



# **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 Web site is: <https://myoracle.in.gov/hs>.

At the *Login* screen, users are prompted to type their e-mail addresses and passwords (see Figure 1).

**Figure 1: iGMS Login Screen**

It is possible to change a password by clicking the **Reset Password** button on the *Login* screen.

After you type your e-mail address and click the **send** button (see Figure 2), the iGMS will send an e-mail with a personal identification number (PIN) that will allow you to change your password. You can now return to the *Login* screen.

**Figure 2: Forgot Password? Screen**

After you receive the e-mail that includes the PIN, you will click the **I have my password reset PIN!** button from the *Login* screen (see Figure 3).

Figure 3: Password Reset PIN

This will bring up the *Reset Password* screen (see Figure 4).

Figure 4: *Reset Password* Screen

Once all information has been completed, click the **reset password** button. Once your password has been changed, a confirmation screen will appear (see Figure 5).

Figure 5: *Password Changed* Screen

Click the **Ready to login?** button to return to the *Login* screen to type your e-mail address and password to access the iGMS.

**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 (see Figure 6). Each category or module of functions is explained in detail within this manual.

**Figure 6: Dashboard for IDHS Staff**

The screenshot displays the 'Indiana Department of Homeland Security' dashboard for 'igMS'. The user is logged in as 'logged in as' with links for help notes, contact info, change password, and logout. A 'home' button is visible. The dashboard is divided into several sections:

- Notifications:** A list of four items:
  - You have 1 RFE(s) waiting for your audit.
  - You have 4 budget(s) waiting for your approval.
  - You have 1 RFE(s) waiting for your invoice approval.
  - You have 1 RFE(s) in UPDATE status.
- My Proposals:** Includes a 'create new proposal' button and a list of proposals:
  - 2010 SHSP District Capabilities Assessment
  - NLE 2011 Exercise Enhancements
  - Example Proposal
  - 2010 SHSP CBRNE Program
  - 2010 SHSP IMAT Incentive
- General Budget Information:** Contains links for 'Complete Budget List' and 'Quarterly Reports'.
- Agreement Tracking:** Shows 'Recent Activity This Week' with a project ID 'C44P-1-209A' and a notification for '2010 SHSP IMAT Incentive' dated 01/28/2011.
- Applications:** Lists 'Project Manager's Report', 'Request for Expenditures', and 'Agreement Tracking'.

## Dashboard for Sub-Recipients

This is an example of the dashboard as seen by sub-recipients (see Figure 7). Each category or module of functions is explained in detail within this manual.

Figure 7: Dashboard for Sub-Recipients

The screenshot displays the iGMS dashboard for sub-recipients, titled "Indiana Department of Homeland Security". The user is logged in, with links for help notes, contact info, change password, and logout. A home button is visible at the top left.

**My Proposals**

- create new proposal
- Emergency Operations Center Equipment
- 2008 EMPG Local Allocation
- 2007 LETPP Web GIS
- Intera State Operability
- PSIC Radio Award

**Agreement Tracking**

**Recent Activity This Week**

- project id: C44P-1-166A
- 2010 EMPG Compet GA (01/27/2011)
- [view all agreements...](#)

**General Budget Information**

- Complete Budget List
- Quarterly Reports
- Request for Expenditure
- Agreement Tracking

**Applications**

- Agreement Tracking
- Damage Report
- Infrastructure Damage Reporting

**My Help\_**

- iGMS Manual (pdf)
- Training and Exercise Guidance
- Responder Knowledge Base

## 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

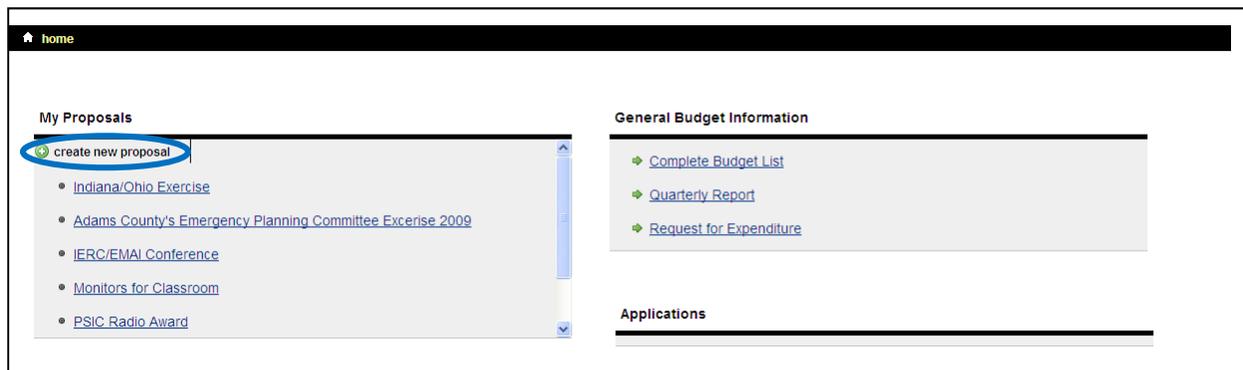
At the end of this module, you will be able to:

- 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 (see Figure 8).

**Figure 8: Create New Proposal Button in the *My Proposals* Section**



Click the **create new proposal** button to access the first screen of the proposal (see Figures 8 and 9).

**Figure 9: Create New Proposal Screen**

- **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 HSGP proposal 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)

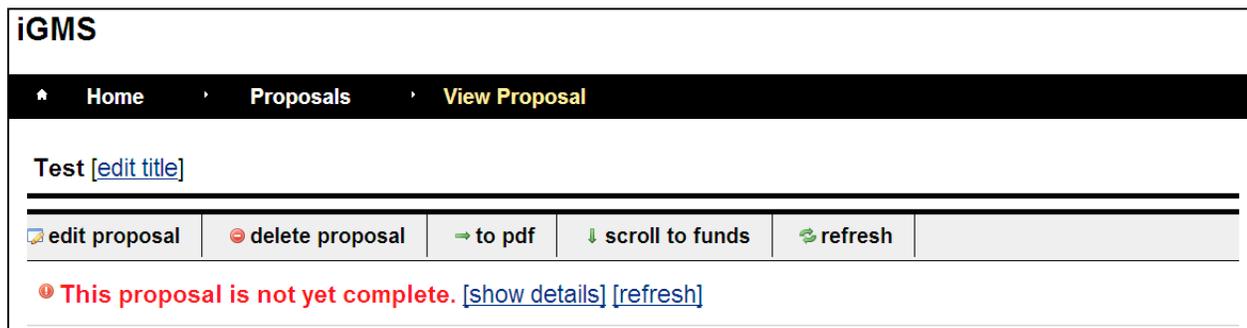
**NOTE:** Failure to adequately complete the appropriate template may affect how well your proposal addresses information related to the grant guidelines and may adversely impact funding decisions.

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

## Navigating the Proposal

After you have entered the initial proposal information, you will need to navigate through the template to complete the required information for your application for funds (see Figure 10).

**Figure 10: Proposal Navigation**



The navigation bar at the top of the *Proposal* screen allows you to perform the following actions:

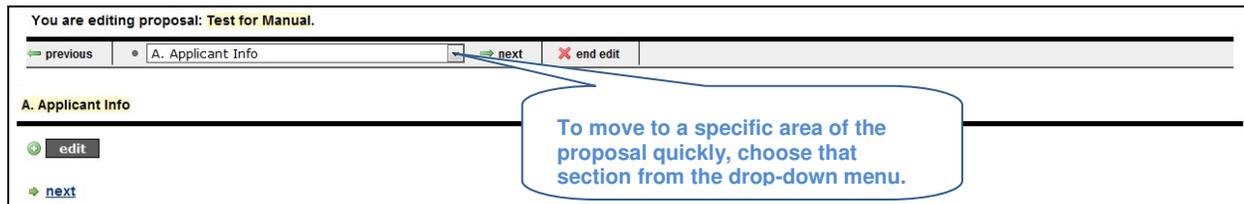
- **Edit Proposal** – This function allows an applicant to complete the proposal details. In addition, the applicant can save a proposal prior to submission, making it possible to return to it at a later time.
- **Delete the Proposal** – This function allows the applicant to delete a proposal that is not submitted or funded.
- **To PDF** – This function allows the applicant to easily create a file of the proposal that may be saved and e-mailed to others for review/approval.
- **Scroll to Funds** – This function allows the applicant to access the funding area of the proposal.
- **Refresh** – This function refreshes the current screen, showing any changes that have been made.

**Note:** The “This proposal is not yet complete” notification tells you that you have an area that has not been addressed. By clicking the *show details* hyperlink, you can see exactly what section needs to be completed.

## Edit Mode

Edit mode is identified by the bar across the top (see Figure 11). This bar allows you to move through the proposal not only by showing the page you are currently on, but also allowing you to scroll through the proposal by clicking the **next** button. You may also stop your current work by clicking the **end edit** button. The proposal will be saved to the last complete section.

**Figure 11: Proposal Edit Mode**



## Identification Information

### Applicant Information

Click the **edit** button to display a screen requesting information about the applying entity (see Figure 12).

**Figure 12: Applicant Info Section**

- **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.

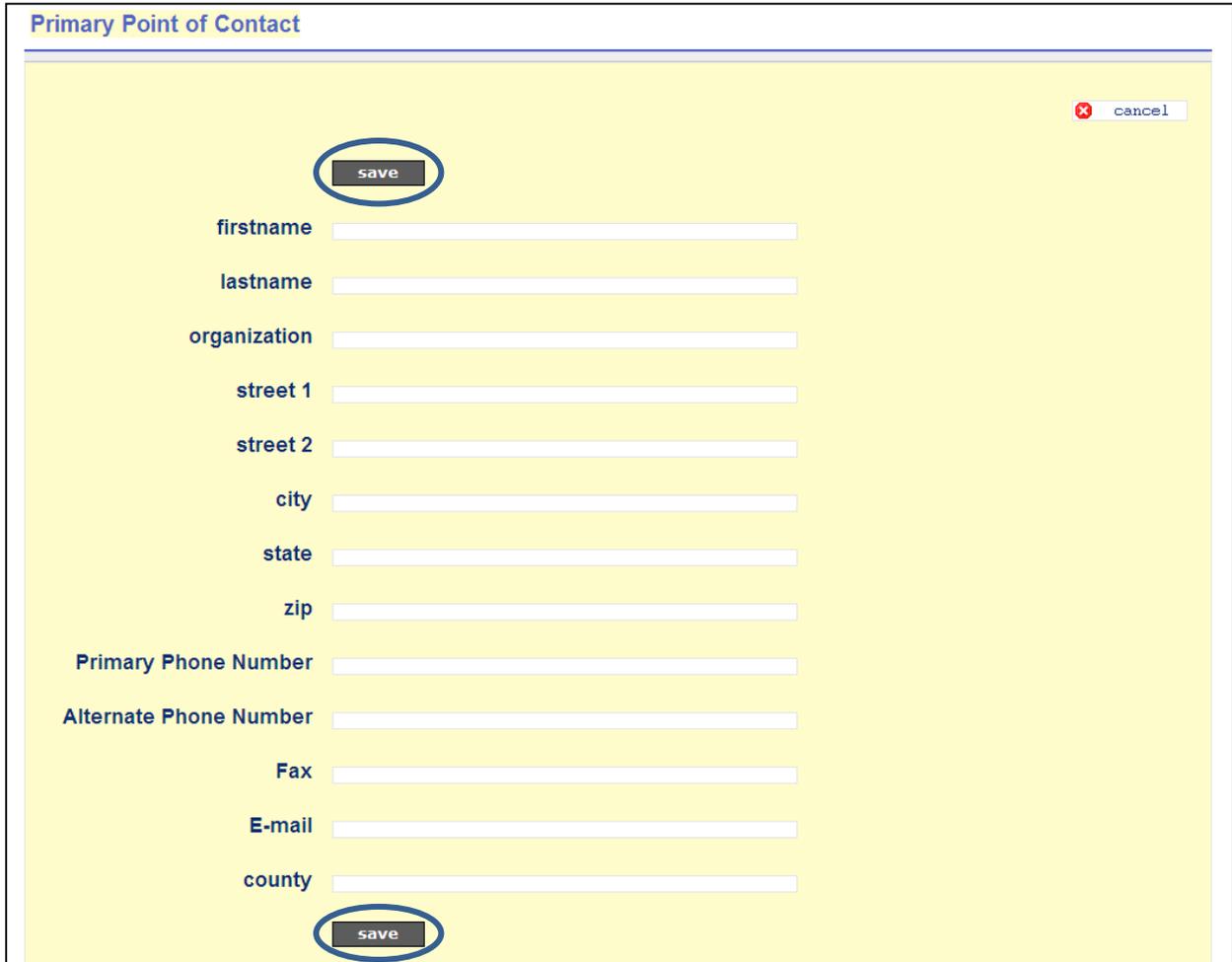
Once all fields have been completed, click the **save** button. To move to the next section of the proposal, click the *next* hyperlink.

## 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) (see Figure 13). 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.

**Figure 13: Primary Point of Contact Section**



The screenshot shows a web form titled "Primary Point of Contact" with a yellow background. The form contains the following fields and buttons:

- save** button (circled in blue)
- cancel** button (with a red 'x' icon)
- firstname** input field
- lastname** input field
- organization** input field
- street 1** input field
- street 2** input field
- city** input field
- state** input field
- zip** input field
- Primary Phone Number** input field
- Alternate Phone Number** input field
- Fax** input field
- E-mail** input field
- county** input field
- save** button (circled in blue)

Once all of the fields have been completed, click the **save** 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 (see Figure 14).

**Figure 14: District Planning Council Support Section**

**C. District Planning Council Support**

cancel

save

1. Is this proposal supported by the DPC? -----

2. Date the proposal and budget were approved by the DPC.  (mm/dd/yy)

save

[next](#)

**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 (see Figure 15).

**Figure 15: DPC Minutes Upload**

**II. Upload the minutes where the proposal and budget were approved by the DPC.**

[next](#)

[upload a file](#)

upload #	uploaded by	uploaded date	

Click the *upload a file* hyperlink to display a screen allowing the scanned document to be uploaded to the iGMS (see Figure 16).

**Figure 16: Upload a File Screen**

**Upload a file**

filename  Browse...

*If possible, please upload only \*.pdf or any of the following image file formats : \*.jpg, \*.gif, \*.tiff, \*.png*

notes

upload file

**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 printed in an area highlighted in green. Please keep in mind that your proposal may be rated based on how well it addresses the specific information requested in those areas.

## Proposal Description

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 (see Figure 17).

**Figure 17: Proposal Description Section**

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

## Overall Project Justification

This section asks applicants to describe, at a high level, what activities will be implemented and what will be accomplished by the proposal (see Figure 18). This information is to be provided in two distinct areas:

- Terrorism and National Hazards
- Impact of Implementation

**Figure 18: Overall Project Justification Section**

Applicants are asked to describe how their understanding of the spectrum of terrorism and natural hazards risks to their area influenced the development of the proposal (see Figure 19).

**Figure 19: Add New Paragraph Button in the Terrorism and Natural Hazards Section**

Click the **add new paragraph** button to open a text box in which applicants will enter up to 2,500 characters. Additional information may be entered by clicking the **add new paragraph** button until all text has been entered (see Figure 20).

Figure 20: Next Hyperlink in the *Terrorism and Natural Hazards* Section

1. Terrorism and Natural Hazards

Describe how your understanding of the spectrum of terrorism and natural hazard risks to your area influenced the development of this proposal.

save

characters of 2500 maximum limit

save

add new paragraph

next

## Impact of Implementation

This section asks that applicants describe how the implementation of this proposal will impact the problem(s) identified (see Figure 21).

Figure 21: Add New Paragraph Button in the *Impact of Implementation* Section

2. Impact of Implementation

Describe how the implementation of this proposal will impact the problem(s) identified.

add new paragraph

cancel

characters of 2500 maximum limit

add new paragraph

next

Click the **add new paragraph** button to open a text box in which applicants will enter up to 2,500 characters. Additional information may be entered by clicking the **add new paragraph** button until all text has been entered.

Figure 22: Next Hyperlink in the *Impact of Implementation* Section

2. Impact of Implementation

Describe how the implementation of this proposal will impact the problem(s) identified.

save

characters of 2500 maximum limit

save

add new paragraph

cancel

next

Once all information has been entered, click the *next* hyperlink to move to the next section of the proposal (see Figure 22).

## Strategy

The *Strategy* section is where you will identify how your proposed project corresponds to 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.
- **Target Capabilities** – This area is related to the target capabilities list identified by the U.S. Department of Homeland Security (U.S. DHS) and requests information about how the proposed project would meet those capabilities. The target capabilities can be found at: <https://www.rkb.us/hspd8.cfm>.
- **National Priorities** – This area is related to the National Priorities identified by U.S. DHS/Federal Emergency Management Agency (FEMA) and requests information about how the proposed project would meet those priorities. The national priorities can be found at: <http://www.fema.gov/about/divisions/npd.shtm>.

The *Strategy* screen is a header page and contains important information the applicant should consider when completing the *Strategy* sections.

**Figure 23: New Button in the Strategy Section**

Click the **new** button to display several drop-down menus, listing the available choices for primary and secondary goals and objectives (see Figure 23).

The available goals and objectives are based on the Indiana Strategy for Homeland Security goals and objectives (see Figure 24). Use the text box provided to describe how the project addresses the chosen goals and objectives.

**Figure 24: Goals and Objectives Drop-Down Menus**

From the drop-down menu, choose a primary and secondary target capability (see Figure 25). In the text box(es), provide a brief explanation of how the project supports these capabilities.

**Figure 25: Capability Drop-Down Menus**

(i) Primary Capability

(ii) Secondary Capability

Explanation of how it is supported. *characters of 2500 maximum limit*

Clicking the drop-down menu arrows will display a list of available capabilities from which to choose.

From the drop-down menu, choose a primary and two secondary priorities. In the text box, provide a brief description of how the proposal is in line with established district plans (see Figure 26).

**Figure 26: Priority Drop-Down Menus**

(i) Primary Priority

(ii) Secondary Priority

(iii) Secondary Priority

Describe how this proposal is in line with established District plans. *characters of 2500 maximum limit*

save

Clicking the drop-down menu arrows will display a list of available priorities from which to choose.

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

**Figure 27: Next Hyperlink in the Goals and Capabilities Section**



To move to the next section of the proposal, click the *next* hyperlink (see Figure 27).

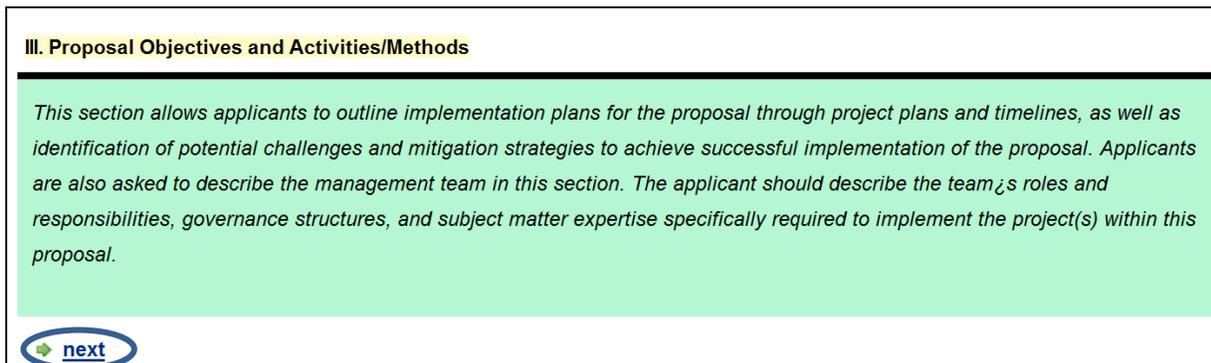
**NOTE:** If none of the choices match the project you are proposing, please refer to the application packet/guidance documents to ensure that your project meets the established criteria for application submission, and/or you are using the correct proposal template for your application.

## Proposal Objectives and Activities/Methods

Following the directions printed in the **green** area, you will be asked to provide information related to how the project will be implemented (see Figure 28). There are three distinct areas that applicants are asked to address:

- Performance Measures
- Challenges
- Management

**Figure 28: Proposal Objectives and Activities/Methods Section**



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

## Performance Measures

The *Performance Measures* section allows you to identify objectives that will lead to the successful realization of the accomplishment (see Figure 29).

Figure 29: New Button in the *Performance Measures* Section

A. Performance Measures

Identify objectives that will lead to the successful realization of the accomplishment.

**new**

[next](#)

Performance Measure

Click the **new** button to display a text box that allows you to enter required information.

Figure 30: Save Button in the *Performance Measures* Section

A. Performance Measures

Identify objectives that will lead to the successful realization of the accomplishment.

**save**

Performance Measure *characters of 2500 maximum limit*

**save**

**cancel**

Once a performance measure has been entered, click the **save** button (see Figure 30). To enter additional performance measures, click the **new** button.

After all performance measures have been entered, click the *next* hyperlink to move to the next section of the proposal.

## Challenges

The *Challenges* section allows you to list challenges that could impact the achievement of the accomplishment and identify a mitigation strategy for that challenge (see Figure 31).

Figure 31: New Button in the *Challenges* Section

The screenshot shows the 'B. Challenges' section. At the top, there is a green header with the text: 'List challenges that could impact the achievement of the accomplishment and identify a mitigation strategy for that challenge.' Below this, there is a 'new' button with a plus icon, circled in blue. Below the 'new' button is a 'next' hyperlink. At the bottom, there is a table with a single row labeled 'Challenge'.

Click the **new** button to display a text box that allows you to enter required information.

Figure 32: Save Button in the *Challenges* Section

The screenshot shows the 'B. Challenges' section. At the top, there is a green header with the text: 'List challenges that could impact the achievement of the accomplishment and identify a mitigation strategy for that challenge.' Below this, there is a yellow background area. In the top right corner of this area is a 'cancel' button with a red 'x' icon. In the center, there is a 'save' button. Below the 'save' button, there is a text input field with the label 'Challenge' and a green note: 'characters of 2500 maximum limit'. Below the input field is another 'save' button, circled in blue. At the bottom, there is a 'new' button with a plus icon and a 'next' hyperlink. At the very bottom, there is a table with a single row labeled 'Challenge'.

Once a challenge has been entered, click the **save** button (see Figure 32). To enter additional challenges, click the **new** button.

After all challenges have been entered, click the *next* hyperlink to move to the next section of the proposal.

## Management

In this section, applicants are asked to enter the following information related to the management team (see Figure 33):

- Member roles and responsibilities
- Member qualifications
- Governance structure
- Subject matter expertise required

Figure 33: *Next* Hyperlink in the *Management* Section

You are editing proposal: **Test for Manual.**

← previous | C. Management | → next | ✖ end edit

---

**C. Management**

→ [next](#)

Click the *next* hyperlink to move to the next area of the *Management* section.

Figure 34: *New* Button in the *Management* Section

**1. Management**

→ [new](#)

→ [next](#)

Click the **new** button to display a text box that allows you to enter required information (see Figure 34).

Figure 35: *Save* Button in the *Management* Section

**save**

Name

Roles and Responsibilities *characters of 2500 maximum limit*

Qualifications *characters of 2500 maximum limit*

Once an individual/position has been entered, click the **save** button (see Figure 35). To enter additional individuals/positions, click the **new** button (see Figure 36).

Figure 36: *New* Button in the *Management* Section

→ [new](#)

→ [next](#)

Name	Roles and Responsibilities	Qualifications

After all individuals/positions have been entered, click the *next* hyperlink to move to the next section of the proposal (see Figure 37).

