

GLOSSARY

Approved Status	An item has been reviewed and approved. May involve forwarding the item on to the next processing point (ie., drafting of a sub-grant agreement, forwarding on for payment, etc.)
Audit an RFE	Assign items listed on a Request for Expenditure (RFE) to applicable line items on an approved budget.
Authorized Equipment List (AEL)	List of equipment that is maintained by US DHS/FEMA that identifies allowable equipment that may be purchased with federal grant funds and can be found at https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm
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 is made up of select representatives for each of the 10 Indiana Homeland Security Districts.
Emergency Management Performance Grant (EMPG)	Program is designed to assist state and local governments in enhancing and sustaining all-hazards emergency management capabilities.
Encompass ID	An Encompass ID is a unique identifier for a project and is assigned by the State Auditor's accounting system.
Environmental, Historic Preservation (EHP) Requirement	US DHS/FEMA requirement that select equipment may be subject to additional review and approval by IDHS and/or US DHS/FEMA.
Executive Officer Title	The title or position of the individual serving as the principle executive officer.
Federal Tax ID	Used to identify a business ID entity. May also be called Employer ID number (EIN).
Fully Executed Agreement (FEA)	An agreement is considered fully executed when all required reviews have been completed and all required signatures have been obtained.
Grant Adjustment Notice (GAN)	<p>A GAN is used to request project changes and/or correction for any programmatic, administrative, or financial change associated with a grant award.</p> <p>Specifically IDHS allows for two (2) types of Grant Adjustments:</p> <p>Budget GAN: Used to request financial changes to the budget. These changes must be approved by the Project Manager and Grant Management Staff.</p> <p>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.</p>

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. The 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)	The 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). This program 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 an item is in initial status, changes can be made by a Project Manager/Sub-recipient. An 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 US DHS/FEMA and can be found at http://www.fema.gov/about/divisions/npd.shtm
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 US DHS/FEMA allowable categories of P lanning, O rganization, E quipment, T raining and E xercise.
Primary Point of Contact (POC)	Individual assigned to be the primary contact for grants and grant related activities. Different points of contact may be assigned for a proposal, a budget and for the iGMS activities.
Principle Executive Officer	Person responsible for running an organization, although the exact nature of the role varies depending on the organization.
Pro-Forma Invoice	An invoice issued before an order is placed or before the goods are delivered giving all the details and the cost of the goods. <u>May not be used</u>

	as an invoice for reimbursement of grant funds.
Project Manager (PM)	The IDHS employee who is responsible for grant funds.
Proof of Expenditure	A proof of payment is either a copy of the front and back of a cancelled or an auditor's report verifying that the vendor has been paid
Proposal	The formal document submitted to IDHS, proposing a project for receiving grant funding. Proposals will Outline the manner of implementation of the program and show budgetary requirements.
Purchase Order	A commercial document used to request someone to supply something in return for payment and providing specifications and quantities. <u>May not be used as an invoice to reimbursement grant funds.</u>
Quantity Purchase Agreement (QPA)	QPAs are 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 3 month intervals. Will include information from previous quarter and request information for the upcoming quarter. IF not completed will affect ability to create/submit Requests for Reimbursements.
Quote	A vendor document that states the current price of items. <u>May not be used as an invoice to reimbursement grant funds.</u>
Request for Expenditure (RFE)	Form used to either (1) request reimbursement for sub-recipient expenditures or 2) request approval for proposed expenditures (IDHS staff).
Submitted Status	Submitted status indicates an item is moving on to the next processing step which is usually an approval step.
Sub-recipient Agreement	A 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 US DHS/FEMA and can be found at https://www.rkb.us/hspd8.cfm .