



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) 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.
- Provide Equipment Inventory tracking and reporting.
- Provide a Damage Reporting mechanism during disaster response.

Manual Organization

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

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

Module 1: Login and Dashboard

Module Overview

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

Module Objectives

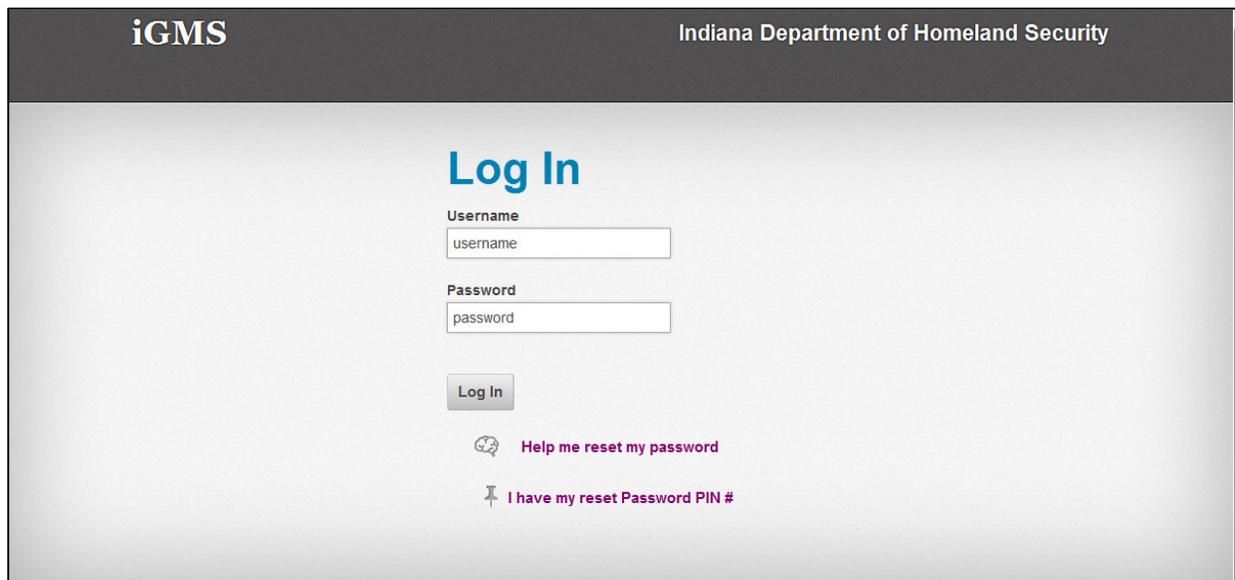
At the end of this module, you will be able to:

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

Login

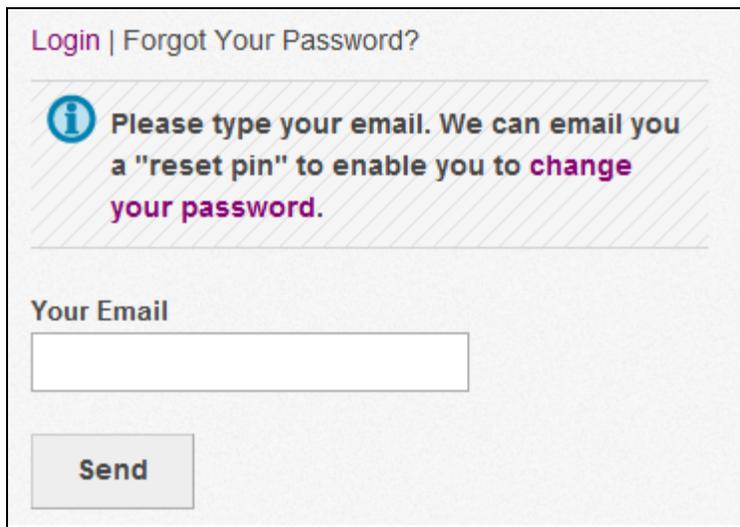
New users are required to contact the Grants Management Section of IDHS to request an account. Once an account has been established, users are able to log in to the iGMS using any computer with an active Internet connection. Internet Explorer version 8 or higher is recommended. The iGMS url is: <https://myoracle.in.gov/hs>.

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



The screenshot displays the iGMS login interface. At the top, a dark header bar contains the 'iGMS' logo on the left and 'Indiana Department of Homeland Security' on the right. Below the header, the main content area has a light gray background. The title 'Log In' is centered in a large blue font. Underneath, there are two input fields: 'Username' with the placeholder text 'username' and 'Password' with the placeholder text 'password'. A 'Log In' button is positioned below the password field. At the bottom of the login area, there are two links: 'Help me reset my password' (with a speech bubble icon) and 'I have my reset Password PIN #' (with a pushpin icon).

Sub recipients (not applicable to IDHS Staff) have the ability to reset their password at any time. This is accomplished by clicking the **Help me reset my password** button on the login screen.



Login | Forgot Your Password?

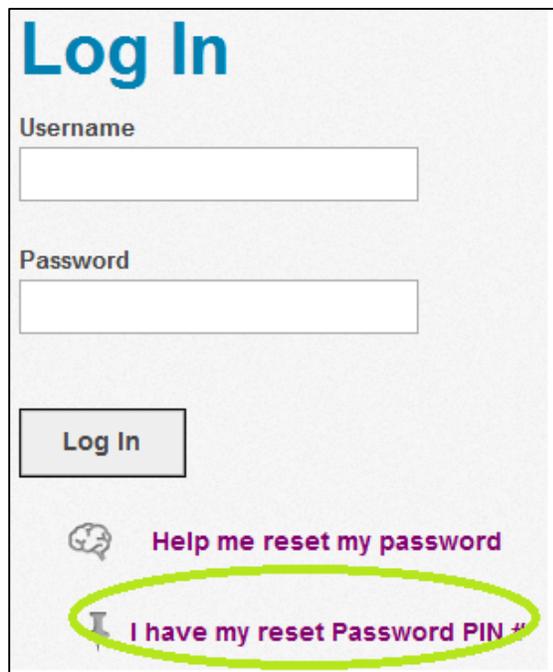
i Please type your email. We can email you a "reset pin" to enable you to **change your password.**

Your Email

Send

Type your email address and click the **send** button.

A PIN number will be sent to your email, obtain the PIN number then, from the log in screen click the **I have my reset password PIN #** button from the *Login* screen.



Log In

Username

Password

Log In

 Help me reset my password

 **I have my reset Password PIN #**

This will bring up the *Reset Password* screen.

Login | Reset Password

i Please enter the reset PIN you received from an email. You can get a reset pin [here](#) if you do not have one.

Email

Reset PIN

New Password:

Retype New Password:

Reset Password

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

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

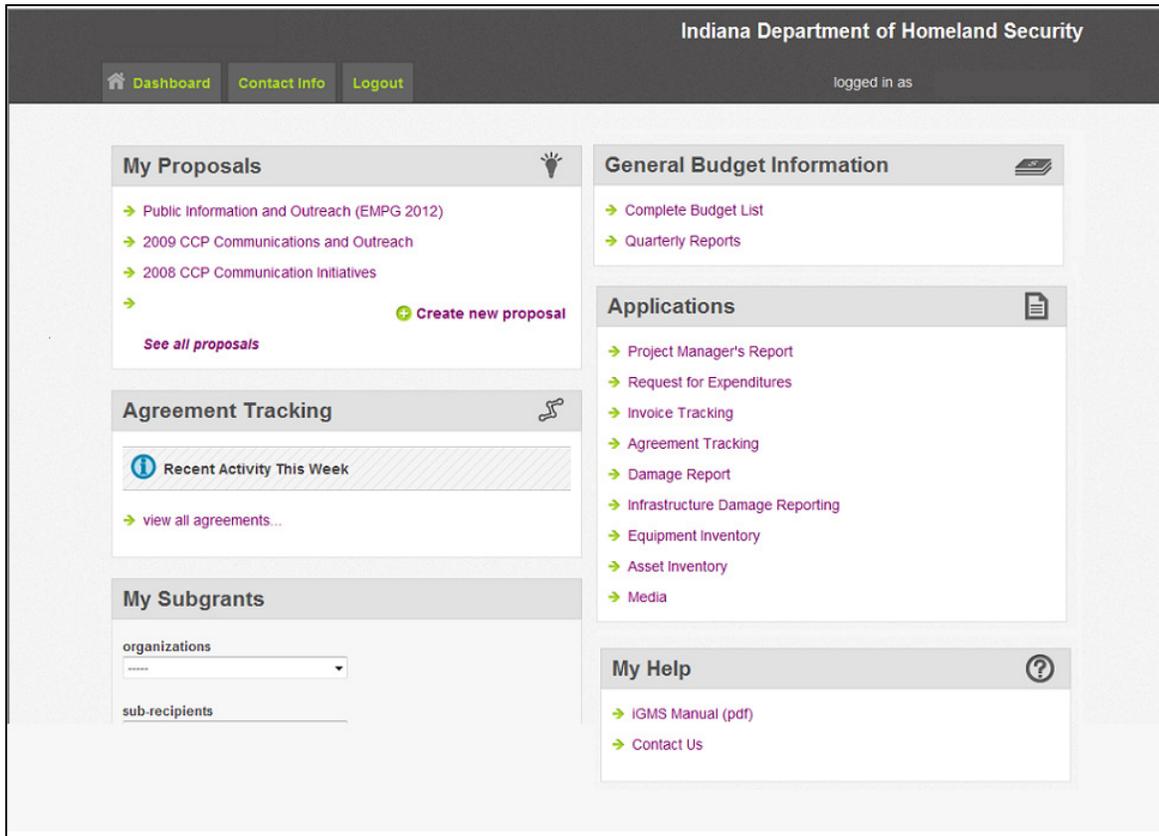
Dashboard

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

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

Dashboard for IDHS staff

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



Dashboard for Sub-Recipients

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

iGMS Indiana Department of Homeland Security

Dashboard Change Password Contact Info Logout Switch Back logged in as

Notifications

- You have 1 RFE(s) without uploaded PROOFs.

My Proposals

- 2011 Competitive Grant 2011-2012
- FY 2012/2013 HMEP Grant
- 2011 EMPG Salary Reimbursement
- [See all proposals](#)
- [+ Create new proposal](#)

General Budget Information

- Complete Budget List
- Quarterly Reports
- Request for Expenditure

Agreement Tracking

Recent Activity This Week

- project id: **C44P-3-046B**
- 2011 EMPG Competitive Part 2 (10/16/2012)
- [view all agreements...](#)

Applications

- Invoice Tracking
- Agreement Tracking
- Equipment Inventory
- Damage Report
- Infrastructure Damage Reporting

My Help

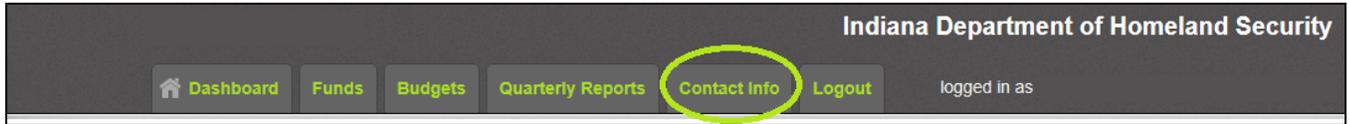
- iGMS Manual
- Authorized Equipment List
- Contact Us
- EHP Screening Memo
- Indiana Strategy for Homeland Security 2008
- Training and Exercise Guidance

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 emails and/or announcements are sent to the email 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 email address assigned to the budget is who will be notified of important iGMS updates, changes, and/or information related to the assigned accounts.

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



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

A screenshot of the "Update Contact Info" form. The form is titled "Contact Info" and contains several input fields. The fields are: First Name (Niki), Last Name (Theeuwes), Title (Grant Coordinator), Email (ntheeuwes@dhs.in.gov), Phone (317-234-2981), Fax (317-234-2981), Street 1 (302 W. Washington), Street 2 (empty), City (Indianapolis), State (IN), Zip (46204), and County (MARION). At the bottom left of the form, there is a button labeled "update" which is circled in green.

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

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

Module 2: My Proposals

Module Overview

All Sub-recipients or IDHS project managers requesting funding from IDHS will be required to complete a proposal. The format of the proposal is based on information required in the federal grant application.

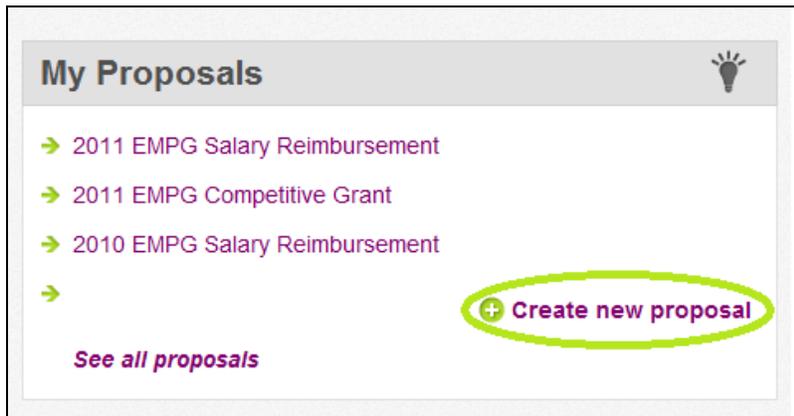
Module Objectives

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

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

Create New Proposal

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



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

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

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

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

Edit Mode

Edit mode is identified by the bar on the left side of the screen. This bar allows you to move through the proposal section by section. You may also stop your current work by clicking the **Save** button. The proposal will be saved to the last completed section. You will submit the proposal and the budget as once package. Sections that are shown with a red X will have to be completed before a package can be submitted. The submit option is located in the budget section.