Figure 37: Next Hyperlink in the Management Section

**2. Management Team's Structure**

Explain the management team's governance structure(s) and subject matter expertise required for this proposal.

[edit](#)

[next](#)

Figure 38: Save Button and Next Hyperlink in the Management Section

**2. Management Team's Structure**

Explain the management team's governance structure(s) and subject matter expertise required for this proposal.

[cancel](#)

[save](#)

2. Management Team's Structure *characters of 2500 maximum limit*

[save](#)

[edit](#)

[next](#)

Once the structure been entered, click the **save** button (see Figure 38). Click the *next* hyperlink to move to the next section of the proposal.

## Evaluation Plan

Following the directions printed in the **green** area, you will be asked to provide information related to how the activities funded by this proposal will be evaluated (see Figure 39).

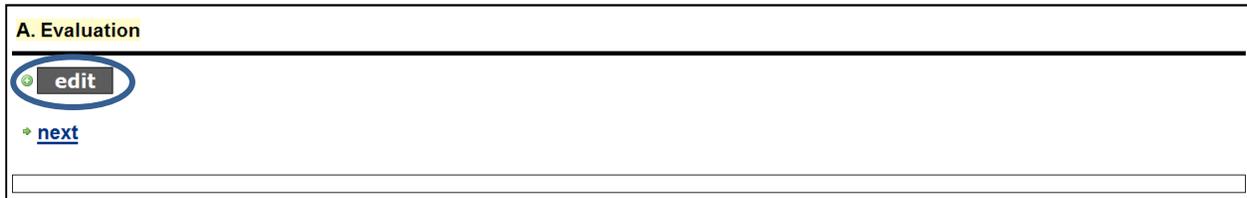
Figure 39: Next Hyperlink in the Evaluation Plan Section

**IV. Evaluation Plan**

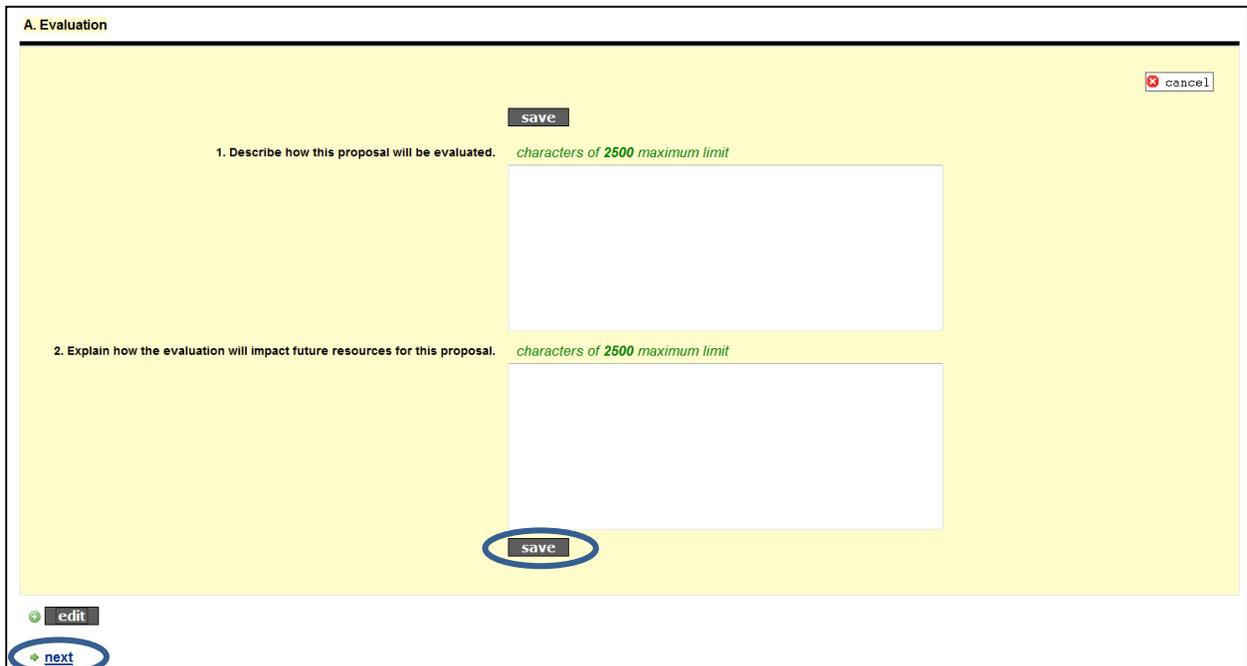
In the evaluation section of the proposal, applicants are asked to describe how goals and objectives are determined to have been achieved and desired outcomes have been obtained. Applicants should also explain if this is an ongoing project/proposal that will require funding in future grant periods, and describe the anticipated needs of future grant resources.

[next](#)

Click the *next* hyperlink to move to the next section of the proposal.

Figure 40: *Edit* Button in the *Evaluation* Section

Click the **edit** button to display a text box that allows you to enter required information (see Figure 40).

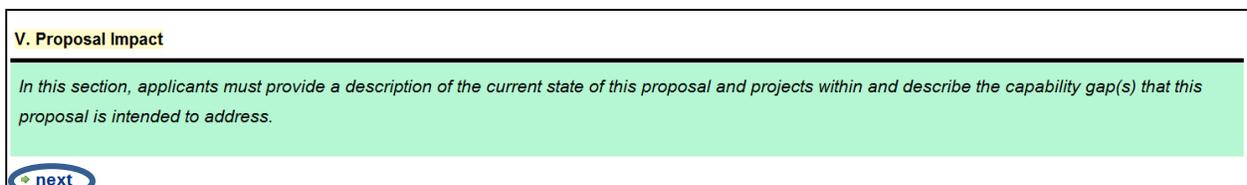
Figure 41: *Save* Button and *Next* Hyperlink in the *Evaluation* Section

Once the information been entered, click the **save** button (see Figure 41). Click the *next* hyperlink to move to the next section of the proposal.

## Proposal Impact

Following the directions printed in the **green** area, you will be asked to provide information related to the *Proposal Impact* section, which consists of three distinct areas (see Figure 42):

- Description of impact
- Risk
- Sustainment

Figure 42: *Next* Hyperlink in the *Proposal Impact* Section

Click the *next* hyperlink to move to the next section of the proposal.

Figure 43: Edit Button in the *Proposal Impact* Section

A. Description

[edit](#)

[next](#)

Click the **edit** button to display a text box that allows you to enter required information (see Figure 43).

Figure 44: Save Button and *Next* Hyperlink in the *Description* Section

A. Description

[cancel](#)

[save](#)

1. Provide a description of the current state of this proposal, its objectives and any accomplishments that have been completed. *characters of 2500 maximum limit*

2. Describe the capability gap(s) that this proposal is intended to address. *characters of 2500 maximum limit*

[save](#)

[edit](#)

[next](#)

Once the information been entered, click the **save** button (see Figure 44). Click the *next* hyperlink to move to the next section of the proposal.

Figure 45: Edit Button in the *Risk* Section

B. Risk

[edit](#)

[next](#)

Click the **edit** button to display a text box that allows you to enter required information (see Figure 45).

Figure 46: Save Button and *Next* Hyperlink in the *Risk* Section

**B. Risk**

[cancel](#)

1. Define the risk impacted with this proposal (threat, vulnerability, and consequence). *characters of 2500 maximum limit*

[save](#)

2. Describe how achieving the implementation plan and specific accomplishments outlined will reduce the risks identified in the overall proposal justification section. *characters of 2500 maximum limit*

[save](#)

[edit](#)

[next](#)

Once the information been entered, click the **save** button (see Figure 46). Click the *next* hyperlink to move to the next section of the proposal.

Figure 47: Edit Button in the *Sustainment* Section

**C. Sustainment**

[edit](#)

[next](#)

Click the **edit** button to display a text box that allows you to enter required information (see Figure 47).

Figure 48: Save Button and *Edit* Hyperlink in the *Sustainment* Section

**C. Sustainment**

[cancel](#)

1. Describe any additional sources of funding to be used for this proposal. *characters of 2500 maximum limit*

[save](#)

2. Reference impact and how progress will be sustained. *characters of 2500 maximum limit*

[save](#)

[edit](#)

[next](#)

Once the information been entered, click the **save** button (see Figure 48). Click the *next* hyperlink to move to the next section of the proposal.

## Budget

Following the directions printed in the **green** area, you will be asked to provide information related to the *Budget* section of the proposal, which consists of three sections (see Figure 49). The first two are in a narrative-based format and will be linked with the proposal submission. The third and final step is to complete the actual budget, including all planned expenditures that will become part of the sub-grant agreement (where applicable).

**Figure 49: Next Hyperlink in the Budget Section**

**VI. Budget**

*The budget section of the proposal allows the applicant to describe the funding plan, implementation, and items being purchased with the requested funding. An applicant's funding plan aligns with the five POETE categories: Planning, Organization, Equipment, Training and Exercise. While applicants are not expected to include all of these categories as part of their response, the planned expenditures should be appropriate for the solution area and grant program in which they are described.*

[next](#)

Click the *next* hyperlink to move to the next section of the proposal.

**Figure 50: Edit Button in the Funding Plan Section**

**A. Funding Plan**

[edit](#)

[next](#)

Click the **edit** button to display a text box that allows you to enter required information (see Figure 50).

**Figure 51: Save Button and Next Hyperlink in the Funding Plan Section**

**A. Funding Plan**

[cancel](#)

**save**

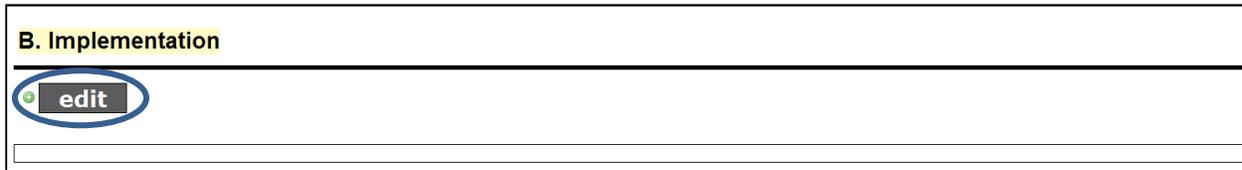
1. Describe how the funds will be used and whether the planned expenditures are appropriate. *characters of 2500 maximum limit*

**save**

[edit](#)

[next](#)

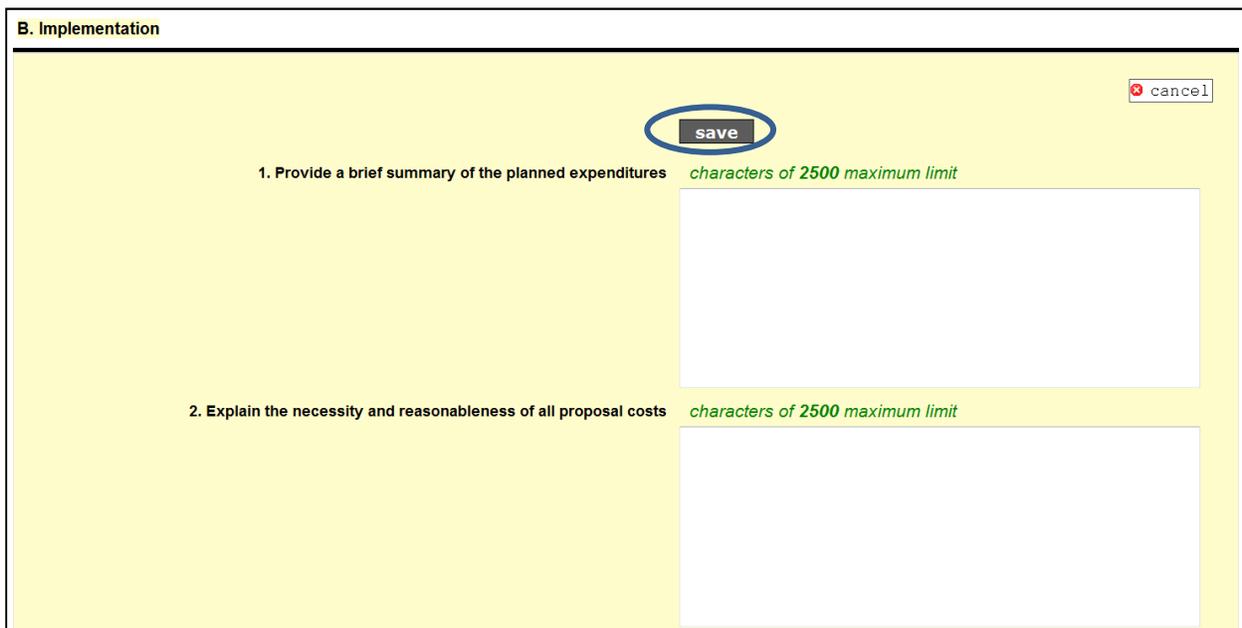
Once the information been entered, click the **save** button (see Figure 51). Click the *next* hyperlink to move to the next section of the proposal.

Figure 52: Edit Button in the *Implementation* Section


**B. Implementation**

**edit**

Click the **edit** button to display a text box that allows you to enter required information (see Figure 52).

Figure 53: Save Button in the *Implementation* Section


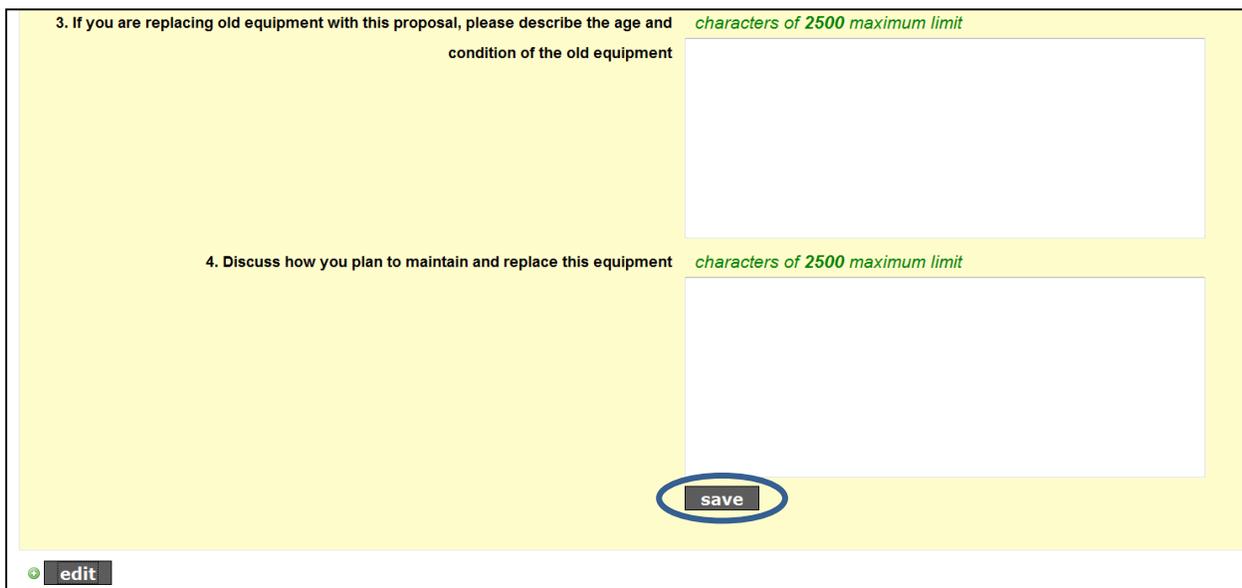
**B. Implementation**

**save**

cancel

1. Provide a brief summary of the planned expenditures *characters of 2500 maximum limit*

2. Explain the necessity and reasonableness of all proposal costs *characters of 2500 maximum limit*

Figure 54: Save Button and End Edit Button in the *Implementation* Section


3. If you are replacing old equipment with this proposal, please describe the age and condition of the old equipment *characters of 2500 maximum limit*

4. Discuss how you plan to maintain and replace this equipment *characters of 2500 maximum limit*

**save**

**edit**

Once the information been entered, click the **save** button (see Figures 53 and 54). Click the **end edit** button to move to the budgeting section of the proposal.

## Add Funds

Click the **add funds** button to display a drop-down menu of funds available to add to the proposal (see Figure 55).

**Figure 55: Add Funds Button in the *Funds* Section**

**Funds**

[add funds](#)

[cancel](#)

select the funds you want to add:

2010 > State Homeland Security Grant > LOCAL > Adams County Equipment > Adams [add](#)

fund id	year	grant	local/state	project	award	budgeted	balance	contact	performance period end date	fully executed agreement
---------	------	-------	-------------	---------	-------	----------	---------	---------	-----------------------------	--------------------------

**NOTE:** If the funds you want to add are not listed, contact the Grants Management Section to ensure funds have been assigned to you.

Once the funds have been chosen, they will display as identified below (see Figure 56).

**Figure 56: Budget in Initial Status**

**Funds**

[add funds](#)

fund id	year	grant	local/state	project	award	budgeted	balance	contact	performance period end date	fully executed agreement
12812	2010	State Homeland Security Grant	LOCAL	Adams County Equipment	\$10,000.00	<a href="#">\$0.00</a> INITIAL	\$10,000.00			<a href="#">X</a> <a href="#">delete</a>

To prepare an initial budget, you must first complete a proposal and add the funding to the proposal. Once that has been completed, you will choose the hyperlink from the budgeted column to access the budgeting section.

## 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 (see Figure 57).

**Figure 57: Hyperlink to Budget**

Funds											
fund id	year	grant	local/state	project	award	budgeted	balance	contact	performance period end date	fully executed agreement	
12812	2010	State Homeland Security Grant	LOCAL	Adams County Equipment	\$10,000.00	\$0.00 INITIAL	\$10,000.00			X	<a href="#">delete</a>

This section pre-populates basic information based on choices made when adding the funding (see Figure 58).

**Figure 58: Budget Contact Information**

Budget #5489	
<a href="#">→ activity logs</a>	<a href="#">→ quarterly reports</a>
<a href="#">to pdf</a>	<a href="#">to pdf (Exhibit A)</a>
contact	<b>Karla Marbach</b> ( <a href="mailto:kmarbach@co.adams.in.us">kmarbach@co.adams.in.us</a> ) Adams County Admin. Asst 313 S. 1st Street PO Box 87 Decatur, IN 46733 (ADAMS) phone: 260-724-5320 fax: 260-724-5321
fund	2010 → Emergency Management Performance Grant → Local → Local EMA Salary Reimbursement → 15355
project manager	Rachel Woodall ( <a href="mailto:rwoodall@dhs.in.gov">rwoodall@dhs.in.gov</a> )
proposal	<b>⚠ Please link this budget to a proposal.</b>
status	INITIAL
fully executed agreement	X
encompass project id	38510EMPLOCLSAL
allocated	\$100.00
budgeted	\$14.00
balance	\$86.00

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. If the IDHS contact on the budget needs to be changed, please submit a fund change request via the iGMS.

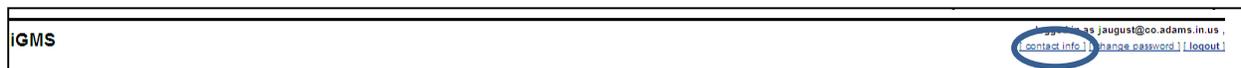
**NOTE:** It is recommended that the identified contact be the individual with the iGMS data entry responsibilities. Access to the budget in the iGMS is based on the budget contact. In addition, all system generated e-mails and/or announcements are sent to the e-mail address identified. At this time, 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 (see Figure 59).

**Figure 59: Contact Info Hyperlink**



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

Figure 60: Save Button in the *User Contact Information* Section

The screenshot shows a form titled "User Contact Information". At the top left, there is an "edit" button with a pencil icon and a "cancel edit" link with a red 'x' icon. Below these are several input fields: "firstname:", "lastname:", "title:", "email:", "phone:", "fax:", "address", "street 1:", "street 2:", "city:", "state:" (with a dropdown arrow), "zip:", and "county:" (with a dropdown arrow). At the bottom of the form, a "save" button is circled in blue.

The only fields not required are **fax** and **street 2**. Once this section has been completed, click the **save** button (see Figure 60).

## 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

Click the **create new item** button on the *Budget* screen to allow users to enter specific line item information related to proposed expenditures (see Figure 61).

Figure 61: Create New Item Button on the *Budget* Screen

The screenshot shows a section titled "Budget Items Total \$0.00". Below the title, there is a "create new item" button with a green plus icon, which is circled in blue. Below the button, there is a message: "No item yet specified in this budget."

On this screen, available choices vary based on previous selections. For example, category choices are different depending on the solution area chosen (see Figure 62).

Figure 62: Budget Item Form

budget item form

Balance: \$10,000.00

Description:

Solution Area:

Category:

Discipline:

:

:

:

:

\$1

Narrative:

0 characters of 2500 maximum limit

save

- **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 until all items have been identified.

### 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 the 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 (see Figure 64)

**Figure 63: Match Budget Example**

solution area: Match			unit	price/rate	hours	amount	
		[veto] (#30094)	Technical Level Haz-Mat Training Course	-	\$200.00	-	\$200.00
		<b>description</b>					
		<b>category</b>	-				
		<b>discipline</b>	Hazmat				
		<b>narrative</b>	Required 20% match that must be provided by the local LEPC in order to qualify for allowable reimbursement portion.				
						<b>MATCH TOTAL</b>	\$200.00
solution area: Training							
		[veto] (#30093)	Technical Level Haz-Mat Training Course	-	\$800.00	-	\$800.00
		<b>description</b>					
		<b>category</b>	Conference				
		<b>discipline</b>	Hazmat				
		<b>narrative</b>	Amount to be reimbursed to LEPC for allowable training activity.				
						<b>TRAINING TOTAL</b>	\$800.00

### 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 (see Figure 64).

#### Figure 64: AEL Web Site

## FEMA Preparedness Grants Authorized Equipment List

Search Phrase:

The **Authorized Equipment List (AEL)**, published by the FEMA Grant Programs Directorate, Department of Homeland Security, is used to determine equipment allowability under multiple grant programs as shown below. This version of the AEL applies to **FY2005 and later Fiscal Years** unless otherwise noted in the individual item data.

**This list contains all items. You can [customize by Grant](#).**

[Expand](#) | [Collapse All \(may take a while\)](#) | [View Summary in Excel](#)

☐ AEL

- ☐ [01] Personal Protective Equipment
- ☐ [02] Explosive Device Mitigation and Remediation Equipment
- ☐ [03] CBRNE Operational and Search and Rescue Equipment
- ☐ [04] Information Technology
- ☐ [05] Cyber Security Enhancement Equipment
- ☐ [06] Interoperable Communications Equipment
- ☐ [07] Detection
- ☐ [08] Decontamination
- ☐ [09] Medical
- ☐ [10] Power
- ☐ [11] CBRNE Reference Materials
- ☐ [12] CBRNE Incident Response Vehicles
- ☐ [13] Terrorism Incident Prevention Equipment
- ☐ [14] Physical Security Enhancement Equipment
- ☐ [15] Inspection and Screening Systems
- ☐ [16] Agricultural Terrorism Prevention, Response, and Mitigation Equipment
- ☐ [17] CBRNE Prevention and Response Watercraft
- ☐ [18] CBRNE Aviation Equipment
- ☐ [19] CBRNE Logistical Support Equipment
- ☐ [20] Intervention Equipment
- ☐ [21] Other Authorized Equipment

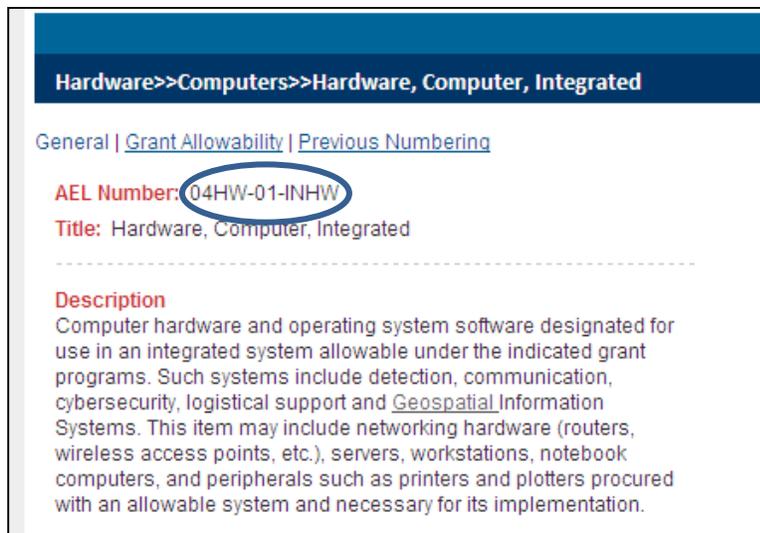
Callouts in the image:

- "Allowability per Grant" points to the "View Summary in Excel" link.
- "Information Technology Category" points to the "[04] Information Technology" item.

