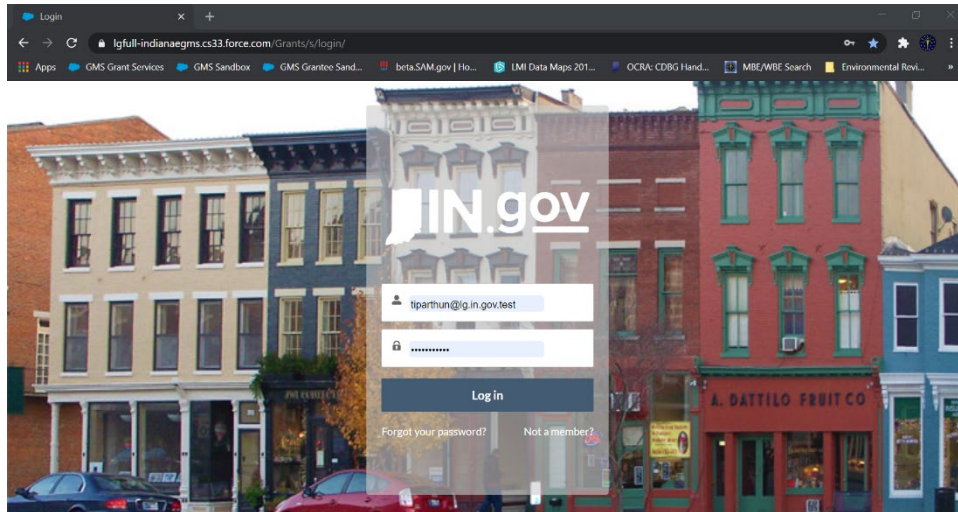
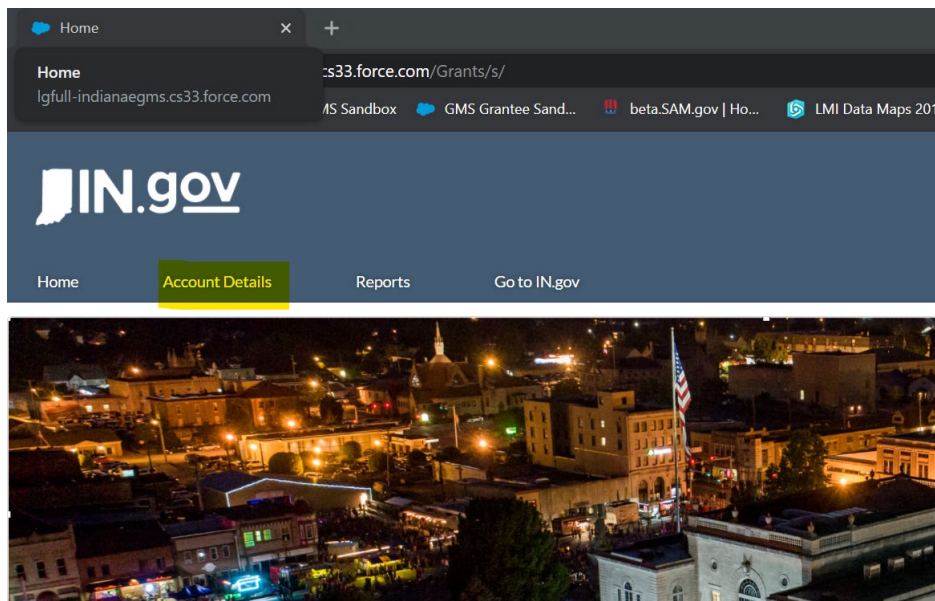


ACCESSING THE GRANT ADMINISTRATION PAGE.

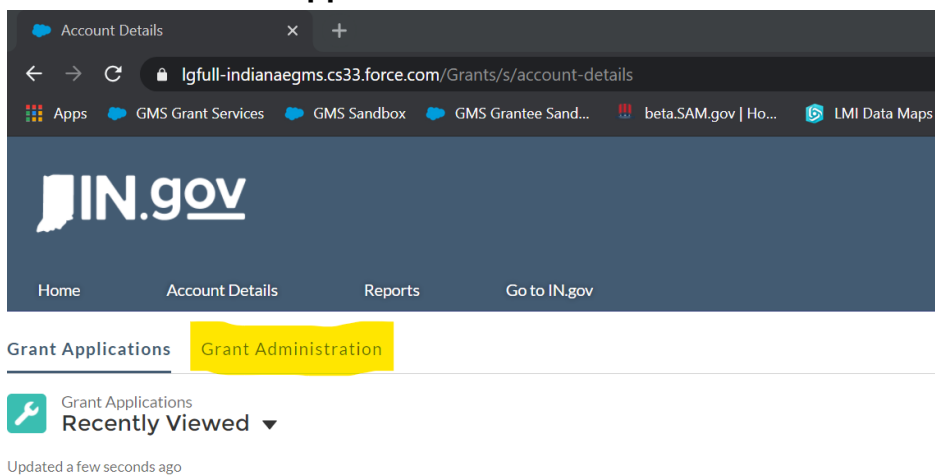
1. Log into GMS through the Grantee GMS Portal.