The image shows a sidebar menu for a 'Proposal' system. At the top, there are two buttons: 'Delete' (with a trash icon) and 'To PDF' (with a document icon). Below these are several sections, each with a green checkmark indicating completion:

- I. Identification Information**
 - A. Applicant Info
 - B. Primary Point of Contact
- III. Proposal Description and Overview**
 - A. Project Summary
 - B. Proposal Focus
 - C. Proposal Description
- IV. Baseline**
- V. Project Management Milestones**
 - A. Funding Requested
 - B. Law Enforcement Terrorism Prevention Activities (LETPA)
 - C. NPG Core Capabilities
 - D. Proposed POETE funding
 - E. Projects and Activities
 - F. Construction or renovation
- VI. Accomplishments and Impact**
 - Outcomes
- Proposal Funds**

Three callout boxes provide additional information:

- Top Callout:** These buttons allow for the deletion of a proposal or creating a Portable Document Format (PDF) of the proposal.
- Middle Callout:** To move to a specific area of the proposal quickly, choose that section from the menu.
- Bottom Callout:** Sections completed are identified by a green check mark (screen may have to be refreshed for the updates to be shown)

I. Identification Information

A. Applicant Information

This screen displays information about the entity applying for funding.

A. Applicant Info

1. Organization Legal Name

2. Federal Tax ID

3. Principal Executive Officer

4. Title

5. If non-governmental, date of IRS Non-Profit Approval



(mm/dd/yy)

 **Save**

→ Save and Continue

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

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

B. Primary Point of Contact

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

B. Primary Point of Contact

[← Previous](#)

1. First Name

2. Last Name

3. Organization

4. Street 1

6. City

7. State

8. Zip

9. Primary Phone Number

10. Alternate Phone Number

11. Fax

12. E-mail

13. County

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

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

III. Proposal Description and Overview

A. Project Summary

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

The screenshot shows a web form titled "A. Project Summary". At the top left, there is a "Previous" link with a left-pointing arrow. Below this is a shaded instruction box with an information icon: "Describe how the spectrum of terrorism and natural hazard risks that the State/District/County/Community faces influenced the development of this proposal." Underneath the instruction is a text input field with the label "A. Project Summary" and the text "Test" inside. At the bottom of the form are two buttons: "Save" with a floppy disk icon and "Save and Continue" with a right-pointing arrow icon.

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

B. Proposal Focus

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

B. Proposal Focus

[← Previous](#)

i Identify the proposal as: New or Ongoing
Identify if this proposal focuses on building new capabilities or the sustainment of existing capabilities.

B. Proposal Focus

test

Save Save and Continue

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

C. Proposal Description

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

C. Proposal Description

[← Previous](#)

i Provide a description of this proposal, including the planning, organization, equipment, training and/or exercises that will be involved.

C. Proposal Description

test

Save Save and Continue

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

IV. Baseline

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

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

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

IV. Baseline

[← Previous](#)

i **Goals and Objectives**
Identify the goals and objectives in the State and/or District Homeland Security Strategy supported by this proposal.
Capability Levels - Describe existing capability levels that address the identified goals/objectives and what will be in place to support the proposal prior to the use of FY2012 funds.
Capability Gaps - Explain the capability gap(s) that this proposal is intended to address.

Primary Goal

Primary Objective

Secondary Goal

Secondary Objective

Capability Levels

Capability Gap

Save **→ Save and Continue**

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

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

V. Project Manager Milestones

A. Funding Requested

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

The screenshot shows a web form titled "A. Funding Requested". At the top left, there is a "Previous" link with a left-pointing arrow. Below this is a shaded information box with a blue 'i' icon and the text: "Provide the proposed FY 2012 HSGP funding amount for this proposal." Underneath the information box is a text input field labeled "A. Funding Requested". At the bottom of the form, there are two buttons: "Save" with a floppy disk icon and "Save and Continue" with a right-pointing arrow icon.

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

B. Law Enforcement Terrorism Prevention Activities (LETPA)

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

The screenshot shows a web form titled "B. Law Enforcement Terrorism Prevention Activities (LETPA)". At the top left, there is a "Previous" link with a left-pointing arrow. Below this is a shaded information box with a blue 'i' icon and the text: "If applicable, provide the proposed funding amount that is expected to be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA)." Underneath the information box is a text input field labeled "B. Law Enforcement Terrorism Prevention Activities (LETPA)" containing the text "test". At the bottom of the form, there are two buttons: "Save" with a floppy disk icon and "Save and Continue" with a right-pointing arrow icon.

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

C. National Preparedness Goal (NPG) Core Capabilities

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

C. NPG Core Capabilities

[← Previous](#)

[+ add new item](#)

i Identify the NPG Core Capabilities that are supported by this proposal. For each of the selected Core Capabilities, provide the proposed funding amount to be obligated from this proposal.

Capability

Amount

Capability	Amount	
Housing	\$5,000.00	Edit Delete

[→ Continue](#)

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

D. Proposed POETE Funding

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

D. Proposed POETE funding

[← Previous](#)

i Provide the proposed funding amount to be obligated from this proposal towards the primary Planning, Organization, Equipment, Training, and Exercises (POETE) Solution Area.

D. Proposed POETE funding

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

E. Projects and Activities

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

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

Project Management Lifecycle Steps

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

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

+ Add New Item

Activity

2500 character limit

Funding Amount

Step

Start Date

📅

(mm/dd/yy)

End Date

📅

(mm/dd/yy)

Save

✖ cancel

Activity	Funding Amount	Step	Start Date	End Date	
Start by holding a TEPW to gather information to plan upcoming exercise.	\$1,000.00	Initiate	01/01/13	03/31/13	✎ Edit 🗑 Delete

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

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

F. Construction and Renovation

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

The screenshot shows a web form titled "F. Construction or renovation". At the top left, there is a "Previous" link with a left-pointing arrow. Below this is a shaded box containing an information icon and the question: "Does this proposal require new construction or renovation, retrofitting, or modification of existing structures?". Underneath the question is a text input field with the label "F. Construction or renovation" and the text "N/A" entered. At the bottom of the form are two buttons: "Save" with a floppy disk icon and "Save and Continue" with a right-pointing arrow icon.

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

VI. Accomplishments and Impact

A. Outcomes

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

Outcomes

[← Previous](#)

i Describe the outcomes that will be achieved as a result of this proposal. The outcomes should demonstrate improvement towards building capabilities described in Section IV, Baseline.

Outcomes

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

VII. Proposal Funds

A. Add Funds

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

Proposal Funds

[← Previous](#)

[+ Add Funds](#)

Fund	Award	Budgeted	Balance	End Date	Agreement
------	-------	----------	---------	----------	-----------

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

Proposal Funds

[← Previous](#)

select the funds you want to add:

+ Add Funds

✕ cancel

add

Clicking on the drop down arrow will list the funds available to attach to the proposal.

Fund	Award	Budgeted	Balance	End Date	Agreement
------	-------	----------	---------	----------	-----------

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

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

Proposal Funds

[← Previous](#)

+ Add Funds

Fund	Award	Budgeted	Balance	End Date	Agreement	
Fund #17596 2013 HSGP Template STATE test for Staff R Niki Theeuwes	\$10,000.00	\$0.00	\$10,000.00		✕	🗑 delete

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.

Proposal Funds						
← Previous + Add Funds						
Fund	Award	Budgeted	Balance	End Date	Agreement	
Fund #17529 2011 State Homeland Security Program LOCAL Regional Collaboration Edward Rock	\$47,000.00	\$0.00	\$47,000.00		X	 delete

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

Budget #7004

→ [Submit this Budget](#) [To PDF](#) [Exhibit A](#) → [Activity Logs](#)

BUDGET SUMMARY

contact **Niki Theeuwes** (ntheeuwes@dhs.in.gov)
 IDHS Planning - Grants Management (115014) **NON-LOCAL**
 Grant Coordinator
 302 W. Washington
 Indianapolis, IN 46204 (MARION)
 phone: 317-234-2981
 fax: 317-233-9486

fund 2013 → HSGP Template → STATE → test for Staff R → IDHS Planning - Grants Management (115014) → 17596

project manager Niki Theeuwes ()

proposal **test for Deployment**

status INITIAL

end date ----

encompass project id -

Allocated	\$10,000.00
Budgeted	\$0.00
Balance	\$10,000.00

This bar allows the budget and proposal to be submitted; allows a .pdf to be created; allows grant staff to create an exhibit for the sub-grant agreement; and shows the activity history for the budget.

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.

Budget Detail

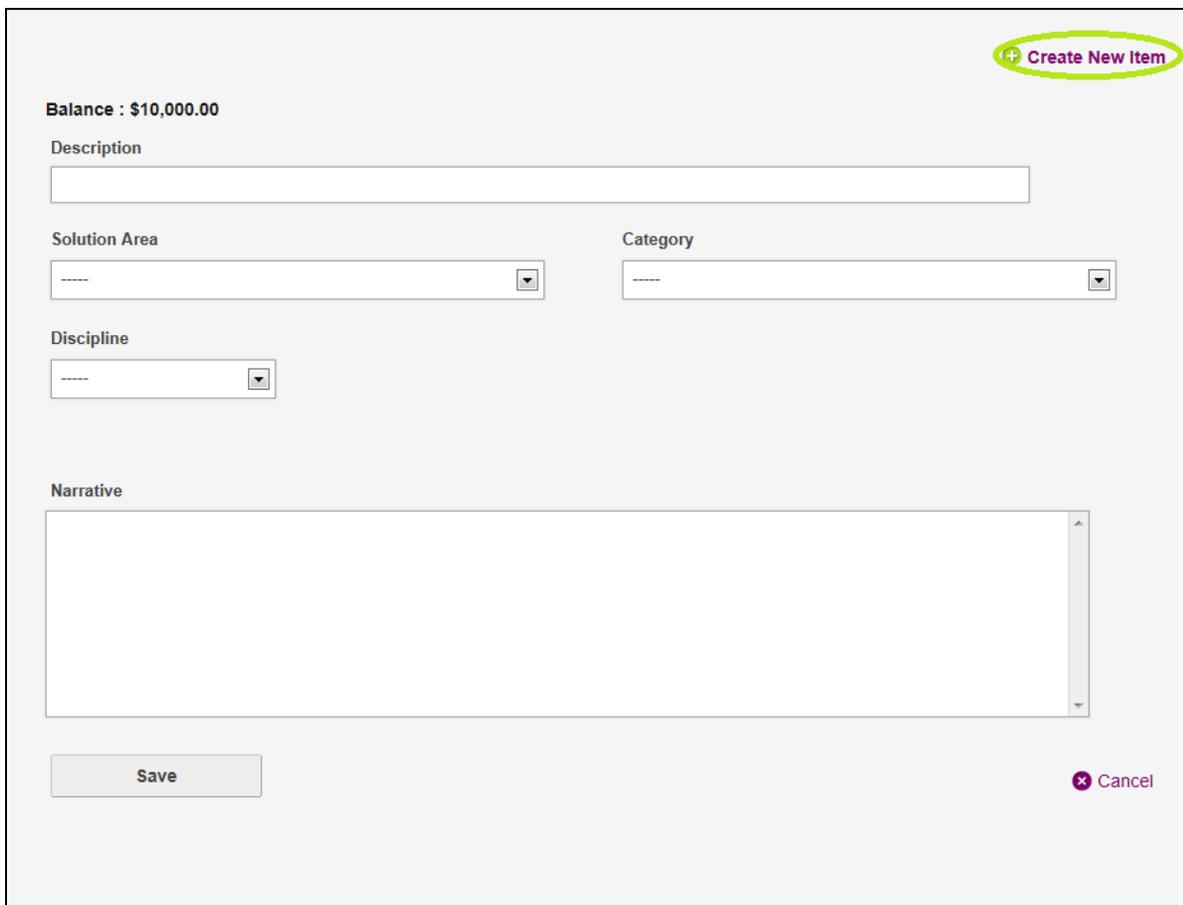
This section is where **items** to be purchased with grant funds are identified in detail. The budget becomes part of the legal agreement and must be followed to avoid A-133 audit findings, disallowed costs, or other penalties.

Create New Item

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



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



The screenshot shows a detailed form for creating a new item. At the top right, there is a purple button with a white plus sign and the text "Create New Item", circled in green. Below this, the text "Balance : \$10,000.00" is displayed. The form contains several input fields: a "Description" text box, a "Solution Area" dropdown menu, a "Category" dropdown menu, and a "Discipline" dropdown menu. Below these is a large "Narrative" text area with a vertical scrollbar. At the bottom left, there is a "Save" button, and at the bottom right, there is a "Cancel" button with a purple 'x' icon.

- **Balance** – This is the amount available to budget.
- **Description** – This should contain a description of the item to be purchased.
- **Solution Area and 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

- Rate – Identify the cost of the item.
- Quantity – Identify the quantity being purchased
- Narrative – Provide any additional information that further describes the need, justification or other details about the item(s).