To find the AEL for this type of equipment, choose the "Information Technology" category (see Figure 65). This displays further classifications of information technology-related equipment.

**Figure 65: Information Technology AEL Category**

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 (see Figures 66 and 67).

**Figure 66: AEL Description View**

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 (see Figure 66).

The *AEL Grant Allowability* view shows the grants for which this equipment is allowable (see Figure 67).

Figure 67: AEL Grant Allowability View

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**

**Allowable for these HSGP Related Grants:**

- State Homeland Security Grant Program (SHSP)
- Urban Area Security Initiative (UASI)
- Metropolitan Medical Response System (MMRS)

**Not Allowable for:**

- Urban Areas Security Initiative Nonprofit Security Grant Program (UASI-NSGP)

---

**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 (see Figure 68).

Figure 68: EHP Requirement Identification

Print

Media Devices>>Displays>>Display, Video

[General](#) | [Grant Allowability](#) | [Previous Numbering](#)

Certain products in this category have been identified as requiring an Environmental and Historic Preservation (EHP) review. This does not apply to mobile and portable equipment, however all other items must be submitted for review. Please contact your assigned GPD Program Analyst or the Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498 for further information.



*This item is part of the AEL.*

**AEL Number:** 04MD-03-DISP

**Title:** Display, Video

---

**Description**

Video display - assorted technologies including CRT, Plasma, LCD, etc.

[BACK TO TOP](#)

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](http://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](mailto: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 (see Figure 69).

**Figure 69: Submit This Budget Button**

Budget #3781 - Adams

→ budget logs

to pdf

**submit this budget**

fund 2010 → State Homeland Security Grant → LOCAL → Adams County Equipment → 12812

project manager Niki Theeuwes

proposal [Test](#)

status INITIAL

fully executed agreement ✖

encompass project id -

allocated \$10,000.00

budgeted \$0.00

balance \$10,000.00

contact -----

[edit](#)

Budget Items Total \$0.00

[create new item](#)

*No item yet specified in this budget.*

## Read-only Access

Sub-recipients functioning in the role of Fiscal Agent will be able to provide read-only access 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 Fiscal Agent 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 access** button (see Figure 70)

Figure 70: Read-only Budget View

Budget #3340	
⇒ activity logs	
⊕ create a new GAN	⊕ read only access
	📄 to pdf
<p>contact</p> <p>fund 2010 ⇒ State Homeland Security Grant ⇒ LOCAL ⇒ .District Allocations ⇒ 12152</p> <p>project manager Donald Lee Watson (<a href="mailto:donwatson@dhs.in.gov">donwatson@dhs.in.gov</a>)</p> <p>proposal <a href="#">2010 SHSP Interoperable Communications</a> ⇒</p> <p>status <span style="color: green;">✔</span> <b>APPROVED</b></p> <p>fully executed agreement <span style="color: red;">✘</span></p> <p>encompass project id 38510SHSALLOC00</p> <p>approved budget \$350,000.00      obligation rating 0%</p> <p>encumbered <span style="color: blue;">\$0.00</span> ⇒      disbursed \$0.00</p> <p>balance \$350,000.00</p>	

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** (see Figure 71).

Figure 71: Enter Email for Ready-only Access

⇒ activity logs	
⊕ create a new GAN	⊕ read only access
	📄 to pdf
<p>Enter email address: <input type="text"/></p> <p>With RFE EDIT: <input type="checkbox"/></p> <p><b>save</b></p>	

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 **Remove** from the budget summary view (see Figure 72).

Figure 72: Remove Read-only Access

activity logs

read only access to pdf

contact **Laurie Wilson** ([lwilson@tippecanoe.in.gov](mailto:lwilson@tippecanoe.in.gov))  
 Tippecanoe County  
 Grant Administrator  
 20 N 3rd St  
 Lafayette, IN 47901 (TIPPECANOE)  
 phone: 765-423-9215  
 fax: 765-423-9196

read only **Fred Davis with RFE EDIT** ([eoccd@tctc.com](mailto:eoccd@tctc.com)) **remove**

## 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 (see Figure 73).

Figure 73: Non-fiscal Agent Ready-only View

filter options

read-Only:  budget id:  fund id:  gan id:  status:

get budget list

1

id	fund	sub-recipient	award	budget amount	encumbered	balance	rating	disbursed	status
3340	.District Allocations () 2010 > State Homeland Security Grant > LOCAL	Laurie Wilson ( <a href="mailto:lwilson@tippecanoe.in.gov">lwilson@tippecanoe.in.gov</a> ) Tippecanoe County	\$350,000.00	<u>\$350,000.00</u>	\$ .00	\$350,000.00	.00%	\$ .00	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** (see Figure 74).

Figure 74: Create New Request Screen

Request for Expenditures

\_create a new request

filter options

read-Only:  rfe #:  tracking #:  po #:  project id #:

status:

get request for expenditures list

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 (see Figure 75).

Figure 75: Read-only Access Budget View

**Request for Expenditures**

[+\\_create a new request](#) ✖ cancel

description

fund

- ✔ [2010 Emergency Management Performance Grant > LOCAL > Local EMA Salary Reimbursement > Fred Davis](#)
- ⓘ [2009 EMPG > LOCAL > 2009 EMPG Salary Reimbursement > Fred Davis](#)  
This budget is past the performance period.
- ⓘ [2008 Emergency Management Performance Grant > LOCAL > 2008 EMPG Local Allocations > Fred Davis](#)  
The grant is past the performance period.
- ⓘ [2007 Law Enforcement Terrorism Prevention Program > LOCAL > Geographic Information Systems Enhancements > Fred Davis](#)  
This budget is past the performance period.
- ⓘ [2007 Public Safety Interoperable Communications Program > LOCAL > Equipment/Training > Fred Davis](#)  
This budget is past the performance period.
- ⓘ [2006 SHSP > LOCAL > GIS > Fred Davis](#)  
The grant is past the performance period.
- ✔ [2010 State Homeland Security Grant > LOCAL > .District Allocations > Laurie Wilson](#)

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 (see Figure 76).

Figure 76: Ready for Audit Change Status Button

**RFE Summary**

[edit](#) [delete](#) [submit](#) [pdf](#)

Is this RFE ready for audit? ✖ NO [change](#)

## Audit Responsibilities

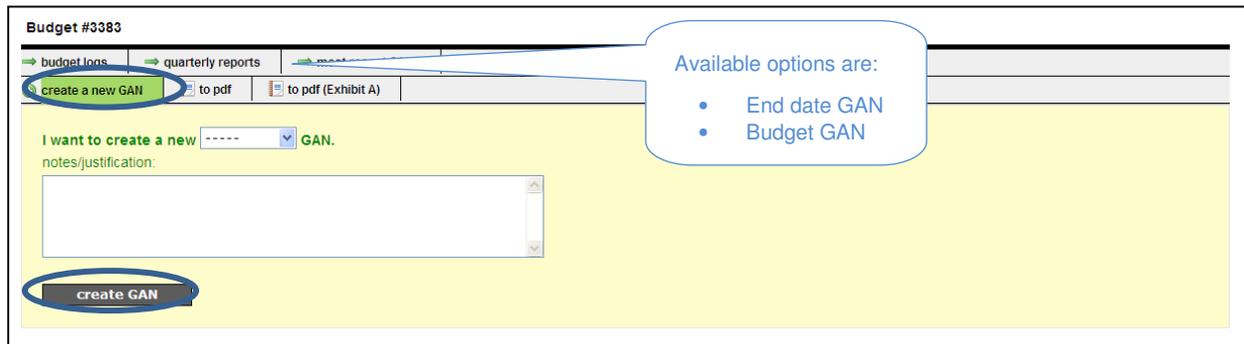
The fiscal agent is responsible for assigning the RFE to the appropriate budget category by auditing the RFE. The fiscal agent is also responsible for the submission on the RFE for approval and payment processing. This will ensure that the fiscal agent retains accountability for the overall grant award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

## Budget Adjustments

When changes to an approved budget are necessary, users must complete and submit a GAN for approval. This function is also accessed from the budget task bar (see Figure 77).

**Figure 77: Create a New GAN Button**



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.

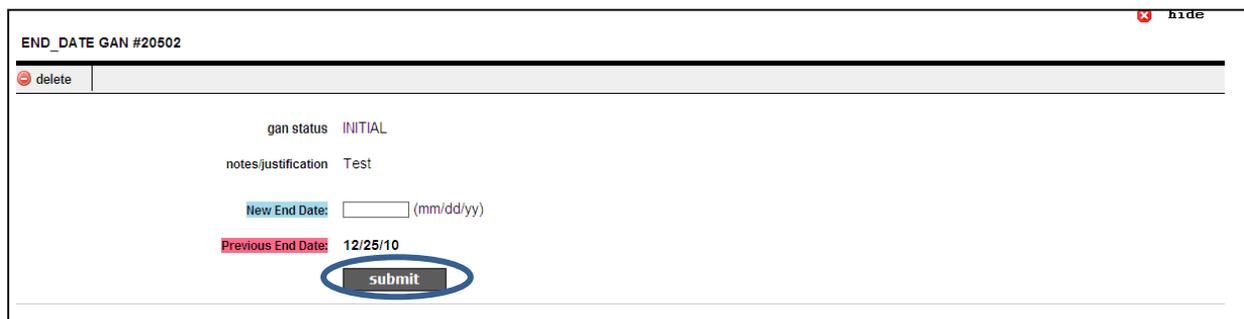
After making the appropriate choice from the drop-down menu, users are required to enter a justification or reason they are requesting a GAN. This narrative should be detailed enough to allow reviewers to make a decision regarding the reasonableness of the request.

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 (see Figures 78 and 79).

**Figure 78: Submit Button on the End Date GAN Screen**



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 (see Figure 78).

## Budget GAN

To make adjustments in the budget, users should choose “**Budget GAN**” from the drop-down menu (see Figure 79).

**Figure 79: Budget GAN Screen**

Budget GAN #20504 - IDHS Planning - Grants Management (115014)																																																													
delete		submit																																																											
adjusted items																																																													
gan status		INITIAL																																																											
notes/justification		Test																																																											
fund 2010 ⇒ Testing for Training ⇒ State ⇒ Test Allocation ⇒ 12024																																																													
project manager		Niki Theeuwes																																																											
allocated		\$100,000.00	gan budget		\$60,000.00																																																								
gan balance		\$40,000.00	gan obligation rating		0%																																																								
reimbursed		\$0.00																																																											
gan reimbursed balance		\$60,000.00	disbursed		\$0.00																																																								
<b>Budget Items Total \$60,000.00</b>																																																													
create new item																																																													
solution area: EXERCISE																																																													
<table border="1"> <thead> <tr> <th></th> <th>unit</th> <th>price/rate</th> <th>hours</th> <th>amount</th> </tr> </thead> <tbody> <tr> <td>edit delete (#20449) Computer for Programmer</td> <td>5000.0</td> <td>\$3.00</td> <td>4.0</td> <td>\$60,000.00</td> </tr> <tr> <td colspan="5">category Backfill</td> </tr> <tr> <td colspan="5">discipline Agriculture</td> </tr> <tr> <td colspan="5">narrative Computer for the programmer to use to develop system.</td> </tr> <tr> <td colspan="4"></td> <td>reimbursed</td> <td>\$0.00</td> </tr> <tr> <td colspan="4"></td> <td>balance</td> <td>\$60,000.00</td> </tr> <tr> <td colspan="4"></td> <td>obligation rating</td> <td>0%</td> </tr> <tr> <td colspan="4"></td> <td>* pending</td> <td></td> </tr> <tr> <td colspan="4"></td> <td>EXERCISE TOTAL</td> <td>\$60,000.00</td> </tr> </tbody> </table>								unit	price/rate	hours	amount	edit delete (#20449) Computer for Programmer	5000.0	\$3.00	4.0	\$60,000.00	category Backfill					discipline Agriculture					narrative Computer for the programmer to use to develop system.									reimbursed	\$0.00					balance	\$60,000.00					obligation rating	0%					* pending						EXERCISE TOTAL	\$60,000.00
	unit	price/rate	hours	amount																																																									
edit delete (#20449) Computer for Programmer	5000.0	\$3.00	4.0	\$60,000.00																																																									
category Backfill																																																													
discipline Agriculture																																																													
narrative Computer for the programmer to use to develop system.																																																													
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				balance	\$60,000.00																																																								
				obligation rating	0%																																																								
				* pending																																																									
				EXERCISE TOTAL	\$60,000.00																																																								

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

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 ONLY)

### 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 (see Figure 80).

**Figure 80: My Subgrants Section on the IDHS Staff Dashboard**

The screenshot displays the 'My Subgrants' section of the IDHS Staff Dashboard. It features several functional areas:

- My Proposals:** Includes a 'create new proposal' button and a list of proposal categories such as 'Communications Equipment', 'Highway safety vest', 'Medical Surge / Mass Casualty', 'Communications - inspectors', and 'Tracking system for contaminated body tissue'.
- Switch Back:** Contains a link to 'switch back to ntheeuwes@dhs.in.gov'.
- General Budget Information:** Provides links to 'Complete Budget List' and 'Quarterly Reports'.
- Agreement Tracking:** This section is currently empty.
- Applications:** Offers links to 'Project Manager's Report', 'Request for Expenditures', and 'Agreement Tracking'.
- My Help:** Lists various resources including 'IGMS Manual (pdf)', 'Training and Exercise Guidance', 'Responder Knowledge Base', 'Indiana Strategy for Homeland Security 2008', 'EHP Screening Memo', and 'Contact Us'.
- My Subgrants:** Features dropdown menus for selecting a subgrantee and a user, along with a 'login as' button.

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.

Figure 81: Sub-Grant Identification

The screenshot displays the IGMS interface for the Indiana Department of Homeland Security. The top navigation bar includes the text "Indiana Department of Homeland Security" and "logged in as" with links for "[help notes]", "[contact info]", "[change password]", and "[logout]". A "home" link is also present. A callout box labeled "Sub-grant identification" points to a link in the navigation bar.

The main content area is divided into several sections:

- My Proposals:** Includes a "create new proposal" button and a list of proposals:
  - Emergency Operations Center Equipment
  - 2008 EMPG Local Allocation
  - 2007 LETPP Web GIS
  - Intera State Operability
  - PSIC Radio Award
- Agreement Tracking:**
  - Recent Activity This Week:**
    - project id: C44P-1-166A
    - 2010 EMPG Compet GA (01/27/2011)
    - [view all agreements...](#)
  - Switch Back:**
    - [switch back to ntheeuwes@dhs.in.gov](#)
- General Budget Information:**
  - [Complete Budget List](#)
  - [Quarterly Reports](#)
  - [Request for Expenditure](#)
  - [Agreement Tracking](#)
- Applications:**
  - [Agreement Tracking](#)
  - [Damage Report](#)
  - [Infrastructure Damage Reporting](#)
- My Help\_:**
  - [IGMS Manual \(pdf\)](#)
  - [Training and Exercise Guidance](#)
  - [Responder Knowledge Base](#)

This view allows a project manager, field coordinator, or other authorized IDHS staff to monitor sub-recipient activity (see Figure 81). 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 to* 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:

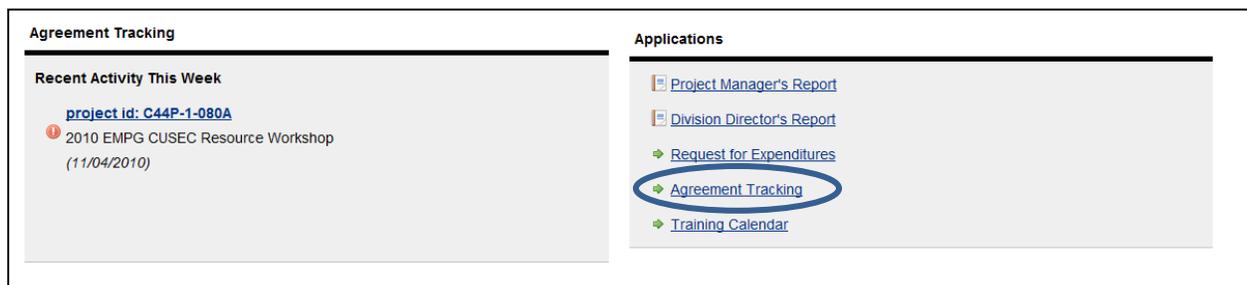
- **Sub-Recipient Agreement** – used to convey funds from IDHS to a sub-recipient. Sub-recipients are entities such as a county, city, township, or other legal entity.
- **Memorandum of Understanding (MOU)** – used to convey funds to another state agency. Examples of state agencies include: Indiana Department 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

**Figure 82: Agreement Tracking Activity**



The *Recent Activity This Week* section will show any activity that has taken place on an agreement assigned to a project manager (see Figure 82).

### 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 (see Figure 83).

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.

Figure 83: Agreement Tracking Filter Options

**filter options**

legal project id:  status: -----

organization: -----

contact: -----

[get agreements list](#)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

project id	description	contact	amount	
C44P-9-510A - Amend. #1	<a href="#">Marion County Sheriff - State Funds Fusion Center EIA Meggenhofem</a> Marion County Sheriff	Bryant Lucas	\$50,000.00	<a href="#">view FEA</a> (08/10/09)
C44P-9-509A - Amend #1	<a href="#">Marion County Sheriff - State Funds-Fusion Center EIA Bouma</a> Marion County Sheriff	Bryant Lucas	\$50,000.00	<a href="#">view FEA</a> (08/10/09)
C44P-8-326A - Amend #1	<a href="#">Indiana Department of Corrections - State Funds - Fusion Center EIA Jones</a> Indiana Department of Corrections	Bryant Lucas	\$50,000.00	X
Call Center SOP	<a href="#">Office of Faith-Based and Community Initiatives - Office of Faith-Based and Community Initiatives</a>	Janice Lee	\$ .00	X
C44P-8-008 - Amend. #1	<a href="#">Professional Conventions and Meetings, Inc. - Amend. #1</a> Professional Conventions and Meetings, Inc.	Amy Lindsey		<a href="#">view FEA</a> (08/11/09)
C44P-9-583A				X

A red "X" indicates the agreement has not been fully executed.

Clicking on the [view FEA](#) hyperlink will pull up a PDF file of the fully executed sub-recipient agreement. The sub-recipient may print the FEA from this link for his or her records.

Click the hyperlink under each description to display additional information, including (see Figure 84):

- 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).

Figure 84: Agreement Tracking Screen

agreement #2576

[edit](#) [delete](#) [add federal funds](#) [send email](#)

description: 2008 CCP

organization:

project id: C44P-1-037A [10/01/10](#) [view FEA document](#) [\[reset\]](#)

notes:

legal POC:

funds: • : 2008 Citizen Corps Program > LOCAL > Local Allocations > [\(04/01/11\)](#) [\[delete\]](#)

**Amendments**

[get related amendments](#) [arrange sequence](#) [fix project ids](#)

project id	description	created date	amend/renewal sequence

**Agreement Tracking**

[add new event](#)

time	event	notes	event date	start/stop	legal days	total days	created by	created date
Day 1	From Legal to POC for distribution to contractor/recipient		09/03/10	NE	0	0	WATKINSO_863	09/03/10
Day 14	Sent to legal to initiate state signature procedure (IDHS, IDOA, SBA, AG)	Entire GA and Exhibit A to legal	09/16/10	NE	0	13	WATKINSO_863	09/16/10
Day 14	Received for legal review		09/16/10	START	0	13	WISTHOFFD_746	09/16/10

**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 (see Figure 85).

**Figure 85: IDHS Request for Expenditures Dashboard**

Click the *Request for Expenditures* hyperlink to open the *Request for Expenditures* module.

## Create a New Request

To begin an RFE, click the **create a new request (RFE Wizard)** button on the RFE task bar (see Figure 86).

**Figure 86: Create a New Request (RFE Wizard) 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 (see Figure 87).

**Figure 87: Identify RFE Type**

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.

**Figure 88: Edit Button and *End RFE Wizard* Hyperlink in the RFE Wizard**

You are currently building a **Standard** rfe.

**(1) Specify RFE Summary** [next](#) → [end RFE Wizard](#)

Enter full description and justification for the request for expenditure. Be detailed, yet concise. Select a needed date and include any additional notes that may be necessary.

[edit](#) [reset](#)

Description

Needed Date

Justification

Notes

Requestor

[next](#) →

Click the **edit** button to display a text box that allows you to enter required information (see Figure 88). Click the *end RFE Wizard* hyperlink to allow users to exit the RFE creation module at any time. All saved information will be available upon return to the session (see Figures 89 and 90).

**Figure 89: Ave Button in the RFE Wizard (part 1)**

You are currently building a **Standard** rfe.

**(1) Specify RFE Summary** [end RFE Wizard](#)

Enter full description and justification for the request for expenditure. Be detailed, yet concise. Select a needed date and include any additional notes that may be necessary.

[cancel](#)

[save](#)

Description

Needed Date   
 (mm/dd/yy)

Justification *characters of 2500 maximum limit*

Figure 90: Save Button in the RFE Wizard (part 2)

Notes *characters of 2500 maximum limit*

Requestor

save

## RFE Summary Fields

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 the information has been entered, click the **save** button.

The next screen will display all information entered under the *RFE Summary* section and will allow the user to edit or reset that section.

Figure 91: Next Hyperlink in the RFE Summary Section

You are currently building a **Standard** rfe.

**(1) Specify RFE Summary** [next](#) → [end RFE Wizard](#)

*Enter full description and justification for the request for expenditure. Be detailed, yet concise. Select a needed date and include any additional notes that may be necessary.*

edit reset

Description

Needed Date

Justification

Notes

Requestor

next →

Click the *next* hyperlink to move to the next section of the RFE (see Figure 91).

## 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.

Figure 92: Edit Button in the *Identify Source* Section

The screenshot shows the 'Identify Funding Source' section of the RFE. At the top, it says 'You are currently building a **Standard** rfe.' Below this, there are navigation links: '← previous', '(2) Identify Funding Source', 'next →', and 'end RFE Wizard'. The main instruction is 'Select Project Manager and funding source.' Below this, there is a large text area with an 'edit' button circled in blue. At the bottom, there are '← previous' and 'next →' navigation links.

Click the **edit** button to display a text box that allows you to enter required information (see Figure 92).