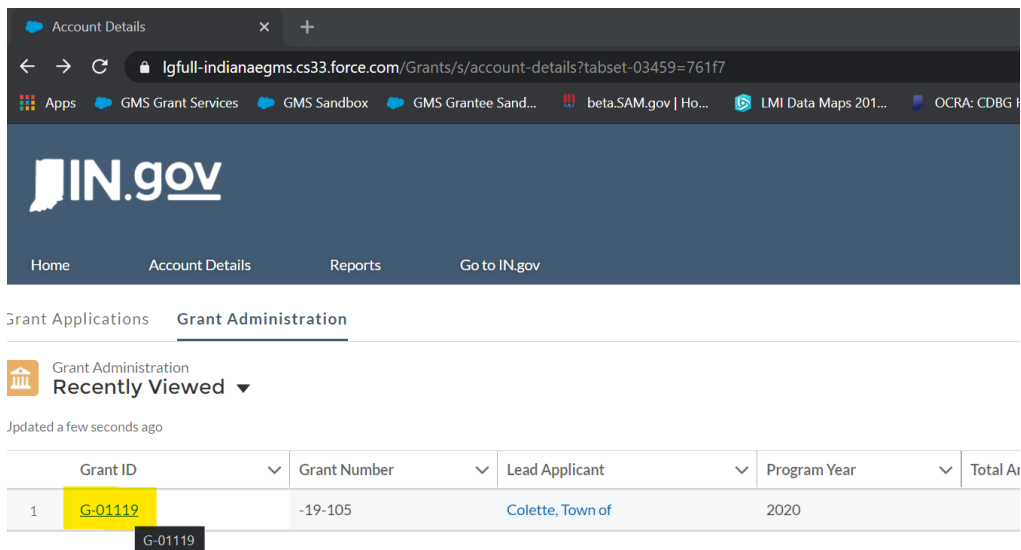
2. Go to the 'Account Details' tab.



3. The page defaults to the 'Grant Applications'. Select the 'Grant Administration' tab.



4. Select the award you need to work in by clicking on the Grant ID (G-000001).



The screenshot shows the IN.gov Grants Administration page. The URL is lgfull-indianaegms.cs33.force.com/Grants/s/account-details?tabset=03459=761f7. The page has a navigation bar with 'Home', 'Account Details', 'Reports', and 'Go to IN.gov'. Below the navigation bar, there are tabs for 'Grant Applications' and 'Grant Administration'. The 'Grant Administration' tab is active, showing a 'Recently Viewed' section. A table lists the following grant information:

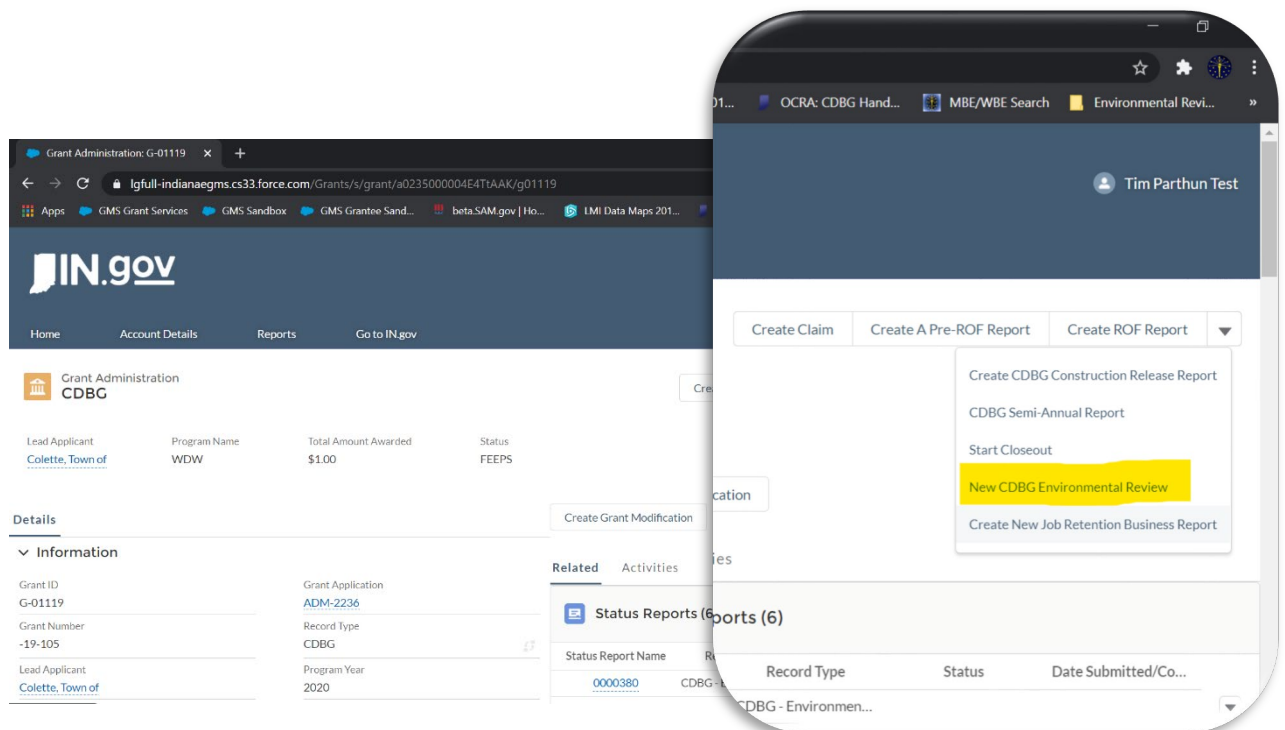
	Grant ID	Grant Number	Lead Applicant	Program Year	Total Amount
1	G-01119	-19-105	Colette, Town of	2020	

OPENING AN ER STATUS REPORT: TWO WAYS TO DO IT

There are two ways Grantees may start a new ER Report: 1) Open the report from the reports dropdown in the upper-right corner of the Grants Administration page; OR 2) Choose the 'Create ER Report' button in the FEPS record. Choose one path.

FROM THE GRANT ADMINISTRATION PAGE

1. In the upper right corner of the Grant Administration page, select the dropdown arrow next to 'Create ROF Report', then select 'New CDBG Environmental Review'.



The screenshot shows the IN.gov Grants Administration page for Grant ID G-01119. The page displays details for the grant, including the Lead Applicant (Colette, Town of), Program Name (WDW), Total Amount Awarded (\$1.00), and Status (FEPS). A dropdown menu is open, showing options for creating reports. The 'New CDBG Environmental Review' option is highlighted in yellow.

Grant Administration: G-01119

IN.gov

Home Account Details Reports Go to IN.gov

Grant Administration CDBG

Lead Applicant: Colette, Town of

Program Name: WDW

Total Amount Awarded: \$1.00

Status: FEPS

Details

Information

Grant ID: G-01119

Grant Number: -19-105

Lead Applicant: Colette, Town of

Grant Application: ADM-2236

Record Type: CDBG

Program Year: 2020

Create Grant Modification

Related Activities

Status Reports (6)

Status Report Name: 0000380

Record Type: CDBG - Environmental Review

Status: CDBG - Environmental Review

Date Submitted/Co...

Create Claim Create A Pre-ROF Report Create ROF Report

Create CDBG Construction Release Report

CDBG Semi-Annual Report

Start Closeout

New CDBG Environmental Review

Create New Job Retention Business Report

2. A pop-up window will appear with some introductory fields to fill out. Enter data in the fields and hit 'Save'.

The screenshot shows a pop-up window titled "New CDBG Environmental Review" with a close button (X) in the top right corner. The window contains the following fields:

- ER Publication Date 1: A date input field with a calendar icon.
- Grant Administration: A text field containing "G-01119".
- ER Type of Publication 1: A dropdown menu showing "--None--".
- Start of Local Comment: A text input field with a calendar icon.

At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular box.

Below the pop-up, the background interface shows a breadcrumb trail: "ADM-2236" > "Record Type" > "CDBG". To the right, there is a section titled "Status Reports (6)".

3. A green status bar at the top center of the page will appear "Status Report 000394 was created". Click on six-digit report ID to open the full ER Report.

