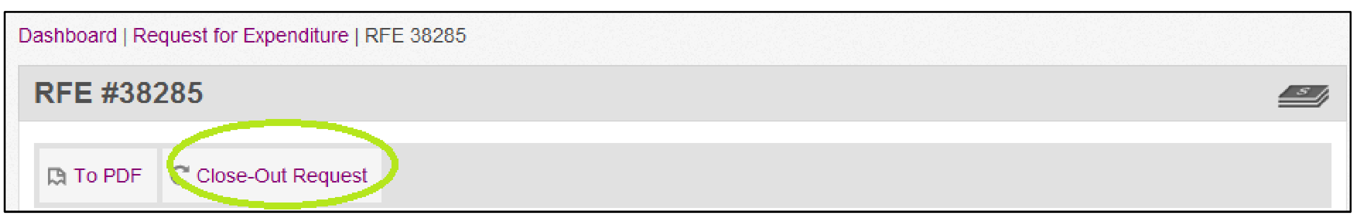
Update RFE

When an invoice(s) is received in the Fiscal Department that is over the amount indicated on the RFE, the RFE will be set to update the status. In this status, the project manager/requestor will be required to raise the amount of the RFE to match the new amount, audit the new amount to the appropriate budget line item, and re-submit.

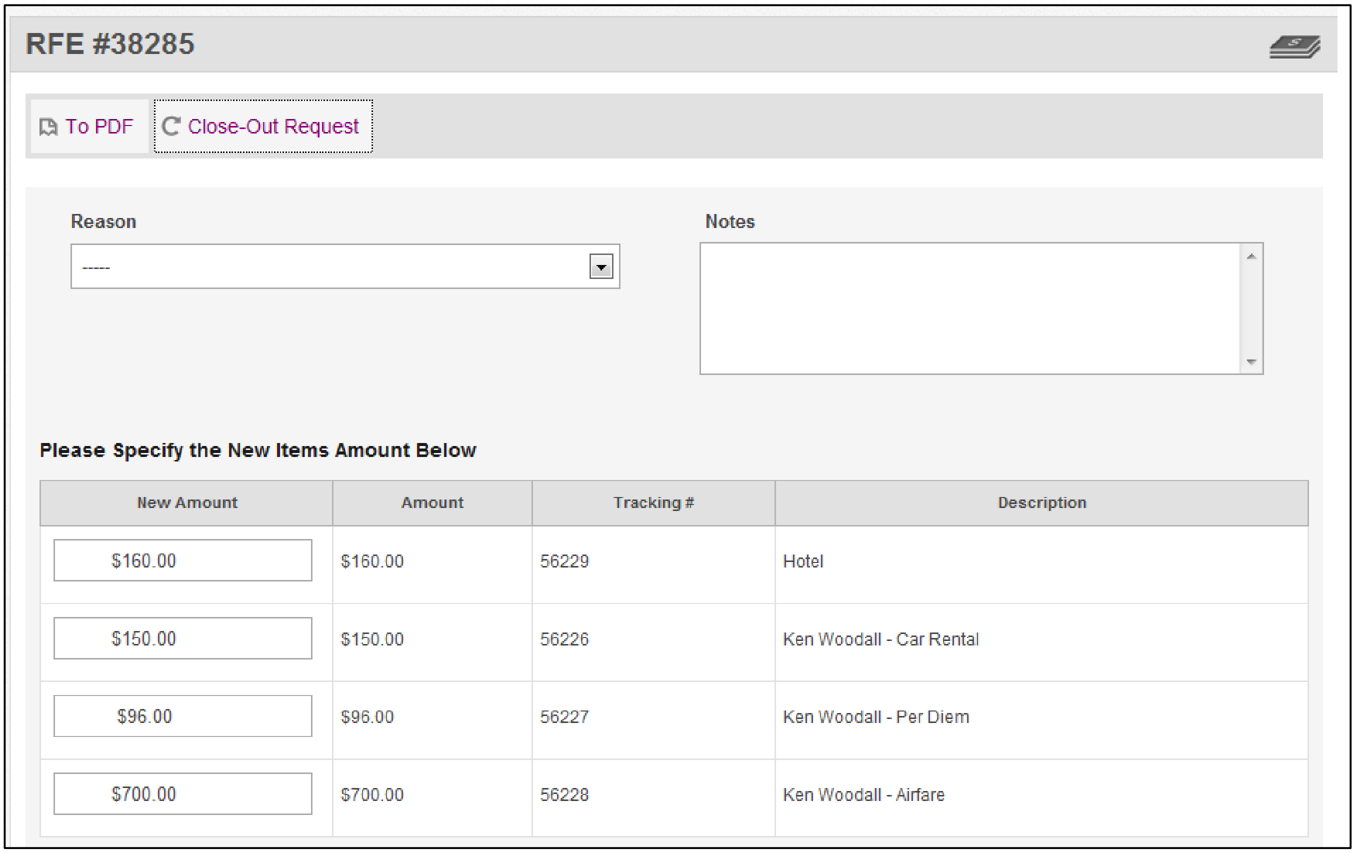
NOTE: Revising an RFE amount that raises it from the original amount will necessitate getting new approvals on the RFE.

Close Out an RFE

It is the responsibility of the project manager/requestor to ensure that all RFEs are paid in full and properly charged. If all invoices have been received against an RFE and there is a balance, the project manager can complete a Close-out request, by clicking **Close-Out Request**.



This will bring up a screen allowing the user to complete a form requesting that the RFE be closed.


RFE #38285

To PDF Close-Out Request

Reason

Notes

Please Specify the New Items Amount Below

New Amount	Amount	Tracking #	Description
$160.00	$160.00	56229	Hotel
$150.00	$150.00	56226	Ken Woodall - Car Rental
$96.00	$96.00	56227	Ken Woodall - Per Diem
$700.00	$700.00	56228	Ken Woodall - Airfare

Users will choose the reason from the available choices on the drop-down menu:

- All items received/invoiced
- Fewer travelers than anticipated
- Items not available
- Trip cancelled/Denied
- Order Cancelled
- Other (please use notes below to explain)

Once all information has been completed the user can click **send closeout request** to notify fiscal the RFE can be marked paid in full and closed.

Please Specify the New Items Amount Below

New Amount	Amount	Tracking #	Description
$160.00	$160.00	56229	Hotel
$150.00	$150.00	56226	Ken Woodall - Car Rental
$96.00	$96.00	56227	Ken Woodall - Per Diem
$700.00	$700.00	56228	Ken Woodall - Airfare

Send Closeout Request

Cancel

Procurement will then reduce the line items requested and mark the RFE paid in full. This will return any remaining balance back to the project manager's budget.

It is recommended that project managers regularly review outstanding RFEs for payment status and work with the Fiscal Department to resolve any issues related to RFEs.

Add a Note

The *Add a Note* (aka "activity logs") section is to be used to add additional actions or information related to the activity that could be helpful to others in the *Activity Logs* section. An example could be: "Talked with vendor, updated ship date –to 12/15/10."

LOGS

Add a Note

On 05/09/12, Ken Woodall wrote:

RFE #40420 - tracking #52026 : invoice has been approved.

On 05/07/12, Pam Schmutte wrote:

RFE #40420 - Requires Project Manager's Invoice Audit and Approval

Note:
An invoice has been uploaded for approval to this RFE. The project manager must log into the iGMS and approve the invoice for payment. Once this is done, the payment will be sent to the Auditor of State.

https://myoracle.in.gov/hs

Module 7: Request for Expenditure (Sub-Recipients)

Module Overview

The *Request for Expenditure* module in the iGMS is the gateway for all reimbursement requests.

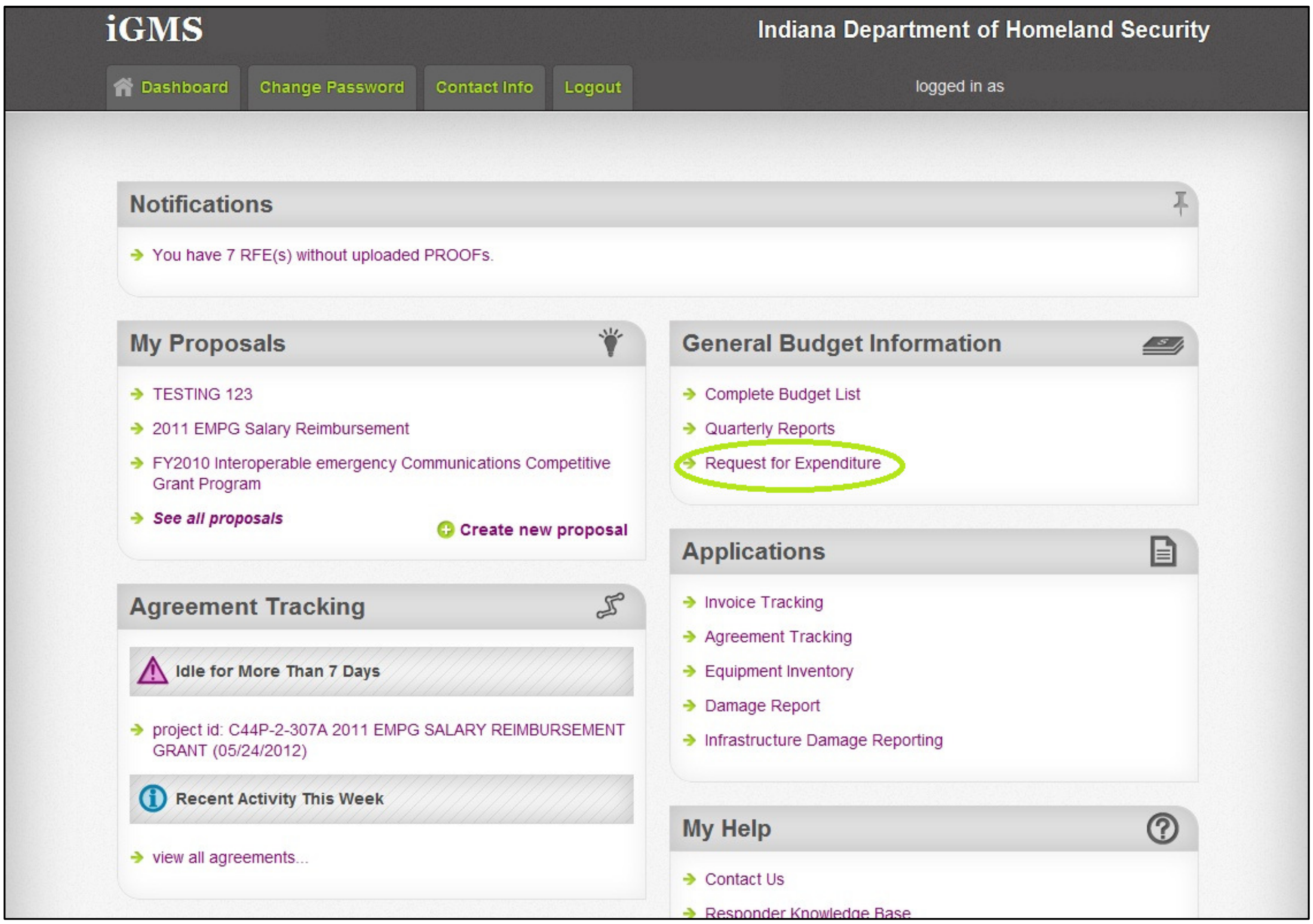
Module Objectives

Upon completion of this module, users will be able to:

- Create a new request.
- Audit an RFE.
- Check the status of an RFE.

Request for Expenditure

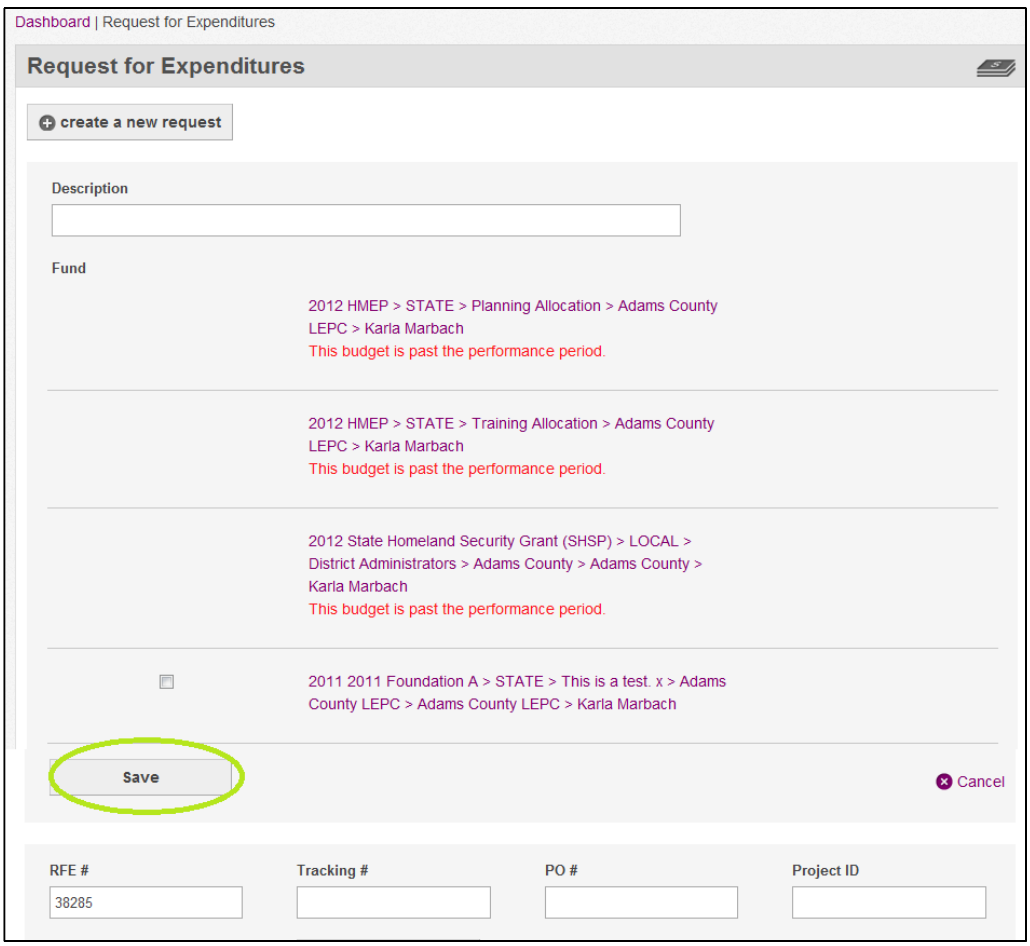
From the dashboard, you will click the *Request for Expenditure* hyperlink in the *General Budget Information* section.



Create a New Request

To begin an RFE, click the **create a new request** button on the RFE task bar.

This will display a form designed to capture information necessary to process the expenditure request for reimbursement.



The following fields are available:

- **Description** – This field contains a brief description of the item(s) to be purchased, or the reason for the RFE.
- **Funds** – In this field, choose the appropriate funding to which the item(s) should be charged. Only grants with available funds will show as an option to be selected.

Once this has been completed, click the **save** button.

NOTE: A budget not being available or the inability to complete an RFE may be caused by the following:

- The budget has not been approved or it has a GAN that has not been approved (regardless of the type of GAN or whether in initial or submitted status).
- The performance period has expired.
- Quarterly reports have not been completed.