Figure 93: Save Button in the *Identify Funding Source* Section

The screenshot shows the 'Identify Funding Source' section with a form for entering information. The title is '(2) Identify Funding Source' and there is an 'end RFE Wizard' link. The instruction is 'Select Project Manager and funding source.' The form contains the following fields: 'Project Manager' (a drop-down menu), 'State or Federal' (a drop-down menu), 'Program' (a text field), 'Approved Budget' (a text field), and 'Encompass Project Id' (a text field). There are two 'save' buttons: one at the top and one at the bottom, both circled in blue. An 'edit' button is also visible at the bottom left. Callouts provide additional information: 'Identifying whether the funding is state or federal will determine choices under Program and Approved Budget.' points to the 'State or Federal' field; 'Choose the appropriate IDHS project manager from the drop-down list.' points to the 'Project Manager' field; and 'Encompass ID will auto-fill based on the budget chosen.' points to the 'Approved Budget' field.

Once information has been entered, click the **save** button (see Figure 93).

**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.

## List Vendors

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

Figure 94: New Button in the *List Vendors* Section

You are currently building a **Standard** rfe.

← [previous](#) **(3) List Vendors** [next](#) → [end RFE Wizard](#)

Enter complete vendor information including name, address, email address, telephone number, and fax number. If possible, include vendors Tax Identification Number.

**new**

vendor name	contact	address	phone
-------------	---------	---------	-------

← [previous](#) [next](#) →

Click the **new** button to display an additional screen where the requestor is required to enter information (see Figure 94).

Figure 95: Vendor Information and Save Button

**save**

frequently used vendors:

Vendor Name

Contact

Email

Street 1

Street 2

City

State

Zip

Phone

Fax

Federal Tax Id

**save**

**Frequently used vendors:**

- ESi Inc.
- International Code Council, Inc.
- Knowledge Services
- Kroger
- Motorola
- Motor Pool
- NETech Corporation
- PEN Products (not business cards)
- Skycasters
- Staples Inc and Subsidiaries
- WW Grainer, Inc

The requestor is required to complete the available fields identifying the vendor selection. For convenience, a list of frequently used vendors has been developed. If your vendor is listed, making that choice will pre-populate the required fields.

Once this section has been completed, click the **save** button (see Figure 95).

This step will be repeated until all required vendors have been identified.

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.

Figure 96: New Button in the *Identify RFE Items* Section

The screenshot shows the 'Identify RFE Items' section of the RFE creation module. At the top, it says 'You are currently building a **Standard** rfe.' Below this, there are navigation links: '← previous', '(4) Identify RFE Items', 'next →', and 'end RFE Wizard'. A sub-header reads 'Enter RFE items individually. Include item numbers and full description when possible.' In the main content area, a 'new' button with a plus icon is circled in blue. Below this is a table header with columns: 'description', 'quantity', 'cost per unit', and 'unit'. At the bottom, there are '← previous' and 'next →' navigation links.

Click the **new** button to display an additional screen where the requestor is required to enter information (see Figure 96).

Figure 97: Save Button in the *Identify RFE Items* Section

The screenshot shows the 'Identify RFE Items' section where a new item is being added. At the top, it says 'You are currently building a **Standard** rfe.' Below this, there are navigation links: '← previous', '(4) Identify RFE Items', 'next →', and 'cancel'. A sub-header reads 'Enter RFE items individually. Include item numbers and full description when possible.' In the main content area, a 'save' button is circled in blue. Below this is a form with the following fields: 'Description' (with a note 'characters of 2500 maximum limit'), 'Quantity', 'Cost per Unit', and 'Unit'. At the bottom left, there is a 'new' button with a plus icon.

Once this section has been completed, click the **save** button (see Figure 97).

This step will be repeated until all items have been identified.

Figure 98: Add RFE Items List

← previous **(4) Identify RFE Items** next → end RFE Wizard

Enter RFE items individually. Include item numbers and full description when possible.

new

description	quantity	cost per unit	unit	edit	reset
	0.0	0.0			

← previous next →

Each item will be listed separately in a table (see Figure 98).

## Create RFE

Once all information has been entered, the last step in the *RFE Build* section is to validate the information entered. The *Create RFE* screen will identify any missing sections of the RFE (see Figure 99). This information **MUST** be completed before the RFE can be created.

Figure 99: Create RFE Section

← previous **(5) Create RFE** end RFE Wizard

Validate and create the RFE.

**This rfeBuild has the following errors:**

- × (1) [Specify RFE Summary](#) : Whole section is not specified.
- × (2) [Identify Funding Source](#) : Project manager is not specified.
- × (2) [Identify Funding Source](#) : State or Federal is not specified.
- × (2) [Identify Funding Source](#) : Program is not specified.
- × (3) [List Vendors](#) : Vendor name is not specified.
- × (3) [List Vendors](#) : Street1 is not specified.
- × (3) [List Vendors](#) : City is not specified.
- × (3) [List Vendors](#) : State is not specified.
- × (3) [List Vendors](#) : Zip is not specified.
- × (4) [Identify RFE Items](#) : Description is not specified.
- × (4) [Identify RFE Items](#) : Quantity is not specified.
- × (4) [Identify RFE Items](#) : Cost is not specified.
- × (4) [Identify RFE Items](#) : Unit is not specified.

← previous

Once all information has been validated, the screen will ask to create the RFE.

Figure 100: Create RFE Button in the Create RFE Section

You are currently building a **Standard** rfe.

← previous **(5) Create RFE** end RFE Wizard

Validate and create the RFE.

✔ This RFE wizard session is complete and ready for the RFE to be created. create RFE

← previous

Click the **create RFE** button to display the *RFE Summary* page (see Figure 100).

## RFE Summary

The *RFE Summary* page of the RFE shows information completed during the *RFE Wizard* and allows the following functions (see Figure 101):

- Edit
- Delete
- Submit
- Convert to a PDF
- Convert to an invoice for the auditor of state (fiscal staff only)

Figure 101: *RFE Summary* Page

The screenshot displays the 'RFE Summary' page for a 'Request for Expenditure'. At the top right, it says 'Request for Expenditure'. Below the title, there is a 'Function Task Bar' with buttons for 'edit', 'delete', 'submit', 'pdf', and 'auditor's invoice (pdf)'. A yellow banner asks 'Is this RFE ready for audit? X NO [change]'. Below this, the 'RFE Status' section shows: RFE # - Type: 35552 - Standard; description: Test for Manual; Status: INITIAL; X approval incomplete. Further down, it lists 'Needed Date: 04/03/20', 'Justification: This is to be used as a test to create screen shots and flow for the updates to the IGMS manual.', 'Notes: DO NOT PROCESS - FOR MANUAL ONLY', and 'requested by/dept: Niki Theeuwes /115014'. At the bottom, the 'Update Information' section shows: Created By: THEEUWESN\_868; Created Date: 01/26/11; Updated By: (blank); Updated Date: (blank). Callouts point to the 'Function Task Bar' and 'Update Information' sections.

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 and Vendors

This section of the RFE displays the funding information based on what was selected during the *RFE Wizard* session. In addition, vendors that were identified during the *RFE Wizard* session are also displayed (see Figure 102).

Figure 102: RFE Funding Summary Information

funding				
fund	2010 → State Homeland Security Grant → STATE → <a href="#">Mgmt and Admin</a> → IDHS Planning - Grants Management (115014) → 15364			
end date	07/31/13			
project manager	Rachel Woodall			
program	Homeland Security Grant Program (FEDERAL)			
encompass fund	61800			
encompass project id	38510SHSMA00000			
requisition id				
PO	<a href="#">edit</a>			
vendors				
<a href="#">create a new vendor</a>				
vendor name (required)	contact	address	phone	
Niki Theeuwes	ntheeuwes@dhs.in.gov	302 W. Washington Street Indianapolis, IN 46204	phone: 317-234-2981 fax:	<a href="#">edit</a> <a href="#">delete</a> <a href="#">select</a>

Other information available on the RFE Summary includes audit(s), file uploads, approvals, and logs (see Figure 103).

Figure 103: RFE Audit, File Uploads, Approvals, and Logs Summary

items					
tracking #	vendor	description	amount	document type:	
58267		10 Dell V105 Standard Black Cartridge for Field Services	\$189.90 10 (qty) x 18.99 (each)	document id: document date: uploads: <a href="#">43797</a> , <a href="#">45345</a>	<a href="#">X audit incomplete</a> <a href="#">admin edit</a>
<b>TOTAL:</b>			<b>\$189.90</b>		
uploads					
<a href="#">upload a file</a>					
upload #	quote	uploaded			
45345	filename: 39331.pdf notes: New quote, the other expired while waiting for funds. rfe items : 58267	Karen Allen 10/20/11	<a href="#">download</a>		
43797	filename: 39331.pdf notes: rfe items : 58267	Karen Allen 09/19/11	<a href="#">download</a>		
approvals					
<a href="#">reset approvals</a>					
	name	status			
Supervisor	Gerri Husband	<a href="#">waiting for approval</a>			
IT Director	Marty Jackson	<a href="#">waiting for approval</a>			
Grants Director	Caitlin McKenna	<a href="#">waiting for approval</a>			
Division Director	Gerri Husband	<a href="#">waiting for approval</a>			
Executive	Jason Hutchens	<a href="#">waiting for approval</a>			

## Audit an RFE

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 (see Figure 104). This is accomplished by clicking the *change* hyperlink to change the status to "Ready to Audit."

**Figure 104: Change Hyperlink in the RFE Summary Section**



**Figure 105: Notification of RFEs Requiring Audit**



You may click the RFE number (hyperlink) to go to that RFE (see Figure 105).

**Figure 106: Audit Incomplete Hyperlink in the Items Section**

tracking #	vendor	description	amount		
50131		to be used for manual only - DO NOT PROCESS	\$100.00 1 (qty) x 100.0 (each)	document type: document id: document date:	edit delete <b>audit incomplete</b> admin edit
50132		TO BE USED AS TEST FOR MANUAL	\$100.00 1 (qty) x 100.0 (Each)	document type: document id: document date:	edit delete <b>audit incomplete</b> admin edit
<b>TOTAL:</b>			<b>\$200.00</b>		

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 (see Figure 106).

## Add New Audit

Figure 107: Add New Audit and Save Buttons

You are auditing: tracking #39346

**add new audit**

status: **✗ audit incomplete**

amount: \$26,550.00

audited amount: \$0.00

balance: \$26,550.00

description	amount	audited	balance	
Program Management	\$68,958.00	\$455.32	\$68,502.68	<b>save</b>
Salary and Fringe Benefits	\$162,500.00	\$48,818.47	\$113,681.53	<b>save</b>
Travel etc.	\$66,777.00	\$16,234.92	\$50,542.08	<b>save</b>

No audit entry yet for this expenditure.

Tracking number is assigned by the iGMS.

Click the **add new 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 (see Figure 107).

The auditor is required to type the amount being charged from this RFE in the appropriate line item and click the **save** button (see Figure 107). 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 (see Figure 108).

Figure 108: Audit Status Screen

tracking #	vendor	description	amount	document type:	
57791		Test to Produce Screen Shots for Manual - DO NOT PROCESS	\$5.00 1 (qty) x 5.0 (Package)	document id: document date: uploads: <a href="#">43238</a>	<b>audit complete</b>
TOTAL:			\$5.00		

Click the **submit** button on the RFE task bar to send the RFE on for approval (see Figure 109).

Figure 109: Submit Button on the RFE Task Bar

RFE Summary

**edit** **delete** **submit** **pdf** **auditor's invoice (pdf)**

**update status** **send back to initial**

## Upload a File

**Figure 110: Upload and RFE File**

The screenshot shows a web interface for uploading a file. At the top, there's a tab labeled 'upload a file' and a 'cancel' button. The main heading is 'Upload a file'. Below this, there are several form fields:
 

- filename**: A text input field with a 'Browse...' button next to it.
- type**: A dropdown menu with a blue arrow.
- connect to item**: Two radio button options:
  - #55119 - Room rental for 1 main classroom for 5 days (\$1,250.00)
  - #55120 - Room rental for 3 breakouts for 5 days each (\$1,125.00)
- notes**: A large text area for entering notes.

 A red warning icon and text 'Please upload only \*.pdf files.' are positioned below the filename field. At the bottom of the form, the 'upload file' button is highlighted with a blue oval.

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 and Packing Slip).

- **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.

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

This completes the RFE creation process. The RFE must now be audited by the appropriate supervisor and/or project manager before submission for approvals.

## 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 (see Figure 111.)

Figure 111: RFE Approval Section

approvals			
reset approvals			
	name	status	
Supervisor	Gerri Husband	waiting for approval	
IT Director	Marty Jackson	waiting for approval	
Grants Director	Caitlin McKenna	waiting for approval	
Division Director	Gerri Husband	waiting for approval	
Executive	Jason Hutchens	waiting for approval	

## Approving an RFE

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.

Figure 112: RFE Approval Notification

[\[view all\]](#)

[\(1\) #39180 - ASTL Student Lodging \(September 20-21, 2011\)](#)

Request for Expenditure

The RFE number is a hyperlink that can be chosen to go directly to that RFE (see Figure 112). The option to approve or deny is available on the *RFE Summary* screen (see Figure 113).

Figure 113: Approve and Deny Buttons on the RFE Summary Section

RFE Summary

pdf

**This request requires your action.**

RFE # 29767

description Newspaper Ad

Status: SUBMITTED

✘ approval incomplete

Needed Date: 02/17/10

Justification: Newspaper ad to solicit bids for an RFP.

Notes:

requested by/dept: Beth Clark /115014

After approval is granted, the status will change on the RFE to show it is approved (see Figure 114).

Figure 114: RFE Approved Status

approvals			
update approvals			
	name	status	
Supervisor	Rachel Woodall	approved (08/26/11)	
Grants Director	Caitlin McKenna	approved (08/29/11)	
Division Director	Jason Hutchens	approved (08/29/11)	
Executive	Jason Hutchens	approved (08/29/11)	

## 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.
- 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 an 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 individual designated to perform this task for the Division 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. 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 IDHS Mailroom. This will ensure that any items with a value in excess of \$500 will be asset tagged appropriately. This will also create an audit and receipt trail 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.

**Figure 115: Invoice Upload Screen**

Available fields include the following (see Figure 115):

- **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: Invoice/Receipt, Agenda, Quote, Proof, Sign-in/Rosters, DPC Minutes and Packing Slip).

- **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.

**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** (see Figure 116).

Figure 116: Invoice Audit Screen

uploads			
upload #	invoice	uploaded	
43443	filename: facilityusage2ahimt.pdf <span style="color: red;">ⓘ invoice audit not complete</span> <span style="color: red;">ⓘ waiting for invoice approval</span> invoice number: invoice amount: \$.00 notes: rfe items : 55120	Ashlee Grisel 09/07/11	<a href="#">download</a>
43442	filename: facilityusage1ahimt.pdf <span style="color: red;">ⓘ invoice audit not complete</span> <span style="color: red;">ⓘ waiting for invoice approval</span> invoice number: invoice amount: \$.00 notes: rfe items : 55119	Ashlee Grisel 09/07/11	<a href="#">download</a>

Users will be required to type the amount to be audited in the box and click **save** (see Figure 117). The invoice will need to be tied to every item on the RFE that the invoice is related to.

Figure 117: Audited Amount

upload #	invoice	uploaded											
43443	filename: facilityusage2ahimt.pdf <span style="color: red;">ⓘ invoice audit not complete</span> <div style="background-color: yellow; padding: 10px; border: 1px solid black;"> <div style="text-align: right; margin-bottom: 5px;"><span style="color: red;">✖ cancel</span></div> <p>invoice amount: \$.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>rfe item</th> <th>rfe item amount</th> <th>rfe item audit total</th> <th>invoice audit balance</th> <th>audit amount</th> </tr> </thead> <tbody> <tr> <td>tracking # 55120 - Room rental for 3 breakouts for 5 days each</td> <td>\$1,125.00</td> <td>\$1,250.00</td> <td>-\$125.00</td> <td><input style="width: 50px;" type="text"/></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"><span style="background-color: gray; color: white; padding: 2px 5px; border-radius: 3px;">save</span></div> </div> <span style="color: red;">ⓘ waiting for invoice approval</span> invoice number: invoice amount: \$.00 notes: rfe items : 55120	rfe item	rfe item amount	rfe item audit total	invoice audit balance	audit amount	tracking # 55120 - Room rental for 3 breakouts for 5 days each	\$1,125.00	\$1,250.00	-\$125.00	<input style="width: 50px;" type="text"/>	Ashlee Grisel 09/07/11	<a href="#">download</a>
rfe item	rfe item amount	rfe item audit total	invoice audit balance	audit amount									
tracking # 55120 - Room rental for 3 breakouts for 5 days each	\$1,125.00	\$1,250.00	-\$125.00	<input style="width: 50px;" type="text"/>									

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 (see Figure 118).

**Figure 118: Invoice Audit Complete**

uploads			
upload #	invoice	uploaded	
43238	filename: Caitlin_Airfare.pdf <span style="color: green;">✔ invoice audit complete</span> <span style="color: red;">! waiting for invoice approval</span> <b>approve</b> invoice number: 231 invoice amount: \$5.00 notes: rfe items : 57791	Rachel Woodall 10/24/11	<a href="#">download</a> <span style="color: red;">! delete</span> <span style="color: blue;">🔗 edit</span>

## Approve an Invoice

**Figure 119: Invoice Approval Status Screen**

uploads			
upload #	invoice	uploaded	
43238	filename: Caitlin_Airfare.pdf <span style="color: green;">✔ invoice audit complete</span> <span style="color: red;">! waiting for invoice approval</span> <b>approve</b> invoice number: 231 invoice amount: \$5.00 notes: rfe items : 57791	Rachel Woodall 10/24/11	<a href="#">download</a> <span style="color: red;">! delete</span> <span style="color: blue;">🔗 edit</span>

After approval is granted, the status will change on the RFE to show the invoice has been approved (see Figures 119 and 120).

**Figure 120: Invoice Approved Status Indicator**

uploads			
upload #	invoice	uploaded	
43238	filename: Caitlin_Airfare.pdf <span style="color: green;">✔ invoice audit complete</span> <span style="color: green;">✔ invoice approved reset</span> invoice number: 231 invoice amount: \$5.00 notes: rfe items : 57791	Rachel Woodall 10/24/11	<a href="#">download</a>

**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 into Fiscal

Hard copies of invoices received by a Project Manager must be logged into 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** (see Figure 121).

**Figure 121: Invoice Tracking Log-in Screen**

The screenshot shows a web form titled "Invoice Tracking". It contains two text input fields: "rfe #" and "peoplesoft id:". Below the "peoplesoft id:" field is a dark button labeled "get RFE", which is highlighted with a blue oval. At the bottom of the page, the text "Indiana Department of Homeland Security" is displayed.

Users will be required to attach the invoice to RFE items (see Figure 122) by clicking in the box next to the appropriate invoice and clicking **Save**.

**Figure 122: Invoice Tracking Upload Identification Screen**

The screenshot shows a web form titled "Invoice Tracking". At the top left, there is a "[reset]" link. Below it, the text "RFE #35880 - National UASI & Homeland Security Conference (PARTIAL\_PAYMENT)" is displayed. A table with two columns, "upload id" and "description", is shown. The table has one row with a checked checkbox, the value "43226", and a detailed description including notes, filename, invoice number, amount, and uploader. Below the table is a dark button labeled "save", which is highlighted with a blue oval. At the bottom of the page, the text "Indiana Department of Homeland Security" is displayed.

upload id	description
<input checked="" type="checkbox"/> 43226	<b>notes:</b> Airfare for McKenna travel to San Francisco for National UASI Conference. <b>filename:</b> Caitlin_Airfare_Invoice.pdf <b>invoice number:</b> 1P-NNAIE8 <b>invoice amount:</b> \$575.80 <b>uploaded by:</b> Rachel Woodall (09/09/2011)

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.

ice back to their  
: returning to the

When an invoice is successfully logged in, the IGMS will display an upload confirmation message (see Figure 123)

**Figure 123: Invoice Upload Confirmation Screen**

Invoice Tracking	
[reset]	
 Invoice has been successfully submitted.	
Indiana Department of Homeland Security	

## 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 **View 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 (see Figure 124).

**Figure 124: View Tracking Hyperlink Button**

uploads

 upload a file

upload #		uploaded	
43226	filename: Caitlin_Airfare_Invoice.pdf Invoice tracking was submitted on 09/09/2011 by Rachel Woodall. <a href="#">view tracking (2)</a>  invoice audit complete  invoice approved invoice number: 1P-NNAIE8 invoice amount: \$575.80 notes: Airfare for McKenna travel to San Francisco for National UASI Conference. rfe items : 50804	Rachel Woodall 09/09/11	 <a href="#">download</a>

After clicking **View Tracking** notes related to invoice activities will be seen (see Figure 125)

Figure 125: View Invoice Activities Screen

uploads

upload a file

upload #		uploaded	
43226	<p>filename: Catlin_Airfare_Invoice.pdf</p> <p>Invoice tracking was submitted on 09/09/2011 by Rachel Woodall.</p> <p><a href="#">[hide]</a></p> <p>09/09/2011 : Sent for Receiving (Rachel Woodall)            note: For update prior to submission to AOS.:</p> <p>09/09/2011 : Matching/verification of Purchase Order (Rachel Woodall)            note: Everything checked ok.:</p> <p>09/09/2011 : Invoice Received (Rachel Woodall)            note: Invoiced logged into Fiscal.:</p> <p> invoice audit complete</p> <p> invoice approved</p> <p>invoice number: 1P-NNAIE8</p> <p>invoice amount: \$575.80</p> <p>notes: Airfare for McKenna travel to San Francisco for National UASI Conference.</p> <p>rfe items : 50804</p>	Rachel Woodall 09/09/11	<a href="#">download</a>

### 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 an 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 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.

ie getting new

### 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 this RFE**" (see Figure 126).

Figure 126: Close RFEScreen



This will bring up a screen allowing the user to complete a form requesting that the RFE be closed (see Figure 127).

Figure 127: Close-out Request Screen

 A screenshot of the 'Close-out Request Screen' within the 'RFE Summary' context. The screen has a yellow background. At the top right, there is a 'cancel' button with a red 'x' icon. Below the header, there is a 'Reason:' dropdown menu with '----' selected. Underneath is a 'Notes:' text area. Below the notes, there is a prompt: 'Please specify the new items amount below:'. This is followed by a table with columns: 'new amount', 'amount', 'tracking #', and 'description'. The table contains one row with values: '\$1,665.30', '\$1,665.30', '51351', and '(2) 202 Forms, (2) 203 Forms, (2) 205 Form, (2) 206 Forms, (4) 214 Forms, (5) 215 Forms, (5) 215A Forms, (1) 221 Form, 5 Planning P's.'. At the bottom left, a button labeled 'send closeout request' is circled in blue. A callout box with a blue border and pointer contains the text: 'Users **MUST** choose a reason and type a justification in the notes field.'
 

new amount	amount	tracking #	description
\$1,665.30	\$1,665.30	51351	(2) 202 Forms, (2) 203 Forms, (2) 205 Form, (2) 206 Forms, (4) 214 Forms, (5) 215 Forms, (5) 215A Forms, (1) 221 Form, 5 Planning P's.

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.

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.

## Activity Logs

The *Activity Logs* section can be used to show actions taken (see Figure 128).

**Figure 128: Activity Logs Section**

logs

[add a note](#)

- On 03/01/10, BLEYDENS wrote:

RFE #29723 - Disbursement information has been added to this RFE.