The screenshot shows the IN.gov Grants page. At the top, a green status bar with a checkmark icon displays the message: "Status Report 000394 was created." with a close button (X) on the right. The user's name "Tim Parthun Test" is visible in the top right corner.

The page header includes the IN.gov logo and navigation links: Home, Account Details, Reports, and Go to IN.gov. Below the header, there is a section for "Grant Administration CDBG" with buttons for "Create Claim", "Create A Pre-ROF Report", and "Create ROF Report".

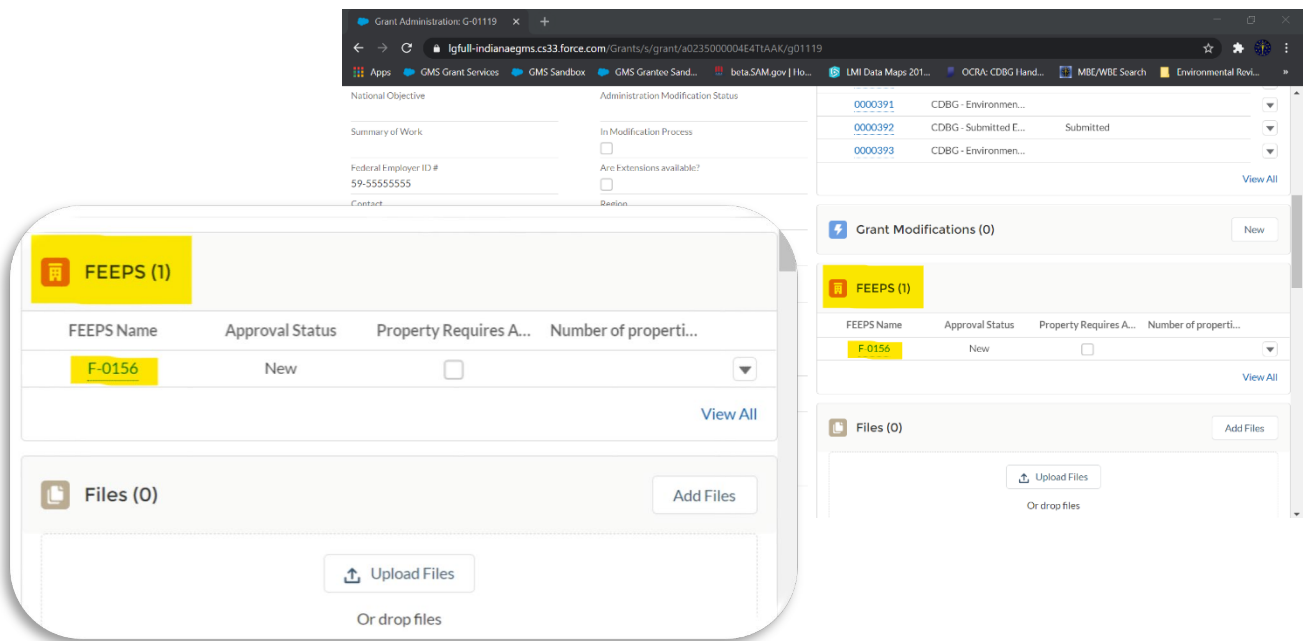
A table displays grant information:

Lead Applicant	Program Name	Total Amount Awarded	Status
Colette, Town of	WDW	\$1.00	FEEPS