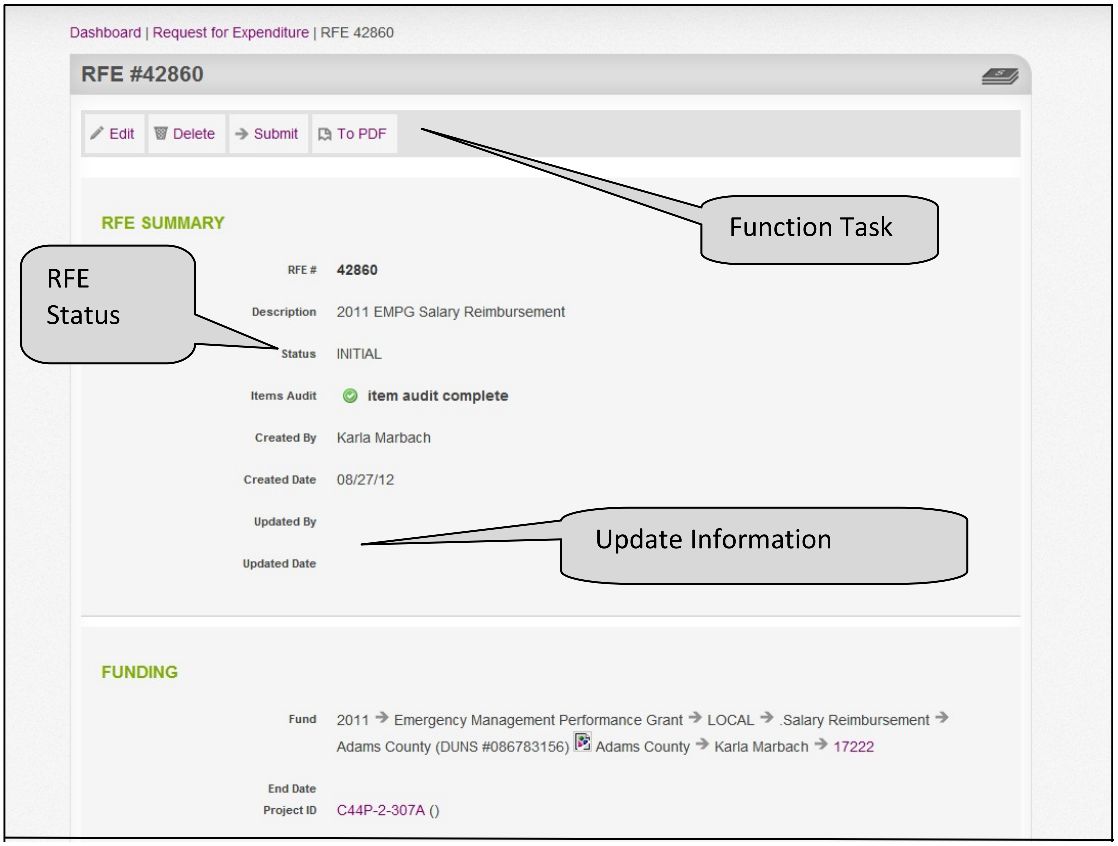
RFE Summary

Once the initial section of the RFE is completed and saved, the next section of the RFE is the *Summary* page. This page shows the information completed in the previous section, and also allows the following functions:

- Edit
- Delete
- Submit
- Convert to a PDF

NOTE FOR STATE AGENCIES COMPLETING AN RFE:
Additional information that must be included on the invoice or in the notes section on RFEs for state agencies includes the following:

- Unit
- Fund
- Account
- Program
- Department
- Project
- Activity
- Locality



Other information available using this page includes the following:

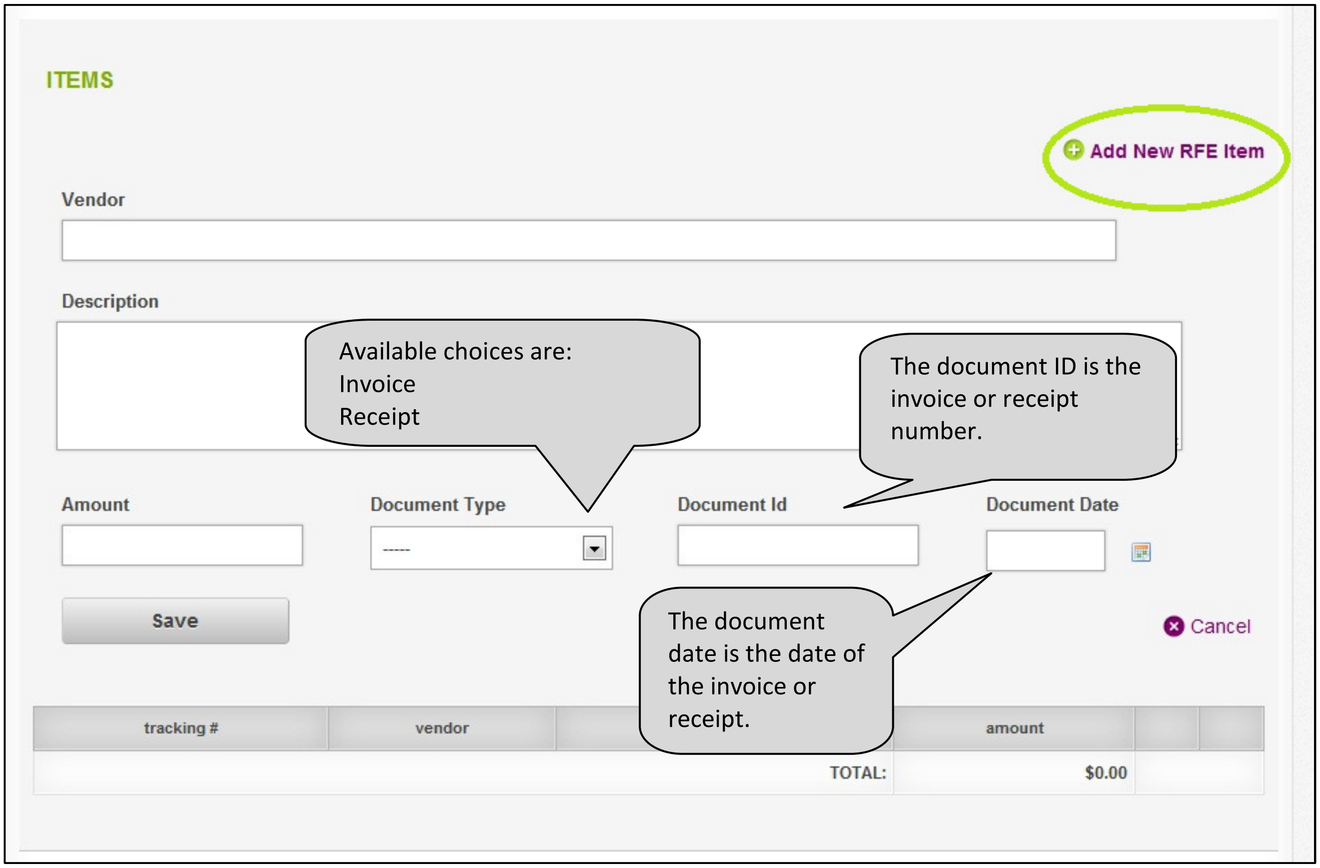
- RFE Status
- When the RFE was created and by whom
- When the RFE was updated and by whom
- Assigned funding

Items

In this section of the RFE creation module, the requestor will enter the item(s) and associated amounts the RFE will cover. Click the **add new RFE item** button to display an additional screen where the requestor is required to enter information.

Add New RFE Item

Requestors are asked to complete this section for each invoice/receipt included on the RFE. Multiple invoices, to be paid from the same funding, should be combined into one RFE when possible.

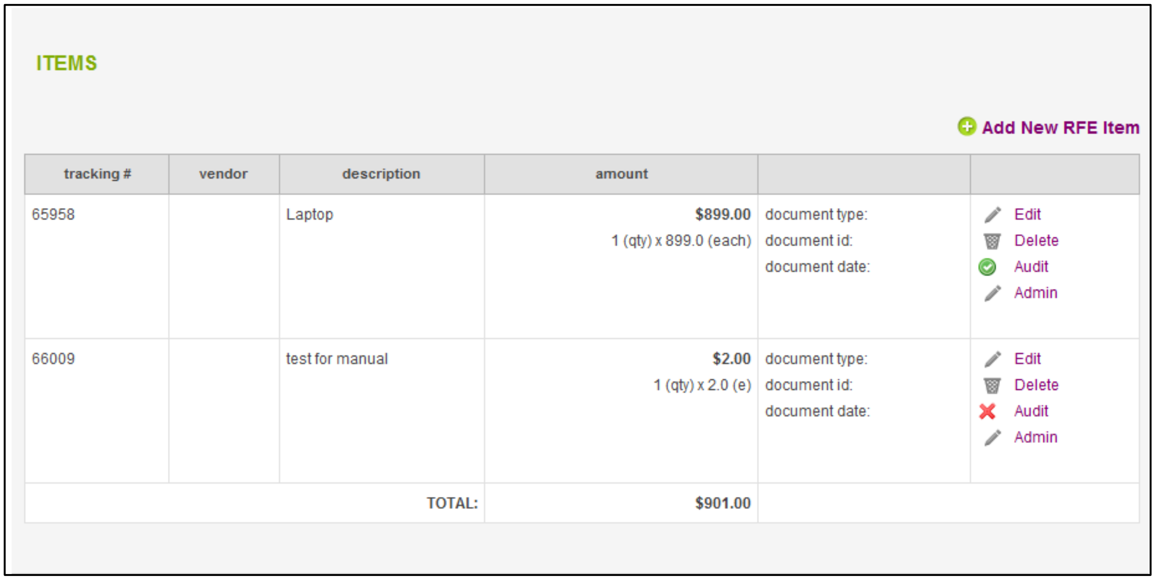


Once this section has been completed, click the **save** button.

NOTE: If the invoice amount exceeds the award, the user should enter the amount being requested for reimbursement. The user should identify in the description box that the sub-recipient has paid the balance.

Audit an RFE

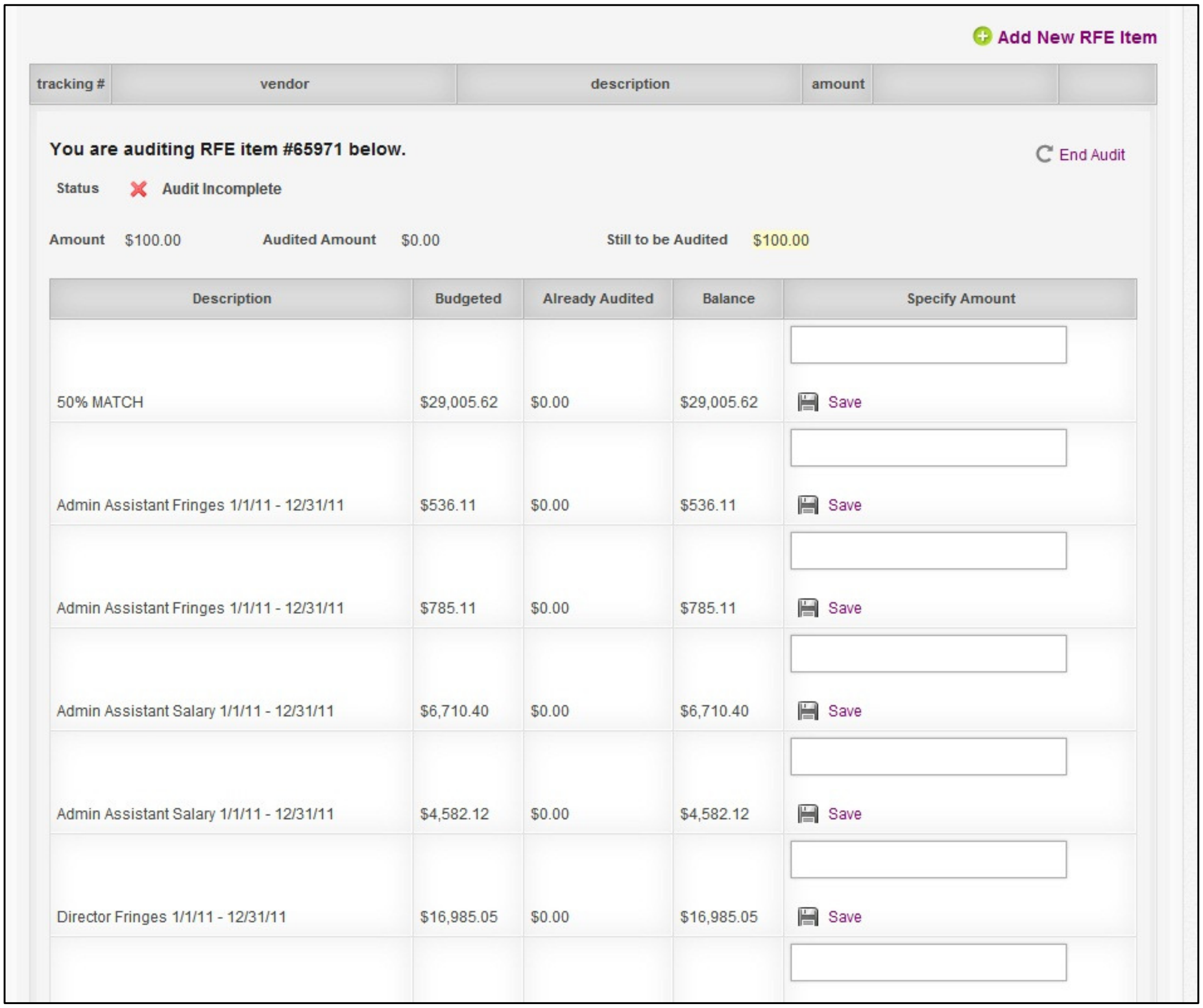
All RFEs **MUST** be assigned to a funding source. The grant or project must be identified, as well as the budget line item to which the purchased product is being charged. This is done by utilizing the audit function. An RFE may not be submitted before the audit has been completed.


ITEMS

Add New RFE Item

tracking #	vendor	description	amount		
65958		Laptop	**$899.00** 1 (qty) x 899.0 (each)	document type: document id: document date:	Edit Delete Audit Admin
66009		test for manual	**$2.00** 1 (qty) x 2.0 (e)	document type: document id: document date:	Edit Delete Audit Admin
		TOTAL:	**$901.00**		

Click the **add new audit** button to display a secondary screen that allows the user to identify the appropriate budget line to which the item(s) are being charged.


Add New RFE Item
tracking #
vendor
description
amount
You are auditing RFE item #65971 below.
End Audit
Status
Audit Incomplete
Amount $100.00
Audited Amount $0.00
Still to be Audited $100.00
Description
Budgeted
Already Audited
Balance
Specify Amount
50% MATCH $29,005.62 $0.00 $29,005.62 Save
Admin Assistant Fringes 1/1/11 - 12/31/11 $536.11 $0.00 $536.11 Save
Admin Assistant Fringes 1/1/11 - 12/31/11 $785.11 $0.00 $785.11 Save
Admin Assistant Salary 1/1/11 - 12/31/11 $6,710.40 $0.00 $6,710.40 Save
Admin Assistant Salary 1/1/11 - 12/31/11 $4,582.12 $0.00 $4,582.12 Save
Director Fringes 1/1/11 - 12/31/11 $16,985.05 $0.00 $16,985.05 Save

The user is required to type the amount being charged from this RFE to the appropriate line item and click the **save** button. This may be repeated until the full RFE amount is appropriately charged. Once the full amount has been charged, the audit status will indicate the audit has been completed. Every line must be audited individually.

Once this is completed, click the **end audit** button.

NOTE: If items listed on the invoice do not match the description listed, the user **MUST** stop and close the audit. The user **MUST** return to his or her budget and create a budget GAN.

RFEs for Grants Requiring Match

In addition to the amount being requested for reimbursement, the user is required to also enter the amount being applied to the match requirement. The user will create two items for each purchase/activity being entered. One will identify the amount the user will be requesting for reimbursement and the second item will be for the amount being applied to the match.