BUDGET ITEMS \$43,045.00

solution area: Equipment

	unit	price/rate	hours	amount
Balance : \$1,857.50				
Description <input type="text"/>				
Solution Area Equipment		Category Interoperable Communications Equipment		
Discipline Emergency Management		Rate \$6,800.00	Quantity 1.0	
Approved Equipment 06CP-01-HFRQ				
Narrative High Frequency Radio and supporting equipment for emergency communication.				
Save				Cancel

NOTE: In some instances it may be necessary to enter the Rate as the total and the quantity 1 due to rounding. If this happens, you will need to enter the actual rate and quantity in the narrative section.

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

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

solution area: Equipment				unit	price/rate	hours	amount	
		[veto] (#34547)	Computer for EMA Office	1.0	\$599.00	-	\$599.00	
description								
category			Information Technology					
discipline			Emergency Management					
narrative			This will replace the existing computer in the EMA office. Technology has vastly improved since 2008 when the current computer was purchased. Newer technology will allow easier access to the internet and additional document storage capability					
approved equipment #			04HW-01-INHW					
							Equipment TOTAL	\$599.00
solution area: Training				unit	price/rate	hours	amount	
		[veto] (#34546)	Copy paper and toner	-	\$100.00	-	\$100.00	
description								
category			Materials and Supplies Used and/or Expended					
discipline			Emergency Management					
narrative			Materials that will be used in the production of training materials for trainings.					
		[veto] (#34545)	Training Materials	-	\$100.00	-	\$100.00	
description								
category			Materials and Supplies Used and/or Expended					
discipline			Emergency Management					
narrative			This will cover the cost of toner and copy paper to produce training materials.					
							Training TOTAL	\$200.00

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.

Match type must be identified when completing the budget. The method of calculating match depends on the type of match used. There are 2 possible match types available:

Hard Match: (Total project amount is a known value) - Is where an organization is meeting the match by requesting reimbursement for an amount of an invoice less the match amount.

Example (Based on a 20% match amount)

Invoice amount: \$1,000.00
Reimbursement requested: \$800.00 (\$1,000.00 – 20%)
Match audited to invoice: \$200.00 (\$1,000.00 – 80%)

Soft Match: (Total project amount is an unknown amount) - Is where an organization is meeting the match requirement by in-kind services such as donations, salaries (except EMPG funded positions), volunteer equivalent time, etc. Soft match activities must be necessary to the project and requires the documentation be uploaded to the corresponding RFE.

Example (Based on a 20% match amount)

Reimbursement Requested: \$800.00 (\$800.00 x 25% = \$200.00)
Match: \$200.00
Total Project: \$1,000.00 (\$800.00 + \$200.00)

The screenshot shows a web-based form for creating a new item. At the top right, there is a '+ Create New Item' button. Below this, the 'Balance' is displayed as '\$10,000.00'. The form contains several input fields: 'Description' with the value 'Test', 'Solution Area' set to 'Match', 'Category' set to '-', 'Discipline' set to 'Fire Service', and 'Amount' set to '100.00'. A 'Narrative' text area contains the text: 'The match requirement for this item will be met by using the normal documented cost of the local high school cafeteria that is being provided to the fire dept for now charge to use as a training venue. Posted rental rate will be provided as an attachment to the request for reimbursement.' At the bottom left, a 'Save' button is circled in red, and at the bottom right, there is a 'Cancel' button with a close icon.

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

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

Budgets that include Equipment

Description

Solution Area

Category

Discipline

Rate

Quantity

Approved Equipment

Please select the AEL code below. Hide AEL

✘ please specify AEL code

AEL Section

AEL Category

AEL Code

Responder Knowledge Base

Narrative

Desk top computer to replace existing computer in the EMA office. The current machine was purchased with grant funds in 2008. With the advancement of technology since that time, the old computer is no longer viable. The new technology will allow the EMA office better access to the internet and increased processing time.

✘ Cancel

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

Authorized Equipment List

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

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

Our example is based on the purchase of computers.

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](#)

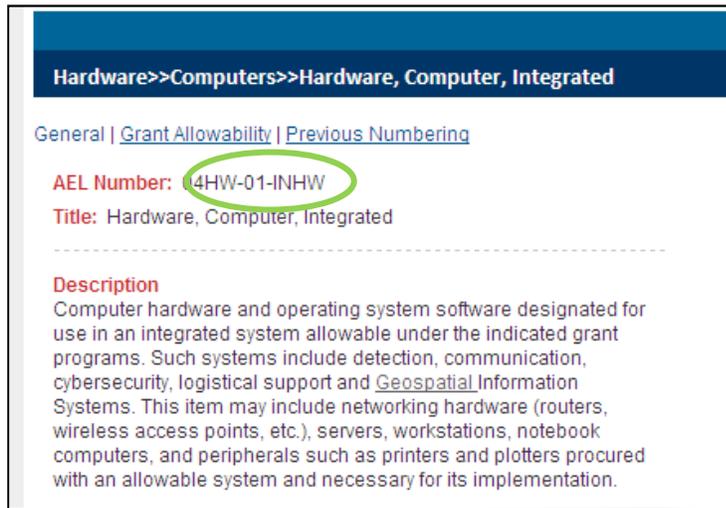
- [-] AEL
 - [+] [01] Personal Protective Equipment
 - [+] [02] Explosive Device Mitigation and Remediation Equipment
 - [+] [03] CBRNE Operational and Search and Rescue Equipment
 - [+] [04] Information Technology
 - [+] [05] Cyber Security Enhancement Equipment
 - [+] [06] Interoperable Communications 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

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

- [-] [04] Information Technology
 - [+] [04AP] Application Systems and Software
 - [-] [04HW] Hardware
 - [-] [04HW-01] Computers
 - [04HW-01-HHCD] Computing Device, Handheld
 - [04HW-01-INHW] Hardware, Computer, Integrated
 - [04HW-01-MOBI] Computer, Mobile Data
 - [+] [04HW-02] Peripherals
 - [+] [04MD] Media Devices
 - [+] [04SN] Sensor Devices
 - [+] [04SW] System and Networking Software



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.



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

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

[Print](#)

Hardware>>Computers>>Hardware, Computer, Integrated

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

Operation Stonegarden Grant Program (OPSG): YES
Interoperable Emergency Communications Grant Program (IECGP): NO
State Homeland Security Program (SHSP): YES
Urban Area Security Initiative (UASI): YES
Metropolitan Medical Response System (MMRS): YES
Citizen Corps Program (CCP): YES
Emergency Management Performance Grant (EMPG): YES
Chemical Sector Buffer Zone Protection Program (Chem-BZPP) (2006 Only): NO
Buffer Zone Protection Program (BZPP): YES
Transit Security Grant Program (TSGP): NO
Port Security Grant Program (PSGP): YES
Intercity Bus Security Grant Program (IBSGP): NO
Urban Areas Security Initiative-Nonprofit Security Grant Program (UASI-NSGP): NO
Public Safety Interoperable Communications (PSIC): YES
Emergency Operations Center Grant Program (EOC): YES

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

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)

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): N

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):

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

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.

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 CPD Program Analyst or the Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498 for further information.

AEL Number: 04MD-03-DISP

Title: Display, Video

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

[BACK TO TOP](#)



This item is part of the AEL.

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

Submission

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



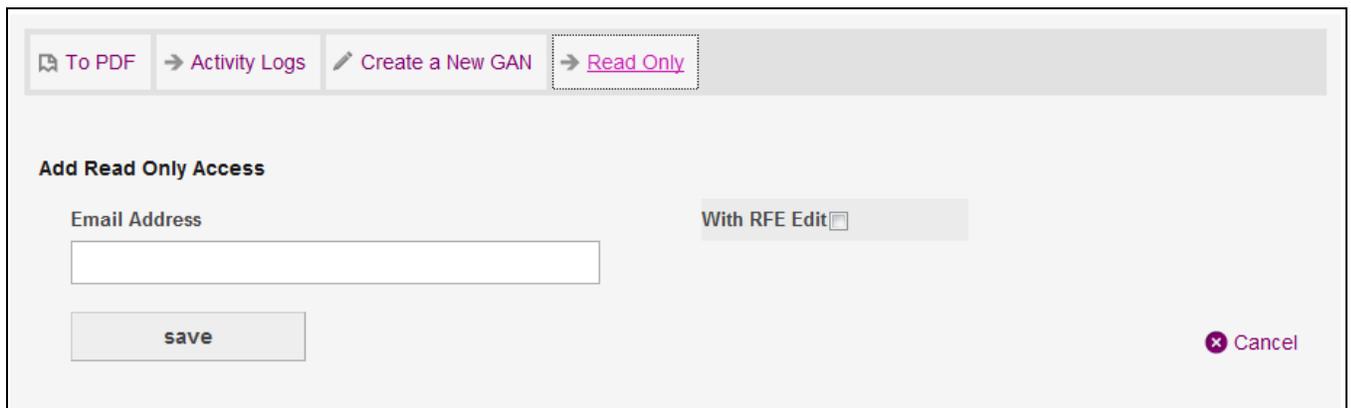
NOTE: After the budget is submitted, it will be reviewed by the assigned Project Manager and Grants Management staff. Once approved, an agreement document will be created. This document will be sent via email to the sub-recipient for signature. The original document with original signatures, **MUST** be returned to the IDHS Grants Management Section in its entirety. Once fully executed (all review and signature steps completed), iGMS sends the contact an email that the agreement is fully executed. Please allow 5 business days for the agreement to be available on iGMS. Upon notification that the agreement is fully executed, spending may occur.

Read-only Access

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

Assigning Read-only Access

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



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

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

Read Only	Shari Harrington (shari.harrington@montgomeryco.net) 
	Alvin Beckman (ema@co.cass.in.us) 
	Darrell Sanders (dsanders@clintonco.com) 
	Joe Whitaker with RFE EDIT (joe.whitaker@sbcglobal.net) 
	Janet L. Buche (jbuche@tippecanoe.in.gov) 
	Jenny Plante (jplante@tippecanoe.in.gov) 
	Jeffrey Houston (jeffery.houston@franciscanalliance.org) 

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.

Budgets

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
5840	District 4 2011 > State Homeland Security Program > LOCAL (08/20/12)	Laurie Wilson (lwilson@tippecanoe.in.gov) Tippecanoe County	\$42,500.00	\$42,500.00	\$12,850.27	\$29,649.73 30.24%	\$.00	APPROVED
6633	Regional Collaboration 2011 > State Homeland Security Program > LOCAL Tippecanoe County (09/27/12)	Laurie Wilson (lwilson@tippecanoe.in.gov) Tippecanoe County	\$176,321.00	\$176,321.00	\$.00	\$176,321.00 .00%	\$.00	APPROVED
3340	.District Allocations 2010 > State Homeland Security Grant > LOCAL (06/30/12)	Laurie Wilson (lwilson@tippecanoe.in.gov) Tippecanoe County	\$350,000.00	\$350,000.00	\$201,670.01	\$148,329.99 57.62%	\$201,670.01	APPROVED

Non-fiscal Agent RFE Creation/Edit

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

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

Dashboard | Request for Expenditures

Request for Expenditures

+ create a new request

Description

Fund

- 2011 Emergency Management Performance Grant > LOCAL > .Salary Reimbursement > Fountain County > Fountain County > Joe Whitaker
- 2011 State Homeland Security Program > LOCAL > Regional Collaboration > Tippecanoe County > Tippecanoe County > Laurie Wilson

Save Cancel

RFE # Tracking # PO # Project ID

Status

get list

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

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

Is this RFE ready for audit? X NO Change

Once the RFE has been marked ready for audit a green check mark will show next to yes.



Audit Responsibilities

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

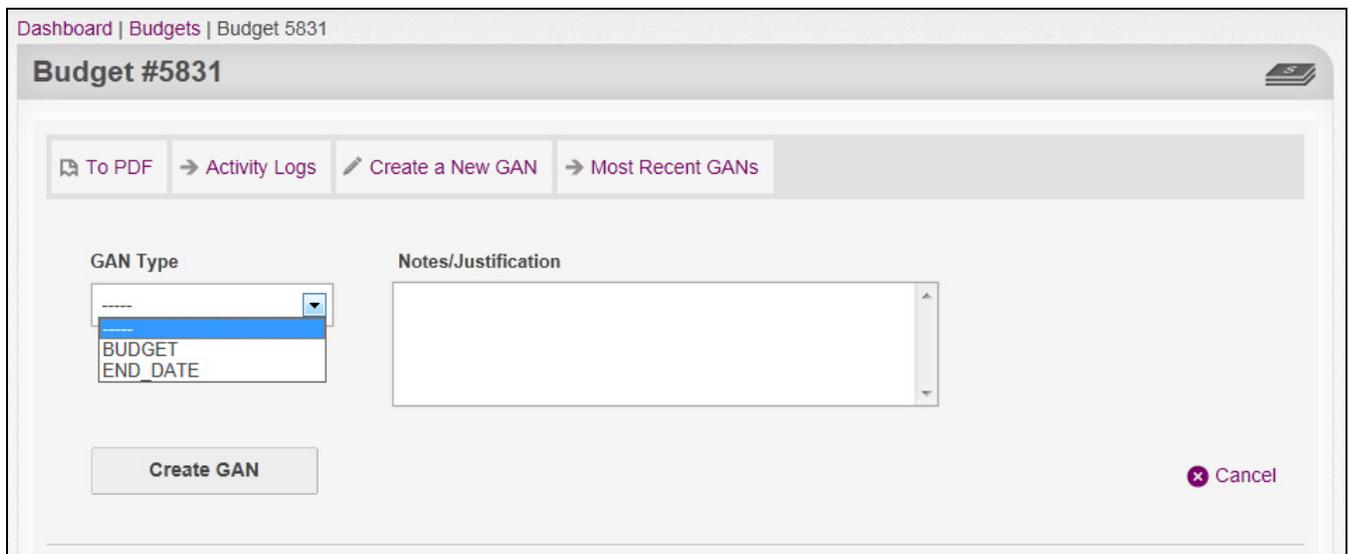
Fiscal agents will have a notification on their dashboard and will receive an automated email indicating they have an RFE(s) to be audited and submitted.