Note:

If you have not uploaded your proof of payment in the iGMS system please do so ASAP. A proof of payment is an auditors report or a copy of a cancelled check front and back. If you do not have scanning capabilities please fax the proof of payment to 317-233-9486.

warrant: 101070783  
amount: 2284.80  
sent date: 03/01/10
- On 03/01/10, BLEYDENS wrote:

RFE #29723 - updated to PAID\_IN\_FULL by BLEYDENS

Note:
- On 02/12/10, CMORRIS wrote:

RFE #29723 - updated to ORDERED by CMORRIS

Note:

FORWARDING TO A/P FOR PROCESSING, CLM

### Add a Note

The *Add a Note* 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."

## 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 (see Figure 129).

**Figure 129: Request for Expenditure Hyperlink in the General Budget Information Section**

The screenshot displays the iGMS dashboard for the Indiana Department of Homeland Security. The page is titled "iGMS" and includes a "logged in as" status with links for help notes, contact info, change password, and logout. A "home" link is visible in the top left. The main content area is divided into several sections:

- My Proposals:** A list of proposals including "Emergency Operations Center Equipment", "2008 EMPG Local Allocation", "2007 LETPP Web GIS", "Intra State Operability", and "PSIC Radio Award".
- Agreement Tracking:** A section for tracking agreements, showing "Recent Activity This Week" with a project ID "C44P-1-166A" and a notification for "2010 EMPG Compet GA" dated "01/27/2011".
- General Budget Information:** A section containing links for "Complete Budget List", "Quarterly Reports", "Request for Expenditure" (highlighted with a blue circle), and "Agreement Tracking".
- Applications:** A section with links for "Agreement Tracking", "Damage Report", and "Infrastructure Damage Reporting".
- My Help\_:** A section with links for "iGMS Manual (pdf)", "Training and Exercise Guidance", and "Responder Knowledge Base".

### Create a New Request

To begin an RFE, click the **create a new request** button on the RFE task bar (see Figure 130).

Figure 130: Create a New Request Button in the *Request for Expenditures* Section

The screenshot shows the 'Request for Expenditures' interface. At the top, there is a tab labeled 'create a new request' which is circled in blue. Below the tab, there are filter options and input fields for 'rfe #', 'tracking #', 'status', and 'invoice approval', each with a 'get' button next to it.

This will display a form designed to capture information necessary to process the expenditure request for reimbursement (see Figure 131).

Figure 131: Save Button in the Sub-Recipient RFE Description

The screenshot shows the 'Request for Expenditures' form. The 'description' field is empty. The 'fund' section lists several funding options with their respective percentages and status indicators. The 'save' button is circled in blue. At the bottom, there are filter options and a 'get request for expenditures list' button.

Fund	Percentage	Status
2009 2009 Foundation D > State > 2009 Foundation D	0%	Available
2009 EMPG > LOCAL > 2009 EMPG Salary Reimbursement	0%	Available
2009 EMPG > LOCAL > 2009 EMPG Salary Reimbursement Match	0%	Not available (no Encompass project id)
2009 HMEP(FY2010)HM-HMP-0022-09-01-00 > LOCAL MATCH > LOCAL MATCH	100%	Not available (fully encumbered)
2009 HMEP(FY2010)HM-HMP-0022-09-01-00 > STATE PASS THROUGH > STATE PASS THROUGH	7%	Available
2008 Emergency Management Performance Grant > LOCAL > 2008 EMPG Local Allocations	100%	Not available (fully encumbered)
2007 Law Enforcement Terrorism Prevention Program > LOCAL > Geographic Information Systems Enhancements	100%	Not available (past performance period)
2007 State Homeland Security Program > LOCAL > RACES Enhancement	63%	Not available (past performance period)

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 (see Figure 132). 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

Figure 132: RFE Summary View

Other information available using this page includes the following (see Figure 131):

- 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 (see Figure 133).

Figure 133: Add New RFE Item Button in the *Items* Section

tracking #	vendor	description	amount
TOTAL:			\$0.00

**NOTE:** Procurement policies\* indicate the following:

- For 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.

## 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.

Figure 134: Save Button on the *Create New RFE Item* Screen

The screenshot shows the 'create new RFE item' form. At the top right is a 'cancel' button with a red 'x' icon. The form includes fields for 'vendor', 'amount', 'document type' (a dropdown menu), 'document id', and 'document date' (with a calendar icon). A 'save' button is located at the bottom. Callouts provide the following information:

- A callout box titled 'Available choices are:' lists 'Invoice' and 'Receipt' as options for the document type dropdown.
- A callout pointing to the 'document id' field states: 'The document ID is the invoice or receipt number.'
- A callout pointing to the 'document date' field states: 'The document date is the date of the invoice or receipt.'

Once this section has been completed, click the **save** button (see Figure 134).

**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 (see Figure 135).

Figure 135: Hyperlink to RFE Audit Functions

tracking #	vendor	description	amount	document type:	
50131		to be used for manual only - DO NOT PROCESS	\$100.00 1 (qty) x 100.0 (each)	document id: document date:	<a href="#">edit</a> <a href="#">delete</a> <a href="#">audit incomplete</a> <a href="#">admin edit</a>
50132		TO BE USED AS TEST FOR MANUAL	\$100.00 1 (qty) x 100.0 (Each)	document type: document id: document date:	<a href="#">edit</a> <a href="#">delete</a> <a href="#">audit incomplete</a> <a href="#">admin edit</a>
<b>TOTAL:</b>			<b>\$200.00</b>		

Figure 136: Add New Audit Button

You are auditing: tracking #38390

[+ add new audit](#)

status: ✘ audit incomplete

amount: \$112.92

audited amount: \$0.00

balance: \$112.92

No audit entry yet for this expenditure.

✘ close audit

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 (see Figure 136).

Figure 137: Save Button on the *Sub-Recipient Audit* Function Screen

✘ close audit

You are auditing: tracking #50131

[+ add new audit](#)

status: ✘ audit incomplete

amount: \$100.00

audited amount: \$0.00

balance: \$100.00

description	amount	audited	balance	
Grants Staff Travel	\$2,500.00	\$0.00	\$2,500.00	<input type="text"/> <a href="#">save</a>
Office Supplies	\$2,500.00	\$0.00	\$2,500.00	<input type="text"/> <a href="#">save</a>

No audit entry yet for this expenditure.

✘ close audit

The user is required to type the amount being charged from this RFE to the appropriate line item and click the **save** button (see Figure 137). 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 **close 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 (see Figure 138).

**Figure 138: RFE Audit Example with Match**

Items					
tracking #	vendor	description	amount		
56260	Test Adams County Hazmat Technical Training Invoice	Hazmat Technical Training invoice for Jane, Jim and John and all supporting documentation	\$800.00	document type: INVOICE document id: 01 document date: 10/13/11 uploads: 41259 , 41258	audit complete waiting for invoice approval waiting for proof approval approve proof
56261	TEst Match	20% for 200.00	<del>\$200.00</del> \$0.00	document type: INVOICE document id: 1 document date: 10/20/11	audit complete waiting for invoice approval waiting for proof approval approve proof
<b>TOTAL:</b>			<del>\$1,000.00</del> \$800.00 (less the match: \$200.00)		

**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 (see Figure 139).

**Figure 139: Upload a File Button**

uploads			
upload #	uploaded by	uploaded date	
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;"> <span style="font-size: 1.2em;">+</span> upload a file                 </div>			

## Upload a file

**Figure 140: Upload a File View**

Available fields include the following (see Figure 140):

- **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, DPC minutes, Invoice, Quote, Proof and Sign-in/Roster)
  - If Invoice/receipt is chosen the invoice number and invoice must be completed.
- **Connect to item** – This field allows the file to be attached to specific **items requested** 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 (see Figure 141).

Figure 141: Invoice Audit

upload #	invoice	uploaded											
43443	<p>filename: facilityusage2ahimt.pdf</p> <p><b>invoice audit not complete</b></p> <div style="background-color: #ffffcc; padding: 10px; border: 1px solid #ccc;"> <p style="text-align: right;"><b>cancel</b></p> <p>invoice amount: \$.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>rfe item</th> <th>rfe item amount</th> <th>rfe item audit total</th> <th>invoice audit balance</th> <th>audit amount</th> </tr> </thead> <tbody> <tr> <td>tracking # 55120 - Room rental for 3 breakouts for 5 days each</td> <td>\$1,125.00</td> <td>\$1,250.00</td> <td>-\$125.00</td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;"><b>save</b></p> </div> <p><b>waiting for invoice approval</b></p> <p>invoice number:</p> <p>invoice amount: \$.00</p> <p>notes:</p> <p>rfe items : 55120</p>	rfe item	rfe item amount	rfe item audit total	invoice audit balance	audit amount	tracking # 55120 - Room rental for 3 breakouts for 5 days each	\$1,125.00	\$1,250.00	-\$125.00	<input type="text"/>	Ashlee Grisel 09/07/11	<a href="#">download</a>
rfe item	rfe item amount	rfe item audit total	invoice audit balance	audit amount									
tracking # 55120 - Room rental for 3 breakouts for 5 days each	\$1,125.00	\$1,250.00	-\$125.00	<input type="text"/>									

## 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 **View 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 (see figure 142).

Figure 142: View Tracking Screen

upload #	invoice	uploaded	
43226	<p>filename: Caitlin_Airfare_Invoice.pdf</p> <p>Invoice tracking was submitted on 09/09/2011 by Rachel Woodall.</p> <p><a href="#">view tracking (3)</a></p> <p><b>invoice audit complete</b></p> <p><b>invoice approved</b></p> <p>invoice number: 1P-NNAIE8</p> <p>invoice amount: \$575.80</p> <p>notes: Airfare for McKenna travel to San Francisco for National UASI Conference.</p> <p>rfe items : 50804</p>	Rachel Woodall 09/09/11	<a href="#">download</a>

After clicking **View Tracking** notes related to invoice activities will be seen (see Figure 143)

Figure 143: View Invoice Activities

uploads			
<a href="#">upload a file</a>			
upload #		uploaded	
43226	filename: Caitlin_Airfare_Invoice.pdf Invoice tracking was submitted on 09/09/2011 by Rachel Woodall. <a href="#">[hide]</a> 09/09/2011 : Sent for Receiving (Rachel Woodall) note: For update prior to submission to AOS.: 09/09/2011 : Matching/verification of Purchase Order (Rachel Woodall) note: Everything checked ok.: 09/09/2011 : Invoice Received (Rachel Woodall) note: Invoiced logged into Fiscal.: invoice audit complete invoice approved invoice number: 1P-NNAIES invoice amount: \$575.80 notes: Airfare for McKenna travel to San Francisco for National UASI Conference. rfe items : 50804	Rachel Woodall 09/09/11	<a href="#">download</a>

### 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 an 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.

### 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 HMEP Grant require that proof of payment be submitted prior to reimbursement.

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 (see Figure 144).

**Figure 144: Sub-Recipient Activity Logs Section**



logs

[add a note](#)

- On 03/01/10, BLEYDENS wrote:  
RFE #29723 - Disbursement information has been added to this RFE.  
  
Note:  
If you have not uploaded your proof of payment in the iGMS system please do so ASAP. A proof of payment is an auditors report or a copy of a cancelled check front and back. If you do not have scanning capabilities please fax the proof of payment to 317-233-9486.  
  
warrant: 101070783  
amount: 2284.80  
sent date: 03/01/10
- On 03/01/10, BLEYDENS wrote:  
RFE #29723 - updated to PAID\_IN\_FULL by BLEYDENS  
  
Note:
- On 02/12/10, CMORRIS wrote:  
RFE #29723 - updated to ORDERED by CMORRIS  
  
Note:  
FORWARDING TO A/P FOR PROCESSING, CLM

## Add a Note

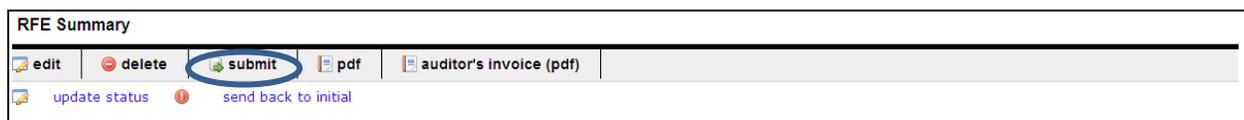
The *Add a Note* section is to be used to add additional actions or information related to the activity that could be helpful to others in the *Activity Logs* section. An example could be: "Requested additional information 12/05/2009."

This completes the RFE creation process.

## RFE Submission

The RFE must now be submitted from the RFE task bar for further approval and processing (see Figure 145).

**Figure 145: Submit Button in the RFE Summary Section**



RFE Summary

edit delete **submit** pdf auditor's invoice (pdf)

update status send back to initial

## 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.

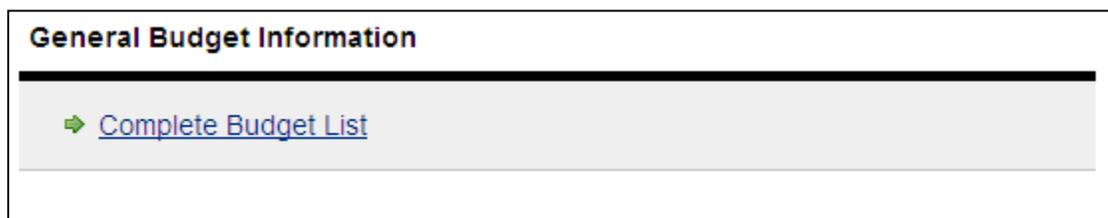
### Module Objectives

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 (see Figure 146).

**Figure 146: IDHS Complete Budget List Hyperlink in the General Budget Information Section**



### 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 (see Figure 147).

**Figure 147: IDHS Complete Budget List View**

filter options									
read-Only: <input type="checkbox"/> budget id: <input type="text"/> fund id: <input type="text"/> gan id: <input type="text"/> status: -----									
get budget list									
1									
id	fund	sub-recipient	award	budget amount	encumbered	balance	rating	disbursed	status
6246	HMEP Local Funding 2012 > HMEP > LOCAL	Roger Axe (greene-jeans@sbcglobal.net) Greene County LEPC	OPEN	\$0.00	\$0.00	\$0.00	.00%	\$0.00	INITIAL
4198	Local Match 2011 > HMEP (FY2011) > LOCAL (08/08/11)	Roger Axe (greene-jeans@sbcglobal.net) Greene County LEPC	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	APPROVED
4199	Local Passthrough 2011 > HMEP (FY2011) > LOCAL (08/08/11)	Roger Axe (greene-jeans@sbcglobal.net) Greene County LEPC	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	APPROVED
3229	2010 Foundation A 2010 > 2010 Foundation A > State (04/29/11) FINAL	Roger Axe (greene-jeans@sbcglobal.net) Greene County	\$3,998.00	\$3,998.00	\$3,998.00	\$0.00	100.00%	\$3,998.00	APPROVED

Information available in this view includes the following (see Figure 147):

- **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 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 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 (see Figure 148).

**Figure 148: IDHS Filter Options Section**

The screenshot shows a 'filter options' section with the following elements:

- budget id:
- fund id:
- gan id:
- status:
- managed budgets:
- sub-recipient budgets:
- 

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	<a href="#">Report Due</a>	October 15
• Quarter 2	October 1 – December 31	<a href="#">Report Due</a>	January 15
• Quarter 3	January 1 – March 31	<a href="#">Report Due</a>	April 15
• Quarter 4	April 1 – June 30	<a href="#">Report Due</a>	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 (see Figure 149).

**Figure 149: IDHS Quarterly Report**

<b>REPORT #10117</b>
<hr/>
funding allocation: <b>2010 Emergency Management Performance Grant &gt; State &gt; IMAT Incentive &gt; 12273</b>
status: <b>SUBMITTED</b>
term: <b>1ST QUARTER (from 07/01/10 to 09/30/10)</b>
approved budget: <b>\$47,000.00</b>
encumbered: <b>\$234.00</b>
balance: <b>\$46,766.00</b>
<b>Results for this Quarter</b>
<hr/>
Sent an IMAT team Leader to the Finance and Administration Section Chief Course.
Identified state agencies to receive a sub-grant.
Arranged the purchase of ICS planning software.
<b>Anticipated Activity for the Next Quarter</b>
<hr/>
Procure ICS planning software.
Procure wall charts of ICS forms.
Establish sub-grant agreements.
<hr/>

## 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 (see Figure 150).

**Figure 150: Sub-Recipients *General Budget Information* Section**



### 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 (see Figure 151).

**Figure 151: Sub-Recipients *Complete Budget List* View**

filter options									
read-Only: <input type="checkbox"/> budget id: <input type="text"/> fund id: <input type="text"/> gan id: <input type="text"/> status: <input type="text"/>									
<a href="#">get budget list</a>									
1									
id	fund	sub-recipient	award	budget amount	encumbered	balance	rating	disbursed	status
6246	HMEP Local Funding 2012 > HMEP > LOCAL	Roger Axe (greene-jeans@sbcglobal.net) Greene County LEPC	OPEN	\$0.00	\$0.00	\$0.00	.00%	\$0.00	INITIAL
4198	Local Match 2011 > HMEP (FY2011) > LOCAL (08/08/11)	Roger Axe (greene-jeans@sbcglobal.net) Greene County LEPC	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	APPROVED
4199	Local Passthrough 2011 > HMEP (FY2011) > LOCAL (08/08/11)	Roger Axe (greene-jeans@sbcglobal.net) Greene County LEPC	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$0.00	APPROVED
3229	2010 Foundation A 2010 > 2010 Foundation A > State (04/29/11) FINAL	Roger Axe (greene-jeans@sbcglobal.net) Greene County	\$3,998.00	\$3,998.00	\$3,998.00	\$0.00	100.00%	\$3,998.00	APPROVED

Information available in this view includes the following (see Figure 151):

- **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	<a href="#">Report Due</a>	October 15
• Quarter 2	October 1 – December 31	<a href="#">Report Due</a>	January 15
• Quarter 3	January 1 – March 31	<a href="#">Report Due</a>	April 15
• Quarter 4	April 1 – June 30	<a href="#">Report Due</a>	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 signed reports are faxed or e-mailed to the Grants Management Section and are marked received in the iGMS (see Figure 152).

**Figure 152: Sub-Recipient Quarterly Report**

REPORT #11891

[pdf](#)

funding allocation: 2010 2010 Foundation B > State > 2010 Foundation B > 12666

status: SUBMITTED

term: 2ND QUARTER-FINAL (from 10/01/10 to 12/31/10)

approved budget: \$1,537.00

encumbered: \$1,537.00

balance: \$0.00

CFDA#: N/A

project director name:

financial officer:

---

**Results for this Quarter**

Contract in the amount of \_\_\_\_\_ has been entered into with \_\_\_\_\_ These funds will be used for the development of ten district inter-operable communication plans. Roll out of this project occurred Sept 28/29 2010.

---

**Anticipated Activity for the Next Quarter**

Contract vendor will be developing district communication plans.

Sub-recipients are required to complete the following fields:

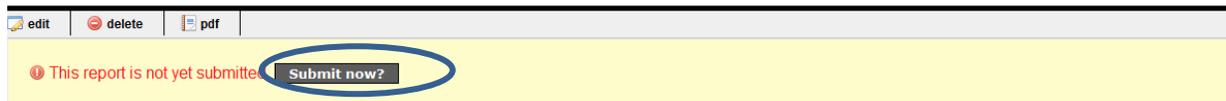
- **Project Director Name** – Users must indicate the name of the individual responsible for the project at the local level.
- **Financial Officer** – Users must indicate the name of the financial officer responsible for the grant (in most instances, this would be the county auditor or other financial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

**Figure 153: Sub-Recipients Quarterly Report Submit Now? Button**



If no changes are required, users are asked to submit the report by clicking the **Submit now?** button (see Figure 153).

**Figure 154: Sub-Recipients Quarterly Report**

REPORT #10117
<p>funding allocation: 2010 Emergency Management Performance Grant &gt; State &gt; IMAT Incentive &gt; 12273</p> <p>status: SUBMITTED</p> <p>term: 1ST QUARTER (from 07/01/10 to 09/30/10)</p> <p>approved budget: \$47,000.00</p> <p>encumbered: \$234.00</p> <p>balance: \$46,766.00</p>
<p><b>Results for this Quarter</b></p> <p>Sent an IMAT team Leader to the Finance and Administration Section Chief Course.</p> <p>Identified state agencies to receive a sub-grant.</p> <p>Arranged the purchase of ICS planning software.</p>
<p><b>Anticipated Activity for the Next Quarter</b></p> <p>Procure ICS planning software.</p> <p>Procure wall charts of ICS forms.</p> <p>Establish sub-grant agreements.</p>

Once the report has been submitted and locked, users are required to create a PDF of the document and print the report for signature.

Required signatures include the project director and financial officer listed. Once signatures are obtained, the report **MUST** be mailed, faxed, or e-mailed to the Grants Management Section of IDHS.

The Quarterly Report must be marked “received” in the iGMS before users will be able to access the *Request for Expenditure* module (see Figure 154).

## 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 (see Figure 155).

**Figure 155: IDHS Project Manager Report View**

Mike Bigler						
2007 State Homeland Security Program > LOCAL > Statewide Triage System						
recipient	award	budgeted	reimbursed	balance	obligation rating	end date
Vincennes Township Fire District	\$356,479.03	\$356,479.03	<a href="#">\$356,479.03</a>	\$0.00	100%	04/23/09
<b>total:</b>	<b>\$356,479.03</b>	<b>\$356,479.03</b>	<b>\$356,479.03</b>	<b>\$0.00</b>	-	-
2007 State Homeland Security Program > STATE > Disaster Portable Mortuary Unit						
recipient	award	budgeted	reimbursed	balance	obligation rating	end date
IDHS FBS - Emergency Medical Services (121038)	\$39,996.78	\$39,996.77	<a href="#">\$39,177.22</a>	\$819.55	98%	05/15/10
<b>total:</b>	<b>\$39,996.78</b>	<b>\$39,996.77</b>	<b>\$39,177.22</b>	<b>\$819.55</b>	-	-

Specific information includes the following:

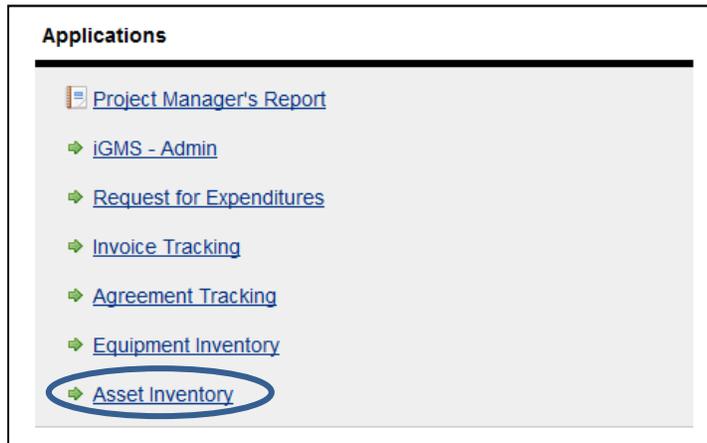
- **Recipient** – where the funds were assigned
- **Award** – amount of funds allocated for the project
- **Budgeted** – amount of funds budgeted
- **Reimbursed** – amount of funds paid or charged against the project
- **Balance** – any funds not reimbursed or charged from the budgeted amount
- **Obligation 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.

The Asset Inventory is available by clicking on **Asset Inventory** from the Applications module on the dashboard (see Figure 156).

Figure 156: Asset Inventory Button on the *Applications* Module



The secondary screen will allow you validate items in your possession or request that changes be made to the asset list (see Figure 157).