Each item will be audited individually to the appropriate line item of the budget (match will be audited against the Match line item). The RFE should look similar to the example below.

tracking #	vendor	description	amount		
64362	Randy C. Stone - Indiana State Fire Instructor	**NEXS #N/A** Facilitator for the 2012 Marshall County LEPC Annual Exercise held March 17, 2012	~~$7,000.00~~ **$5,600.00**	document type: **INVOICE** document id: **120317** document date: **03/19/12** uploads: **51321**, **51325**	Audit
64363	Town and Country Press, Inc.	**NEXS #N/A** Printed Certificates of Attendance for all Attendees at the 2012 Annual Exercise for the Marshall County LEPC held 03/17/12	~~$144.00~~ **$115.20**	document type: **INVOICE** document id: **1204015** document date: **04/11/12** uploads: **52082**, **51322**	Audit
		TOTAL:	~~$7,144.00~~ **$5,715.20** **(less the match: $1,428.80)**		

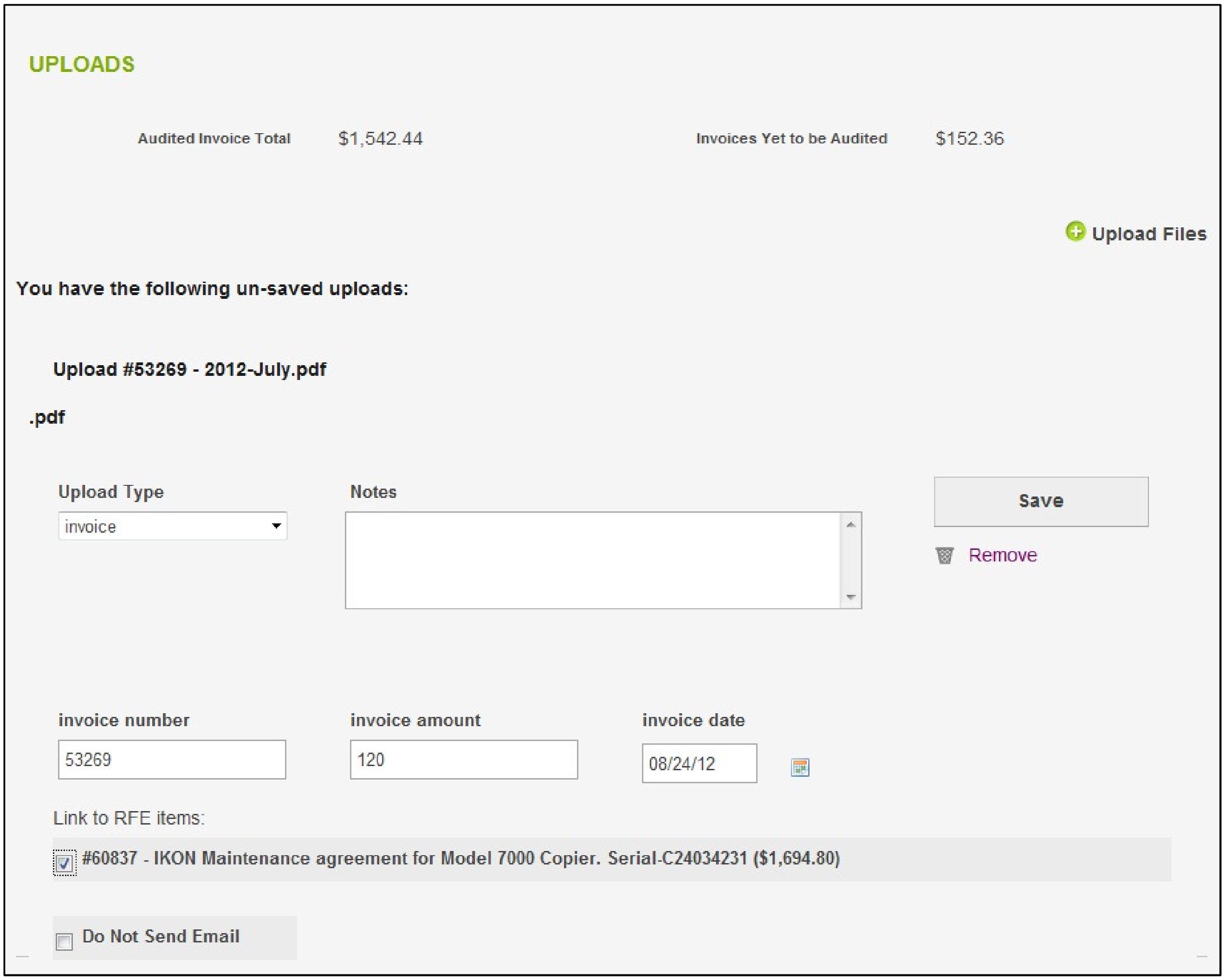
NOTE: Documentation verifying that the match requirement has been met (if using soft-match) must be uploaded following the instructions outlined in the upload section prior to any reimbursement payment(s) being made.

Uploads

Click the **upload a file** button to display a separate screen where files can be attached.

NOTE: Internet browsers Mozilla Firefox or Google Chrome allows for the upload of multiple documents at one time. Internet Explorer does not support this function.

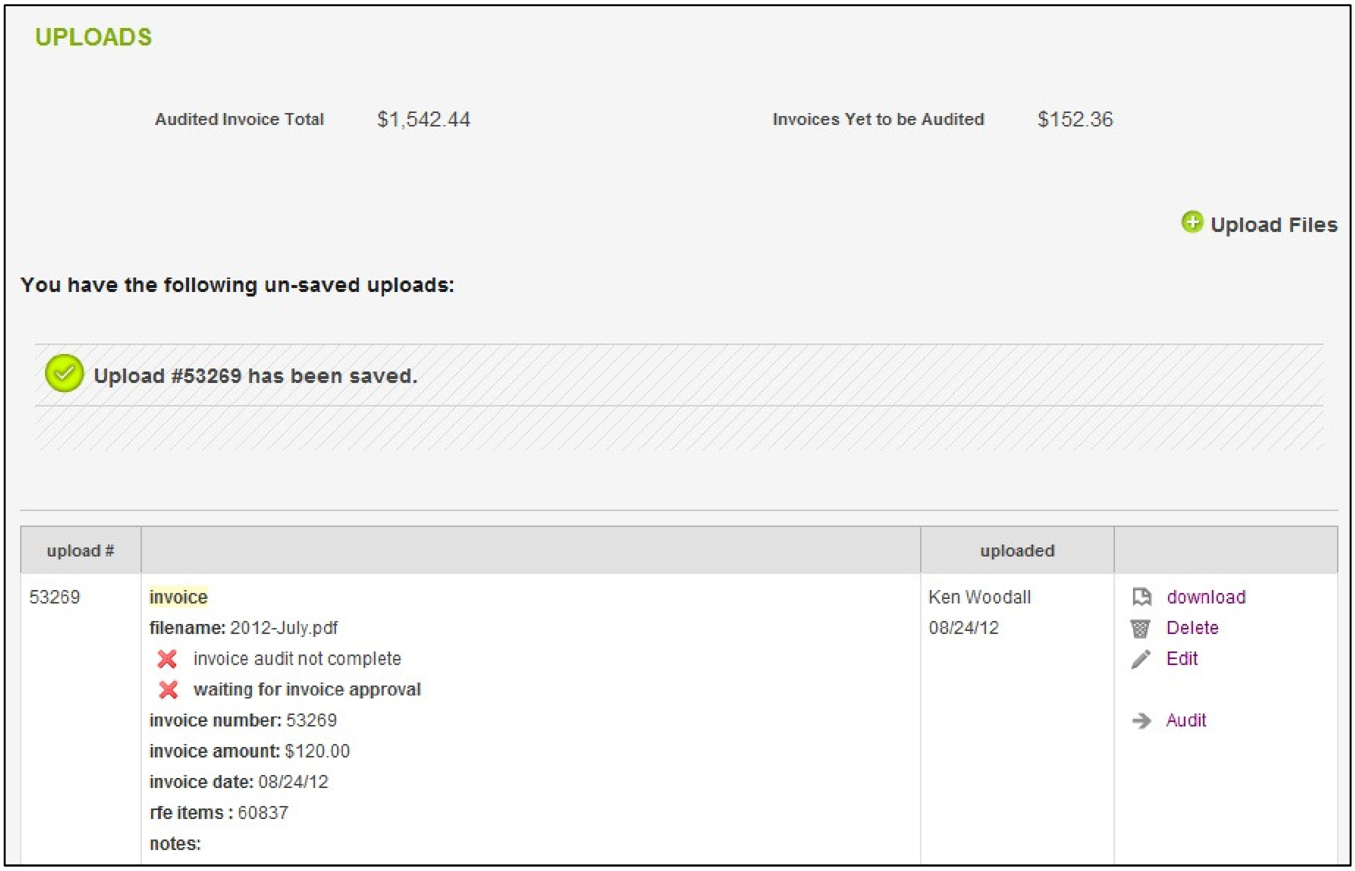
Upload a file



Available fields include the following:

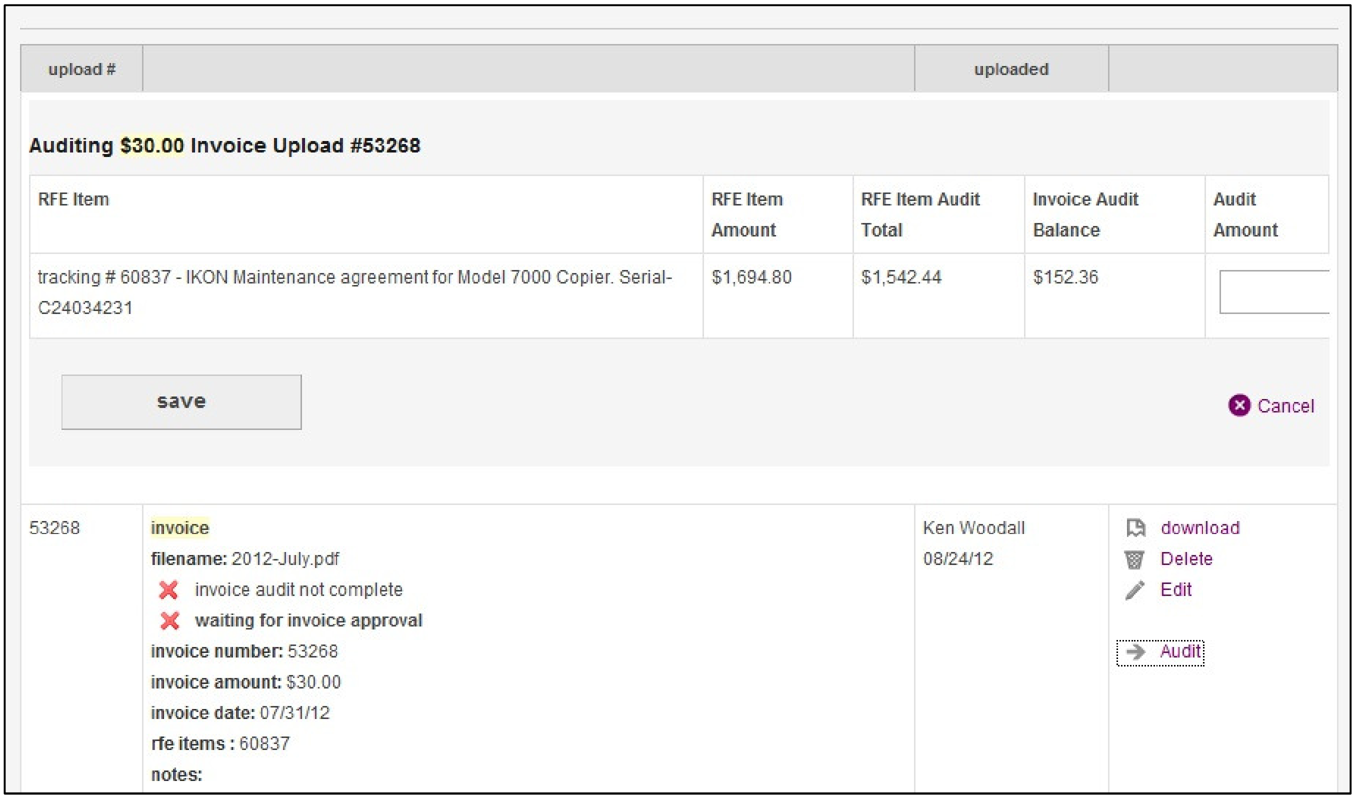
- **Filename** – This field identifies the file to be attached to the RFE. The name chosen for the file should easily identify the document (i.e., company name with the invoice date or number, or company name with the invoice amount, etc).
- **Type** – This field identifies what is being attached (choices include: Agenda, Quote, Proof and Signin/Roster)**Connect to item** – This field allows the file to be attached to specifi**c items request**ed in the RFE.
- **Notes** – This field allows for the entry of any associated notes pertaining to the uploaded file.

Once the file is identified with appropriate notes made, click the **upload file** button to attach it to the RFE.



Audit an Invoice

Once an invoice has been uploaded to the RFE it must be audited against a specific RFE item. The user will click the **invoice audit not complete** link in the download section of the RFE.



upload #		uploaded	

Auditing $30.00 Invoice Upload #53268

RFE Item	RFE Item Amount	RFE Item Audit Total	Invoice Audit Balance	Audit Amount
tracking # 60837 - IKON Maintenance agreement for Model 7000 Copier. Serial-C24034231	$1,694.80	$1,542.44	$152.36	

save

Cancel

53268	invoice **filename:** 2012-July.pdf invoice audit not complete waiting for invoice approval **invoice number:** 53268 **invoice amount:** $30.00 **invoice date:** 07/31/12 **rfe items :** 60837 **notes:**	Ken Woodall 08/24/12	download Delete Edit Audit

Proof of Payment

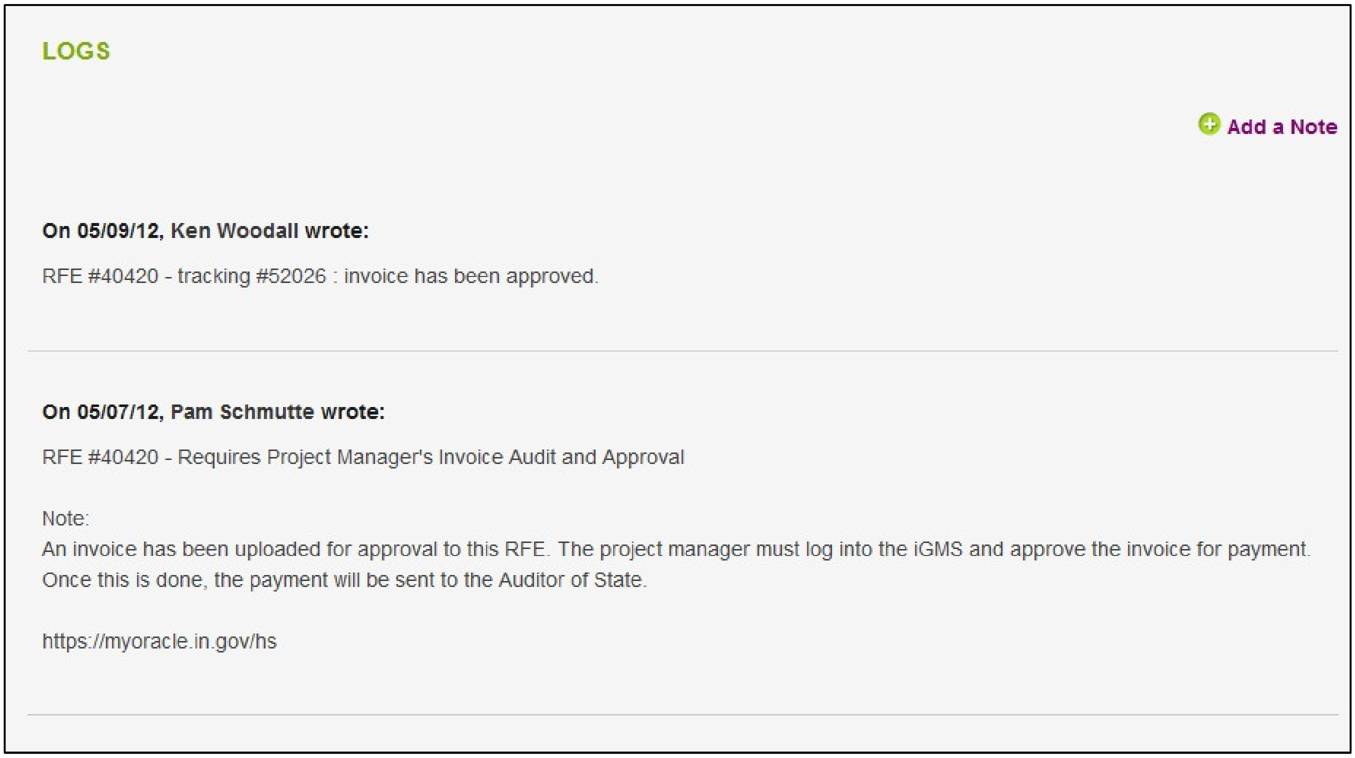
IDHS requires that sub-recipients receiving grant funds provide proof that the funds have been used in the manner for which they are intended. In order to do this, all grants require that either an Auditor’s Report or a copy of a canceled check be provided. In most instances, this can be done once the sub-recipient has received reimbursement from IDHS. However, Foundation Grants, and the Hazardous Materials Emergency Preparedness Grant (HMEP) require that proof of payment be submitted prior to reimbursement.