Grant Adjustment Notice (GAN)

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



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



- **End date GAN** – This option is used when the user requests an extension to the performance period of his or her award. The iGMS system default for a performance period is the initial six months. If the performance period end date has passed, the iGMS will not allow users to create a Request for Expenditure (RFE).

- **Budget GAN** – This option is used when a user needs to make adjustments to an approved budget. This includes “zeroing out” a budget to submit a Final Quarterly report and to de-obligate or return unspent funds.

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

Non-completion of the *Notes/Justification* section will mean your GAN cannot be submitted.

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.

The screenshot shows a web interface for GAN #26074. At the top, a warning message states: "This budget has a **END DATE GAN #26074** in INITIAL status." Below this, the GAN details are displayed: "GAN #26074", "Delete This Gan" (with a trash icon), "GAN Status: INITIAL", and "Notes/Justification: Allow for the creation of final RFES." with an "Edit" button. The "New End Date" field is empty, with a calendar icon and "(mm/dd/yy)" format indicator. The "Previous End Date" is "09/30/12". A "Submit" button is highlighted with a green oval, and a "Hide" button is visible in the bottom right corner.

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

Budget GAN

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

🗑️ Delete ➔ Submit ➔ Adjusted Items

GAN Status INITIAL

Notes/Justification Adjustment to include increased shipping costs.
✎ Edit

BUDGET SUMMARY

fund 2011 ➔ Emergency Management Performance Grant ➔ STATE ➔ Regional Collaboration ➔ 15855

project manager Randy Collins ()

allocated	\$277,259.58	gan budget	\$277,259.58
gan balance	\$0.00	gan obligation rating	62%
encumbered	\$173,247.96	gan encumbered balance	\$104,011.62
disbursed	\$35,339.54		

BUDGET ITEMS \$277,259.58

+ Create New Item

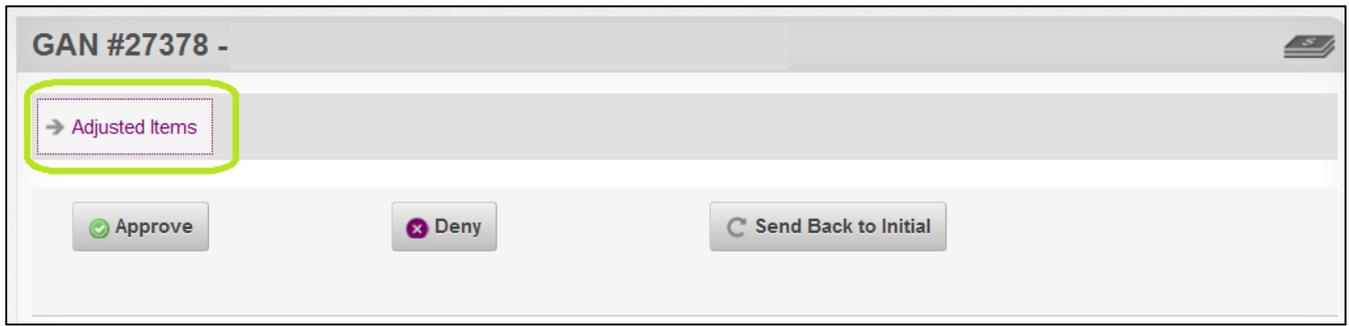
solution area: Exercises

			unit	price/rate	hours	amount
✎ Edit 🗑️ Delete	(#32242)	REPP Exercise	-	\$18,000.00	-	\$18,000.00
	description					
	category	Materials and Supplies Used and/or Expended				
	discipline	Hazmat				
	narrative	Provides materials and supplies to conduct the FEMA required REPP exercise for ingestion pathway in Indiana.				

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

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

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



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

Module Overview

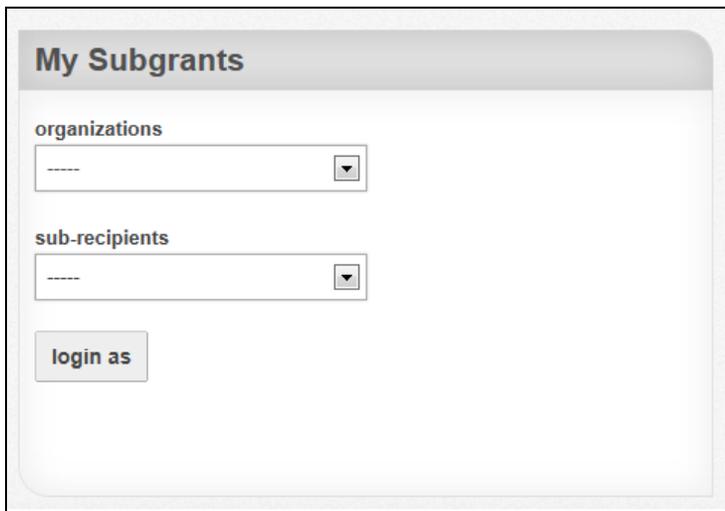
The My Sub-Grants module is designed to provide project managers and other authorized IDHS staff the opportunity to have information readily available. This information is arranged to allow the users access to information within their level of authority and of importance to them based on their assigned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

Module Objectives

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

My Sub-Grants

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



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

Indiana Department of Homeland Security

Dashboard Change Password Contact Info Logout Switch Back logged in as

Sub-grant identification

Notifications

→ You have 7 RFE(s) without uploaded PROOFs.

My Proposals

→ 2011 EMPG Salary Reimbursement
 → Lawrence County HMEP Proposal Sept. 2011
 → 2010 SHSP CI/ACAMS FOR DISTRICT 8
 → [See all proposals](#)

General Budget Information

→ [Complete Budget List](#)
 → [Quarterly Reports](#)
 → [Request for Expenditure](#)

Agreement Tracking

Idle for More Than 7 Days

→ project id: C44P-2-354A 2011 EMPG SALARY (05/24/2012)

Recent Activity This Week

→ [view all agreements...](#)

Switch Back

→ [switch back to dwest@dhs.in.gov](#)

Applications

→ [Invoice Tracking](#)
 → [Agreement Tracking](#)
 → [Equipment Inventory](#)
 → [Damage Report](#)
 → [Infrastructure Damage Reporting](#)

My Help

→ [Contact Us](#)
 → [Responder Knowledge Base](#)
 → [iGMS Manual \(pdf\)](#)

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

- Proposals
- Budgets
- Quarterly report
- Request for expenditures

In addition to read-only access, IDHS project managers will have the ability to add notes to the proposals and budgets.

Dashboard | Budgets | budget #6943 | Budget 6943 Activity Logs

Budget #6943 Activity Logs

[+ Add Notes](#)

Budget #6943 - approved by CLARKB_545. on 07-19-2012 11:53 AM

Budget #6943 - approved by CLARKB_545.
 2012 Emergency Management Performance Grant (EMPG) > STATE > AHIMT and Position Specific Training > IDHS Field - District Services (115042)
 > IDHS Field - District Services (115042)
 IDHS Field - District Services (115042)
 Rossio Jenna

notes :

Your budget has been approved.

Thank you

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

Module 5: Agreement Tracking

Module Overview

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

Module Objectives

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

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

Types of Agreements

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

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

Fully Executed Agreement

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

Recent Activity This Week

The screenshot shows a widget titled "Agreement Tracking" with a refresh icon in the top right corner. It contains two main sections:

- Warning Section:** A purple triangle icon with an exclamation mark is followed by the text "Idle for More Than 7 Days". Below this, a green arrow points to a purple link: "project id: C44P-9-425A Wells - 2005/2006 HMEP (09/29/2010)".
- Recent Activity Section:** A blue circle icon with an 'i' is followed by the text "Recent Activity This Week". Below this, a green arrow points to a purple link: "view all agreements..."

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

Agreement Tracking

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

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

The screenshot shows the "Agreements Tracking" search interface. At the top left, it says "Dashboard | Agreements Tracking". The main title is "Agreements Tracking". Below the title are several filter fields:

- Legal Project ID:** A text input field.
- Status:** A dropdown menu with "-----" selected.
- Agreement/Letter of Consent:** A text input field.
- Contact:** A dropdown menu with "-----" selected.
- Organization Search:** A text input field.
- Organization:** A dropdown menu with "-----" selected.
- Agreement Grant:** A dropdown menu with "-----" selected.
- Letter of Consent Grant:** A dropdown menu with "-----" selected.

At the bottom left, there is a button labeled "get agreements list".

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

project id	description	com	amount	
C44P-0-130A → Add to Priority	HMEP (FY2010)HMEIN9050170 > STATE PASS THROUGH			✓ 12/15/09 PDF
C44P-2-308A → Add to Priority	2011 EMPG SALARY REIMBURSEMENT GRANT		\$.00	✗
C44P-2-270A → Add to Priority	2010 SHSP			✓ 05/17/12 PDF
C44P-1-290A → Add to Priority	2010 EMPG Salary Reimbursement			✓ 09/01/11 PDF
C44P-1-094A → Add to Priority	2010 EMPG Competitive Grant	Gerri Husband		✓ 01/24/11 PDF
C44P-0-250A → Add to Priority	- 2009 > EMPG > 2009 EMPG Salary Reimbursement	Dolly R Watkins		✓ 05/19/10 PDF
C44P-0-349A - original → Add to Priority	- 2009 > State Homeland Security Program > SHSP Allocation >	Rachel Woodall		✓ 04/28/10 PDF

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

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

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

Module 6: Request for Expenditure (IDHS)

Module Overview

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

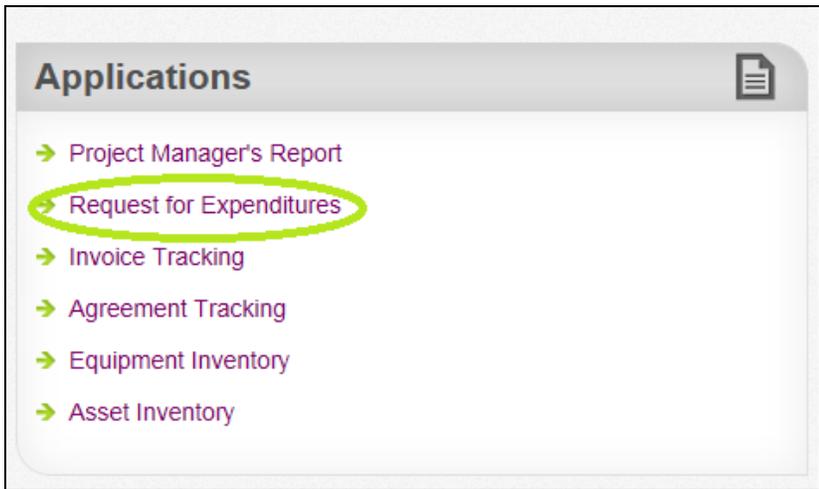
Module Objectives

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

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

Request for Expenditures

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



Sorting RFEs

IDHS project managers have the ability to sort the RFE list and show only those that are “my” RFE(s) those that have been created by them, “all managed RFE(s)”, those that have been created by another user but are managed by the project manager and by “all managed funds” will be paid with funds owned by the project manager.

The screenshot shows the "Request for Expenditures" form. At the top left is a button "+ Create a New Request". Below it are three filter tabs: "My RFEs", "All Managed RFEs", and "All Managed Funds". The form contains several input fields and dropdown menus: "RFE #", "Tracking #", "PO #", "Project ID", "Status", "RFE Type", "Requestor", "Organization", "Grant", and "Proof Approval". At the bottom left is a "get list" button.

Create a New Request

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

The screenshot shows the 'Request for Expenditures' dashboard. At the top left, there is a breadcrumb trail: 'Dashboard | Request for Expenditures'. The main heading is 'Request for Expenditures'. A button labeled '+ Create a New Request' is circled in green. Below this, there is a section titled 'My RFEs' with a checkbox. The form contains several input fields: 'RFE #' (text), 'Tracking #' (text), 'PO #' (text), 'Project ID' (text), 'Status' (dropdown), 'RFE Type' (dropdown), 'Requestor' (dropdown), 'Organization' (dropdown), 'Grant' (dropdown), and 'Proof Approval' (dropdown). A 'get list' button is located at the bottom left of the form area.

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.

The screenshot shows the 'RFE Wizard' interface. The main heading is 'RFE Wizard'. There are two main sections: 'Start an RFE Wizard Session' and 'Your RFE Wizard in Session'. The 'Start an RFE Wizard Session' section has a dropdown menu that is open, showing a list of RFE types: Standard, Standard, Travel, Travel - \$0, P-CARD Purchases, Wright XPress/Fleet Services, Contracts, Technology, Technology - CIMS (highlighted in blue), and Printing/Postage. The 'Your RFE Wizard in Session' section is currently empty.