Figure 157: *Asset Inventory Validation* Screen

The screenshot shows the 'Asset Inventory' validation screen. At the top, there is a 'requires my action:' checkbox and a 'get assets list' button. Below that is a 'validate all' button. A callout box points to the 'requires my action:' checkbox and says: 'Click **Requires My Action** to filter list by only those items requiring action.' Another callout box points to the 'validate all' button and says: 'Click **Validate All** to validate the entire list of items assigned to you if **no** changes are required.' Below the buttons is a summary bar showing '1' with a green checkmark. The main part of the screen is a table with columns: asset id, tag number, description, serial #, custodian/location, status, and actions.

asset id	tag number	description	serial #	custodian/location	status	actions
000000001455	38504028	2 SIDE GUEST CHAIRS	NONE		requires your action.	update, validate
000000001456	38504027	DESK CREDENZA	NONE		requires your action.	update, validate
000000001457	38504026	DRWER LATERAL FILE & BRIDGE	NONE		requires your action.	update, validate
000000001458	38504025	FROSTED GLASS DOOR HUTCH	NONE		requires your action.	update, validate
000000002628	38504984	DELL D630 NOTEBOOK	8H3Q2F1		UPDATED	cancel update

update note:  
Replaced as part of IOT Refresh

Available functions include:

- Filter by only those items requiring action;
- Validate all items (to be used only if **no** items require changes);
- Request updates or changes to items; and
- Validate items on an individual basis.

**NOTE:** If a correction or update to your assigned asset list is requested, the Asset Manager will update the Encompass system and reissue a new list. This will require you to re-validate the item(s) once those changes/updates have been made.

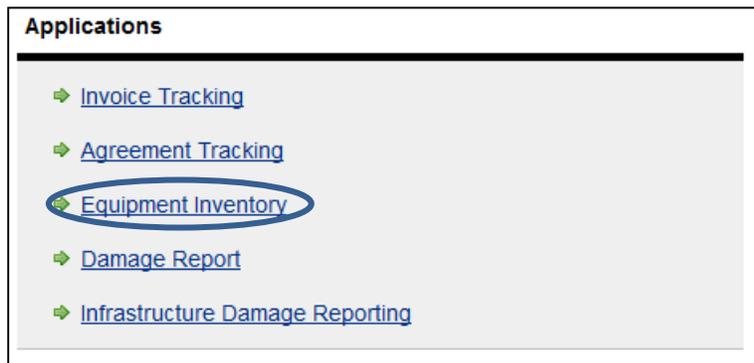
## Equipment Inventory

In addition to the Asset Inventory the iGMS also has an equipment inventory module that is available to track equipment purchases and assignments. Information that is captured includes:

- Equipment type
- Module/Part number
- Serial number
- Purchased Date
- Purchased Amount
- Condition

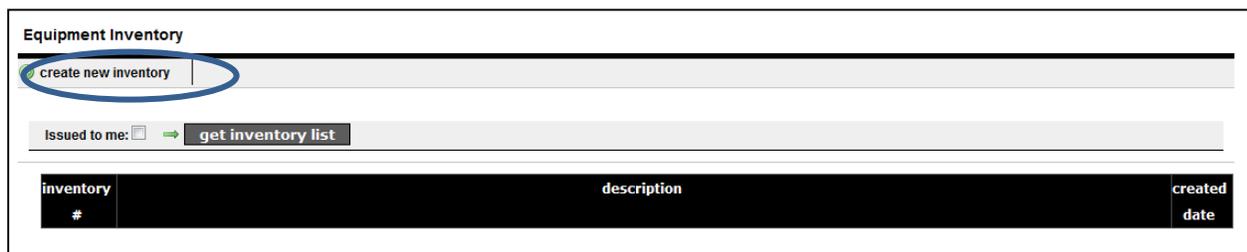
The equipment inventory module is accessed by clicking **Equipment Inventory** from the Applications Module on the dashboard (see Figure 158).

**Figure 158: *Equipment Inventory* on the Dashboard**



Clicking **Equipment Inventory** will bring up a listing of equipment that has been entered in the iGMS. You are able to enter new inventory by clicking **create new inventory** (see Figure 159).

**Figure 159: *Equipment Inventory* Create New Inventory Button**



Clicking **Create new inventory** will open a secondary screen where you can enter information specific to the equipment being tracked (see Figure 160).

Figure 160: Equipment Inventory Create Button

The screenshot shows a web interface for creating a new equipment inventory item. The title is "Equipment Inventory". Below the title, there is a navigation bar with a "create new inventory" button (indicated by a green plus icon) and a "cancel" button (indicated by a red X icon). The main form area is titled "Create New Inventory". It contains several input fields and dropdown menus: "description" (text input), "Receiving Agency" (dropdown menu), "Type" (dropdown menu), "Manufacturer" (text input), "Model/Part #" (text input), "Serial #" (text input), "Purchased Date" (text input with a calendar icon and "(mm/dd/yy)" format), "Purchased Amount" (text input), and "Condition" (dropdown menu). A "create" button is located below the "Condition" dropdown and is circled in blue. At the bottom of the form, there is a section labeled "Issued to me:" with a checkbox and a "get inventory list" button.

Once all fields have been completed, click the **create** button (see Figure 160). You **MUST** enter/edit additional information related to the item such as funding source used for the purchase, who it has been issued to and where it is located. For example if person A assigns a piece of equipment to person B, person B will still need to log in and validate their possession of the item (see Figure 161).

Figure 161: Equipment Item Description Edit Screen

inventory #	description	created date
5259	<p><a href="#">Digital Camera</a></p> <p><a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[hide]</a></p> <p><b>Receiving Agency</b></p> <p><b>Type</b> Cameras ans Accessories</p> <p><b>Manufacturer</b> Sony</p> <p><b>Model/Part #</b> Camera32</p> <p><b>Serial #</b> Sony7654</p> <p><b>Purchased Date</b> 10/10/09</p> <p><b>Purchased Amount</b> \$289.00</p> <p><b>Condition</b> good</p> <p><a href="#">[edit]</a> link to fund allocation</p> <p><a href="#">[edit]</a> issued to</p> <p>re-issued to</p> <p><a href="#">[edit]</a> Has this item been disposed of? <b>NO</b></p> <p><i>According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.</i></p>	11/07/2011

## Request for Expenditure (RFE) Reports

Project Managers can view all RFEs associated with grant funding from their Project Manager Report. This module is available from the **Utility** module of the iGMS dashboard (see Figure 162).

Figure 162: *Utility* Module View

Utility
<ul style="list-style-type: none"> <li>• <a href="#">Statistical Annual Report</a></li> <li>• <a href="#">Training Admin</a></li> <li>• <a href="#">Users' Management</a></li> <li>• <a href="#">Organizations' Management</a></li> <li>• <a href="#">Help Desk Admin</a></li> <li>• <a href="#">Quarterly Reports Email Notification</a></li> <li>• <a href="#">Project Managers' Report (pdf)</a></li> <li>• <a href="#">Executive Report (pdf)</a></li> <li>• <a href="#">Encompass Update</a></li> <li>• <a href="#">Grants Encompass Project Id Lookup</a></li> <li>• <a href="#">Disbursements Excel Loader</a></li> <li>• <a href="#">Assets Inventory Admin</a></li> </ul>

Clicking the Project Managers' Report will bring up a listing of all projects/budgets assigned to the project manager (see Figure 163).

Figure 163: Project Manager Report View

Indiana Department of Homeland Security									
IGMS									
logged in as jerickson@dhs.in.gov									
[contact info] [change password] [logout]									
home > Project Manager's Report									
Project Manager's Reports									
funding   rfe report									
John Erickson									
2011 Emergency Management Performance Grant > STATE > Public Education									
recipient	award	budgeted	reimbursed	balance	obligation rating	disbursed	end date		
#16341 - IDHS Executive Support Services (115001)	\$50,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	-		
<b>total:</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	-	<b>\$0.00</b>	-		
2010 Emergency Management Performance Grant > STATE > Communication Initiatives									
recipient	award	budgeted	reimbursed	balance	obligation rating	disbursed	end date		
#12162 - IDHS Executive and Support Services (115001)	\$175,000.00	\$175,000.00	\$159,987.05	\$15,012.95	91%	\$12,099.26	09/30/11		
<b>total:</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>	<b>\$159,987.05</b>	<b>\$15,012.95</b>	-	<b>\$12,099.26</b>	-		
2010 State Homeland Security Grant > STATE > Public Information and Outreach									
recipient	award	budgeted	reimbursed	balance	obligation rating	disbursed	end date		
#12495 - IDHS Executive and Support Services (115001)	\$44,027.00	\$44,027.00	\$2,000.00	\$42,027.00	5%	\$0.00	07/31/12		
#15377 - Indiana Broadcasters Association	\$8,004.00	\$8,004.00	\$8,004.00	\$0.00	100%	\$8,004.00	06/02/11		
<b>total:</b>	<b>\$52,031.00</b>	<b>\$52,031.00</b>	<b>\$10,004.00</b>	<b>\$42,027.00</b>	-	<b>\$8,004.00</b>	-		
2009 EMPG > STATE > Crisis Communication									
recipient	award	budgeted	reimbursed	balance	obligation rating	disbursed	end date		
#10458 - IDHS - Executive and Support Services Division	\$299,531.88	\$299,531.88	\$270,813.39	\$28,718.49	90%	\$97,094.56	09/30/11		
<b>total:</b>	<b>\$299,531.88</b>	<b>\$299,531.88</b>	<b>\$270,813.39</b>	<b>\$28,718.49</b>	-	<b>\$97,094.56</b>	-		
2009 EMPG > STATE > Public Ed.									
recipient	award	budgeted	reimbursed	balance	obligation rating	disbursed	end date		
#10375 - IDHS Executive Support Services (115001)	\$318,640.29	\$318,640.29	\$289,809.02	\$28,831.27	91%	\$190,408.40	09/30/11		
<b>total:</b>	<b>\$318,640.29</b>	<b>\$318,640.29</b>	<b>\$289,809.02</b>	<b>\$28,831.27</b>	-	<b>\$190,408.40</b>	-		
2009 State Homeland Security Program > STATE > EAS System/Citizen Preparedness									

Clicking RFE Report will bring up a screen listing RFEs (see Figure 164).

Figure 164: RFE Report View

Indiana Department of Homeland Security							
IGMS							
logged in as jerickson@dhs.in.gov							
[contact info] [change password] [logout]							
home > Project Manager's Report							
Project Manager's Reports							
funding   rfe report							
RFE Report							
rfe id	rfe status	rfe amount	disbursed amount	yet to be disbursed	fund	contact	
37939	SUBMITTED	\$18,000.00	\$0.00	\$18,000.00	2009 EMPG STATE > Public Ed.	John Erickson IDHS Executive Support Services (115001)	
37854	PROCESSING	\$109.56	\$0.00	\$109.56	2009 EMPG STATE > Crisis Communication	John Erickson IDHS - Executive and Support Services Division	
37853	PROCESSING	\$62.92	\$0.00	\$62.92	2009 EMPG STATE > Crisis Communication	John Erickson IDHS - Executive and Support Services Division	
37850	PROCESSING	\$139.48	\$0.00	\$139.48	2009 EMPG STATE > Crisis Communication	John Erickson IDHS - Executive and Support Services Division	
37849	PROCESSING	\$80.52	\$0.00	\$80.52	2009 EMPG STATE > Crisis Communication	John Erickson IDHS - Executive and Support Services Division	
37629	INITIAL	\$136.93	\$0.00	\$136.93	2009 State Homeland Security Program STATE > EAS System/Citizen Preparedness	Gwen Piening Indiana Broadcasters Association	
37573	PARTIAL_PAYMENT	\$600.00	\$469.19	\$130.81	2009 EMPG STATE > Public Ed.	John Erickson IDHS Executive Support Services (115001)	
37353	INITIAL	\$237.82	\$0.00	\$237.82	2009 State Homeland Security Program STATE > EAS System/Citizen Preparedness	Gwen Piening Indiana Broadcasters Association	
37330	INITIAL	\$23,037.66	\$0.00	\$23,037.66	2009 EMPG STATE > Crisis Communication	John Erickson IDHS - Executive and Support Services Division	
37328	INITIAL	\$35,000.00	\$0.00	\$35,000.00	2010 Emergency Management Performance Grant STATE > Communication Initiatives	John Erickson IDHS Executive Support Services (115001)	
37235	ORDERED	\$34,893.57	\$0.00	\$34,893.57	2009 EMPG STATE > Crisis Communication	John Erickson IDHS - Executive and Support Services Division	
36906	ORDERED	\$780.00	\$0.00	\$780.00	2009 EMPG STATE > Public Ed.	John Erickson IDHS Executive Support Services (115001)	
36904	ORDERED	\$12,640.53	\$0.00	\$12,640.53	2009 EMPG STATE > Public Ed.	John Erickson IDHS Executive Support Services (115001)	

Project Managers are able to see the following:

- RFE Number;

- RFE Status;
- RFE Amount;
- Disbursed (paid) amount;
- Yet to be Disbursed (paid) amount;
- Fund; and
- Contact

The RFE number is a link that by clicking on it will bring up the RFE (see Figure 165).

**Figure 165: RFE Report Link to RFE View**

**Request for Expenditure** Indiana Department of Homeland Security

home > Request for Expenditure > View Request Expenditure Request for Expenditure

---

**RFE Summary**

RFE # **37629**  
 description: 3-Port DVI KVM Switch  
 Status: **INITIAL**

Created By: Owen Penning  
 Created Date: 06/02/11  
 Updated By:  
 Updated Date:

---

**Funding**

fund: 2009 - State Homeland Security Program - STATE - EAS.System/Citizen.Preparedness - Indiana Broadcasters Association - Owen Penning - 13053  
 end date: 06/05/11  
 project id: C-44E-1-082A (12/06/10)  
 encompass project id: 38509SHSPICOUTR  
 project manager: John Erickson

---

**Items**

tracking #	vendor	description	amount	document type	document id	document state	upload date
38518	Amazon	3-Port DVI KVM Switch	\$136.93	INVOICE		06/23/11	20110623_131226.pdf
<b>TOTAL:</b>			<b>\$136.93</b>				

---

**uploads**

upload #	filename	uploaded by	uploaded date	download
20510	Filename: 20110602_131243.pdf (new)	Owen Penning	06/02/11	download
20511	Filename: 20110602_131226.pdf (new)	Owen Penning	06/02/11	download

---

**logs**

add a note  
 No log yet for this RFE.

Request for Expenditure

## 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.

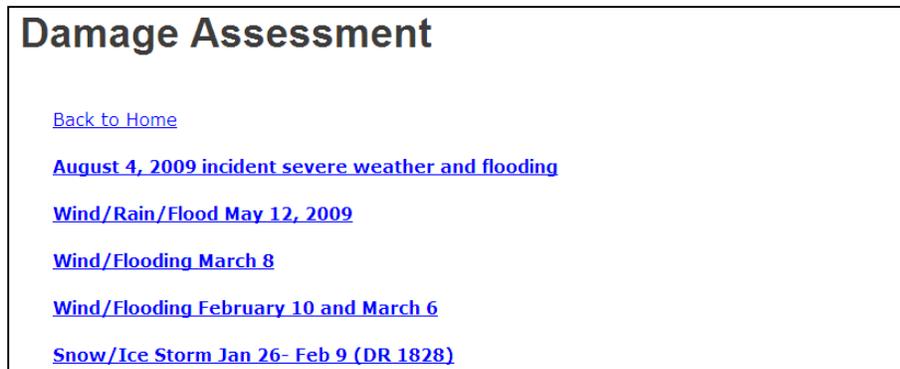
### Infrastructure Damage Reporting

The view from this screen allows users to view all reports related to infrastructure damage (see Figure 166).

**Figure 166: Infrastructure Damage Reporting**

## Damage Report

The view from this screen allows users to view reports related to damage assessment (see Figure 167).

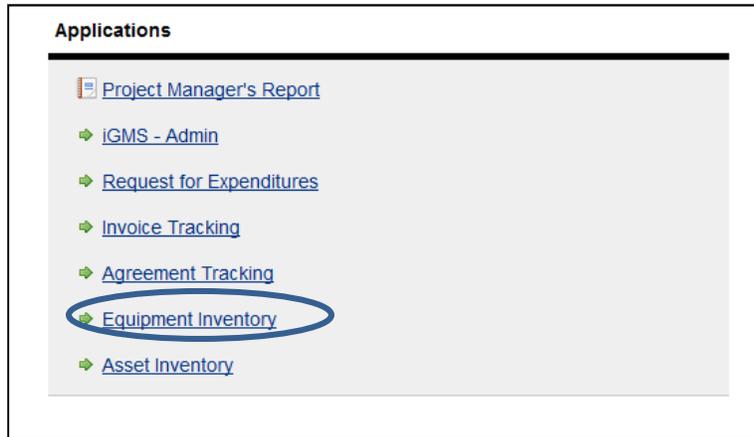
**Figure 167: Damage Assessment**

## Equipment Inventory

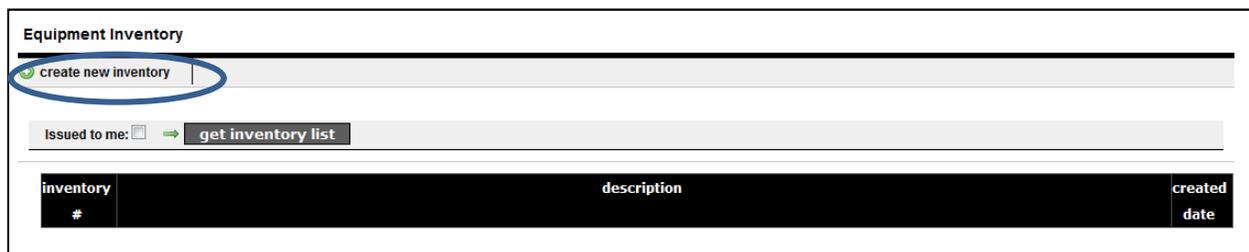
All sub-recipients are required to have an Equipment Inventory that is reviewed every 2 years. The iGMS has been enhanced to include an optional module that is available to track equipment purchases and assignments. Information that is captured includes:

- Equipment type
- Module/Part number
- Serial number
- Purchased Date
- Purchased Amount
- Condition

The equipment inventory module is accessed by clicking **Equipment Inventory** from the Applications Module on the dashboard (see Figure 168).

Figure 168: *Equipment Inventory* on Dashboard

Clicking **Equipment Inventory** will bring up a listing of equipment that has been entered in the iGMS. You are able to enter new inventory by clicking **create new inventory** (see Figure 169).

Figure 169: *Equipment Inventory* Create New Inventory Button

Clicking **Create new inventory** will open a secondary screen where you can enter information specific to the equipment being tracked (see Figure 170).

Figure 170: Equipment Inventory Create Button

**Equipment Inventory**

[+ create new inventory](#) [cancel](#)

**Create New Inventory**

**description**

**Receiving Agency**

**Type**

**Manufacturer**

**Model/Part #**

**Serial #**

**Purchased Date**

**Purchased Amount**

**Condition**

**create**

Issued to me:  [get inventory list](#)

Once all fields have been completed, click the **create** button (see Figure 170). You should enter/edit additional information related to the item such as funding source it was purchased with, who it has been issued to and the current physical location (see Figure 171).

Figure 171: Equipment Inventory Description Edit Screen

inventory #	description	created date
5259	<p><a href="#">Digital Camera</a></p> <p><a href="#">[edit]</a> <a href="#">[delete]</a> <span style="float: right;"><a href="#">[hide]</a></span></p> <p><b>Receiving Agency</b></p> <p><b>Type</b> Cameras ans Accessories</p> <p><b>Manufacturer</b> Sony</p> <p><b>Model/Part #</b> Camera32</p> <p><b>Serial #</b> Sony7654</p> <p><b>Purchased Date</b> 10/10/09</p> <p><b>Purchased Amount</b> \$289.00</p> <p><b>Condition</b> good</p> <p><a href="#">[edit]</a> link to fund allocation</p> <p><a href="#">[edit]</a> issued to</p> <p>re-issued to</p> <p><a href="#">[edit]</a> Has this item been disposed of? <b>NO</b></p> <p><small>According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.</small></p>	11/07/2011

**NOTE:** If the equipment is being assigned by a District Fiscal Agent to a county within the district, the county will be responsible for logging into the iGMS and identifying who the item(s) is assigned to and where the item is located within their county, i.e..assigned to Anywhere County Sheriff John Smith, being stored at the county maintenance shed.

## MODULE 12: MY HELP

### 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.

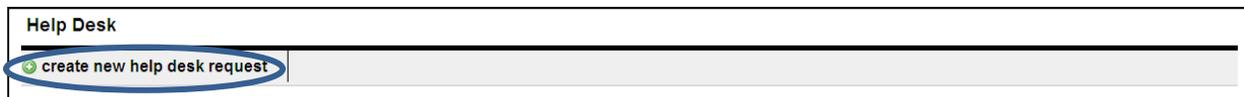
### Creating an RFE (PDF)

This option hyperlinks to a text version “cheat sheet” of instructions on how to create an RFE.

### Help Desk

This feature allows users to electronically ask for assistance.

**Figure 172: Create New Help Desk Request Button**



Click the **create new help desk request** button to open a window that allows a user to identify the type of help he or she is requesting (see Figure 172).

**Figure 173: Create New Help Desk Request Form**

 A screenshot of a web form titled 'Create New Help Desk Request'. The form contains several input fields: a text box for 'description', a larger text area for 'detail', a dropdown menu for 'problem category' (set to 'WEB APPLICATIONS'), another dropdown for 'application/type' (set to '----'), and a dropdown for 'criticality' (set to 'NON-CRITIC'). At the bottom of the form is a 'submit' button, which is circled in blue. A 'back' link is visible in the bottom right corner.

Users are asked to complete the displayed fields regarding the issue(s) they are experiencing (see Figure 173). Once submitted, the IT staff uses this information to direct the request to the most appropriate department/IDHS staff member to provide the best response to the user.

- **Description** – Enter a short description identifying the issue(s).
- **Detail** – Complete a detailed description of the issue(s).
- **Problem category** – Choose a problem category from the drop-down list. Available options include the following:

- Web applications
- Windows applications
- Hardware
- IDHS web site
- Network access

- **Application/type** – This area asks that users identify in which area they are having the issue. Available options may include the following:
  - iGMS
  - DFBS
  - Fire testing
  - Fixed asset
  - Flood damage
  - Infrastructure assessment
  - Media
  - Motor Pool
  - Other
  - RFE
  - Training calendar
- **Criticality** – This area asks the user to identify the level of criticality of the issue. Available options include the following:
  - Non-critical
  - Critical

Once this section has been completed, click the **submit** button to send the help request. Requests are received by the IT staff and are either answered or forwarded to the appropriate IDHS staff for response.

## Contact Us

This function allows users to contact IDHS staff through the iGMS without having to do a help request (see Figure 174). This option would be used for general questions not related to system functions.

**Figure 174: Contact Us Form**



The screenshot shows a web form titled "Contact Us". It contains three input fields: "Your email address:", "Your name:", and "Your Question:". The "Your Question:" field is a large text area. At the bottom of the form, there is a "send" button, which is circled in blue.

You are asked to complete the following fields:

- **Your email address** – This will allow IDHS staff to respond to your question(s).
- **Your name** – This will allow IDHS staff to know to whom they are responding.
- **Your Question** – This will allow the user to enter a specific question.

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 staff for response.