The procedure to upload a proof of payment is identical to uploading an invoice with the exception of how the document type is identified.

If a sub-recipient has not provided proof of payment, future reimbursements will be held until appropriate proof from prior reimbursements is received.

Activity Logs

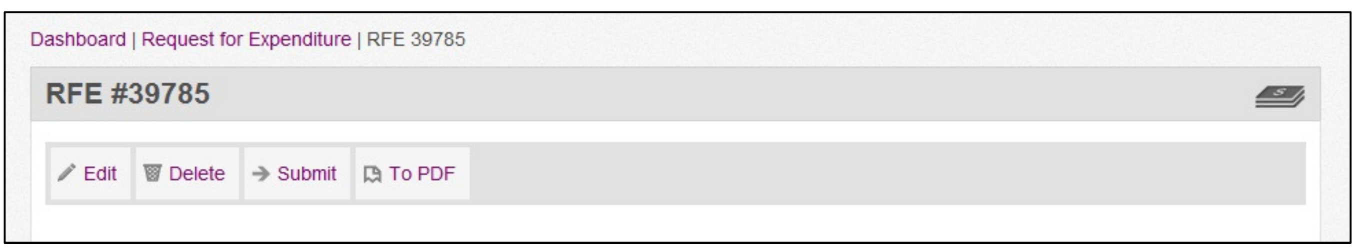
The *Activity Logs* section can be used to show actions taken.



This completes the RFE creation process.

RFE Submission

The RFE must now be submitted from the RFE task bar for further approval and processing.



Module 8: General Budget Information (IDHS Only)

Module Overview

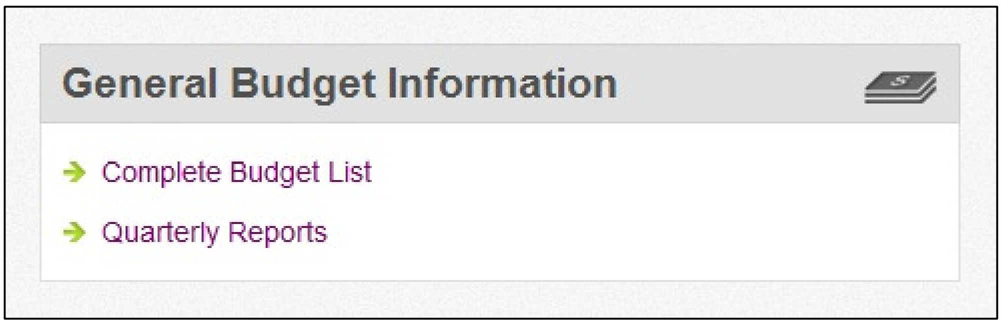
This module allows users to easily access some of the most often-used features and functions of the iGMS from the dashboard.

Module Objectives

Upon completion of this module, users will be able to view all assigned budgets.

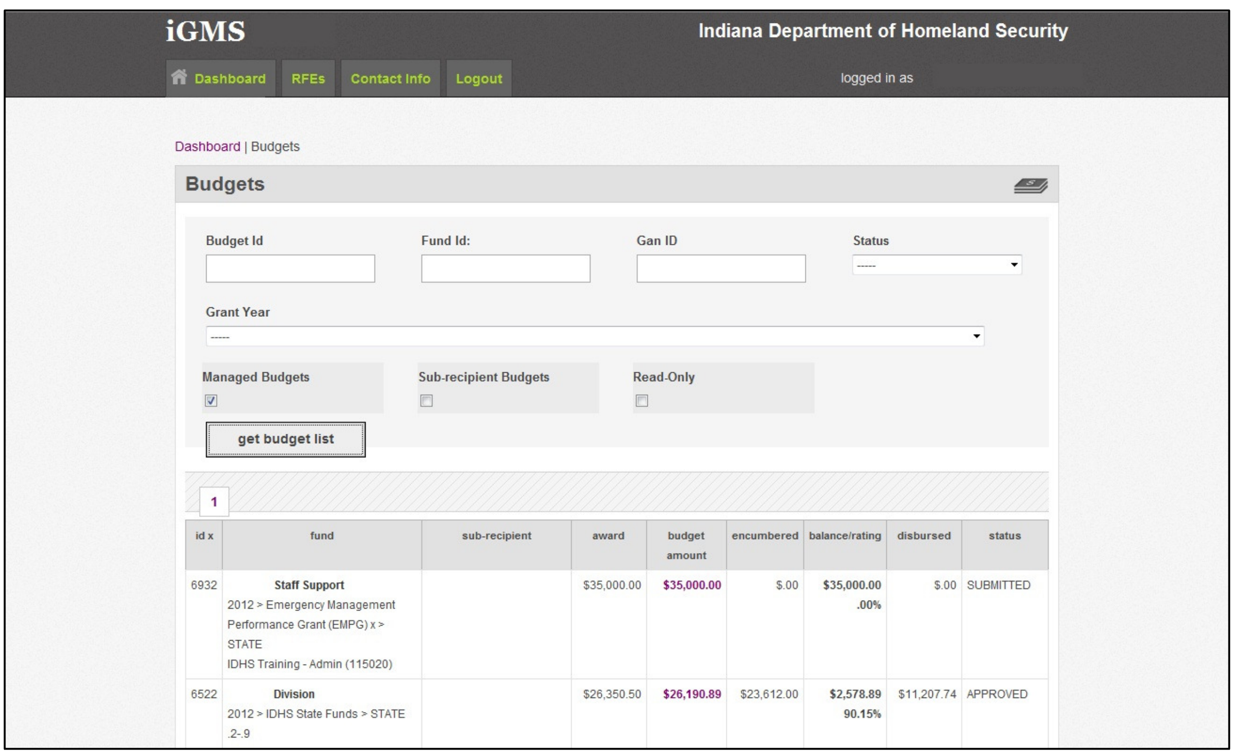
General Budget Information

This module contains hyperlinks to the features and functions of the iGMS that are used most often by IDHS users.



Complete Budget List

Click the *Complete Budget List* hyperlink in the *General Budget Information* section to display a list of all budgets assigned to the user.

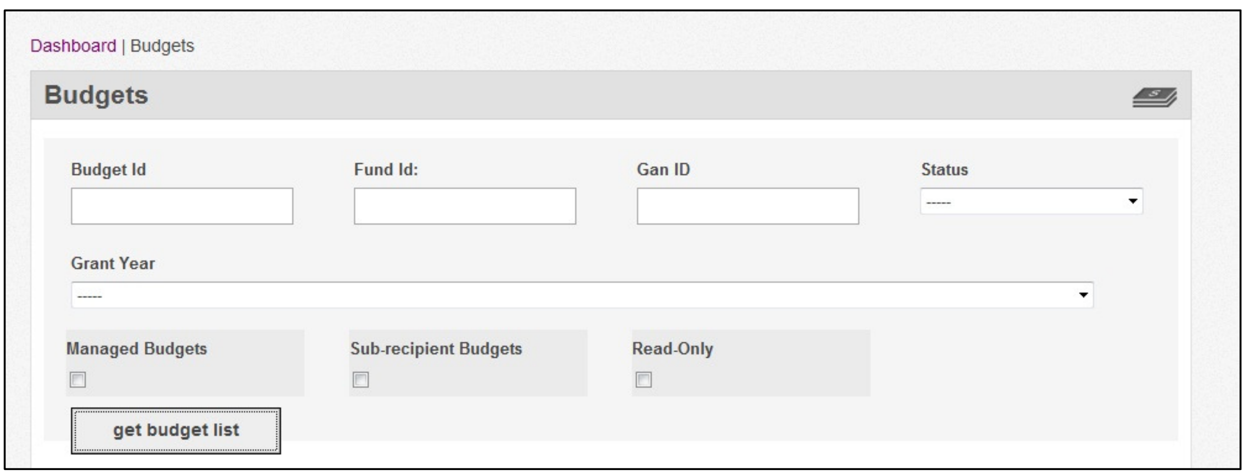


Information available in this view includes the following:

- **ID** – The budget ID is a unique identifier assigned to each budget. It can be used to search, sort, or filter budgets.
- **Fund** – This identifies the funding source and performance period end-date of the budget.
- **Sub-recipient** – This identifies the user and e-mail assigned to the budget.
- **Award** – This identifies the amount awarded to the sub-recipient.
- **Budget amoun**t – This identifies the amount budgeted (should total award amount). This is also a hyperlink users can use to access that specific budget.
- **Encumbered** – This identifies the amount that has been audited to an RFE and is no longer available to be spent.
- **Balance** – This identifies the budget amount available not encumbered, or the amount available to purchase against.
- **Rating** – This identifies the percentage of the budget encumbered.
- **Status** – This identifies the budget status:
    - Initial
    - Submitted
    - Approved
    - Not funded

Filter Options

The filter options displayed at the top of the *Complete Budget List* view allow the user to view specific budgets based on desired criteria.



Options include:

- **Budget ID** – If the unique identifier budget ID number is known, users can search based on that information.
- **Fund ID** – If the unique identifier of the fund source is known, users can search based on that information.
- **Status** – Users can sort budgets based on their status. Available options include the following:
    - Initial
    - Submitted
    - Approved
    - Not funded
- **Managed budgets** – Users can view only the budgets that are assigned to them.

- **Sub-recipient budget** – Users can view only those sub-recipient budgets assigned to them.

Quarterly Reporting (IDHS)

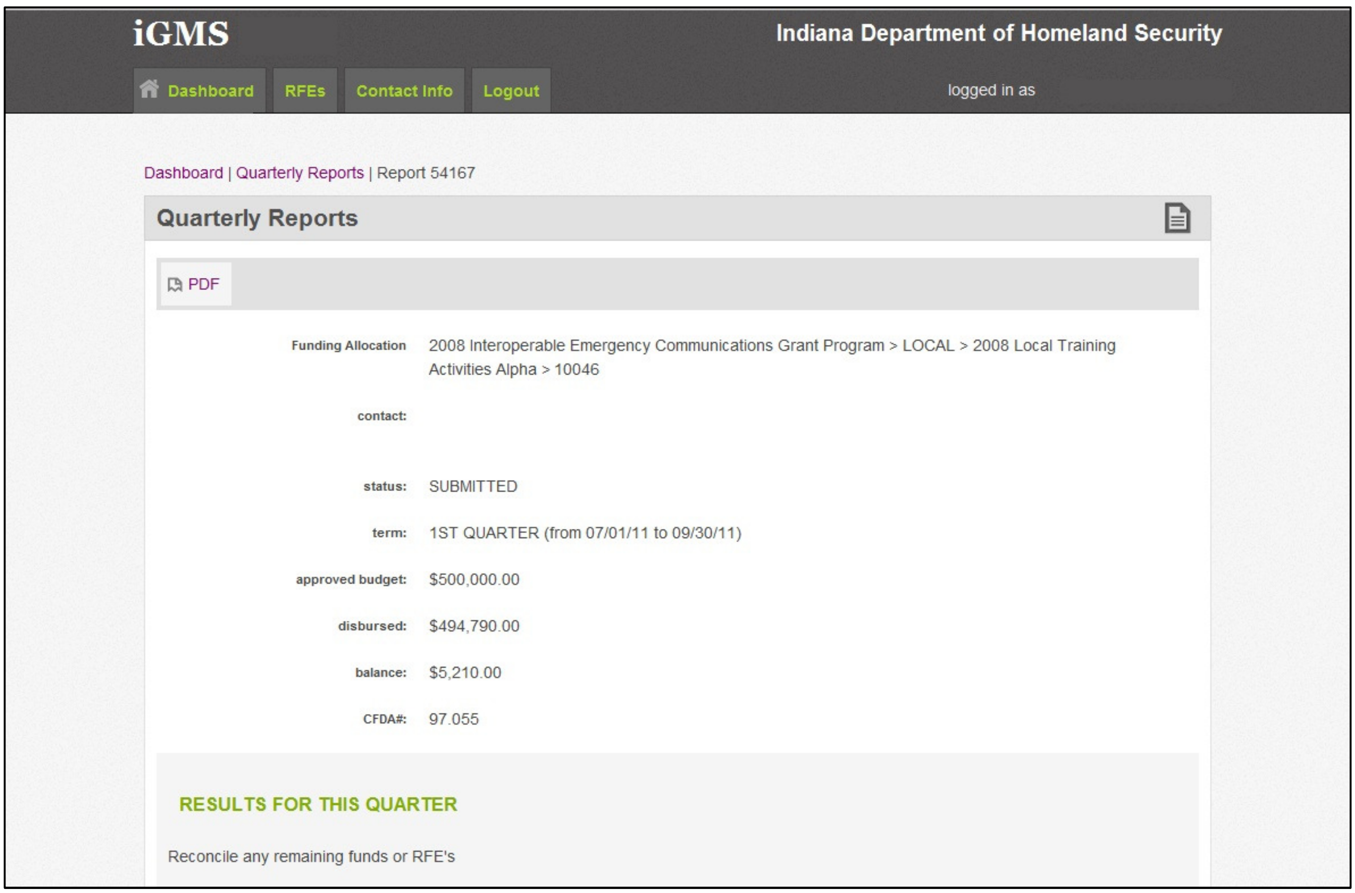
All project managers are required to complete quarterly reports on all open grants. These reports **MUST** be received on or before the fifteenth of the month following the end of the quarter. For quarterly reporting, Grants Management follows the state fiscal calendar, which is as follows:

- Quarter 1 July 1 – September 30 Report Due October 15
- Quarter 2 October 1 – December 31 Report Due January 15
- Quarter 3 January 1 – March 31 Report Due April 15
- Quarter 4 April 1 – June 30 Report Due July 15

Reminders will be generated by the iGMS beginning on the first of the month when a report is due and a notification will show on the iGMS dashboard indicating necessary reports.

If you have a balance and know that you have spent all that you are going to spend, you **MUST** complete a Budget GAN to return any unspent monies and close out the grant. The Quarterly Report will change to "FINAL" after the Budget GAN has been approved.

Project managers will be required to report activity that occurred for the ending quarter and what activities they anticipate for the next quarter.



Module 9: General Budget Information (Sub-Recipients)

Module Overview

This module allows users to easily access some of the most often-used features and functions of the iGMS from the dashboard.

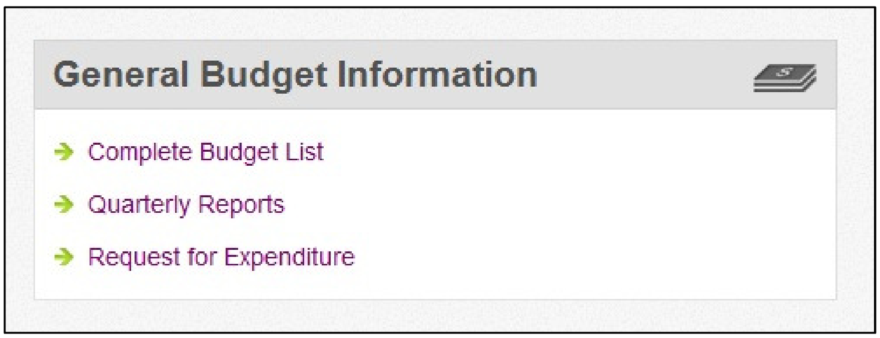
Module Objectives

Upon completion of this module, users will be able to:

- View all assigned budgets.
- Complete and submit required quarterly reports.
- Access the Request for Expenditure module.