NOTE: The correct RFE type MUST be chosen from the drop-down, if not the RFE will be returned for correction.

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, that do not qualify for the Technology-CIMS type.
- **Technology – CIMS** – This is used when purchasing items that will be invoiced from IOT, Verizon and for purchases where the vendor will be identified as IDHS.
- **Printing/Postage** – This is used when using Pitney Bowes to print documents or mail documents.

NOTE: For the purpose of the manual, a variety of RFE types may be used to illustrate specific examples.

RFE Summary

Dashboard | RFE Wizard

Standard

- (1) Specify RFE Summary
- (2) Identify Funding Source
- (3) List Vendors
- (4) Identify RFE Items

Show Error Details

← RFE Wizard Main Page

(1) Specify RFE Summary

Description

Needed Date

Justification

Notes

Requestor

Save Save and Continue Cancel

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

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

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

Identify Funding Source

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

The screenshot displays the 'RFE Wizard' interface. On the left, a sidebar lists four steps: (1) Specify RFE Summary (green check), (2) Identify Funding Source (yellow highlight, red X), (3) List Vendors (red X), and (4) Identify RFE Items (red X). A callout box points to step (2) with the text: 'Sections that are fully completed change from a red X to a green Check'. The main content area is titled '(2) Identify Funding Source' and contains a 'previous' link, four dropdown menus (Project Manager, Program, Approved Budget, Encompass Project Id), and three buttons: 'Save', 'Save and Continue', and 'cancel'.

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

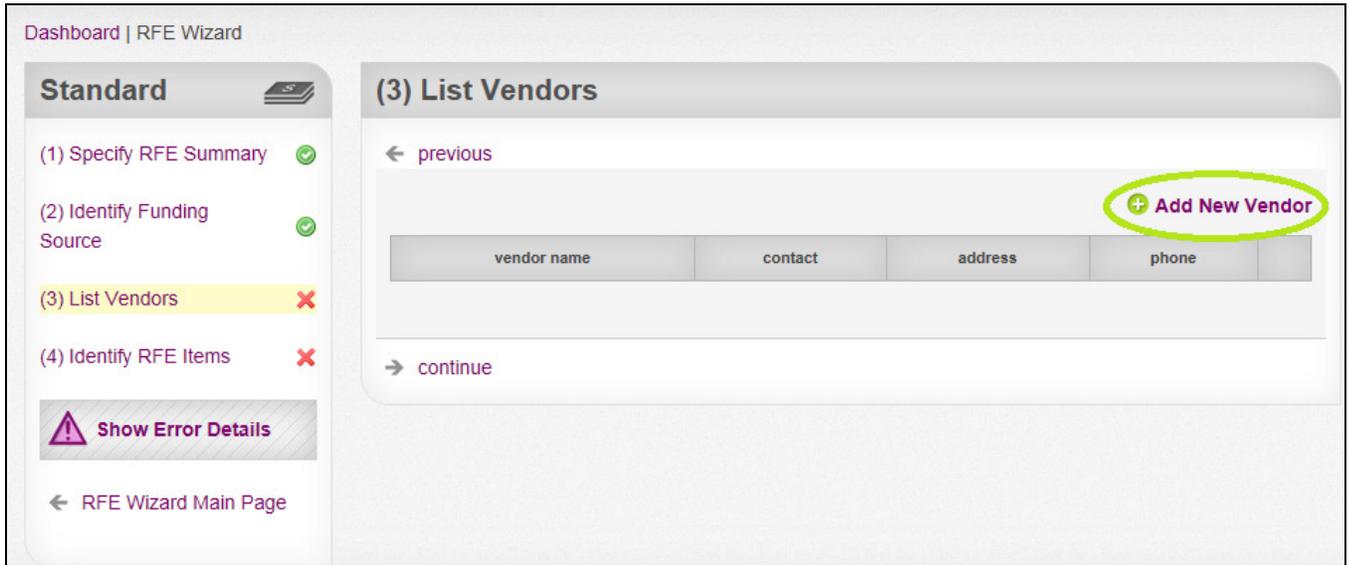
- The budget has not been approved or it has a GAN that has not been approved (regardless of the type of GAN or whether it is in initial or submitted status).
- The performance period of the budget has passed.

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

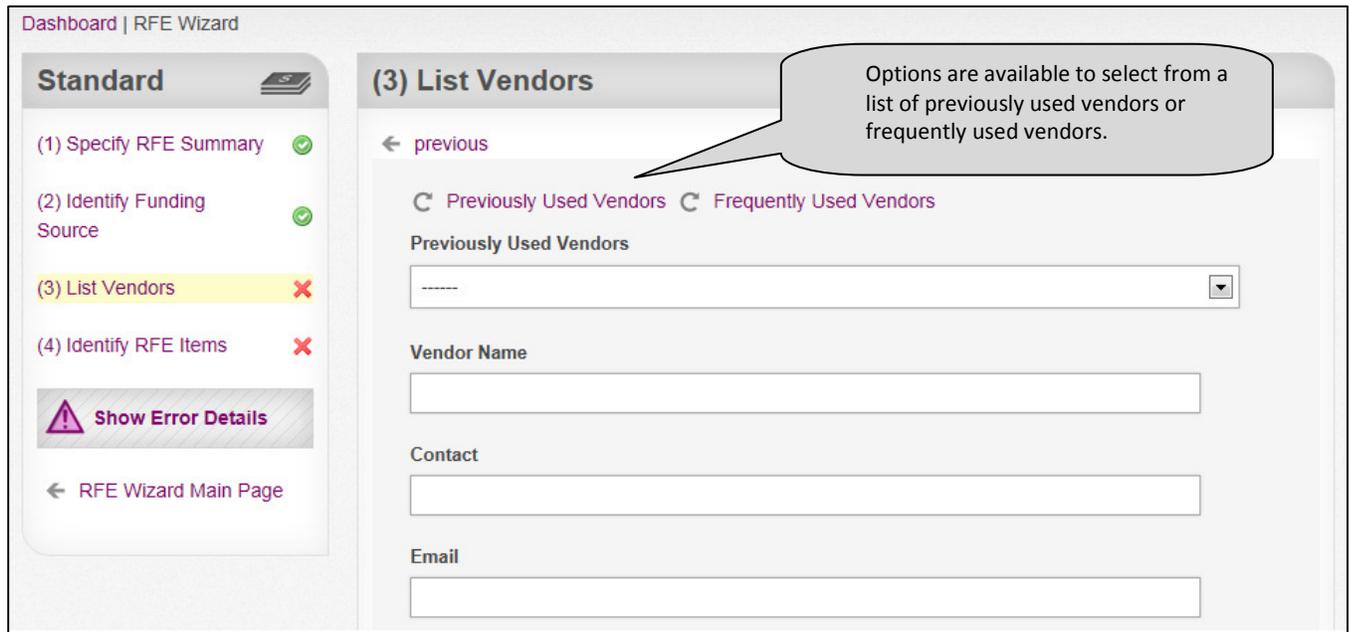
List Vendors

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

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



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



(3) List Vendors

[← previous](#)

[+ Add New Vendor](#)

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

[→ continue](#)

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

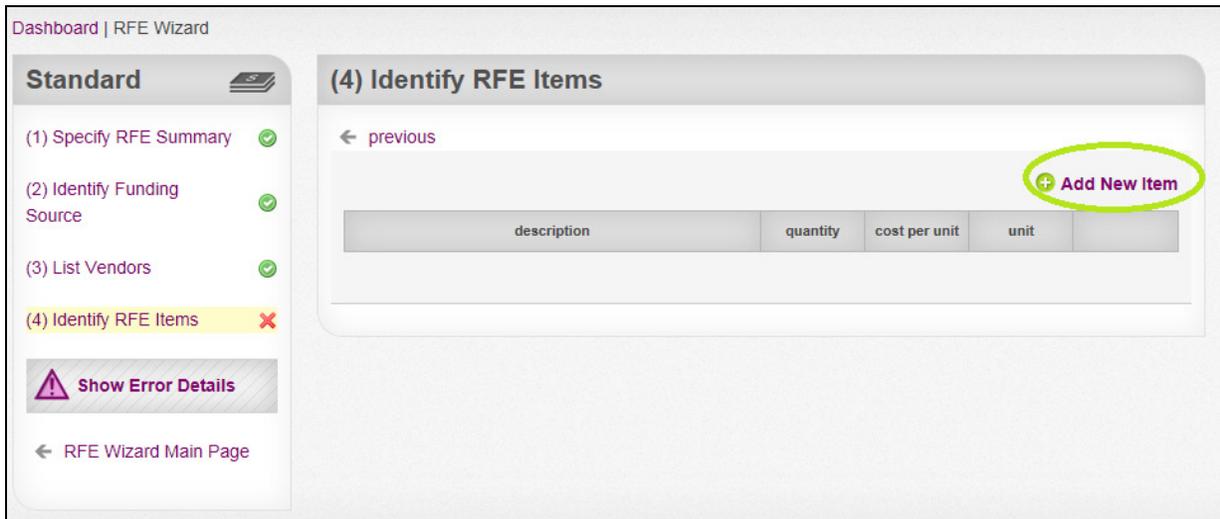
NOTE: Procurement policies* indicate the following:

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

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

Items

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

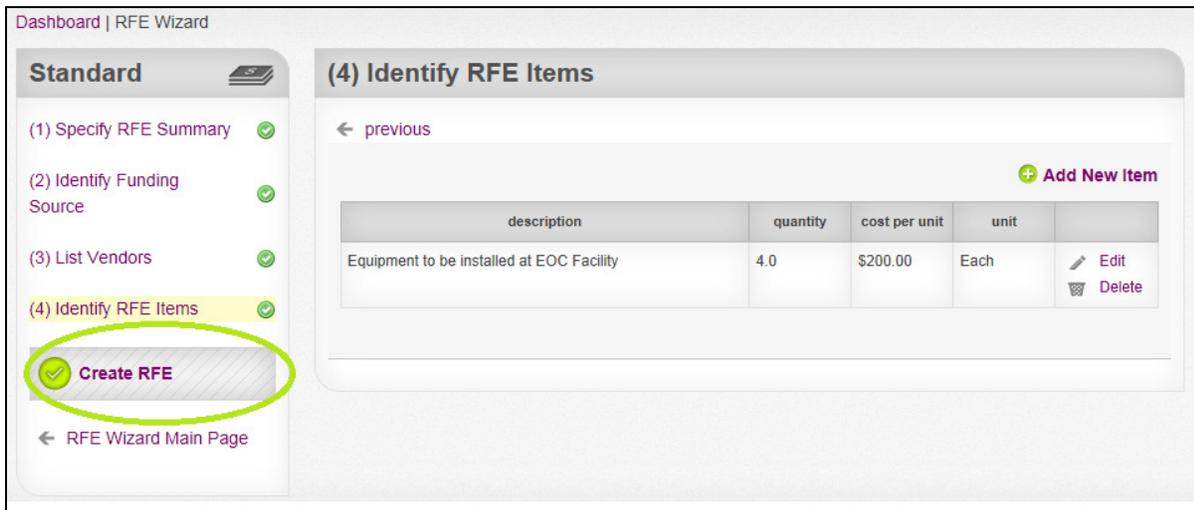


Click the **Add New Item** button to display an additional screen where the requestor is required to enter information.

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

Create RFE

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



RFE Summary

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

The screenshot shows the RFE #42859 summary page. At the top, there is a title bar with the RFE number and a task bar with buttons for Edit, Delete, Submit, Admin Update Status, To PDF, and Auditor's Invoice (pdf). Below this is a status bar asking 'Is this RFE ready for audit?' with a 'NO' status and a 'Change' button. The main content is an 'RFE SUMMARY' section with the following details:

RFE # - Type	42859 - Standard
Description	Test for manual
Status	INITIAL ✗ approval incomplete
Items Audit	✗ item audit incomplete
Needed Date	09/01/12
Justification	Will be purchasing supplies for the September 2012 district exercise.
Notes	NA
Requested By/Dept	Niki Theeuwes /115014
Created By	Niki Theeuwes
Created Date	08/24/12
Updated By	Updated
Updated Date	

Callouts in the image point to the 'RFE status' (INITIAL) and the 'Updated' text in the 'Updated By' field.

Other information available using this view includes the following:

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

Funding

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

FUNDING

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

End Date 09/10/14

Project Manager Rachel Woodall

Program Homeland Security Grant Program

Encompass Fund 61800

Encompass Project Id 38511SHSMA00000

Requisition Id

PO  edit

Disbursements

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

DISBURSEMENT

Disbursement Total \$0.00 Yet to be Disbursed \$800.00

Warrant	Voucher	Sent Date	Amount	Created
total:			\$0.00	

Vendors

This section of the RFE displays vendor options.