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**APPENDICES**

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Appendix A: Budget Example PDF



# Indiana Department of Homeland Security (IDHS)

Budget Id: 3826

## Allocated Fund

2010 State Homeland Security Grant > LOCAL > .District Allocations

approved budget:	\$399,999.99	rating:	0%
reimbursed:	\$0.00	pending:	
balance:	\$399,999.99	disbursed:	\$0.00
encompass project id:	38510SHSALLOC00		

## Contact

name:

title:

address:

county:

phone:

fax:

email:

## Budget Items

**Budget Total Amount: \$399,999.99**

**solution area: Equipment**

		<b>unit</b>	<b>price/rate</b>	<b>hours</b>	<b>amount</b>
<b>description:</b>	Computer, Portable	60.0	\$1,500.00	-	\$90,000.00
<b>category</b>	Information Technology				
<b>discipline</b>	Emergency Management				
<b>narrative</b>	Basic notebook or tablet computer, therefore each EOC will have appropriate of work stations				
<b>approved equipment #</b>	04HW-01-NTBK				
				<b>reimbursed</b>	\$0.00
				<b>balance</b>	\$90,000.00
				<b>obligation rating</b>	0%
				<b>* pending</b>	-----
				<b>disbursed</b>	\$0.00
<b>description:</b>	Display, Video Portable	7.0	\$2,000.00	-	\$14,000.00
<b>category</b>	Information Technology				
<b>discipline</b>	Emergency Management				
<b>narrative</b>	Video display - assorted technologies including CRT, Plasma, LCD, etc. All Emergency Management Agencies that will be receiving these displays have agreed that these displays will be portable.				
<b>approved equipment #</b>	04MD-03-Disp				
				<b>reimbursed</b>	\$0.00
				<b>balance</b>	\$14,000.00
				<b>obligation rating</b>	0%
				<b>* pending</b>	-----
				<b>disbursed</b>	\$0.00
<b>description:</b>	Generators, Portable	5.0	\$20,000.00	-	\$100,000.00

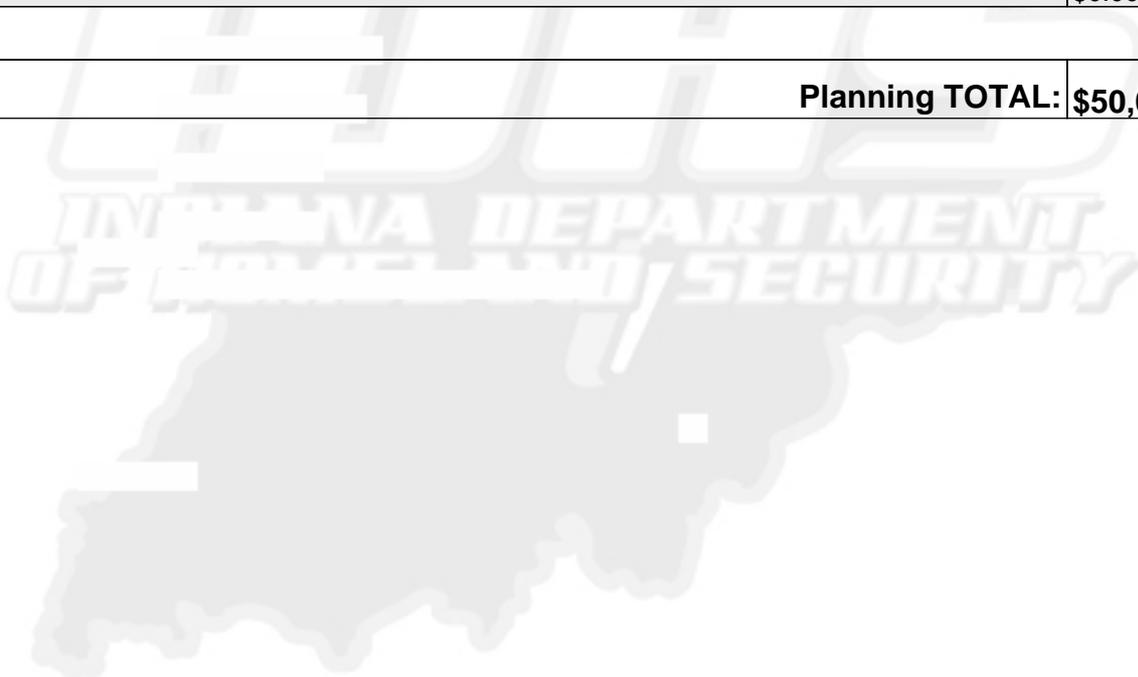
<b>category</b>	Power				
<b>discipline</b>	Emergency Management				
<b>narrative</b>	<p>The intent of the generator project is to enhance the operation of the Emergency Operation Centers and to support the COOP capability of the public safety providers in each of the counties in . These redundancies are requested so that existing Emergency Operation Centers may be utilized during the initial hours of a response and to assisting in supporting the District EOC concept.</p> <p>Generators, varying types and sizes, including gasoline, diesel, propane, natural gas, alternator, gas turbine powered devices, etc.</p>				
<b>approved equipment #</b>	10ge-00-genr				
				<b>reimbursed</b>	\$0.00
				<b>balance</b>	\$100,000.00
				<b>obligation rating</b>	0%
				<b>* pending</b>	-----
				<b>disbursed</b>	\$0.00
<b>description:</b>	Lighting, Portable Area illumination	6.0	\$5,950.00	-	\$35,700.00
<b>category</b>	Medical				
<b>discipline</b>	Emergency Management				
<b>narrative</b>	<p>Portable area illumination for work areas, rescue sites, and staging areas during night operations or in areas with insufficient ambient light. These portable lights are a part of an on going project in ; they will be place with the Mass Casualty Trailers that will be purchased with 2009 HSGP grant money.</p>				
<b>approved equipment #</b>	03OE-03-LTPA				
				<b>reimbursed</b>	\$0.00
				<b>balance</b>	\$35,700.00
				<b>obligation rating</b>	0%
				<b>* pending</b>	-----
				<b>disbursed</b>	\$0.00
<b>description:</b>	Portable Generators	7.0	\$11,464.57	-	\$80,251.99
<b>category</b>	Power				
<b>discipline</b>	Emergency Management				

<b>narrative</b>	Generators, varying types and sizes, including gasoline, diesel, propane, natural gas, alternator, gas turbine powered devices, etc. These generators will be used for the tent systems that were purchased with prior grant funding.				
<b>approved equipment #</b>	10GE-10-GENR				
				<b>reimbursed</b>	\$0.00
				<b>balance</b>	\$80,251.99
				<b>obligation rating</b>	0%
				<b>* pending</b>	-----
				<b>disbursed</b>	\$0.00
<b>description:</b>	Satellite Phone, moblie	12.0	\$2,334.00	-	\$28,008.00
<b>category</b>	Interoperable Communications Equipment				
<b>discipline</b>	Emergency Management				
<b>narrative</b>	Satellite communication device, mobile.				
<b>approved equipment #</b>	06CC-03-SATM				
				<b>reimbursed</b>	\$0.00
				<b>balance</b>	\$28,008.00
				<b>obligation rating</b>	0%
				<b>* pending</b>	-----
				<b>disbursed</b>	\$0.00
<b>description:</b>	Web Camera, portable	12.0	\$170.00	-	\$2,040.00
<b>category</b>	Interoperable Communications Equipment				
<b>discipline</b>	Emergency Management				
<b>narrative</b>	The requested equipment will be distributed to the [ ] county Emergency Operation Centers with in [ ] to enhance communication capabilities. These web cameras will not only help with communications during time of disasters but will also promote district wide meetings. The technology will save time and mileage to negate much of the need for face to face meetings.				
<b>approved equipment #</b>	04md-01-vcam				
				<b>reimbursed</b>	\$0.00
				<b>balance</b>	\$2,040.00
				<b>obligation rating</b>	0%
				<b>* pending</b>	-----
				<b>disbursed</b>	\$0.00

<b>Equipment TOTAL:</b>	<b>\$349,999.99</b>
-------------------------	---------------------

solution area: Planning

	unit	price/rate	hours	amount	
<b>description:</b>	Administrator Wages	-	\$50,000.00	-	\$50,000.00
<b>category</b>	Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (not for the purpose of hiring public safety personnel)				
<b>discipline</b>	Emergency Management				
<b>narrative</b>	These funds will be used to support the district administrator position. The Administrator is responsible for the day to day operations the [redacted] DPC, DPOC, Sub committees and the task force.				
<b>approved equipment #</b>	-----				
			<b>reimbursed</b>	\$0.00	
			<b>balance</b>	\$50,000.00	
			<b>obligation rating</b>	0%	
			<b>* pending</b>	-----	
			<b>disbursed</b>	\$0.00	
			<b>Planning TOTAL:</b>	<b>\$50,000.00</b>	



---

Appendix B: Request for Expenditure Example PDF



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

Rfe Description:

**LIGHTHOUSE READINESS GROUP**

Status:

**PAID\_IN\_FULL**

Created By:

Created Date:

**12/15/10**

Updated By:

Updated Date:

**RITCHESON\_925**

**01/12/11**

Fund:

**2008 >**

Project Id:

Encompass Project Id:

Warrant:

Sent Date:

**01/07/11**

Items:

tracking #	vendor	description	amount
48564	LIGHTHOUSE READINESS GROUP INVOICE, 136, (12/15/10)	FINAL INVOICE FOR PROJECT	\$36,408.00 1 (qty) x \$36408.0
<b>TOTAL:</b>			<b>\$36,408.00</b>

Uploads:

upload #	file	uploaded by	uploaded date
32863	filename: J _invoice_for_RFE_ .pdf (invoice)  notes: null	8 _2511	12/15/10
34265	filename: proof_for_RFE .pdf (proof)  notes: null	8 _2511	01/26/11

Comments:

**On 01/12/11, RITCHESON\_925 wrote:**

RFE # - Disbursement information has been added to this RFE.

Note:

If you have not uploaded your proof of payment in the iGMS system please do so ASAP. A proof of payment is an auditors report or a copy of a cancelled check front and back. If you do not have scanning capabilities please fax the proof of payment to 317-233-9486.

warrant:

amount: 36408.00

sent date: 1/7/11

**On 12/29/10,**

RFE - see added note

Note:

forwarding invoices to AP for payment

**On 12/27/10, WATKINS\_863 wrote:**

RFE # - updated to APPROVED by WATKINS\_863

Note:

**On 12/15/10,**

RFE # - updated to SUBMITTED by

---

Appendix C: Quarterly Report Example PDF

## REPORT # 10277

**funding allocation:** 2010 Emergency Management Performance Grant > State > IMAT Incentive > 12273

**status:** SUBMITTED

**term:** 2ND QUARTER (from 10/01/10 to 12/31/10)

**approved budget:** \$47,000.00

**encumbered:** \$11,004.40

**balance:** \$35,995.60

## Results for this Quarter

Requested purchase of IAP planning software.

## Anticipated Activity for the Next Quarter

Fund new IMAT members to attend ICS 300, 400, AHIMT course and position specific course.

---

Appendix D: Environmental Historic Preservation Screening Memo Example PDF

## ENVIRONMENTAL and HISTORIC PRESERVATION SCREENING MEMO (EHPSM)

This memo should be attached to all project information sent to the Grant Programs Directorate (GPD) for an environmental and historic preservation (EHP) regulatory compliance review. Please complete sections A – D of this memo, as applicable. When questions are not applicable to the project, please leave the field blank. This memo is intended to be completed electronically. Please contact GPD-EHP for a version of this memo that is suitable for printing and completing by hand. To check (X) a box, please left double-click using your mouse and a Check Box Field Form Box will appear. On the Check Box Field Form Box, select the default value as Checked and press OK. To write in a text field (\_\_\_\_), please select the text field with your mouse and begin typing.

### A. PROJECT INFORMATION

Grant Program Name: Emergency Management Performance Grant (EMPG)

Grant Award Number: 2009-EP-9-0012

- Project Type (Check all that apply):  Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)
- New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)
- Renovations/upgrades/modifications to structures 50 years old or older
- Communication towers, related equipment, and equipment shelters
- Other ground disturbing activities (i.e., trenching, excavation, etc.)
- Training and exercises (field-based only require further information)
- Purchase of equipment (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

Grantee Name: Indiana Department of Homeland Security

State: Indiana County: Marion Agency: Indiana Department of Homeland Security Subgrantee: Indiana Department of Administration

Project Title: State Center Security

Fiscal Year: 2009

**B. PROJECT DESCRIPTION/LOCATION** (The following information will be required in order to complete a review for each project type. If multiple "project types" describe the same project, [i.e., physical security enhancements AND renovations of structures 50 years old or older AND other ground disturbing activities], it is not necessary to repeat information; please make a note to refer back to the previous entry.)

Project Type:  Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.)

Project Location (physical project address or latitude/longitude of project location): 302 W. Washington Street, Indianapolis, IN 46204 (latitude=39.768684, longitude=-86.165342)

Color site photos and other visual documentation (i.e., maps, technical drawings) attached?  Yes  No

Will ground disturbance be required?  Yes  No

If yes, please give total extent (*depth, length, and width*) 3 excavations for gates no larger than 6x6x6. Guard Shack excavation will be 2x8x8 estimated.

Has the ground been previously disturbed?  Yes  No

If yes, please describe the current disturbed condition of the area (e.g., parking lot, commercial development, etc.): Urban - Road

Will any equipment or structures need to be installed?  Yes  No

If yes, please explain how and where this installation is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): At Senate north and south exits there will be gates. At West Street and Governor Orr Plaza there will be a guard shack and gates.

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: North building was built in 1960, South building built in early 80s. Neither building will be disturbed with this project. It will only be the road between the two buildings. Outside boundaries of the State Capitol building, it will not be affected.

**Project Type:**  **New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): Governor Orr Plaza

Describe the setting of the area where the new installation/construction/renovation is proposed (e.g., urban, suburban, or rural; forested or open field): Urban, Downtown Indianapolis, State Capitol Center

Color site photos and other visual documentation (i.e., maps, technical drawings) attached?  Yes  No

Will ground disturbance be required?  Yes  No

If yes, please give total extent (*depth, length, and width*): \_\_\_\_\_

Has the ground been previously disturbed?  Yes  No

If yes, please describe the current disturbed condition of the area (e.g., parking lot, commercial development, etc.): To create the roadway.

Will any equipment or structures need to be installed?  Yes  No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): Guard Shack and Gates

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: Road was created in the 1980s when the South building was completed.

**Project Type:**  **Renovations/upgrades/modifications to structures 50 years old or older**

Project Location (*physical project address or latitude/longitude of project location*):

Color site photos and other visual documentation (i.e., maps, technical drawings) attached?  Yes  No

Will ground disturbance be required?  Yes  No

If yes, please give total extent (*depth, length, and width*): \_\_\_\_\_

Has the ground been previously disturbed?  Yes  No

If yes, please describe the current disturbed condition of the area (e.g., parking lot, commercial development, etc.):

Will any equipment or structures need to be installed?  Yes  No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:**  **Communication towers, related equipment, and equipment shelters**

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached?  Yes  No

Please state the total height (in feet) of the tower or structure, including any antennae to be mounted:  
\_\_\_\_\_

If the proposed tower height is greater than 199 feet above ground level, please state why this is needed to meet the requirements of the project: \_\_\_\_\_

Will the tower be free-standing or require guy wires?  Free standing  Guy wires

If guy wires are required, please state how many: \_\_\_\_\_

Please state why a guyed tower is needed to meet the requirements of this project: \_\_\_\_\_

Has an FCC license been obtained for this tower?  Yes  No License #: \_\_\_\_\_

If yes, please attach all relevant environmental documentation submitted as part of the licensing process, including use of the Tower Construction Notification System (TCNS), if applicable.

Will ground disturbance be required?  Yes  No

If yes, please give total extent (*depth, length, and width*): \_\_\_\_\_

Has the ground been previously disturbed?  Yes  No

If yes, please describe the current disturbed condition of the area (e.g., parking lot, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed?  Yes  No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

**Project Type:**  **Other ground disturbing activities (i.e., trenching, excavation, etc.)**

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached?  Yes  No

What type of ground disturbance is needed and why (*i.e., utility trenching, etc.*)? \_\_\_\_\_

Please give the total extent of ground disturbance required (*depth, length, and width*): \_\_\_\_\_

Has the ground been previously disturbed?  Yes  No

If yes, please describe the current disturbed condition of the area (e.g., parking lot, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed?  Yes  No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: \_\_\_\_\_

Project Type:  Training and exercises (field-based only)

*If the training is classroom-based, then no further information is required. If the training is field-based, then please provide the following:*

Will the field-based training take place at an existing facility having established procedures for that particular proposed exercise, and that conform with existing land use designations (refer to Information Bulletin #329 Clarification for further information)?  Yes  No

*If yes, the field-based training is taking place at an existing facility (as described above), no further information is required. If the field-based training is not occurring at an existing facility, please provide the following:*

Project Location (*physical project address or latitude/longitude of project location*): \_\_\_\_\_

Color site photos and other visual documentation (i.e., maps, technical drawings) attached?  Yes  No

Will ground disturbance be required to prepare the training site?  Yes  No

If yes, please give total extent (*depth, length, and width*): \_\_\_\_\_

Has the ground been previously disturbed?  Yes  No

If yes, please describe the current disturbed condition of the area (e.g., parking lot, commercial development, etc.): \_\_\_\_\_

Will any equipment or structures need to be installed to facilitate training?  Yes  No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): \_\_\_\_\_

Please describe the scope of the proposed training (purpose, frequency, facilities/location needed, materials and equipment needed, number of participants, and type of activities required) (*Attach additional pages, if needed*): \_\_\_\_\_

Does the training exercise differ in any way (frequency, amount of facilities/land used, materials or equipment used, number of participants, type of activities, etc.) from previously permitted training exercises and training practices?  Yes  No

If yes, please explain any differences, and the reason for them, in detail (*Attach additional pages, if needed*): \_\_\_\_\_

Project Type:  Purchase of equipment (specify) Guard Shack, and gates

Will any equipment need to be installed?  Yes  No

If yes, please explain how and where this is proposed to be done (*please include site-specific photographs, and attach additional pages, if needed*): Governor Orr Plaza

Please state the date of construction of the building(s) or structure(s) (e.g., bridge) involved in the proposed project: Road built in the 1980s

Project Type:  Other (specify) \_\_\_\_\_

Please provide a detailed project description, including where the project is proposed to take place, what steps it will consist of, and how its goals are proposed to be accomplished (*Attach additional pages, if needed*): \_\_\_\_\_

### C. CONSIDERATION OF RESOURCE IMPACTS

The EHP review process will be greatly facilitated by comprehensive and detailed answers in this section. When completing this section, please state a specific reason [i.e., "there will be no impacts to geology and soils because this project will not involve any ground disturbance"] and cite a source [i.e., local master plan, previous environmental assessment, correspondence with US Fish and Wildlife Service, correspondence with State Historic Preservation Office, FEMA Floodplain Insurance Rate Map (FIRM), etc.] to support a response of "no impact" or "potential to impact."

Identify potential impacts to the following resources	No Impact	Potential to Impact	Reason/ Data Source/Agency
Noise		X	The installation of the barriers and guard shack will create minor noise impacts, but those impacts will be temporary and of short duration, and would therefore not be significant. After installation, there would be no impacts.
Air quality	X		The installation and operation will not create any sources of air pollution. The installation may create some minor dust emissions, but these impacts would be temporary and of short duration, and would therefore not be significant.
Water resources, including surface water, groundwater, wetlands, coastal areas, and floodplains	X		There are no water resources identified in the project area (please see the National Wetlands Inventory map attached), therefore the project would have no impact on water resources.
Geology and soil resources, including prime and unique farmlands and hydric soils	X		The project takes place in a highly disturbed urban area. Ground-disturbing activities would be minor and would not impact prime and unique farmlands or hydric soils.
Biological resources, including general vegetation, wildlife, wildlife habitat, migratory birds, and wetland habitat	X		The project takes place in a highly disturbed urban area. Installation of equipment and ground disturbing activities would not have any impacts to biological resources.
Threatened and endangered species and critical habitat	X		The project takes place in a highly disturbed urban area. Installation of equipment and ground disturbing activities would not have any impacts to T& E species.
Cultural resources, including architectural resources, archaeological resources, and Traditional Cultural Properties	X		This project is not proposed in a property listed on the National Register of Historic Places, therefore further analysis of potential impacts will not be necessary.
Buildings or structures 50 years old or older	X		The North Government Center building was built in the 1960s and the South Government Center building was built in the 1980s. Further analysis of potential impacts will not be required to determine

			impacts and any potential mitigation measures.
Socioeconomic resources, including economic development, demographics, and demand for housing and public services	X		The installation of security upgrades at the Indiana Government Center will not generate enough economic activity to impact economic development, demographics, and the demand for housing or services.
Environmental justice (minority and low-income populations)	X		The installation of physical security upgrades would not create any disproportionate impacts on low-income or minority populations.
Aesthetics and visual resources		X	The project could potentially impact the aesthetics considering a guard shack and barriers will be installed.
Human health and safety	X		The installation of physical security enhancements would enhance human health and safety at the Indiana Government Center by allowing greater security monitoring throughout the premises and preventing unauthorized intrusion to the area.
Infrastructure, utilities, transportation and waste mgt.		X	The proposed project would not alter infrastructure in the area, and would be within the capacity of existing utilities. The physical security upgrades would not have any adverse impacts on transportation and would not generate any waste in excess of the capacity of the local waste management infrastructure.
Land use planning and zoning	X		The proposed project would not alter land use, since the project is consistent with current and planned land uses. No impacts to land use planning and zoning.
Hazardous waste/contamination	X		The proposed project would not generate any sources of hazardous waste or contamination, and would therefore have no impacts.
Community facilities and services	X		The proposed project would improve security at the Indiana Government Center, thereby increasing the safety of the facility. There would be no impact on the availability of community facilities and services as a result of the proposed project.