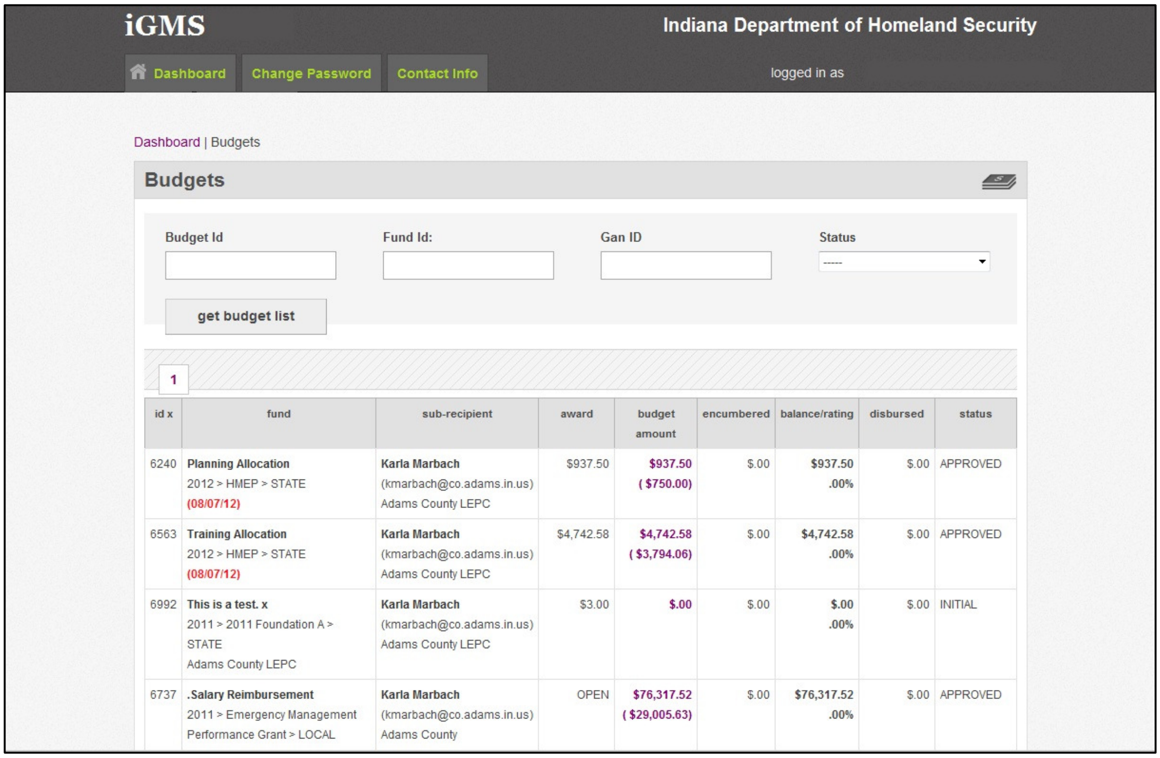
General Budget Information

This module contains hyperlinks to the features and functions of iGMS that are used most often by sub-recipients.



Complete Budget List

Click the *Complete Budget List* hyperlink in the *General Budget Information* section to display a list of all budgets assigned to the user.



Information available in this view includes the following:

- **ID** – The budget ID is a unique identifier assigned to each budget. It can be used to search, sort, or filter budgets.
- **Fund** – This identifies the funding source and performance period end-date of the budget.
- **Sub-recipient** – This identifies the user e-mail assigned to the budget.
- **Award** – This identifies the amount awarded to the sub-recipient.
- **Budget amount** – This identifies the amount budgeted (should total award amount). This is also a hyperlink users can use to access that specific budget.
- **Encumbered** – This identifies the amount that has been audited to an RFE and is no longer available.
- **Balance** – This identifies the budget amount available not encumbered, or the amount available to purchase against.
- **Rating** – This identifies the percentage of the budget encumbered.
- **Status** – This identifies the budget status.

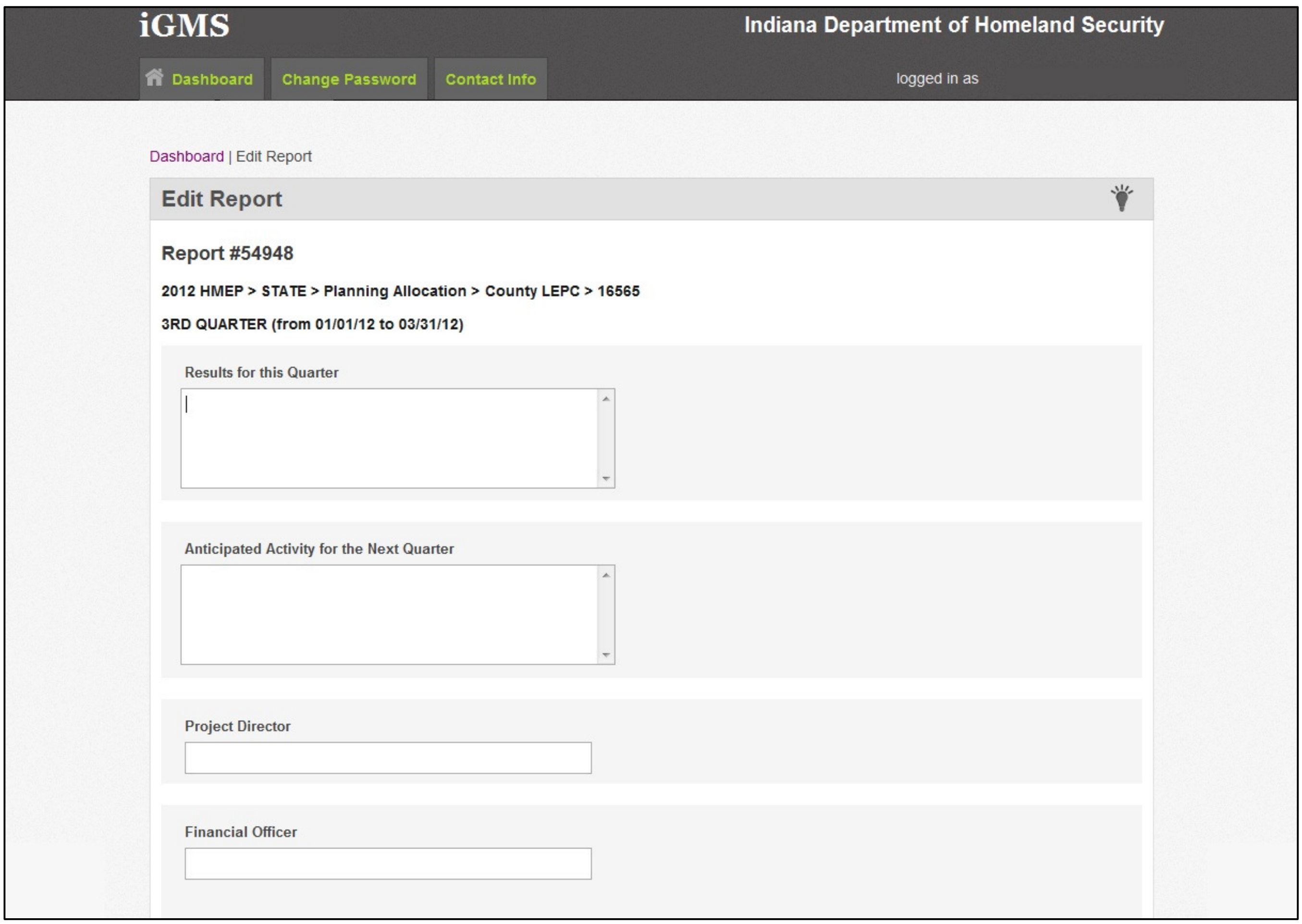
Quarterly Reporting (Sub-Recipients)

All sub-recipients are required to complete quarterly reports on all open grants. These reports **MUST** be received on or before the fifteenth of the month following the end of the quarter. For quarterly reporting, the Grants Management Section follows the state fiscal calendar, which is as follows:

- Quarter 1 July 1 – September 30 Report Due October 15
- Quarter 2 October 1 – December 31 Report Due January 15
- Quarter 3 January 1 – March 31 Report Due April 15
- Quarter 4 April 1 – June 30 Report Due July 15

Reminders will be generated by the iGMS system beginning on the first of the month when a report is due and a notification will show on the iGMS dashboard indicating necessary reports.

If you have a balance and know that you have spent all that you are going to spend, you **MUST** complete a Budget GAN to return any unspent monies and close out the grant. The Quarterly Report will change to "FINAL" after the Budget GAN has been approved.



Quarterly reports are not considered complete until the reports are marked received in the iGMS

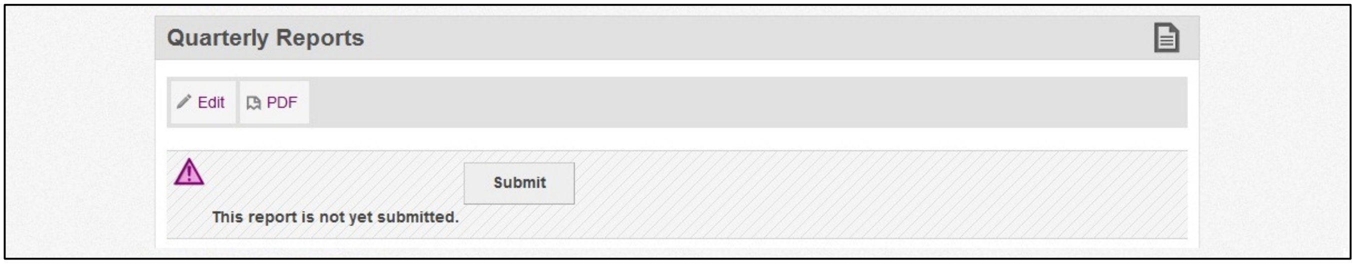
Sub-recipients are required to complete the following fields:

- **Project Director Name** – Users must indicate the name of the individual responsible for the project at the local level.
- **Financial Officer** – Users must indicate the name of the financial officer responsible for the grant (in most instances, this would be the county auditor or other financial officer).

Sub-recipients will be required to report activity that occurred during the quarter and what activities they anticipate for the next quarter.

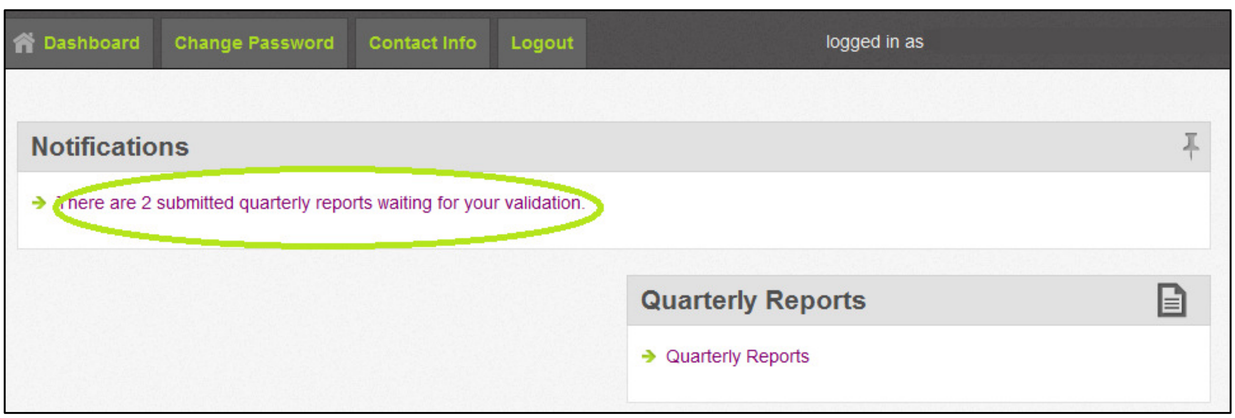
Once this section has been completed, click the **save** button.

After the information has been saved, the iGMS screen shows what was entered and allows the users to make corrections by clicking the **edit** button.

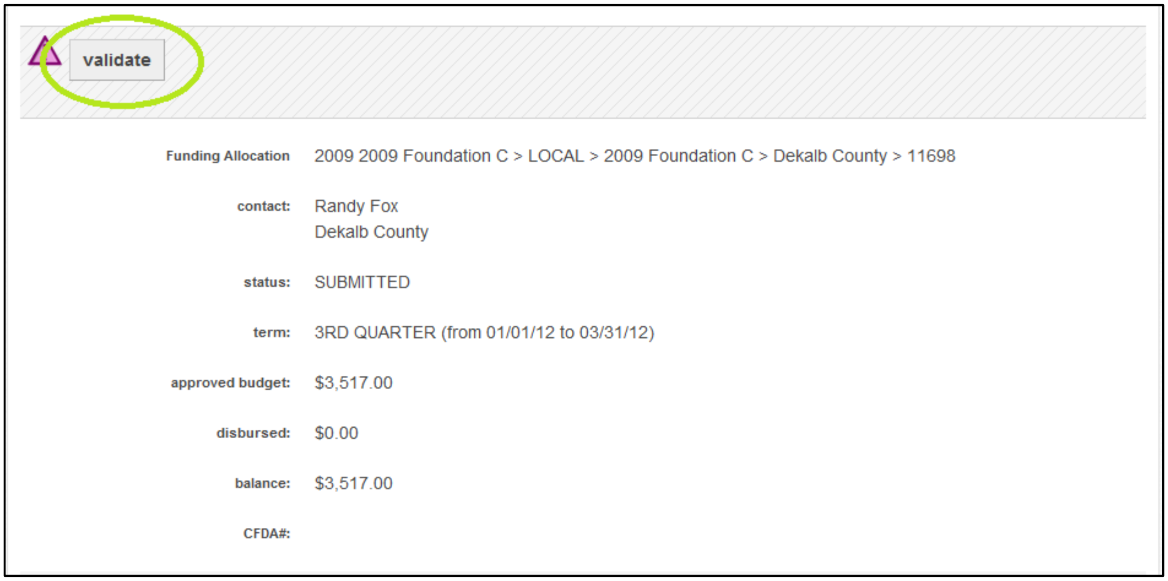


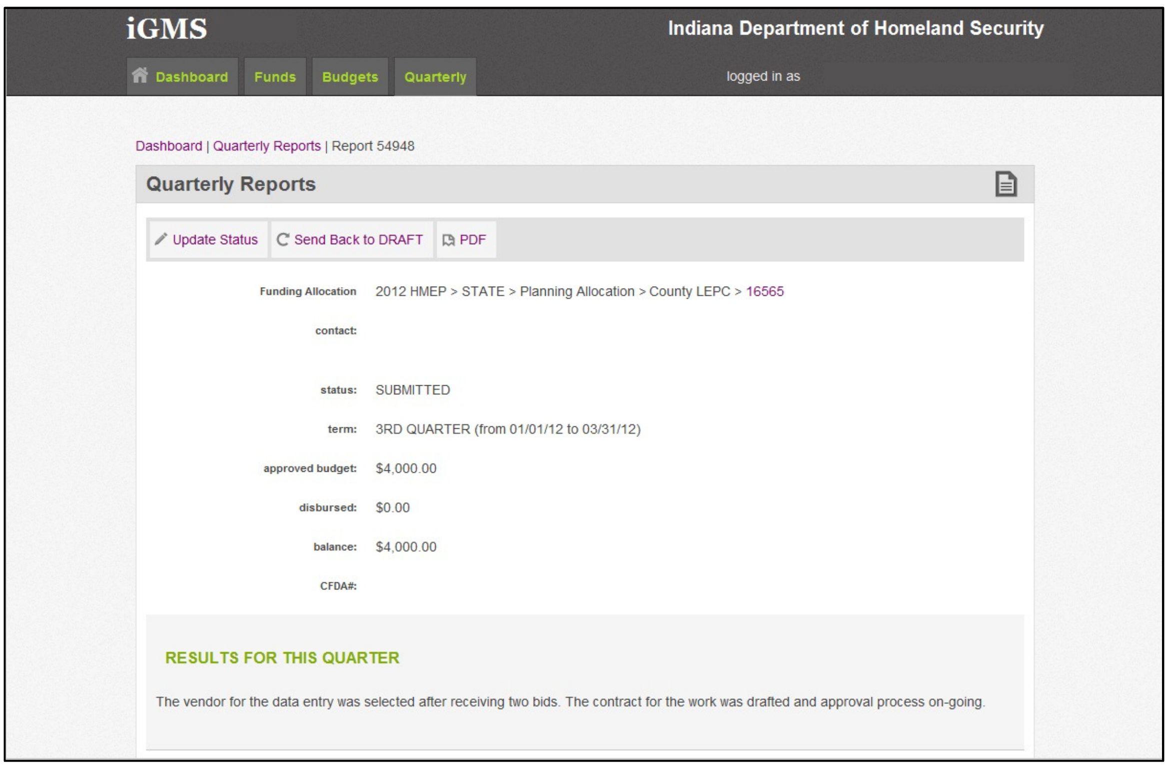
If no changes are required, users are asked to submit the report by clicking the **Submit now?** Button.