VENDORS

This area allows vendors to be:

- Edited;
- Deleted; or
- Selected

[+ Create New Vendor](#)

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

Uploads

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

UPLOADS

[+ Upload Files](#)

upload #	uploaded
----------	----------

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

UPLOADS

You have the following un-saved uploads: + Upload Files

Upload #53360 - Mileage_8.22.12.pdf

Upload Type: Notes:

invoice number: invoice amount: invoice date:

Link to RFE items:

upload #	uploaded
----------	----------

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

RFE Ready to Audit

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

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

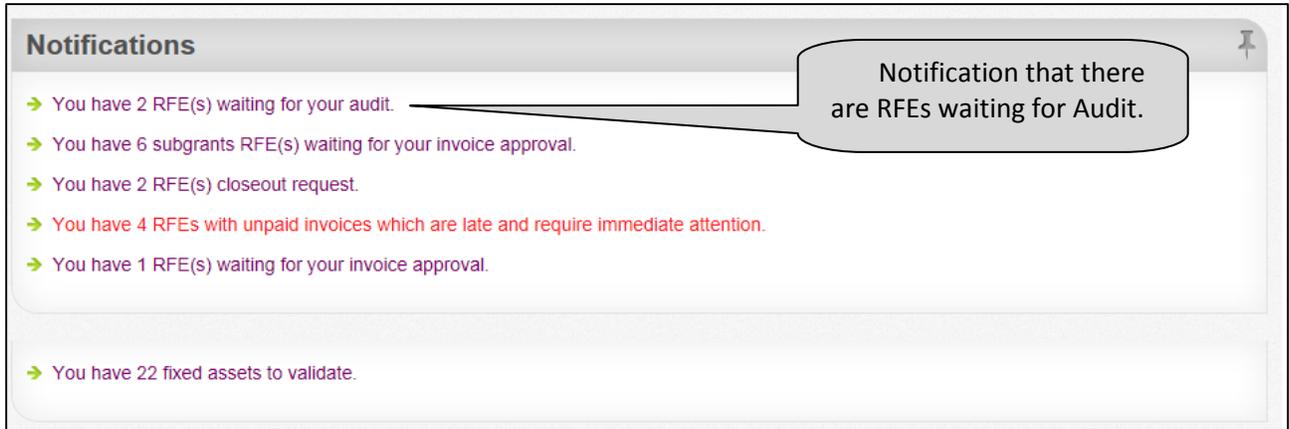
Is this RFE ready for audit? NO

Once the RFE has been marked ready for audit a green check mark will show next to yes.



Auditing an RFE (IDHS Project Managers)

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



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

Add New Audit

ITEMS + Add New RFE Item

tracking #	vendor	description	amount		
68642		HVAC system for CBRNE emergency response vehicles rear walkin area. Includes S/H AEL #: 19SS-00-SHEN	\$8,897.97 3 (qty) x 2965.99 (Total of 3 units)	document type: document id: document date: uploads: 57199	Edit Delete ✖ Audit
TOTAL:			\$8,897.97		

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

ITEMS + Add New RFE Item

tracking #	vendor	description	amount		
------------	--------	-------------	--------	--	--

You are auditing RFE item #65999 below. End Audit

Status ✘ Audit Incomplete

Amount \$125.00 Audited Amount \$0.00 Still to be Audited \$125.00

Description	Budgeted	Already Audited	Balance	Specify Amount
Grants Staff Salaries, benefits and CIMS	\$252,994.70	\$2,265.00	\$250,729.70	<input type="text"/> Save
Supplies for GM	\$5,000.00	\$1,114.00	\$3,886.00	<input type="text"/> Save

Audited

fund	proposal	budget item	audited amount	
------	----------	-------------	----------------	--

End Audit

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

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

tracking #	vendor	description	amount		
------------	--------	-------------	--------	--	--

You are auditing RFE item #65999 below. End Audit

Status ✔ Audit Complete

Amount \$125.00 Audited Amount \$125.00 Still to be Audited \$0.00

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

RFE #42878

Edit
Delete
→ Submit
Admin Update Status
To PDF
Auditor's Invoice (pdf)

Upload a File

UPLOADS

Audited Invoice Total \$800.00 Invoices Yet to be Audited \$0.00

[+ Upload Files](#)

upload #	invoice	uploaded	
53277	invoice filename: 2012-July.pdf ✓ invoice audit complete ✓ invoice approved invoice number: 123 invoice amount: \$800.00 invoice date: 08/22/12 rfe items : 65970 notes: test	Rachel Woodall 08/27/12	download Audit Reset Approval
53276	quote filename: 2012-July.pdf rfe items : 65970 notes: Quote for expenditures	Rachel Woodall 08/27/12	download Reset Approval

Available fields include the following:

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

RFE Approval

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

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

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

While users with audit and/or approval responsibilities should receive an email 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.

Notifications

- You have 1 budget(s) waiting for your approval.
- You have 71 budget(s) waiting for your admin approval.
- You have 3 budget(s) with GANs waiting for your approval.
- You have 1 subgrants RFE(s) waiting for your approval.
- There are 1 approved budgets not linked to an agreement.
- There are 1 submitted DHS quarterly reports.
- There are 30 RFEs with unpaid invoices which are late and require immediate attention.
- [emails]
- There are 1 travel RFE(s) with negative balance.

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

APPROVALS

Approve All
 Reset Approvals

	name	status
Supervisor	Caitlin McKenna	✘ waiting for approval
Fiscal Director	Caitlin McKenna	✘ waiting for approval
Grants Director	Caitlin McKenna	✘ waiting for approval
Division Director	Jason Hutchens	✘ waiting for approval
Executive	Jason Hutchens	✘ waiting for approval

This request requires your action.

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

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

Fiscal Processing of Approved RFE(s) – Received Status

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

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

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

Internal Procurement Activities

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

RFE(s) that require a formal bid process that includes a request for quote (RFQ) or a request for proposal (RFP) will be set to the status of “RFQ” by procurement staff.

Requisition Creation- Processing

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

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

If the amount from the vendor is:

More than the RFE:

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

Less than the RFE:

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

Purchase Order Creation – Ordered

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

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

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

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

Receipt of Items

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

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

On each PO, both IDHS procurement and the Project Manager are listed to assist in delivery facilitation. In the event the loading dock or the vendor contacts the Project Manager, the Project Manager **MUST** obtain the assistance of IDHS Procurement to take receipt/delivery of the goods.

In the event you cannot reach IDHS procurement, the Project Manager should contact the IDHS Controller at 317.232.6199 for instructions.

Upload an Invoice

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

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

UPLOADS

Audited Invoice Total \$1,542.44 Invoices Yet to be Audited \$152.36

[+ Upload Files](#)

You have the following un-saved uploads:

Upload #53269 - 2012-July.pdf

.pdf

Upload Type: Notes:

invoice number: invoice amount: invoice date: 

Link to RFE items:

#60837 - IKON Maintenance agreement for Model 7000 Copier. Serial-C24034231 (\$1,694.80)

Do Not Send Email

Available fields include the following:

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

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

Approve an Invoice

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

RFE SUMMARY

RFE # - Type **42627 - Travel**

Description District EMA Seminars Conducted by IDHS

Status ORDERED
✔ **approval complete**

Items Audit ✔ **item audit complete**

NEXS ✔ **requirement complete**

Invoice ✘ **invoice approval incomplete**

Invoice Audit ✘ **invoice audit incomplete**

upload #		uploaded	
53160	<p>invoice</p> <p>filename: IECGP_Proposal_Template_for_iGMS.PDF</p> <p>✔ invoice audit complete</p> <p>✘ waiting for invoice approval</p> <p>invoice number: 5555</p> <p>invoice amount: \$55.00</p> <p>invoice date: 02/05/12</p> <p>rfe items : 65491</p> <p>notes: ewrwqerweqrewr</p>	Dennis Leonardo 06/06/12	<p> download</p> <p> Audit</p> <p><input type="button" value="approve"/></p>
52489	<p>quote</p> <p>filename: Travel_Maps.pdf</p> <p>rfe items : 65491</p> <p>notes:</p>	Ken Woodall 05/16/12	<p> download</p>

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

upload #		uploaded	
53160	<p>invoice</p> <p>filename: IECGP_Proposal_Template_for_iGMS.PDF</p> <p>✓ invoice audit complete</p> <p>✓ invoice approved</p> <p>invoice number: 5555</p> <p>invoice amount: \$55.00</p> <p>invoice date: 02/05/12</p> <p>rfe items : 65491</p> <p>notes: ewrwqenweqrewr</p>	Dennis Leonardo 06/06/12	<p>📄 download</p> <p>➔ Audit</p> <p>↻ Reset Approval</p>
52489	<p>quote</p> <p>filename: Travel_Maps.pdf</p> <p>rfe items : 65491</p> <p>notes:</p>	Ken Woodall 05/16/12	<p>📄 download</p>

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

- Pro-forma invoices
- Quotes
- Purchase orders

Logging Invoices in to Fiscal

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

Dashboard | Invoice Tracking

Invoice Tracking

RFE #

Peoplesoft ID

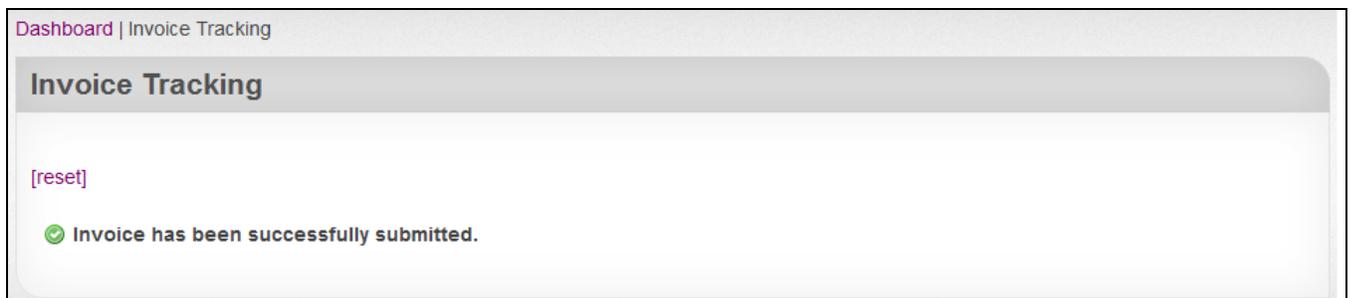
Users will be required to attach the invoice to RFE items by clicking in the box next to the appropriate invoice and clicking **Save**.

Invoice Tracking		
[reset]		
RFE #28938 - Skyterra (formerly MSV) contract for satellite radio/phone service from 12/09-12/10 (PARTIAL_PAYMENT)		
upload id	description	
- 49504	notes: Light Squared Invoice ✓ submitted filename: MOTO_INV_#10000365580214_001.pdf invoice number: 100015710104142012 invoice amount: \$22.20 uploaded by: Pam Schmutte (03/05/2012)	
☐ 49428	notes: The Company is now LightSquared. filename: 10001571000212.PDF invoice number: 10001571000212 invoice amount: \$790.50 uploaded by: Donald West (03/01/2012)	
- 49430	notes: Company is now named Light Squared. RFE# on the uploaded copy is incorrect. ✓ submitted filename: 10001572620212.PDF invoice number: 10001572620212 invoice amount: \$385.00 uploaded by: Donald West (03/01/2012)	

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

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

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



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

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

UPLOADS				
Audited Invoice Total		\$870.75	Invoices Yet to be Audited	\$129.25
+ Upload Files				
upload #		uploaded		
53074	<p>invoice</p> <p>filename: Jackson-Jennings_fuel_4-27.pdf</p> <p>Invoice was submitted to fiscal on 05/29/2012 by Jonathan Snell</p> <p> ✓ invoice audit complete ✓ invoice approved </p> <p>invoice number: 003 invoice amount: \$168.39 invoice date: 05/29/12 rfe items : 64107 notes:</p>	Jonathan Snell 05/29/12	<p> download</p> <p>→ Audit</p> <p> Reject</p> <p>→ New Event</p> <p>→ Tracking (3)</p>	

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

upload #		uploaded	
53074	<p>invoice</p> <p>filename: Jackson-Jennings_fuel_4-27.pdf</p> <p>Invoice was submitted to fiscal on 05/29/2012 by Jonathan Snell</p> <p style="text-align: right;"> Hide</p> <p>05/29/2012 : Sent for Receiving (Pam Schmutte) Note: undefined:</p> <hr/> <p>05/30/2012 : Sent to Accounts payable (Debra Lamping) Note: Invoice#4706712- RECEIVED:</p> <hr/> <p>05/30/2012 : Sent to AOS for payment (Rhonda Ann Evans Barnsbee) Note: undefined:</p>	Jonathan Snell 05/29/12	<p> download</p> <p>→ Audit</p> <p> Reject</p> <p>→ New Event</p> <p>→ Tracking (3)</p>

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 receives the warrant information, marks the RFE as *partial paid or paid in full* and enters the disbursement information into the iGMS.
- Fiscal links the disbursement to the corresponding RFE item.