**D. OTHER INFORMATION** (Please answer the following questions/provide requested information.)

Are personnel preparing this form familiar with the site?  Yes  No

Did personnel visit site?  Yes  No

Is the project part of an approved plan such as a Master Plan or an Implementation Plan or any larger action with an accompanying National Environmental Policy Act (NEPA) document?  Yes  No *(If yes, give the plan name, and please include a copy of the NEPA document)*

Is the project still consistent with the approved plan?  Yes  No

*(If no, additional EHP compliance requirements may apply.)*

Is the environmental document accurate and up-to-date?  Yes  No

*(If no, additional EHP compliance requirements may apply.)*

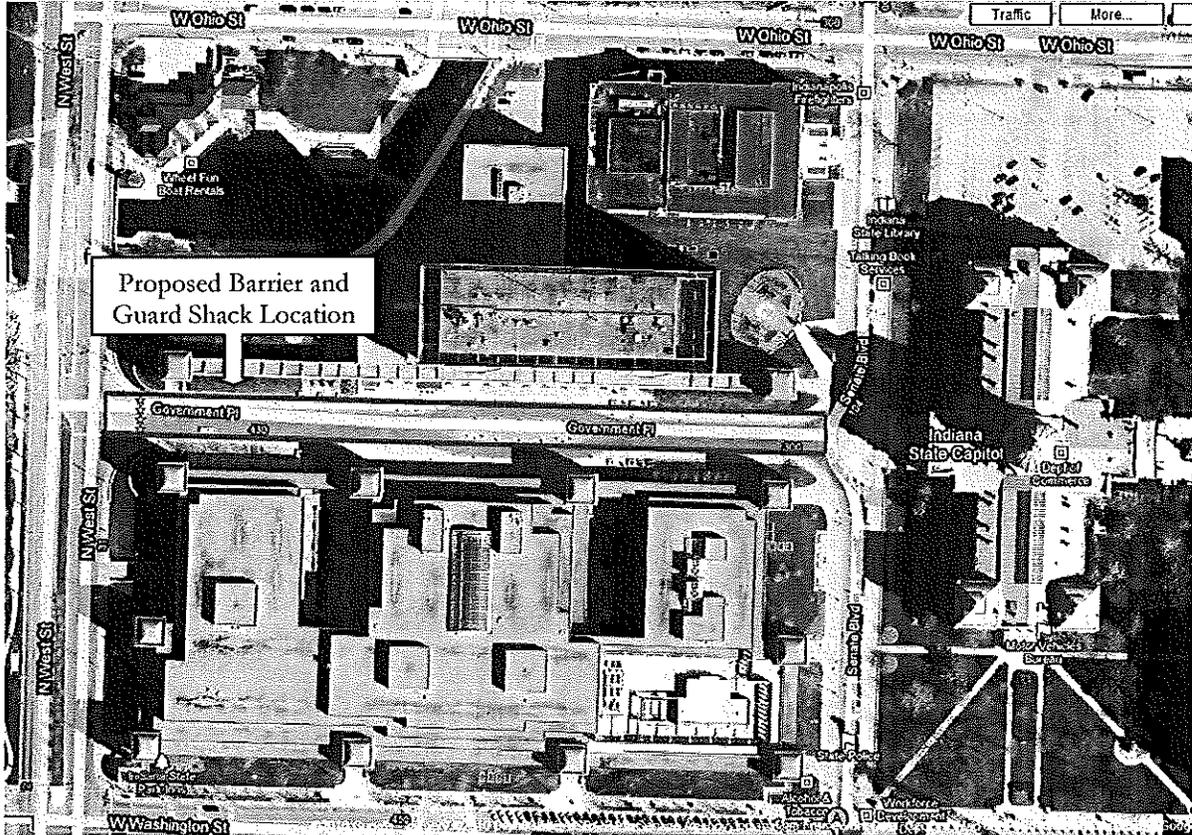
What was the decision of the NEPA document? *(Check one, and please attach):*

Finding of No Significant Impact (FONSI) OR

Record of Decision (ROD)

Date approved \_\_\_\_\_

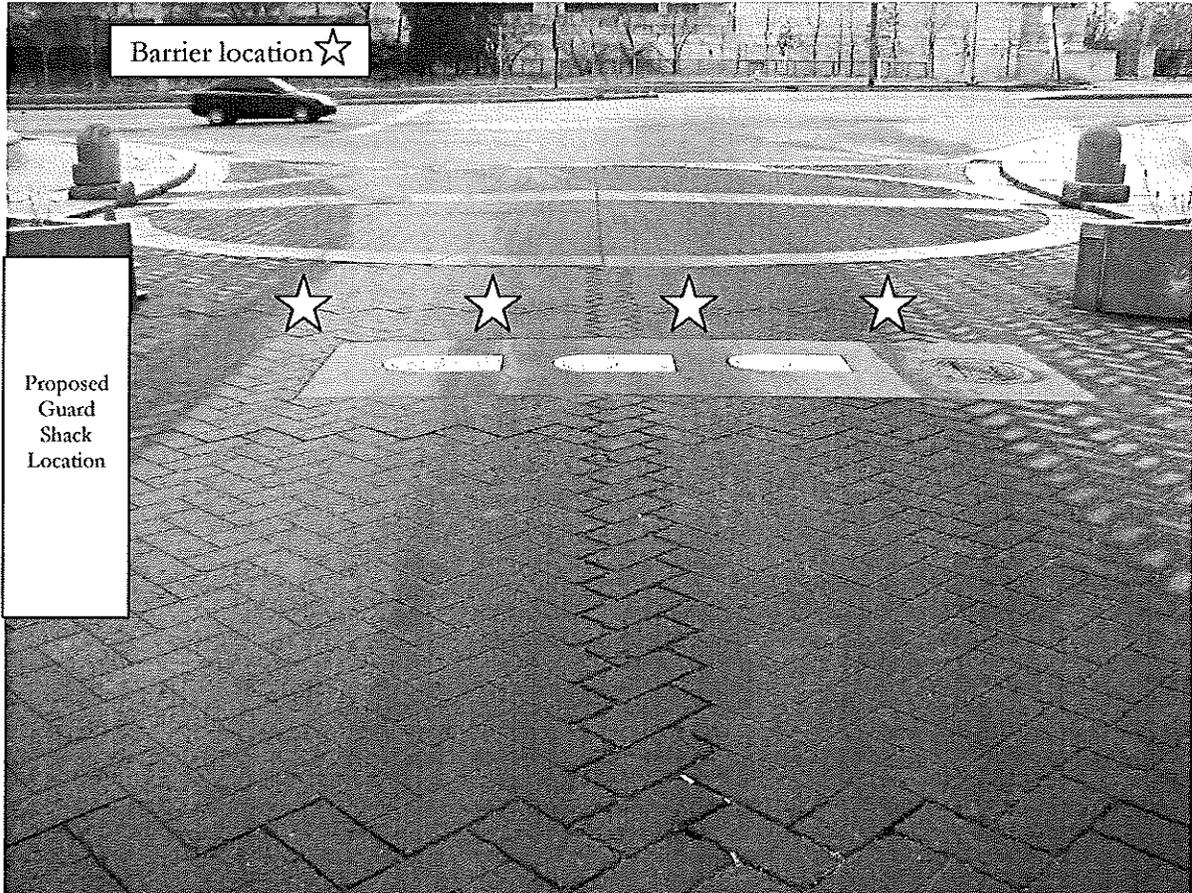
Attachment 1: Aerial View of Indiana Government Center



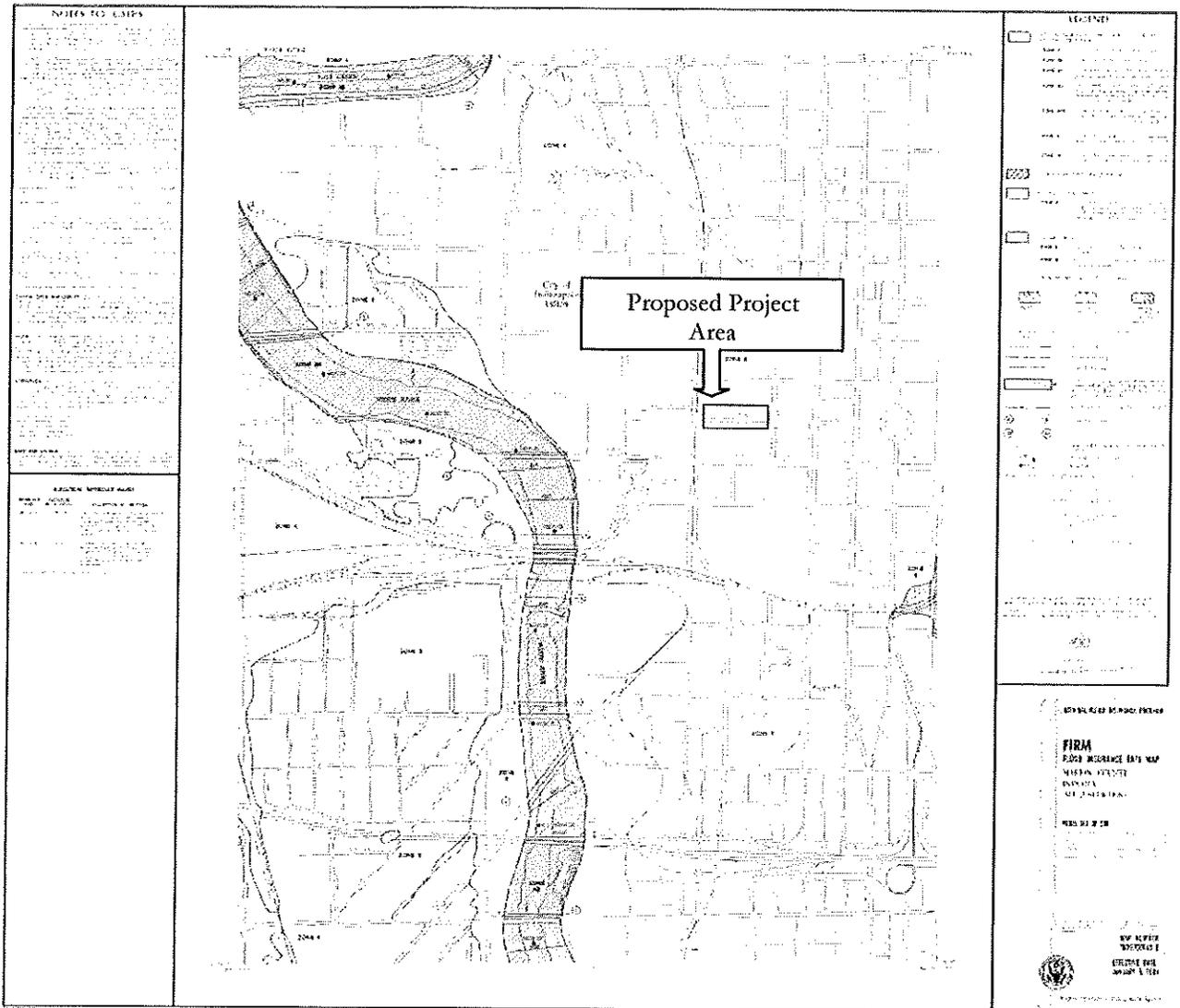
Attachment 2: Proposed Barrier locations, facing east



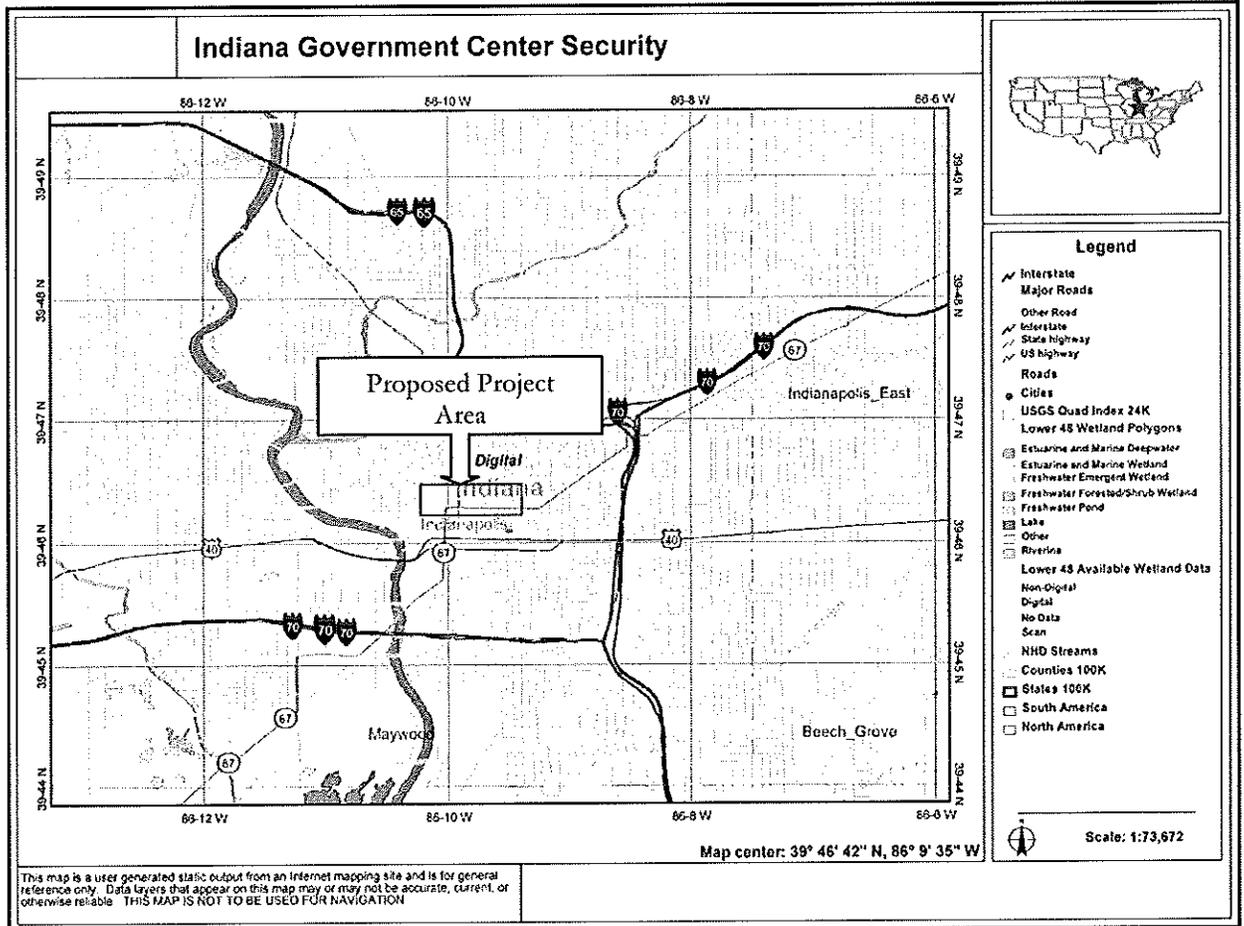
Attachment 3: Proposed Barrier locations, facing west



Attachment 4: Flood plain Map



Attachment 4: Wetlands Map



## Appendix E: Document Information

Originally Published – 4.2010

V. 1 – Published – 2.2011

Changes included in V.1

- Added EHP Requirement Information

- Added project manager invoice approval information

- Added ready for audit information

- Changed terminology from logs to Activity Logs

- Made changes to agreement tracking module

- Added Quarterly Reporting requirement for project managers

- Updated the Proposal Creation to include updated HSGP requirements

- Updated the RFE requirement for IDHS staff to include RFE Wizard

- Updated Quarterly Reporting requirements for sub-recipients

- Changed terminology from sub-grants(ee) to sub-recipient(s)

V.11.11 – Published 11.2011

Changes included in V,11,11

- Equipment Inventory

- Asset Inventory

- Notes a required field for GANS

- Zero dollar travel RFE updates

## LIST OF ACRONYMS

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

DOS	U.S. Department of State	FBI	Federal Bureau of Investigation
DOT	U.S. Department of Transportation	FDA	Food and Drug Administration
DPC	State Disaster Policy Cabinet	FE	Functional Exercise
DPC	District Planning Council	FEA	Fully Executed Agreement
DPETAP	Domestic Preparedness Equipment Technical Assistance Program	FEMA	Federal Emergency Management Agency
DPH	Department of Public Health	FGDC	Federal Geographic Data Committee
DPI	Disaster Preparedness Improvement	FICA	Federal Insurance Contributions Act
DRF	Disaster Relief Fund	FOIA	Freedom of Information Act
DUNS	Data Universal Numbering System	FSE	Full-Scale Exercise
EA	Environmental Assessment	FSR	Financial Status Report
EBS	Emergency Broadcasting System	FTE	Full-Time Employee/Equivalent
ECRT	Emergency Communications Response Team	G&T	Preparedness Directorate's Office of Grants and Training
EEG	Exercise Evaluation Guide	GAN	Grant Adjustment Notice
EHP	Environmental and Historic Preservation	HAZMAT	Hazardous Materials
EIS	Environment Impact Statement	HDER	Homeland Defense Equipment Reuse
ELO	Enabling Learning Objectives	HHS	U.S. Department of Health and Human Services
EMA	Emergency Management Agency	HMEP	Hazardous Materials Emergency Preparedness
EMAP	Emergency Management Accreditation Program	HMGP	Hazard Mitigation Grant Program
EMEDS	Emergency Medical Support	HRSA	Health Resources and Services Administration
EMI	Emergency Management Institute	HSAC	Homeland Security Advisory Council
EMPG	Emergency Management Performance Grants	HSC	Homeland Security Council
EMS	Emergency Medical Services	HSEEP	Homeland Security Exercise and Evaluation Plan/Program
EMT	Emergency Medical Technician	HSGP	Homeland Security Grant Program
EOC	Emergency Operations Center	HSIN	Homeland Security Information Network
EOC	Emergency Operations Center Grant Program	HSOC	Homeland Security Operations Center
EOD	Explosive Ordnance Device	HSPD	Homeland Security Presidential Directive
EOP	Emergency Operations Planning/Plans	HSPTA	Homeland Security Preparedness Technical Assistance Program
EPA	US Environment Protection Agency		
EPW	Exercise Planning Workshop		
ETA	Estimated Time of Arrival		
ETD	Estimated Time of Departure		
FAR	Federal Acquisition Regulations		

HSVAC	Homeland Security Virtual Assistance Center	IT	Information Technology
IAB	InterAgency Board	IWN	Integrated Wireless Network
IAFIS	Integrated Automated Fingerprint Identification System	JFHQ	Joint Field Headquarters
IAIP	DHS Information Analysis & Infrastructure Protection Directorate	JFO	Joint Field Office
IBSGP	Intercity Bus Security Grant Program	JOC	Joint Operations Center
ICS	Incident Command System	JRIES	Joint Regional Information Exchange System
ICTAP	Interoperable Communication Technical Assistance Program	JTTF	Joint Terrorism Task Force
IDEM	Indiana Department of Environment Management	KA	Key Asset
IDHS	Indiana Department of Homeland Security	KR	Key Resource
IECGP	Interoperable Emergency Communications Grant Program	LAP	Lesson Administration Page
IED	Improvised Explosive Device	LEO	Law Enforcement Online
IEEE	Institute of Electrical and Electronics Engineers, Inc.	LEP	Limited English Proficient
iGMS	Indiana Grants Management System	LEPC	Local Emergency Planning Committee
ILEA	Indiana Law Enforcement Academy	LEPD	Local Emergency Planning District
IMAWS	Information Management Alert Warning Section	LETPP	Law Enforcement Terrorism Prevention Program
INCITS	International Committee for Information Technology Standards	LLEA	Lead Law Enforcement Agency
ING	Indiana National Guard	LLIS	Lessons Learned Information Sharing
INDOT	Indiana Department of Transportation	LMR	Land Mobile Radio
IP	Improvement Plan	LNG	Liquid Natural Gas
IPRSGP	Intercity Passenger Rail Security Grant Program	LOCES	Letter of Credit Electronic Certification System
IPSC	Integrated Public Safety Commission	M&A	Management and Administration
IRS	Internal Revenue Service	MARSEC	Maritime Security
ISAC	Information Sharing and Analysis Center	MEDS	Minimum Essential Data Sheets
ISIP	Initial Strategy Implementation Plan	MIPT	National Memorial Institute for the Prevention of Terrorism
ISO	International Standards Organization	MMRS	Metropolitan Medical Response System
ISP	Indiana State Police	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	OGC™	Open Geospatial Consortium
NCR	National Capital Region	OGO	U.S. DHS Office of Grant Operations
NDMS	National Disaster Medical System	OIC	Office for Interoperability and Compatibility
NDPC	National Domestic Preparedness Consortium	OJP	Office of Justice Programs
NEPA	National Environmental Policy Act	OMB	Office of Management and Budget
NFA	National Fire Academy	OSHA	Occupational Safety and Health Administration
NFPA	National Fire Protection Association	PA	Public Affairs
NGA	Notice of Grant Award	PAPRS	Phone Activated Paperless Request System
NGO	Non-Governmental Organization	PD	Police Department
NIC	NIMS Integration Center	PDM	Pre-Disaster Mitigation
NIEM	National Information Exchange Model	PHS	Public Health Service
NIMCAST	NIMS Capability Assessment Support Tool	PIN	Personal Identification Number
NIMS	National Incident Management System	PIO	Public Information Officer
NIOSH	National Institute for Occupational Safety and Health	POC	Point of Contact
NIPP	National Infrastructure Protection Plan	POETE	Plan, Organize, Equip, Train, Exercise
NIST	National Institute of Standards and Technology	POI	Point of Interest
NLT	No Later Than	POMSO	Plans, Operations, and Military Support Office
NOAA	National Oceanic & Atmospheric Administration	PPE	Personal Protective Equipment
NRCC	National Response Coordination Center	PSA	Protective Security Advisor
NRP	National Response Plan	PSA	Public Service Announcement
NSDI	National Spatial Data Infrastructure	PSIC	Public Safety Interoperability Communications Grant Program
NSGIC	National States' Geographic Information Council	PSD	Protective Security Division of DHS IAIP
NSGP	UASI Non-Profit Security Initiative	PSGP	Port Security Grant Program
NSSE	National Special Security Event	PSTN	Public Switched Telephone Network
NTE	Not-to-Exceed	QPA	Quantity Purchase Agreement
OC	Office of the Controller, U.S. DOJ Office of Justice Programs	RAS/NUC	Radiological and Nuclear
ODP	US Office of for Domestic Preparedness	RAT	Rapid Assistance Team
OGC	Office of General Counsel	RCPGP	Regional Catastrophic Preparedness Grant Program
		RDT&E	Research, Development, Testing and Evaluation

REALID	Real ID Demonstration Grant Program	SoR	Statement of Requirements
RFE	Request for Expenditures	SPOC	Single Point of Contact
RKB	Responder Knowledge Base	SPR	State Preparedness Report
RRCC	Regional Response Coordination Center	SRM	Service Reference Model
RTSWG	Region Transit Security Working Group	SWAT	Special Weapons and Tactics
S&T	Science and Technology	T-Card	Travel Card
SAA	State Administrative Agency	TA	Technical Assistance
SAAT	Standardized Awareness Authorized Trainer	TCL	Target Capabilities List
SARA	Superfund Amendments & Reauthorization Act	TEW	Terrorism Early Warning
SDSFIE	Spatial Data Standard for Facilities, Infrastructure, and Environment	TLO	Terminal Learning Objectives
SECC	State Emergency Coordination Center	TOPOFF	Top Officials Exercise
SEL	Standardized Equipment List	TPOC	Training Point of Contact
SERC	State Emergency Response Commission	TRM	Technical Reference Model
SHSAS	State Homeland Security Assessment and Strategies	TSA	Transportation Security Administration
SHSEEP	State Homeland Security Exercise and Evaluation Program	TSGP	Transit Security Grant Program
SHSGP	State Homeland Security Grant Program	TSP	Training Support Package
SHSP	State Homeland Security Program	TTX	Tabletop Exercise
SHSS	State Homeland Security Strategy	UASI	Urban Area Security Initiative
SITREP	Situation Report	UAWG	Urban Area Working Group
SLA	State Local Assistance	UHF	Ultra High Frequency
SLE	State & Local Exercise	UTL	Universal Task List
SLGCP	DHS Office of State and Local Government Coordination & Preparedness	VHF	Very High Frequency
SME	Subject Matter Expert	VIPS	Volunteers in Police Service
SOP	Stand Operating Procedure	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: <a href="https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm">https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm</a>
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: <ul style="list-style-type: none"> <li>• Budget GAN: Used to request financial changes to the budget; changes must be approved by the project manager and Grant Management Staff</li> <li>• 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.</li> </ul>
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, <u>the</u> 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: <a href="http://www.fema.gov/about/divisions/npd.shtm">http://www.fema.gov/about/divisions/npd.shtm</a>
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 <b>P</b> lanning, <b>O</b> rganization, <b>E</b> quipment, <b>T</b> raining, and <b>E</b> 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; <u>may not be</u> 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; <u>may not be</u> 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 <b>NOT</b> completed, will affect ability to create/submit Requests for Reimbursements
Quote	Vendor document that states the current price of items; <u>may not be</u> 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: <a href="https://www.rkb.us/hspd8.cfm">https://www.rkb.us/hspd8.cfm</a>