Once the report has been submitted and locked, Financial Officers will receive a notification that they have reports to validate.



Financial officers will click the **validate** button to indicate concurrence with the report.





Required signatures include the project director and financial officer listed. Once the report has been validated by the appropriate financial officer, it will be automatically sent to iDHS where it will be recorded as received or sent back to initial if information was incomplete.

The Quarterly Report must be marked "received" in the iGMS before users will be able to access the *Request for Expenditure* module

Module 10: Applications (IDHS Only)

Module Overview

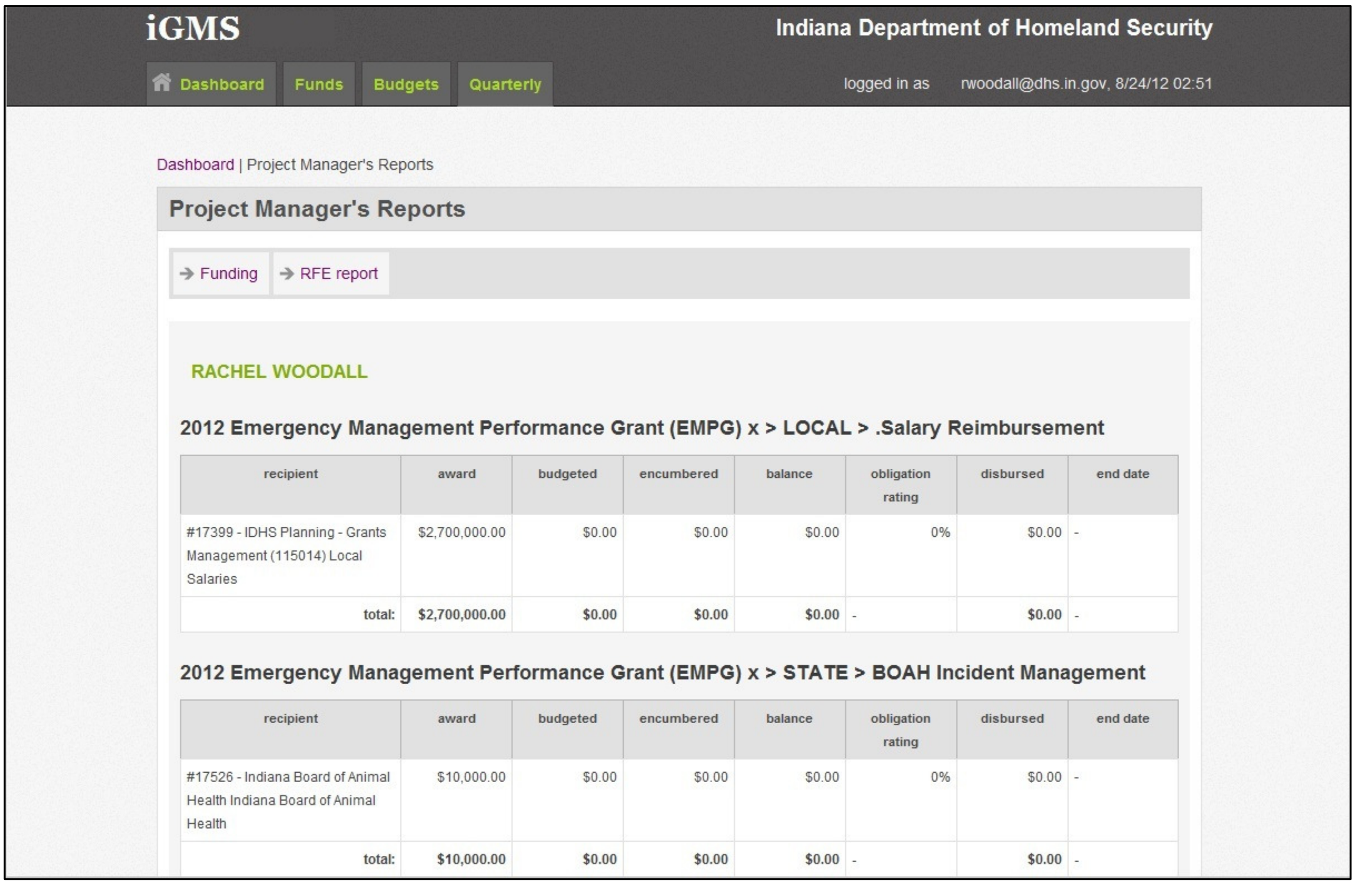
This module outlines additional features and options available within the iGMS.

Module Objectives

Upon completion of the module, users will be able to view the project manager report.

Project Manager Report

This function allows project managers to see information related to all their assigned projects.



iGMS

Indiana Department of Homeland Security

Dashboard | Funds | Budgets | Quarterly

logged in as rwoodall@dhs.in.gov, 8/24/12 02:51

Dashboard | Project Manager's Reports

Project Manager's Reports

Funding | RFE report

RACHEL WOODALL

2012 Emergency Management Performance Grant (EMPG) x > LOCAL > .Salary Reimbursement

recipient	award	budgeted	encumbered	balance	obligation rating	disbursed	end date
#17399 - IDHS Planning - Grants Management (115014) Local Salaries	$2,700,000.00	$0.00	$0.00	$0.00	0%	$0.00	-
total:	$2,700,000.00	$0.00	$0.00	$0.00	-	$0.00	-

2012 Emergency Management Performance Grant (EMPG) x > STATE > BOAH Incident Management

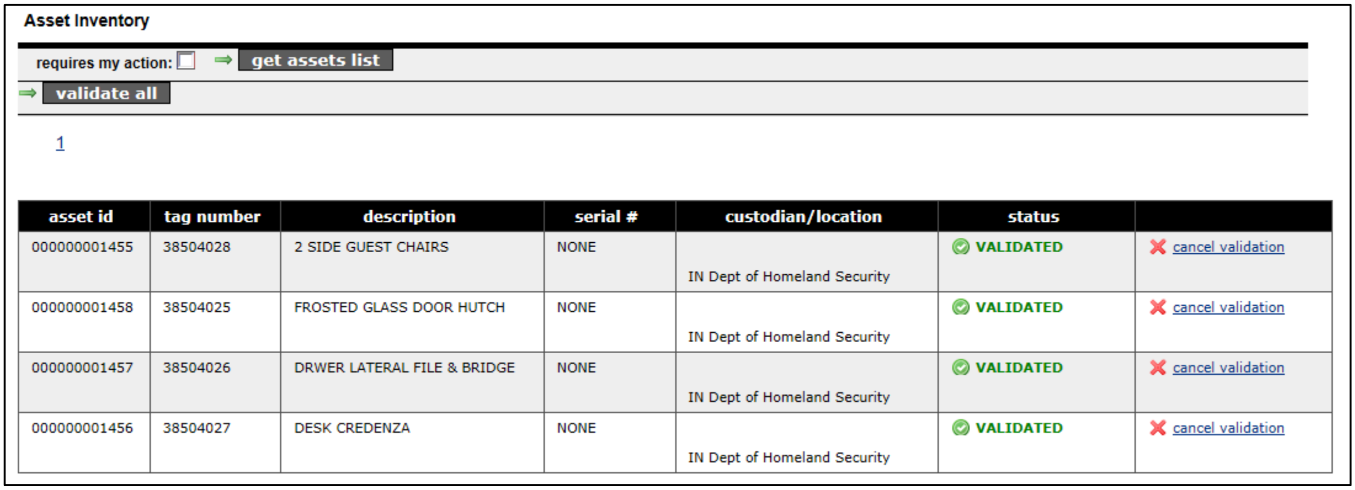
recipient	award	budgeted	encumbered	balance	obligation rating	disbursed	end date
#17526 - Indiana Board of Animal Health Indiana Board of Animal Health	$10,000.00	$0.00	$0.00	$0.00	0%	$0.00	-
total:	$10,000.00	$0.00	$0.00	$0.00	-	$0.00	-

Specific information includes the following:

- **Recipient** – where the funds were assigned
- **Award** – amount of funds allocated for the project
- **Budgeted** – amount of funds budgeted
- **Reimbursed** – amount of funds paid or charged against the project
- **Balance** – any funds not reimbursed or charged from the budgeted amount
- **Obligation rating** – percentage of awarded funds budgeted
- **End date** – performance period end-date (last date money can be obligated)

Asset Inventory

IDHS Employees are required to validate possession of State owned assets on an annual basis. A module has been developed for iGMS to allow asset holders to easily validate current assets held and/or request that corrections be made.



asset id	tag number	description	serial #	custodian/location	status	
000000001455	38504028	2 SIDE GUEST CHAIRS	NONE	IN Dept of Homeland Security	VALIDATED	cancel validation
000000001458	38504025	FROSTED GLASS DOOR HUTCH	NONE	IN Dept of Homeland Security	VALIDATED	cancel validation
000000001457	38504026	DRWER LATERAL FILE & BRIDGE	NONE	IN Dept of Homeland Security	VALIDATED	cancel validation
000000001456	38504027	DESK CREDENZA	NONE	IN Dept of Homeland Security	VALIDATED	cancel validation

Module 11: Applications (Sub-Grants)

Module Overview

This module is designed to allow iGMS users to access various program applications that may not be related to grant awards managed by the Grants Management Section. At this time, the primary use for this module is to view and report damage in the event of an incident. Questions regarding this module should be directed to the IDHS Response and Recovery Division.

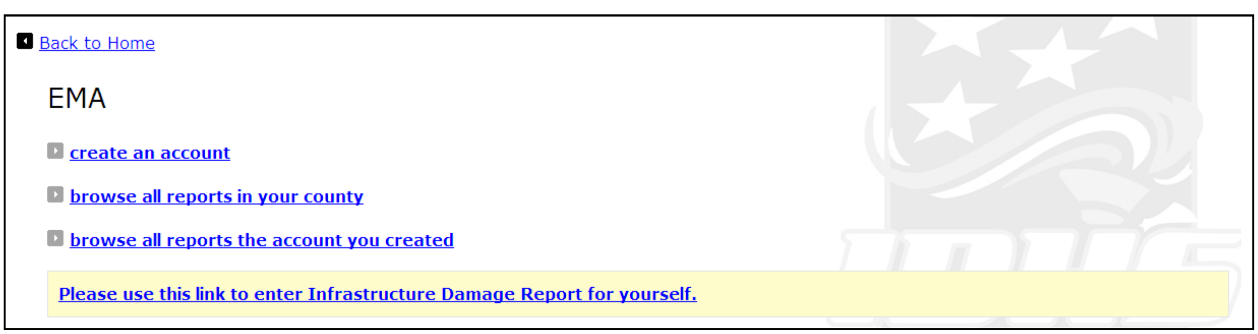
Module Objectives

Upon completion of the module, the user will be able to:

- View available reports.
- Enter reports.

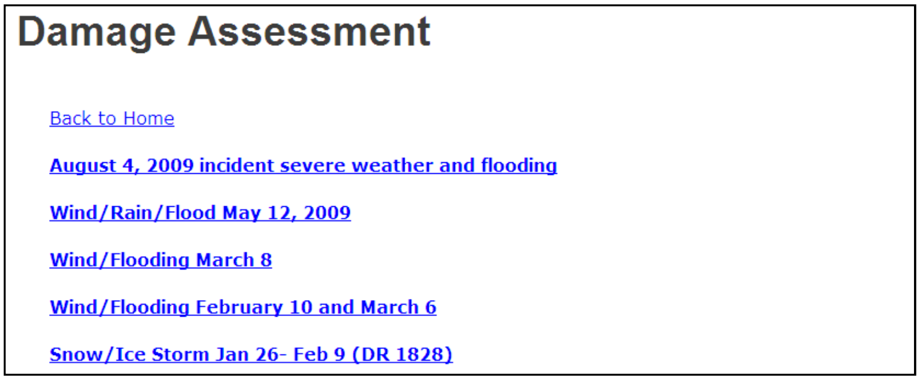
Infrastructure Damage Reporting

The view from this screen allows users to view all reports related to infrastructure damage.



Damage Report

The view from this screen allows users to view reports related to damage assessment.

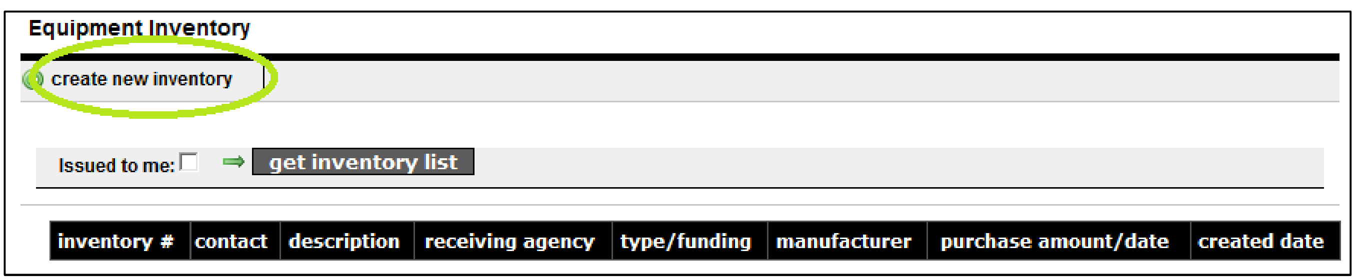


Equipment Inventory

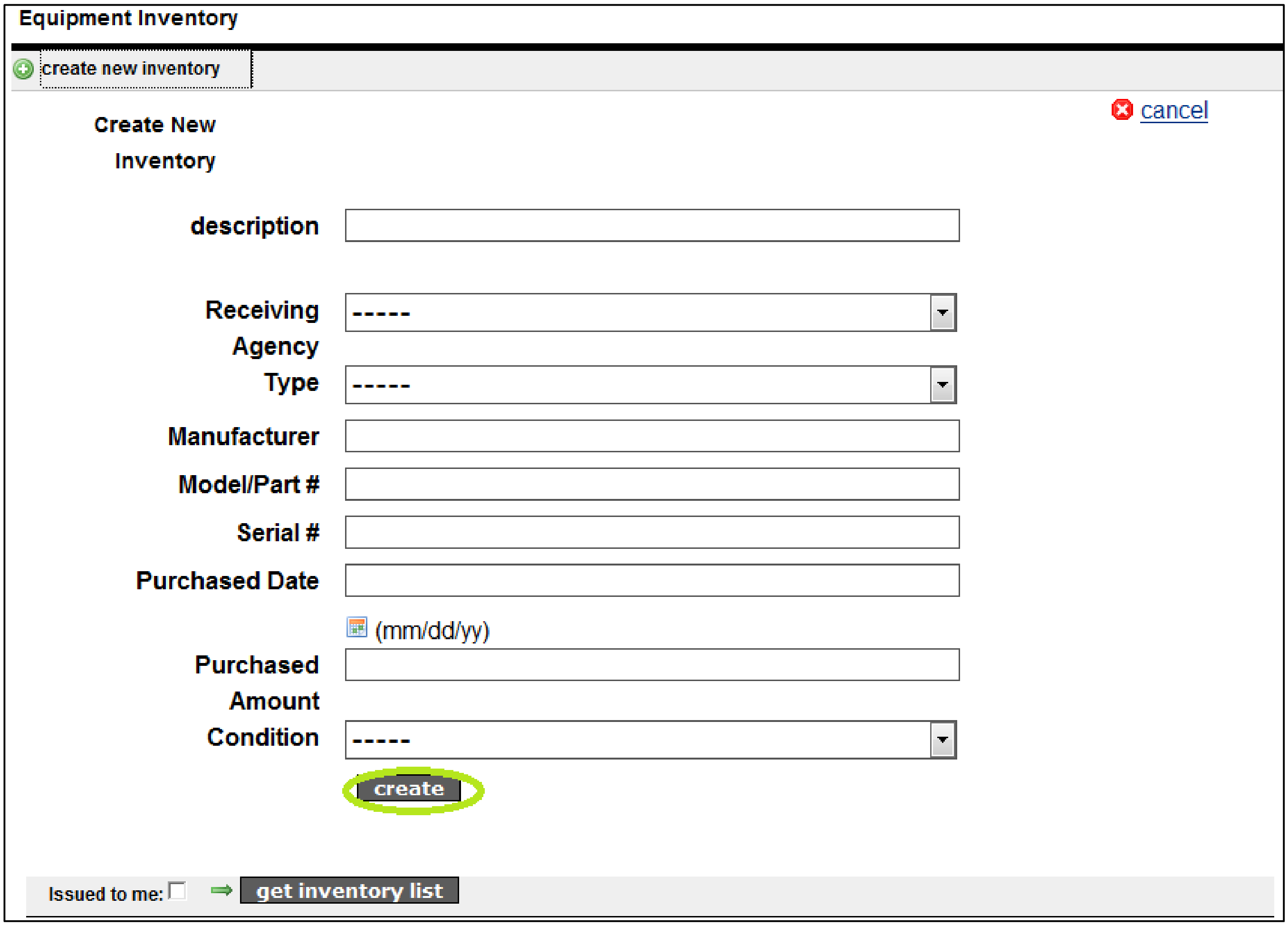
Equipment or Property is defined as "tangible, non-expendable property having a useful life of more than one year and an acquisition cost of $500 or more per unit acquired in whole or in part with grant funds." This definition includes software and software licenses.