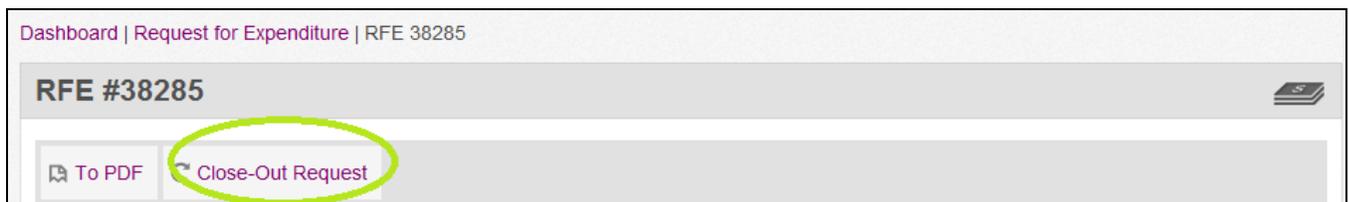
Update RFE

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

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

Close Out an RFE

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



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

RFE #38285
📄

📄 To PDF
🔄 Close-Out Request

Reason

Notes

Please Specify the New Items Amount Below

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

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

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

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

Please Specify the New Items Amount Below

New Amount	Amount	Tracking #	Description
<input type="text" value="\$160.00"/>	\$160.00	56229	Hotel
<input type="text" value="\$150.00"/>	\$150.00	56226	Ken Woodall - Car Rental
<input type="text" value="\$96.00"/>	\$96.00	56227	Ken Woodall - Per Diem
<input type="text" value="\$700.00"/>	\$700.00	56228	Ken Woodall - Airfare

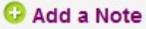
Procurement will then reduce the line items requested and mark the RFE paid in full. This will return any remaining balance back to the project manager’s budget.

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. **The creator of RFE is responsible for the process from start (“Initial”) to finish (“Paid In Full”).**

Add a Note

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

LOGS

 Add a Note

On 05/09/12, Ken Woodall wrote:
RFE #40420 - tracking #52026 : invoice has been approved.

On 05/07/12, Pam Schmutte wrote:
RFE #40420 - Requires Project Manager's Invoice Audit and Approval

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

<https://myoracle.in.gov/hs>

Module 7: Request for Expenditure (Sub-Recipients)

Module Overview

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

Module Objectives

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

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

Request for Expenditure

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

The screenshot shows the iGMS dashboard for the Indiana Department of Homeland Security. The top navigation bar includes links for Dashboard, Change Password, Contact Info, and Logout, along with a 'logged in as' indicator. The main content area is divided into several sections:

- Notifications:** A message stating 'You have 7 RFE(s) without uploaded PROOFs.'
- My Proposals:** A list of proposals including 'TESTING 123', '2011 EMPG Salary Reimbursement', and 'FY2010 Interoperable emergency Communications Competitive Grant Program'. A '+ Create new proposal' button is visible at the bottom right of this section.
- General Budget Information:** A list of budget-related items: 'Complete Budget List', 'Quarterly Reports', and 'Request for Expenditure'. The 'Request for Expenditure' link is circled in red.
- Applications:** A list of application types: 'Invoice Tracking', 'Agreement Tracking', 'Equipment Inventory', 'Damage Report', and 'Infrastructure Damage Reporting'.
- Agreement Tracking:** A section with a warning icon and the text 'Idle for More Than 7 Days'. Below it, a project is listed: 'project id: C44P-2-307A 2011 EMPG SALARY REIMBURSEMENT GRANT (05/24/2012)'. There is also a 'Recent Activity This Week' section with a 'view all agreements...' link.
- My Help:** A section with a question mark icon and links for 'Contact Us' and 'Responder Knowledge Base'.

Create a New Request

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

Dashboard | Request for Expenditures

Request for Expenditures

[+ create a new request](#)

RFE #

Tracking #

PO #

Project ID

Status

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

Dashboard | Request for Expenditures

Request for Expenditures

[+ create a new request](#)

Description

Fund

2012 HMEP > STATE > Planning Allocation > Adams County
LEPC > Karla Marbach
This budget is past the performance period.

2012 HMEP > STATE > Training Allocation > Adams County
LEPC > Karla Marbach
This budget is past the performance period.

2012 State Homeland Security Grant (SHSP) > LOCAL >
District Administrators > Adams County > Adams County >
Karla Marbach
This budget is past the performance period.

2011 2011 Foundation A > STATE > This is a test. x > Adams
County LEPC > Adams County LEPC > Karla Marbach

RFE #

Tracking #

PO #

Project ID

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.
- Grant agreement has not been fully executed.

RFE Summary

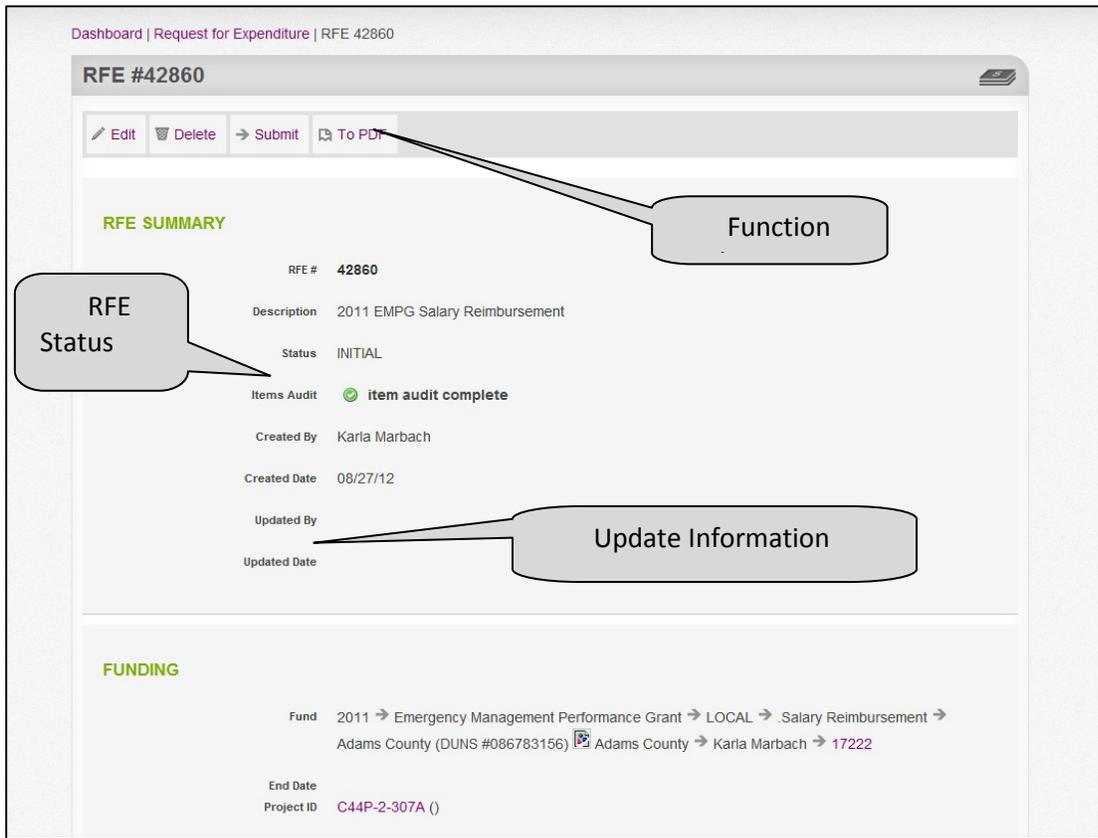
Once the initial section of the RFE is completed and saved, the next section of the RFE is the *Summary* page. This page shows the information completed in the previous section, and also allows the following functions:

- Edit
- Delete
- Submit
- Convert to a PDF

NOTE FOR STATE AGENCIES COMPLETING AN RFE:

Additional information that must be included on the invoice or in the notes section on RFEs for state agencies includes the following:

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



Other information available using this page includes the following:

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

Items

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



Add New RFE Item

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

The screenshot shows a form titled "ITEMS" with the following fields and callouts:

- + Add New RFE Item**: A button in the top right corner, circled in green.
- Vendor**: A text input field.
- Description**: A large text area with a callout: "Available choices are: Invoice, Receipt".
- Document Type**: A dropdown menu with a callout: "The document ID is the invoice or receipt number." (Note: The callout text in the image is slightly different from the field label).
- Document Id**: A text input field.
- Document Date**: A date input field with a callout: "The document date is the date of the invoice or receipt.".
- Amount**: A text input field.
- Save**: A button below the Amount field.
- Cancel**: A button in the bottom right corner.
- Table**: A table at the bottom with columns: tracking #, vendor, amount. The total amount is \$0.00.

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

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

Audit an RFE

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

ITEMS + Add New RFE Item

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

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

+ Add New RFE Item

tracking #	vendor	description	amount																																					
<p>You are auditing RFE item #65971 below. End Audit</p> <p>Status ✘ Audit Incomplete</p> <p>Amount \$100.00 Audited Amount \$0.00 Still to be Audited \$100.00</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Budgeted</th> <th>Already Audited</th> <th>Balance</th> <th>Specify Amount</th> </tr> </thead> <tbody> <tr> <td>50% MATCH</td> <td>\$29,005.62</td> <td>\$0.00</td> <td>\$29,005.62</td> <td><input type="text"/> Save</td> </tr> <tr> <td>Admin Assistant Fringes 1/1/11 - 12/31/11</td> <td>\$536.11</td> <td>\$0.00</td> <td>\$536.11</td> <td><input type="text"/> Save</td> </tr> <tr> <td>Admin Assistant Fringes 1/1/11 - 12/31/11</td> <td>\$785.11</td> <td>\$0.00</td> <td>\$785.11</td> <td><input type="text"/> Save</td> </tr> <tr> <td>Admin Assistant Salary 1/1/11 - 12/31/11</td> <td>\$6,710.40</td> <td>\$0.00</td> <td>\$6,710.40</td> <td><input type="text"/> Save</td> </tr> <tr> <td>Admin Assistant Salary 1/1/11 - 12/31/11</td> <td>\$4,582.12</td> <td>\$0.00</td> <td>\$4,582.12</td> <td><input type="text"/> Save</td> </tr> <tr> <td>Director Fringes 1/1/11 - 12/31/11</td> <td>\$16,985.05</td> <td>\$0.00</td> <td>\$16,985.05</td> <td><input type="text"/> Save</td> </tr> </tbody> </table>						Description	Budgeted	Already Audited	Balance	Specify Amount	50% MATCH	\$29,005.62	\$0.00	\$29,005.62	<input type="text"/> Save	Admin Assistant Fringes 1/1/11 - 12/31/11	\$536.11	\$0.00	\$536.11	<input type="text"/> Save	Admin Assistant Fringes 1/1/11 - 12/31/11	\$785.11	\$0.00	\$785.11	<input type="text"/> Save	Admin Assistant Salary 1/1/11 - 12/31/11	\$6,710.40	\$0.00	\$6,710.40	<input type="text"/> Save	Admin Assistant Salary 1/1/11 - 12/31/11	\$4,582.12	\$0.00	\$4,582.12	<input type="text"/> Save	Director Fringes 1/1/11 - 12/31/11	\$16,985.05	\$0.00	\$16,985.05	<input type="text"/> Save
Description	Budgeted	Already Audited	Balance	Specify Amount																																				
50% MATCH	\$29,005.62	\$0.00	\$29,005.62	<input type="text"/> Save																																				
Admin Assistant Fringes 1/1/11 - 12/31/11	\$536.11	\$0.00	\$536.11	<input type="text"/> Save																																				
Admin Assistant Fringes 1/1/11 - 12/31/11	\$785.11	\$0.00	\$785.11	<input type="text"/> Save																																				
Admin Assistant Salary 1/1/11 - 12/31/11	\$6,710.40	\$0.00	\$6,710.40	<input type="text"/> Save																																				
Admin Assistant Salary 1/1/11 - 12/31/11	\$4,582.12	\$0.00	\$4,582.12	<input type="text"/> Save																																				
Director Fringes 1/1/11 - 12/31/11	\$16,985.05	\$0.00	\$16,985.05	<input type="text"/> Save																																				

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

Once this is completed, click the **end audit** button. This will be repeated for each individual item.

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

RFEs for Grants Requiring Match

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

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

tracking #	vendor	description	amount		
64362	Randy C. Stone - Indiana State Fire Instructor	 NEXS #N/A Facilitator for the 2012 Marshall County LEPC Annual Exercise held March 17, 2012	\$7,000.00 \$5,600.00	document type: INVOICE document id: 120317 document date: 03/19/12 uploads: 51321 , 51325	 Audit
64363	Town and Country Press, Inc.	 NEXS #N/A Printed Certificates of Attendance for all Attendees at the 2012 Annual Exercise for the Marshall County LEPC held 03/17/12	\$444.00 \$115.20	document type: INVOICE document id: 1204015 document date: 04/11/12 uploads: 52082 , 51322	 Audit
TOTAL:			\$7,144.00 \$5,715.20 (less the match: \$1,428.80)		

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

Uploads

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



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

Upload a file

The screenshot shows the 'Upload a file' form. At the top, it displays 'AUDITED INVOICE TOTAL \$1,542.44' and 'INVOICES YET TO BE AUDITED \$152.36'. Below this, there is a green '+ Upload Files' button. The main section is titled 'You have the following un-saved uploads:' and lists 'Upload #53269 - 2012-July.pdf'. The file type is '.pdf'. There are two main input areas: 'Upload Type' with a dropdown menu set to 'invoice', and 'Notes' with a text area. To the right of these is a 'Save' button and a 'Remove' link with a trash icon. Below the main input areas are three input fields: 'invoice number' (53269), 'invoice amount' (120), and 'invoice date' (08/24/12). At the bottom, there is a 'Link to RFE items:' section with a checked checkbox and the text '#60837 - IKON Maintenance agreement for Model 7000 Copier. Serial-C24034231 (\$1,694.80)'. Finally, there is a 'Do Not Send Email' checkbox.