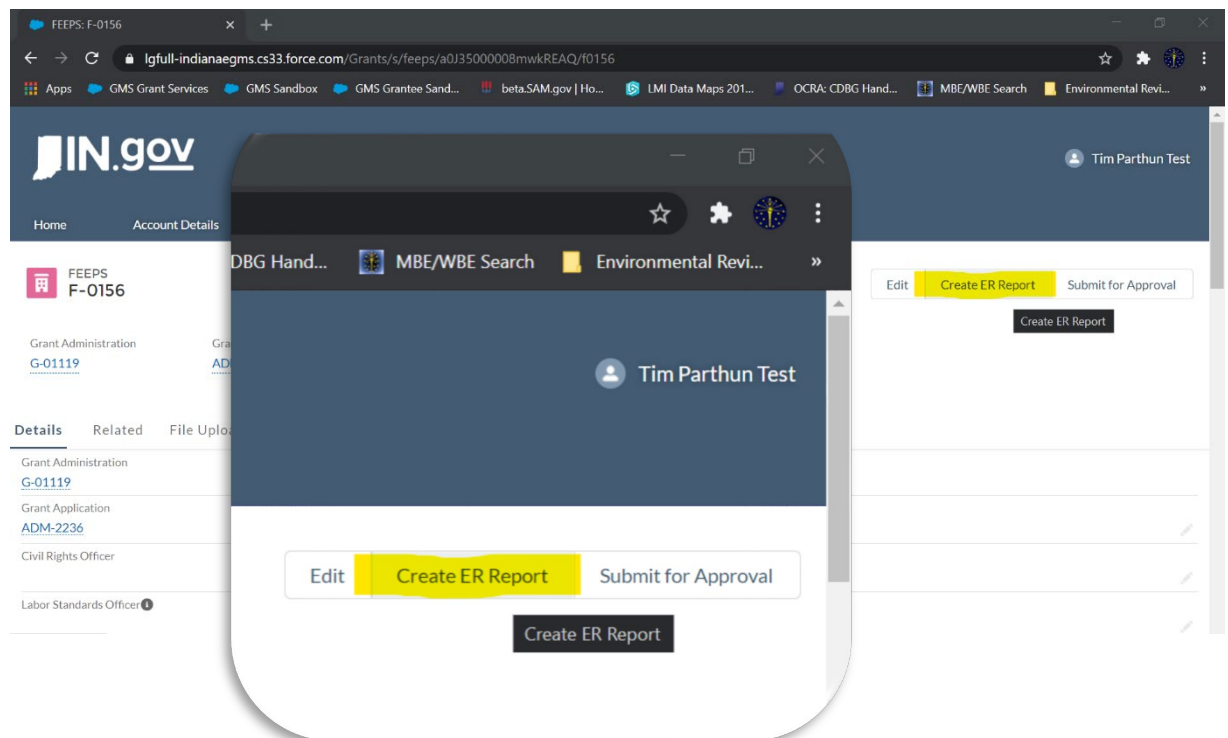
Below the table, there is a large green status bar with a checkmark icon and the message: "Status Report 000394 was created." with a close button (X) on the right. The background interface shows the breadcrumb trail: "ms.cs33.force.com/Grants/s/grant/a0235000004E4TtAAK/g01119" > "GMS Sandbox" > "GMS Grantee Sand..." > "beta.SAM.gov | Ho..." > "LMI Data Maps 201..." > "OCRA: CDBG Hand..." > "MBE/W".

FROM THE FEPS RECORD

1. While on the Grant Administration page, scroll down to the FEPS widget, and select the FEPS record you want to modify by clicking on the record # (F-0156).



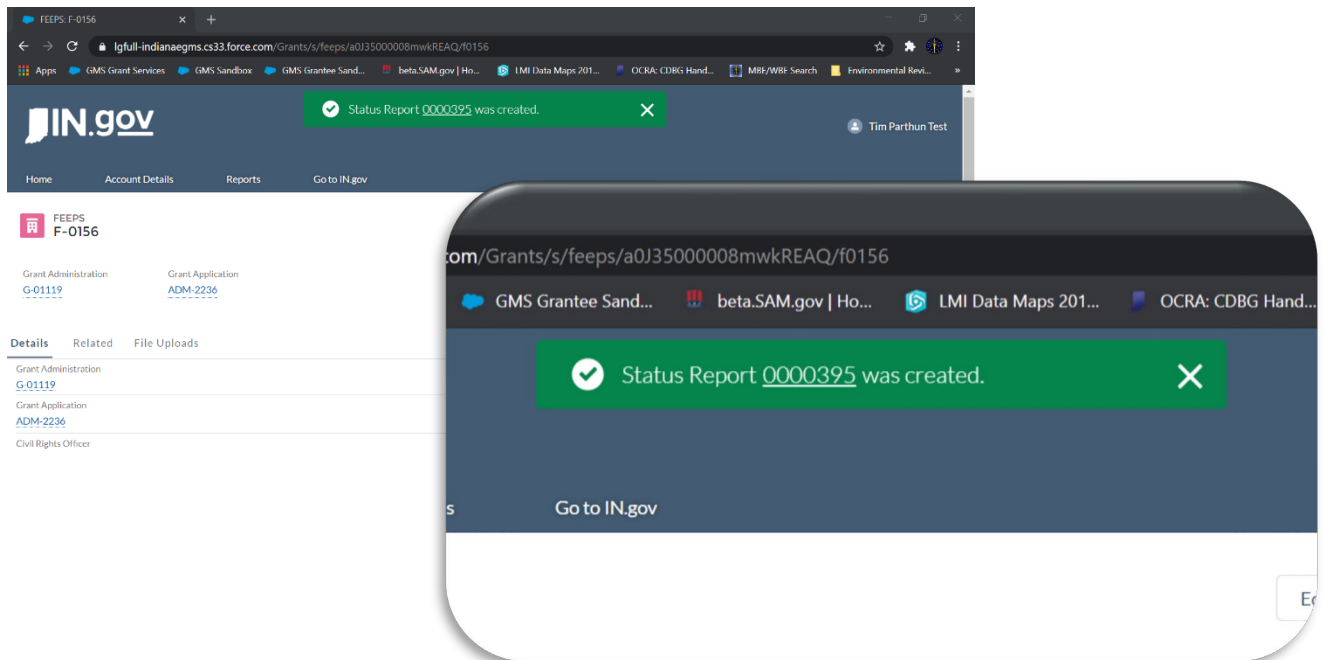
2. Once in the FEPS record, select 'Create ER Report'.