Fiscal agents can use the tool in the iGMS to track equipment purchased with federal preparedness funding, the person to whom that equipment was assigned, and any transfer activity. Though not a requirement, the iGMS can provide a standardized and archived way to capture the required information.

The Equipment Inventory module is available from the Applications window on the Dashboard. To enter a new item click **Create New Inventory**.



After information has been entered clicking **Create** will save the information.



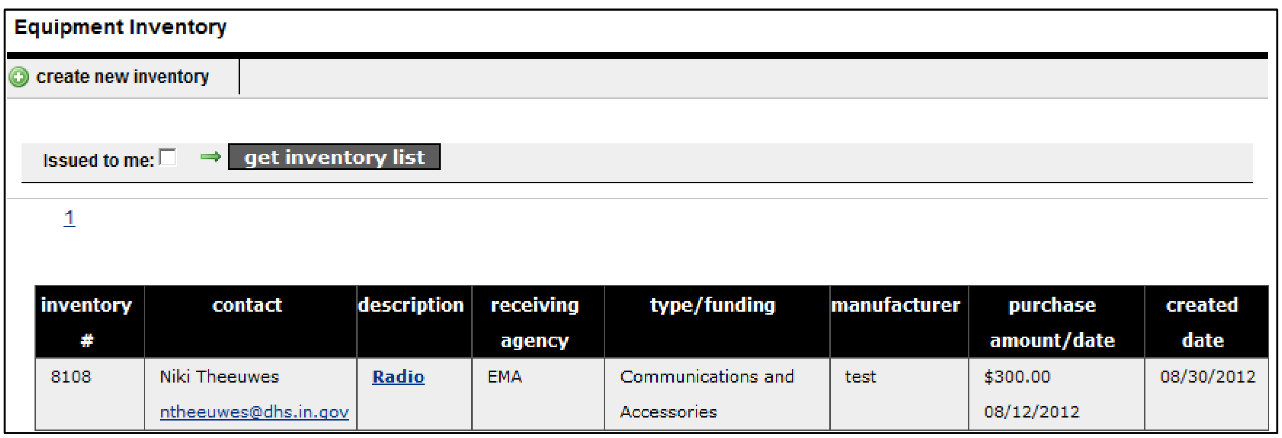
These recordkeeping requirements include:

- Maintenance of Accurate Property/Equipment Records. Property records shall include:
  - Description of the property
  - Manufacturer's model number
  - Manufacturer's serial number or other identification number
  - Vendor or other source of the property
  - Identity of title holder of the property
  - Acquisition date
  - Award number
  - Federal grant number
  - Percentage of Federal participation in the cost of the property
  - Unit acquisition cost
  - Physical location of the property
  - If the property was assigned to an individual, the name and title of the individual to whom the property was assigned
  - Use of the Property
  - Condition of the property as of the date the information is reported
  - Any ultimate disposition information including: Date of disposal, how and to what entity property was disposed, sale price of the property
- Conducting a Physical Equipment Inventory. The sub-recipient is required to conduct a physical property inventory, reconcile the results with the property records. Any differences between quantities

determined by the physical inspection and those in the accounting records shall be investigated to determine the cause of the difference. The Sub-grantee shall, in connection with the inventory, verify the existence, current utilization, current location, and continued need for the property. The sub-recipient shall submit its property inventory report with the quarterly progress report due on April 15th of each year to IDHS.

- Implementing Safeguards to Prevent Loss, Damage or Theft of Equipment. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated and fully documented and made a part of the official project records. A sub-recipient must submit a description of its control system either in its grant application or when otherwise requested by IDHS.
- Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.
- Disposition. When original or replacement equipment acquired using federal grant funds is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, items of equipment may be disposed of in accordance with the federal requirements pertaining to equipment (see 44 CFR 13.32(e)).

When completed the equipment inventory provides a listing as shown below:


Equipment Inventory

create new inventory

Issued to me: get inventory list

1

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date
8108	Niki Theeuwes ntheeuwes@dhs.in.gov	Radio	EMA	Communications and Accessories	test	$300.00 08/12/2012	08/30/2012

Module 12: My Help

The My Help section allows view the iGMS manual, a link to the Responder Knowledge Base and the ability to contact the Grants Management staff from within the iGMS.

iGMS Manual (PDF)

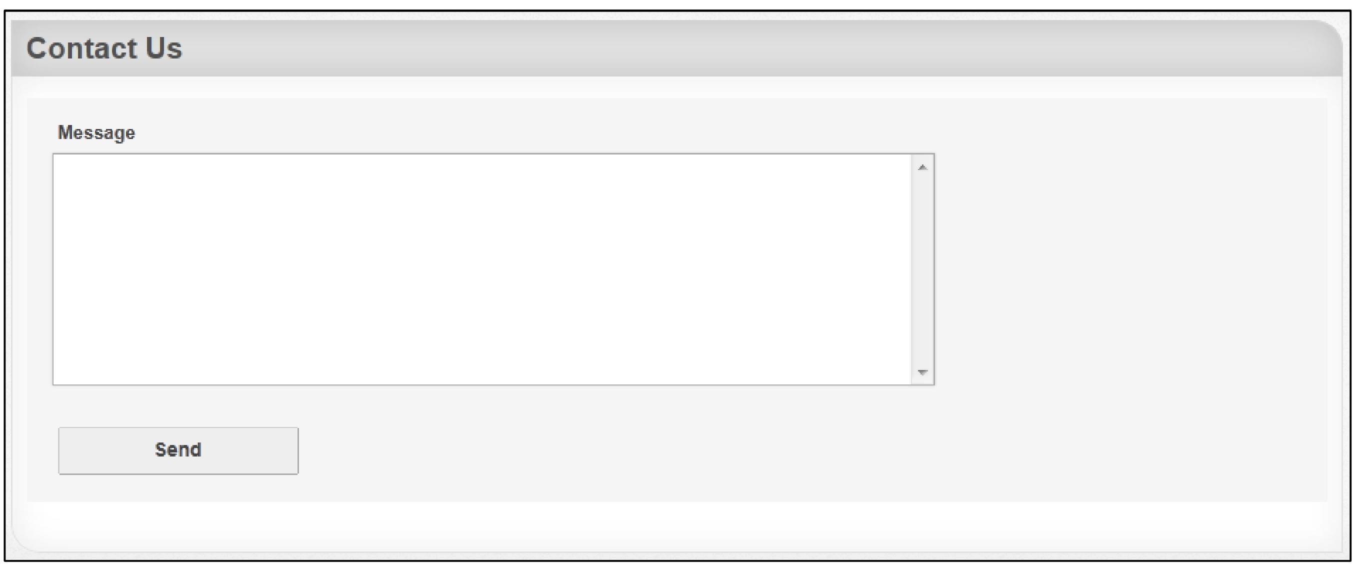
This option links to a file containing the most recent version of the iGMS manual. Users are asked to periodically check to see that they are using the most up-to-date manual.

Responder Knowledge Base

This is a link to the Responder Knowledge Base that houses the Authorized Equipment List.

Contact Us

This function allows users to contact IDHS staff through the iGMS without having to do a help request. This option would be used for general questions not related to system functions.



Once the information has been entered, click the **send** button to forward your question to IDHS. Questions are received by the IT staff and forwarded to the appropriate IDHS Grants Management staff for response.

Appendix A: Budget Example PDF

Indiana Department of Homeland Security (IDHS)
Adams
Budget Id: 3781

Allocated Fund

2010 State Homeland Security Grant > LOCAL > Adams County Equipment

award:	$10,000.00
budgeted:	$10,000.00
balance:	$0.00
encompass project id:	

Contact

name:	Karla Marbach
title:	Adams County EMA
address:	PO Box 87
	Decatur, IN 46733
county:	ADAMS
phone:	-
fax:	260-724-5320
email:	kmarbach@co.adams.in.us

Budget Items

Budget Total Amount: $10,000.00

solution area: EQUIPMENT

		unit	price/rate	hours	amount
description:	Computer Workstation for EOC	3.0	$1,200.00	-	$3,600.00
category	Information Technology				
discipline	Emergency Management				
narrative	Computer workstation for EOC to include CPU and Monitor.				
approved equipment #	04HW-01-INHW				
description:	Printer for EOC	1.0	$1,500.00	-	$1,500.00
category	Information Technology				
discipline	Emergency Management				
narrative	Network capable printer for use in EOC.				
approved equipment #	04HW-01-INHW				
				EQUIPMENT TOTAL:	**$5,100.00**

solution area: ADMIN

		unit	price/rate	hours	amount
description:	M&A	-	$300.00	-	$300.00
category	Contractors/Consultants/Instructors				
discipline	Emergency Management				
narrative	Hire contractor to administer grant.				
approved equipment #	-----				
				ADMIN TOTAL:	**$300.00**

solution area: TRAINING

		unit	price/rate	hours	amount

description:	Training Materials	-	$600.00	-	$600.00
category	Materials and Supplies Used and/or Expended				
discipline	Emergency Medical Services (fire-based)				
narrative	Materials and supplies to be used for Hazmat training. Items to include: Training suits, classroom materials.				
approved equipment #	-----				
description:	Training for First Responsers	1.0	$100.00	40.0	$4,000.00
category	Contractors/Consultants/Instructors				
discipline	Emergency Medical Services (fire-based)				
narrative	Hire contractor to provide HazMat training for 5 first responders.				
approved equipment #	-----				
				TRAINING TOTAL:	**$4,600.00**

Appendix B: Request for Expenditure Example PDF

Indiana Department of Homeland Security (IDHS)
Request for Expenditure #30307

Rfe Description:

Lodging for Conference Attendees (test for iGMS)

Requestor:	Needed Date:
Niki Theeuwes	**05/18/10**

Justification:

We will be providing lodging for conference attendees

Notes:

Amount is estimated based on a rate of $59.00 per night X 150 attendees for 3 nights.

Status:

APPROVED

Created By:	Created Date:
CLARKB_545	**03/10/10**
Updated By:	**Updated Date:**
JHUTCHENS	**03/10/10**

Fund:

2007 > Public Safety Interoperable Communications Program > STATE > Management and Administration

Project Id:

-

Program:

Public Safety Interoperable Communications (PSIC) (FEDERAL)

Project Manager:	Encompass Fund:
Beth Clark	**61800**

Encompass Project Id:

38507PSIMA00000

Requisition Id:

Suggested Vendors:

vendor	contact	address	phone
Holiday Inn Express fed tax id:	Fred Flintstone fred@theinn.net	Onew Holiday Way Park City , IN 46219	phone: 317-248-9980 fax:
Red Roof Inn fed tax id:	Betty Rubble Betty@theruff.biz	2347 Viva Lane Park City, IN 46219	phone: 317-246-8972 fax:
Johnson Hotel Group fed tax id:	Ben A. Mallard Duck1@Johnsons.com	1432 Gossling Creek Drive Park City, IN 46219	phone: 1-800-234-DUCK fax:

Items:

tracking #	vendor	description	amount
39447	Johnson Hotel Group -, -, ()	Lodging for conference attendees	$26,550.00 150 (qty) x $177.0
		TOTAL:	**$26,550.00**

Uploads:

upload #	file	uploaded by	uploaded date
22865	filename: Hotel_Invoice.doc (invoice) notes: null	BCLARK	03/10/10

Approvals:

	name	status
Supervisor	Rachel Meyer	APPROVED (03/10/10)
Grants Director	Caitlin Intermill	APPROVED (03/10/10)
Division Director	Jason Hutchens	APPROVED (03/10/10)

Executive	Jason Hutchens	APPROVED (03/10/10)

Comments:

On 03/10/10, JHUTCHENS wrote:
RFE #30307 - approved by JHUTCHENS

On 03/10/10, CINTERMILL wrote:
RFE #30307 - approved by CINTERMILL (still INCOMPLETE)

On 03/10/10, RMEYER wrote:
RFE #30307 - approved by RMEYER (still INCOMPLETE)

On 03/10/10, BCLARK wrote:
RFE #30307 - updated to SUBMITTED by BCLARK

INVOICE

Johnson Hotel Group
Where your stay is always "ducky"

1432 Gosling Creek Drive
Park City , IN 46219
1-800-234-DUCK

INVOICE # [100]
DATE: MAY 18, 2010

TO Indiana Department of Homeland Security
ATTN: Beth Clark -
302 W. Washington Street, Room E200
Indianapolis, IN 46201

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Ben A. Mallard	PSIC Conference	Due on receipt	June 18, 2010

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
148	148 Rooms for 3 nights at $59.00 per night Tax included in nightly rate. May 18, 19 and 20, 2010	177.00	$26,196.00
		SUBTOTAL	
		SALES TAX	
		TOTAL	$26,196.00

Thank you for your business!

Appendix C: Quarterly Report Example PDF

Indiana Department of Homeland Security (IDHS)
Quarterly Progress and Financial Status Report

The information provided will be used by the IDHS to monitor grantee progress to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (Uniform Administrative Requirement for Grants and Cooperative Agreements - 28 CFR, Part 66 Common Rule, and OMB Circular A-110).