3. A pop-up window will appear with some introductory fields to fill out. Enter data in the fields and hit 'Save'.

The screenshot shows a 'New CDBG Environmental Review' pop-up window. It contains the following fields: 'ER Publication Date 1' with a calendar icon, 'Grant Administration' with the value 'G-01119', 'ER Type of Publication 1' with a dropdown menu showing '--None--', and 'Start of Local Comment' with a calendar icon. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangle. The background shows a 'Reports' section with a 'Go to IN.gov' link and a table with columns 'Name', 'Record Type', and 'CDBG'.

4. A green status bar at the top center of the page will appear "Status Report 000395 was created". Click on six-digit report ID to open the full ER Report.



FILLING OUT THE ER STATUS REPORT

The new status report incorporates the ER pieces that were previously reviewed in FEEPS. All ER documentation including maps, forms, and supporting documentation are uploaded to the ER Report and not FEPS.

1. Once the ER Report is open, select the 'pencil' icon next to any one of the form fields to begin editing the form.

The screenshot shows a web browser window with the URL `lgfull-indianaegms.cs33.force.com/Grants/s/detail/a0c3500001nr3bAAA`. The page displays a 'Details' section for a grant with ID '0000393'. A callout box with a red border highlights a pencil icon next to the 'Floodplain Publication Date 1' field. The form fields include:

- Status Report Name: 0000393
- Grant Administration: [G-01119](#)
- FEEPS
- Floodplain Publication Date 1
- Floodplain Publication Date 2
- Start of Local Comment: 1/11/2021
- End of Local Comment Period: 1/26/2021
- Were there Local Comments?: ☐
- Form 6 Reminder: Please upload Form 6 the day after the local comment period ends. If Form 6 is not uploaded within 10 business days after the local comment period has ended, you will have to re-advertise

2. First enter data in the following fields: 1) ER Publication Date 1 (and 2 if applicable); 2) ER Type of Publication 1 (and 2 if applicable); 3) Floodplain Publication Date 1 (and 2 if applicable); and, 4) Start of Local Comment. Then hit 'Save'. This allows the form's auto-calculate fields to populate. You can begin editing the form again by repeating Step 1.

The screenshot shows the same web browser window with the URL `lgfull-indianaegms.cs33.force.com/Grants/s/detail/a0c3500001nr3bAAA`. The form fields are now populated with data:

- *ER Publication Date 1: 1/10/2021
- *ER Type of Publication 1: FONSI & NOIRROF
- ER Publication Date 2: (empty)
- ER Type of Publication 2: --None--
- *Start of Local Comment: 1/11/2021
- End of Local Comment Period: 1/26/2021
- Were there Local Comments?: ☐
- Form 6 Reminder: Please upload Form 6 the day after the local comment period ends. If Form 6 is not uploaded within 10 business days after the local comment period has ended, you will have to re-advertise

A 'Save' button is highlighted in the bottom right corner. A callout box also highlights the 'Start of Local Comment' field.

3. Review the Form 6: RROF/C rule and ensure Form 6 is timely uploaded. Let us know it is uploaded by checking the box 'Form 6 Uploaded'. Then hit 'Save'. The report will now identify whether Form 6 was submitted timely or late. If late, you must submit an RROF/C Delayed Response Letter. See [RROF/C 10-Day Rule Guide](#).

<p>Form 6 Reminder ⓘ</p> <p>Please upload Form 6 the day after the local comment period ends. If Form 6 is not uploaded within 10 business days after the local comment period has ended, you will have to re-advertise and the local comment period will start over. Remember to fill in one of the check boxes for Question 4 on the back of Form 6.</p> <p>ER Form 6 Uploaded ⓘ</p> <p><input checked="" type="checkbox"/> Check box to tell us Form 6 is uploaded.</p> <p>RROF CEO Delayed Response Letter Needed</p> <p>No</p> <p>RROF CEO Delayed Response Uploaded</p> <p><input type="checkbox"/></p>	<p>Release Date</p> <p>The system now indicates the date Form 6 was uploaded based on your self-certification (checking the</p> <p>ER Form 6 Uploaded Date</p> <p>6/7/2021</p> <p>If the form is timely submitted, RROF CEO Delayed Response Needed will indicate "No".</p> <p>If the form is late, the field will indicate "Yes".</p> <p>If "Yes", check the box and upload the CEO's Delayed Response Letter with Form 6: RROF/C before submitting.</p>
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4. In the 'Start of State Comment Period' field, enter the applicable date. *This date is one calendar day AFTER Form 6 has been uploaded to the report.* Hit 'Save' so the 'End of State Comment Period' field can auto-calculate.

<p>Floodplain Publication Date 2</p> <p>Start of Local Comment</p> <p>1/11/2021</p> <p>End of Local Comment Period ⓘ</p> <p>1/26/2021</p> <p>Were there Local Comments? ⓘ</p> <p><input type="checkbox"/></p> <p>Form 6 Reminder ⓘ</p> <p>Please upload Form 6 the day after the local comment period ends. If Form 6 is not uploaded within 10 business days after the local comment</p>	<div style="background-color: #2c4e64; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> This begins 1 calendar day after Form 6 is uploaded. </div> <p>Start of State Comment ⓘ</p> <p>End of State Comment Period ⓘ</p> <p>Were there State Comments? ⓘ</p> <p><input type="checkbox"/></p> <p>Release Date</p>
--	--

5. If you have not already done so, indicate if there were local and/or state comments by checking the applicable boxes and upload copies of the written comments.

<p>Were there Local Comments? ⓘ</p> <p><input type="checkbox"/></p> <p>Form 6 Reminder ⓘ</p> <p>Please upload Form 6 the day after the local</p>	<p>Were there State Comments? ⓘ</p> <p><input type="checkbox"/></p> <p>Release Date</p>
--	---

6. Scroll down to the 'Maps & Supporting Documentation' section. Grant Services has compiled a list of HUD/Grant Services-preferred resources and tools for obtaining documentation for completed the environmental review.

Status Report: 0000393

lgfull-indianaegms.cs33.force.com/Grants/s/detail/a0c35000001nr3bAAA

AppsGMS Grant ServicesGMS SandboxGMS Grantee Sand...beta.SAM.gov | Ho...

Maps and Supporting Documentation

Airport Clear Zones NEPAAssist*i*
<https://nepassisttool.epa.gov/nepassist/nepama p.aspx>

IN DNR Coastal Zone*i*
https://www.in.gov/dnr/lakemich/files/lm-bound ary_and_watershed.pdf

Coastal Zone Management
https://www.in.gov/dnr/lakemich/files/lm-bound ary_and_watershed.pdf

EPA Sole Source Aquifers
<https://epa.maps.arcgis.com/apps/webappviewe r/index.html?id=9ebb047ba3ec41ada1877155f e31356b>

Explosives & Flammable Facilities
<https://nepassisttool.epa.gov/nepassist/nepama p.aspx>

Noise Abatement & Control
<https://nepassisttool.epa.gov/nepassist/nepama p.aspx>

EPA Environmental Justice
<https://ejscreen.epa.gov/mapper/>

NFIP Community Status Book*i*
<https://www.fema.gov/flood-insurance/work-wit h-nfip/community-status-book>

IN Floodplain Portal
<https://dnrm maps.dnr.in.gov/appsphp/fdms/>

USFWS Coastal Barriers
<https://www.fws.gov/cbra/Maps/Mapper.html>

National Wild & Scenic Rivers System*i*
<https://www.rivers.gov/indiana.php>

USFWS National Wetlands Inventory
<https://www.fws.gov/wetlands/data/mapper.htm l>

Air Quality*i*
<https://nepassisttool.epa.gov/nepassist/nepama p.aspx>

Site Contamination NEPAAssist
<https://nepassisttool.epa.gov/nepassist/nepama p.aspx>

Site Contamination EnviroMapper
<https://enviro.epa.gov/enviro/em4ef.home>

****Grantees are not required to use the above resources, but they are highly encouraged to do so. The above resources have been created and made available to grantees by state and federal agencies to better aid grantees in completing their ERR.***

7. Add files to the ER Status Report by either 1) uploading new files; **OR** 2) selecting files from the list of files already uploaded.