1. Subgrantee (Agency) Name	2. CFDA#	3. Report
Grant	97.073	1st QUARTER July 1 - September 30

4. Grant Title	5. Amount of Grant Award
- 2008 Homeland Security Grant Program	$400,000.00

6. Total Expenditures to Date	7. Total Obligations (Outstanding Purchase Orders) to Date	8. Unobligated Balance to Date
$389,414.06	$10,585.94	$0.00

9. Will funds for this award be fully expended by the end of the performance period?

X YES __NO

10. If no, has a GAN be submitted to IDHS requesting an extension of th performance period?

__YES __NO

11. Commence Report Here

a. Objectives and Performance Indicators:

Each County in District 6 was alloted a certain amount for 800MHz radios. the County's have expended what they want. A budget GAN was administered for the balance to purchase additional 800MHz radios

b. Implementation Schedule:

Hopefully no later than November 1, 2009

c. Technical Assistance Needed:

NA

d. Equipment Status:

All requested has been received.

e. Personnel Status:

NA

f. Other Issues:

na		
12. Name of Project Director **Bruce Bender**	13. Signature of Project Director Bruce Bender	14. Date of Report 10-6-09
15. Name of Financial Officer **Michael Burton**	16. Signature of Financial Officer Michael Burton	17. Date 10-6-09

Appendix D: Environmental Historic Preservation Screening Memo Example PDF

Appendix E: Document Information

Originally Published – 9.4.12

List of Acronyms

AAR	After Action Report
ACH	Automated Clearing House
ADDIE	Analysis, Design, Development, Implementation, and Evaluation
AEL	Authorized Equipment List
AFG	Assistance to Firefighters Grant
ANSI	American National Standards Institute
APCO	Association of Public-Safety Communications Officials
ARF	Action Request Form
ASAP	As Soon As Possible
ASAP	Automated Standard Application for Payments
ATAC	Anti-Terrorism Advisory Council
BOAH	Board of Animal Health
BSIR	Biannual Strategy Implementation Reports
BZP	Buffer Zone Plan
BZPP	Buffer Zone Protection Plan
CAP	Corrective Action Plan
CAPR	Categorical Assistance Progress Reports
CBP	Customs and Border Protection
CBRN	Chemical, Biological, Radiological and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCP	Citizen Corps Program
CCTV	Closed-Circuit Television
CDC	Centers for Disease Control and Prevention
CDP	Center for Domestic Preparedness
CEDAP	Commercial Equipment Direct Assistance Program
CEO	Chief Executive Officer
CERT	Community Emergency Response Training/Teams
CFA	Capability Focus Area
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CHIP	Capability & Hazard Identification Program
CI	Critical Infrastructure
CI/KR	Critical Infrastructure/Key Resources
CIP	Capital Improvement Plan
CIP	Critical Infrastructure Protection
CIRA	Catastrophic Incident Response Annex
CME	Continuing Medical Education
CMIA	Cash Management Improvement Act
CNE	Continuing Nursing Education
CO-OP	Cooperative Training Outreach Program
COOP/COG	Continuity of Operations/Continuity of Government
COTS	Commercial-Off-the-Shelf
CSID	Centralized Scheduling and Information Desk
D&B	Dunn and Bradstreet
DEC	Department of Environment Conservation
DFO	Disaster Field Office (Old Term)
DHS	U.S. Department of Homeland Security
DHS&EM	Division of Homeland Security and Emergency Management
DHSS	Department of Health and Social Services
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DNDO	Domestic Nuclear Detection Office
DOD	Department of Defense
DOE	Department of Energy
DOJ	U.S. Department of Justice
DOS	U.S. Department of State
DOT	U.S. Department of Transportation
DPC	State Disaster Policy Cabinet
DPC	District Planning Council
DPETAP	Domestic Preparedness Equipment Technical Assistance Program
DPH	Department of Public Health
DPI	Disaster Preparedness Improvement
DRF	Disaster Relief Fund
DUNS	Data Universal Numbering System
EA	Environmental Assessment
EBS	Emergency Broadcasting System

ECRT	Emergency Communications Response Team
EEG	Exercise Evaluation Guide
EHP	Environmental and Historic Preservation
EIS	Environment Impact Statement
ELO	Enabling Learning Objectives
EMA	Emergency Management Agency
EMAP	Emergency Management Accreditation Program
EMEDS	Emergency Medical Support
EMI	Emergency Management Institute
EMPG	Emergency Management Performance Grants
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOC	Emergency Operations Center Grant Program
EOD	Explosive Ordnance Device
EOP	Emergency Operations Planning/Plans
EPA	US Environment Protection Agency
EPW	Exercise Planning Workshop
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FAR	Federal Acquisition Regulations
FBI	Federal Bureau of Investigation
FDA	Food and Drug Administration
FE	Functional Exercise
FEA	Fully Executed Agreement
FEMA	Federal Emergency Management Agency
FGDC	Federal Geographic Date Committee
FICA	Federal Insurance Contributions Act
FOIA	Freedom of Information Act
FSE	Full-Scale Exercise
FSR	Financial Status Report
FTE	Full-Time Employee/Equivalent
G&T	Preparedness Directorate's Office of Grants and Training
GAN	Grant Adjustment Notice
HAZMAT	Hazardous Materials
HDER	Homeland Defense Equipment Reuse
HHS	U.S. Department of Health and Human Services
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program
HRSA	Health Resources and Services Administration
HSAC	Homeland Security Advisory Council
HSC	Homeland Security Council
HSEEP	Homeland Security Exercise and Evaluation Plan/Program
HSGP	Homeland Security Grant Program
HSIN	Homeland Security Information Network
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
HSPTA	Homeland Security Preparedness Technical Assistance Program
HSVAC	Homeland Security Virtual Assistance Center
IAB	InterAgency Board
IAFIS	Integrated Automated Fingerprint Identification System
IAIP	DHS Information Analysis & Infrastructure Protection Directorate
IBSGP	Intercity Bus Security Grant Program
ICS	Incident Command System
ICTAP	Interoperable Communication Technical Assistance Program
IDEM	Indiana Department of Environment Management
IDHS	Indiana Department of Homeland Security
IECGP	Interoperable Emergency Communications Grant Program
IED	Improvised Explosive Device
IEEE	Institute of Electrical and Electronics Engineers, Inc.
iGMS	Indiana Grants Management System
ILEA	Indiana Law Enforcement Academy
IMAWS	Information Management Alert Warning Section

INCITS	International Committee for Information Technology Standards
ING	Indiana National Guard
INDOT	Indiana Department of Transportation
IP	Improvement Plan
IPRSGP	Intercity Passenger Rail Security Grant Program
IPSC	Integrated Public Safety Commission
IRS	Internal Revenue Service
ISAC	Information Sharing and Analysis Center
ISIP	Initial Strategy Implementation Plan
ISO	International Standards Organization
ISP	Indiana State Police
IT	Information Technology
IWN	Integrated Wireless Network
JFHQ	Joint Field Headquarters
JFO	Joint Field Office
JOC	Joint Operations Center
JRIES	Joint Regional Information Exchange System
JTTF	Joint Terrorism Task Force
KA	Key Asset
KR	Key Resource
LAP	Lesson Administration Page
LEO	Law Enforcement Online
LEP	Limited English Proficient
LEPC	Local Emergency Planning Committee
LEPD	Local Emergency Planning District
LETPP	Law Enforcement Terrorism Prevention Program
LLEA	Lead Law Enforcement Agency
LLIS	Lessons Learned Information Sharing
LMR	Land Mobile Radio
LNG	Liquid Natural Gas
LOCES	Letter of Credit Electronic Certification System
M&A	Management and Administration
MARSEC	Maritime Security
MEDS	Minimum Essential Data Sheets
MIPT	National Memorial Institute for the Prevention of Terrorism
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MS&G	Models, Simulations, and Games
MVCIAS	DOT X-ray Machine
NAWAS	National Warning System
NCIC	National Crime Information Center
NCJA	National Criminal Justice Association
NCR	National Capital Region
NDMS	National Disaster Medical System
NDPC	National Domestic Preparedness Consortium
NEPA	National Environmental Policy Act
NFA	National Fire Academy
NFPA	National Fire Protection Association
NGA	Notice of Grant Award
NGO	Non-Governmental Organization
NIC	NIMS Integration Center
NIEM	National Information Exchange Model
NIMCAST	NIMS Capability Assessment Support Tool
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NIPP	National Infrastructure Protection Plan
NIST	National Institute of Standards and Technology
NLT	No Later Than
NOAA	National Oceanic & Atmospheric Administration
NRCC	National Response Coordination Center
NRP	National Response Plan
NSDI	National Spatial Data Infrastructure
NSGIC	National States' Geographic Information Council
NSGP	UASI Non-Profit Security Initiative
NSSE	National Special Security Event
NTE	Not-to-Exceed
OC	Office of the Controller, U.S. DOJ Office of Justice Programs

ODP	US Office of for Domestic Preparedness
OGC	Office of General Counsel
OGC™	Open Geospatial Consortium
OGO	U.S. DHS Office of Grant Operations
OIC	Office for Interoperability and Compatibility
OJP	Office of Justice Programs
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
PA	Public Affairs
PAPRS	Phone Activated Paperless Request System
PD	Police Department
PDM	Pre-Disaster Mitigation
PHS	Public Health Service
PIN	Personal Identification Number
PIO	Public Information Officer
POC	Point of Contact
POETE	Plan, Organize, Equip, Train, Exercise
POI	Point of Interest
POMSO	Plans, Operations, and Military Support Office
PPE	Personal Protective Equipment
PSA	Protective Security Advisor
PSA	Public Service Announcement
PSIC	Public Safety Interoperability Communications Grant Program
PSD	Protective Security Division of DHS IAIP
PSGP	Port Security Grant Program
PSTN	Public Switched Telephone Network
QPA	Quantity Purchase Agreement
RAS/NUC	Radiological and Nuclear
RAT	Rapid Assistance Team
RCPGP	Regional Catastrophic Preparedness Grant Program
RDT&E	Research, Development, Testing and Evaluation
REALID	Real ID Demonstration Grant Program
RFE	Request for Expenditures
RKB	Responder Knowledge Base
RRCC	Regional Response Coordination Center
RTSWG	Region Transit Security Working Group
S&T	Science and Technology
SAA	State Administrative Agency
SAAT	Standardized Awareness Authorized Trainer
SARA	Superfund Amendments & Reauthorization Act
SDSFIE	Spatial Data Standard for Facilities, Infrastructure, and Environment
SECC	State Emergency Coordination Center
SEL	Standardized Equipment List
SERC	State Emergency Response Commission
SHSAS	State Homeland Security Assessment and Strategies
SHSEEP	State Homeland Security Exercise and Evaluation Program
SHSGP	State Homeland Security Grant Program
SHSP	State Homeland Security Program
SHSS	State Homeland Security Strategy
SITREP	Situation Report
SLA	State Local Assistance
SLE	State & Local Exercise
SLGCP	DHS Office of State and Local Government Coordination & Preparedness
SME	Subject Matter Expert
SOP	Stand Operating Procedure
SoR	Statement of Requirements
SPOC	Single Point of Contact
SPR	State Preparedness Report
SRM	Service Reference Model
SWAT	Special Weapons and Tactics
T-Card	Travel Card
TA	Technical Assistance
TCL	Target Capabilities List
TEW	Terrorism Early Warning
TLO	Terminal Learning Objectives
TOPOFF	Top Officials Exercise
TPOC	Training Point of Contact
TRM	Technical Reference Model
TSA	Transportation Security Administration

TSGP	Transit Security Grant Program
TSP	Training Support Package
TTX	Tabletop Exercise
UASI	Urban Area Security Initiative
UAWG	Urban Area Working Group
UHF	Ultra High Frequency
UTL	Universal Task List
VHF	Very High Frequency
VIPS	Volunteers in Police Service
VMI	Vendor Managed Inventory
VRPP	Vulnerability Reduction Purchase Plan
WFS	Web Feature Service
WMD	Weapons of Mass Destruction
WMS	Web Map Service
XML	Extensible Markup Language
XSTF	EML Structure Task Force

Glossary

Allocated	Amount of funding assigned to the project
Approved Status	An item has been reviewed and approved; may involve forwarding the item on to the next processing point (i.e., drafting of a sub-grant agreement, forwarding on for payment, etc.)
Audit an RFE	Assign items listed on an RFE to applicable line items on an approved budget
Authorized Equipment List (AEL)	List of equipment that is maintained by U.S. DHS/FEMA that identifies allowable equipment that may be purchased with federal grant funds and can be found at: https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm
Budget(ed)	Indicates the amount of allocated funds assigned to individual line items by the requesting entity
Buffer Zone Protection Program (BZPP)	Provides funding to increase the preparedness capabilities of jurisdictions responsible for the safety and security of communities surrounding high-priority, pre-designated Tier 1 and Tier 2 critical infrastructure and key resource (CIKR) assets, including chemical facilities, financial institutions, nuclear and electric power plants, dams, stadiums, and other high-risk/ high-consequence facilities, through allowable planning and equipment acquisition
Disbursement	Paying out in the discharge of a debt or expense
District Planning Council (DPC)	Membership made up of select representatives for each of the 10 Indiana Homeland Security Districts
Emergency Management Performance Grant (EMPG)	Program designed to assist state and local governments in enhancing and sustaining all-hazards emergency management capabilities
Encompass ID	A unique identifier for a project and is assigned by the State Auditor's accounting system
Environmental, Historic Preservation (EHP) Requirement	U.S. DHS/FEMA requirement that select equipment may be subject to additional review and approval by IDHS and/or U.S. DHS/FEMA
Executive Officer Title	Title or position of the individual serving as the principle executive officer
Federal Tax ID	Used to identify a business entity; may also be called Employer ID number (EIN)
Fully Executed Agreement (FEA)	Agreement is considered fully executed when all required reviews are completed and all required signatures are obtained
Grant Adjustment Notice (GAN)	Used to request project changes and/or correction for any programmatic, administrative, or financial change associated with a grant award; specifically, IDHS allows for two types of Grant Adjustments: • Budget GAN: Used to request financial changes to the budget; changes must be approved by the project manager and Grant Management Staff • End Date GAN: Used to request additional time to complete a project or submit final invoices; approval is dependent on federal performance periods, status of project, agency needs, etc.

Hazardous Materials Emergency Preparedness Grant (HMEP)	Provides financial and technical assistance, as well as national direction and guidance to enhance state, territorial, tribal, and local hazardous materials emergency planning and training; HMEP Grant Program distributes fees collected from shippers and carriers of hazardous materials to emergency responders for hazmat training and to Local Emergency Planning Committees (LEPCs) for hazmat planning
Homeland Security Grant Program (HSGP)	Consists of five sub-programs: State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), Operation Stonegarden (OPSG), Metropolitan Medical Response System (MMRS), and Citizen Corps Program (CCP); provides funds to build capabilities at the state and local levels and to implement the goals and objectives included in state homeland security strategies and initiatives in their State Preparedness Report
Indiana Grants Management System (iGMS)	Project management tool used by the Indiana Department of Homeland Security
Indiana Homeland Security Foundation Grant	Provides funding to local public safety agencies for critical public safety needs; organizations may apply for grants to purchase essential equipment and protective gear for use by emergency responders
Initial Status	When in initial status, changes to items can be made by a project manager/sub-recipient; item can stay in initial status indefinitely and is not forwarded on to the next processing step
Interoperable Emergency Communications Grant Program (IECGP)	Provides governance, planning, training, and exercise funding to states, territories, and local and tribal governments to carry out initiatives to improve interoperable emergency communications, including communications in collective response to natural disasters, acts of terrorism, and other man-made disasters
Invoice/Receipt	An itemized bill for goods sold or services provided, containing individual prices, the total charge, the date purchased, and the terms
Letter of Consent	A legal document used to allow IDHS to expend money on behalf of local partners
Memorandum of Understanding (MOU)	A legal document used to convey funds to another state agency
National Priorities	Identified by U.S. DHS/FEMA and can be found at: http://www.fema.gov/about/divisions/npd.shtm
Open Allocation	Indicates an active solicitation with no set amount to budget
Organization Legal Name	Name as it appears in the certificate of incorporation or the organization's application for Federal tax-exempt status
POETE Categories	Method of classifying planned expenditures into the U.S. DHS/FEMA allowable categories of **P**lanning, **O**rganization, **E**quipment, **T**raining, and **E**xercise
Primary Point of Contact (POC)	Individual assigned to be the primary contact for grants and grant-related activities; different points of contact may be assigned for a proposal, a budget, and for the iGMS activities
Principle Executive Officer	Person responsible for running an organization, although the exact nature of the role varies depending on the organization

Pro-Forma Invoice	An invoice issued before an order is placed, or before the goods are delivered, giving all the details and the cost of the goods; may not be used as an invoice for reimbursement of grant funds
Project Manager	IDHS employee who is responsible for grant funds
Proof of Payment	Either a copy of the front and back of a canceled check, or an auditor's report verifying that the vendor has been paid
Proposal	Formal document submitted to IDHS, proposing a project for receiving grant funding; will outline the manner of implementation of the program and show budgetary requirements
Purchase Order	Commercial document used to request someone to supply something in return for payment and providing specifications and quantities; may not be used as an invoice to reimbursement grant funds
Quantity Purchase Agreement (QPA)	State-negotiated contracts with negotiated pricing for standard items; local communities are allowed to also purchase items at these negotiated rates, which are usually considerably less than retail
Quarterly Report (QR)	Designed to give a status update of a program/project at three-month intervals; will include information from previous quarter and request information for the upcoming quarter; if **NOT** completed, will affect ability to create/submit Requests for Reimbursements
Quote	Vendor document that states the current price of items; may not be used as an invoice to reimbursement grant funds
Request for Expenditure (RFE)	Form used to either request reimbursement for sub-recipient expenditures, or request approval for proposed expenditures (IDHS staff)
Submitted Status	Indicates an item is moving on to the next processing step, which is usually an approval step
Sub-recipient Agreement	Legal document used to convey funds from IDHS to a sub-recipient; sub-recipients are entities such as a county, city, township, or other legal entity.
Target Capabilities	Identified by the U.S. DHS/FEMA and can be found at: https://www.rkb.us/hspd8.cfm