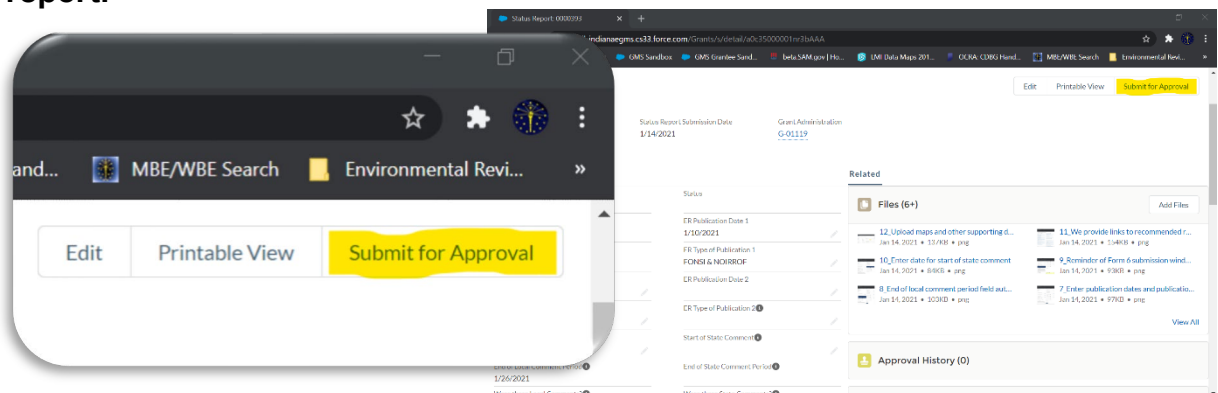
IF UPLOADING NEW FILES NOT PREVIOUSLY UPLOADED

1. In the 'Files' window located in the upper-right of the report, select 'Upload Files' to open the upload window.
2. Locate the files in the appropriate storage space on your device and hit 'Enter' on your keyboard or select 'Open' at the bottom of the Windows File Explorer.
3. Verify all documents needed successfully uploaded and select 'Done' to close the upload window. You may need to upload documents in multiple batches. The system only permits ten (10) files at a time.

IF SELECTING FILES FROM THE LIST OF PREVIOUSLY UPLOADED FILES

1. In the 'Files' window located in the upper-right of the report, select 'Add Files' to open the file selector window.
2. Scroll through the list of previously uploaded files and check any/all files you want to add to the ER report.

8. Submit the ER Report to Grant Services by selecting 'Submit for Approval' in the upper-right corner of the report.



9. A pop-up window will appear, allowing you to type any comments you may have for Grant Services. Type any comments or leave blank, then hit 'Submit'.

Submit for Approval

Comments

Uploaded all maps, forms, and supporting documentation.

Cancel Submit

10. Once the report has been submitted, you will be taken to the completed report for your review.

Status Report: 0000396

lgfull-indianaegms.cs33.force.com/Grants/s/detail/a0c35000001nr7EAAQ

Apps GMS Grant Services GMS Sandbox GMS Grantee Sand... beta.SAM.gov | Ho... LMI Data Maps 201... OCRA: CDBG Hand... MBE/WBE Search Environmental Revi...

IN.gov Tim Parthun Test

Home Account Details Reports Go to IN.gov

Status Report 0000396

Details		Related				
Status Report Name 0000396	Release Date	<input type="checkbox"/> Files				
Grant Administration G-01119	ER Publication Date 1 1/14/2021	<input type="checkbox"/> Approval History				
FEEPS	ER Type of Publication 1 FONSI & NOIRROF	<table border="1"><thead><tr><th>Step Name</th><th>Date</th><th>Status</th><th>Assigned To</th></tr></thead></table>	Step Name	Date	Status	Assigned To
Step Name	Date	Status	Assigned To			
Floodplain Publication Date 1	ER Publication Date 2	<input type="checkbox"/> Activity History				
Floodplain Publication Date 2	ER Type of Publication 2 ⓘ	<input type="checkbox"/> FEEPS				
Start of Local Comment 1/15/2021	Start of State Comment ⓘ 1/18/2021					
End of Local Comment Period ⓘ	End of State Comment Period ⓘ					