Available fields include the following:

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

UPLOADS

Audited Invoice Total \$1,542.44
Invoices Yet to be Audited \$152.36

+ Upload Files

You have the following un-saved uploads:

✔ Upload #53269 has been saved.

upload #		uploaded	
53269	<p>invoice</p> <p>filename: 2012-July.pdf</p> <p>✘ invoice audit not complete</p> <p>✘ waiting for invoice approval</p> <p>invoice number: 53269</p> <p>invoice amount: \$120.00</p> <p>invoice date: 08/24/12</p> <p>rfe items : 60837</p> <p>notes:</p>	Ken Woodall 08/24/12	<p> download</p> <p> Delete</p> <p> Edit</p> <p> Audit</p>

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 and type the amount in the Audit Amount box and save.

upload #				uploaded	
Auditing \$30.00 Invoice Upload #53268					
RFE Item	RFE Item Amount	RFE Item Audit Total	Invoice Audit Balance	Audit Amount	
tracking # 60837 - IKON Maintenance agreement for Model 7000 Copier. Serial-C24034231	\$1,694.80	\$1,542.44	\$152.36	<input type="text"/>	
<input type="button" value="save"/>				<input type="button" value="Cancel"/>	
53268	invoice filename: 2012-July.pdf ✖ invoice audit not complete ✖ waiting for invoice approval invoice number: 53268 invoice amount: \$30.00 invoice date: 07/31/12 rfe items : 60837 notes:		Ken Woodall 08/24/12	<input type="button" value="download"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Audit"/>	

Proof of Payment

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

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

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

Activity Logs

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

LOGS

[+ Add a Note](#)

On 05/09/12, Ken Woodall wrote:
RFE #40420 - tracking #52026 : invoice has been approved.

On 05/07/12, Pam Schmutte wrote:
RFE #40420 - Requires Project Manager's Invoice Audit and Approval

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

<https://myoracle.in.gov/hs>

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.

Dashboard | Request for Expenditure | RFE 39785

RFE #39785

[Edit](#) [Delete](#) [Submit](#) [To PDF](#)

Module 8: General Budget Information (IDHS Only)

Module Overview

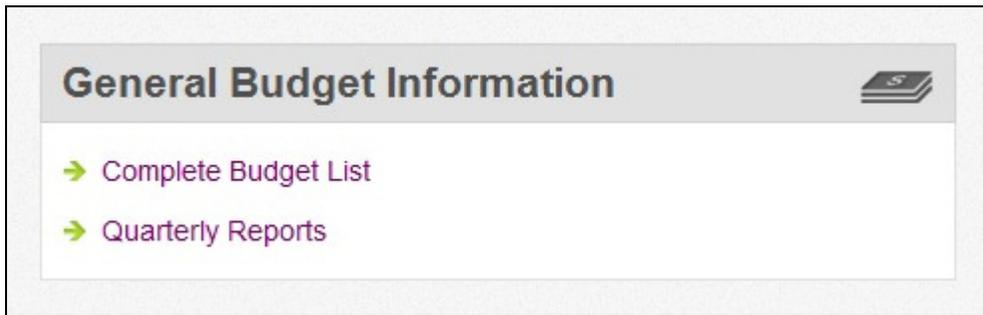
This module allows users to easily access some of the most often-used features and functions of the iGMS from the dashboard.

Module Objectives

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

General Budget Information

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



Complete Budget List

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

id x	fund	sub-recipient	award	budget amount	encumbered	balance/rating	disbursed	status
6932	Staff Support 2012 > Emergency Management Performance Grant (EMPG) x-> STATE IDHS Training - Admin (115020)		\$35,000.00	\$35,000.00	\$0.00	\$35,000.00 .00%	\$0.00	SUBMITTED
6522	Division 2012 > IDHS State Funds > STATE 2-9		\$26,350.50	\$26,190.89	\$23,612.00	\$2,578.89 90.15%	\$11,207.74	APPROVED

Information available in this view includes the following:

- **ID** – The budget ID is a unique identifier assigned to each budget. It can be used to search, sort, or filter budgets.
- **Fund** – This identifies the funding source and performance period end-date of the budget.
- **Sub-recipient** – This identifies the user and email 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.

The screenshot shows a web interface for filtering budgets. At the top left, it says 'Dashboard | Budgets'. The main section is titled 'Budgets' and contains several filter options:

- Budget Id**: A text input field.
- Fund Id:**: A text input field.
- Gan ID**: A text input field.
- Status**: A dropdown menu with a downward arrow.
- Grant Year**: A dropdown menu with a downward arrow.
- Managed Budgets**: A checkbox.
- Sub-recipient Budgets**: A checkbox.
- Read-Only**: A checkbox.
- get budget list**: A button with a dashed border.

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

Quarterly Reporting (IDHS)

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

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

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

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

Project managers will be required to report on the progress of activities specified in their proposals. This will include a percentage completed and a narrative description of accomplishments.

MILESTONES (EMPG PROPOSAL)

Proposal Milestones	Notes	Percent Completion
---------------------	-------	--------------------

Proposal Milestones
1st Year - 1st Quarter Activity : Expected Outcome Planned Activities: All planning and reporting activities will be completed accurately and effectively. Steps: Execute

Notes

Percent Completion: 0

Save ✕ **Cancel**

Milestone from proposal document.

Progress, comments, etc.

Percentage Completed:
25%
50%
75%
100%

When completed click **SAVE** to exit the report.

MILESTONES (EMPG PROPOSAL)

Proposal Milestones	Notes	Percent Completion	
1st Year - 1st Quarter Activity : Expected Outcome Planned Activities: All planning and reporting activities will be completed accurately and effectively. Steps: Execute	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu.</p> <p>In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. N</p>	75	Edit
1st Year - 2nd Quarter Activity : Expected Outcome Planned Activities: All planning and reporting activities will be completed accurately and effectively. Steps: Execute	bbbb	25	Edit

Information may be edited at any time prior to the submission by clicking EDIT for each activity milestone.

Module 9: General Budget Information (Sub-Recipients)

Module Overview

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

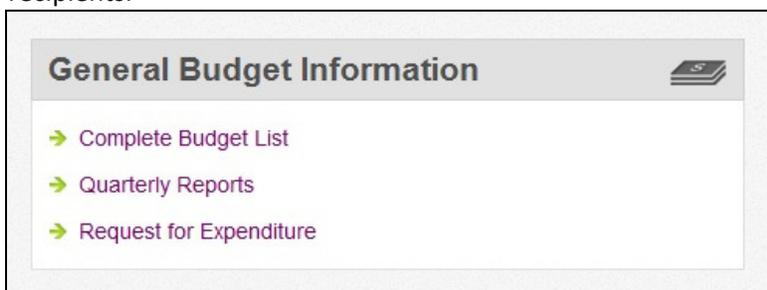
Module Objectives

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

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

General Budget Information

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



Complete Budget List

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

Dashboard | Budgets

Budgets

Budget Id: Fund Id: Gan ID: Status:

id x	fund	sub-recipient	award	budget amount	encumbered	balance/rating	disbursed	status
6240	Planning Allocation 2012 > HMEP > STATE (08/07/12)	Karla Marbach (kmarbach@co.adams.in.us) Adams County LEPC	\$937.50	\$937.50 (\$750.00)	\$.00	\$937.50 .00%	\$.00	APPROVED
6563	Training Allocation 2012 > HMEP > STATE (08/07/12)	Karla Marbach (kmarbach@co.adams.in.us) Adams County LEPC	\$4,742.58	\$4,742.58 (\$3,794.06)	\$.00	\$4,742.58 .00%	\$.00	APPROVED
6992	This is a test. x 2011 > 2011 Foundation A > STATE Adams County LEPC	Karla Marbach (kmarbach@co.adams.in.us) Adams County LEPC	\$3.00	\$.00	\$.00	\$.00 .00%	\$.00	INITIAL
6737	Salary Reimbursement 2011 > Emergency Management Performance Grant > LOCAL	Karla Marbach (kmarbach@co.adams.in.us) Adams County	OPEN	\$76,317.52 (\$29,005.63)	\$.00	\$76,317.52 .00%	\$.00	APPROVED

Information available in this view includes the following:

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

Quarterly Reporting (Sub-Recipients)

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

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

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

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

Sub-recipients will be required to report on the progress of activities specified in their proposals. This will include a percentage completed and a narrative description of accomplishments.

MILESTONES (EMPG PROPOSAL)

Proposal Milestones	Notes	Percent Completion
---------------------	-------	--------------------

Proposal Milestones

1st Year - 1st Quarter Activity : Expected Outcome Planned Activities: All planning and reporting activities will be completed accurately and effectively. Steps: Execute

Milestone from proposal document.

Notes

Progress, comments, etc.

Percent Completion

▼

Percentage Completed:

25%

50%

75%

100%

When completed click **SAVE** to exit the report.

MILESTONES (EMPG PROPOSAL)

Proposal Milestones	Notes	Percent Completion	
<p>1st Year - 1st Quarter</p> <p>Activity : Expected Outcome</p> <p>Planned Activities: All planning and reporting activities will be completed accurately and effectively.</p> <p>Steps: Execute</p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu.</p> <p>In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. N</p>	75	 Edit
<p>1st Year - 2nd Quarter</p> <p>Activity : Expected Outcome</p> <p>Planned Activities: All planning and reporting activities will be completed accurately and effectively.</p> <p>Steps: Execute</p>	bbbb	25	 Edit

Information may be edited at any time prior to the submission by clicking EDIT for each activity milestone.

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

Sub-recipients are required to complete the following fields:

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

NOTE: The email address entered for the financial officer, must match the email address in the iGMS. If changes need to be made to the financial officer, please notify grants staff.

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

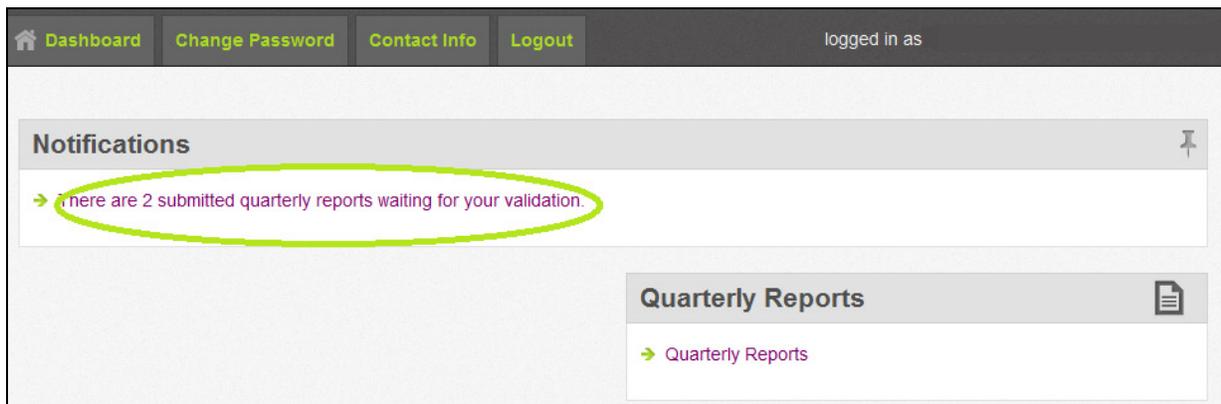
Once this section has been completed, click the **save** button.

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



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

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



iGMS Indiana Department of Homeland Security

Dashboard Funds Budgets Quarterly logged in as

Dashboard | Quarterly Reports | Report 54948

Quarterly Reports

Update Status Send Back to DRAFT PDF

Funding Allocation: 2012 HMEP > STATE > Planning Allocation > County LEPC > 16565

contact:

status: SUBMITTED

term: 3RD QUARTER (from 01/01/12 to 03/31/12)

approved budget: \$4,000.00

disbursed: \$0.00

balance: \$4,000.00

CFDA#:

RESULTS FOR THIS QUARTER

The vendor for the data entry was selected after receiving two bids. The contract for the work was drafted and approval process on-going.

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

 validate

Funding Allocation: 2009 2009 Foundation C > LOCAL > 2009 Foundation C > Dekalb County > 11698

contact: Randy Fox
Dekalb County

status: SUBMITTED

term: 3RD QUARTER (from 01/01/12 to 03/31/12)

approved budget: \$3,517.00

disbursed: \$0.00

balance: \$3,517.00

CFDA#:

Once the report has been validated by the appropriate financial officer, it will be automatically sent to IDHS where it will be recorded as received or sent back to initial if information was incomplete.

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

Module 10: Applications (IDHS Only)

Module Overview

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

Module Objectives

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

Project Manager Report

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

Dashboard | Project Manager's Reports

Project Manager's Reports

→ Funding → RFE report

RACHEL WOODALL

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

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

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

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

Specific information includes the following:

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

Asset Inventory

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

Asset Inventory

requires my action: → [get assets list](#)

→ [validate all](#)

1

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

Module 11: Applications (Sub-Grants)

Module Overview

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

Module Objectives

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

- View available reports.
- Enter reports.

Infrastructure Damage Reporting

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

[Back to Home](#)

EMA

- [create an account](#)
- [browse all reports in your county](#)
- [browse all reports the account you created](#)

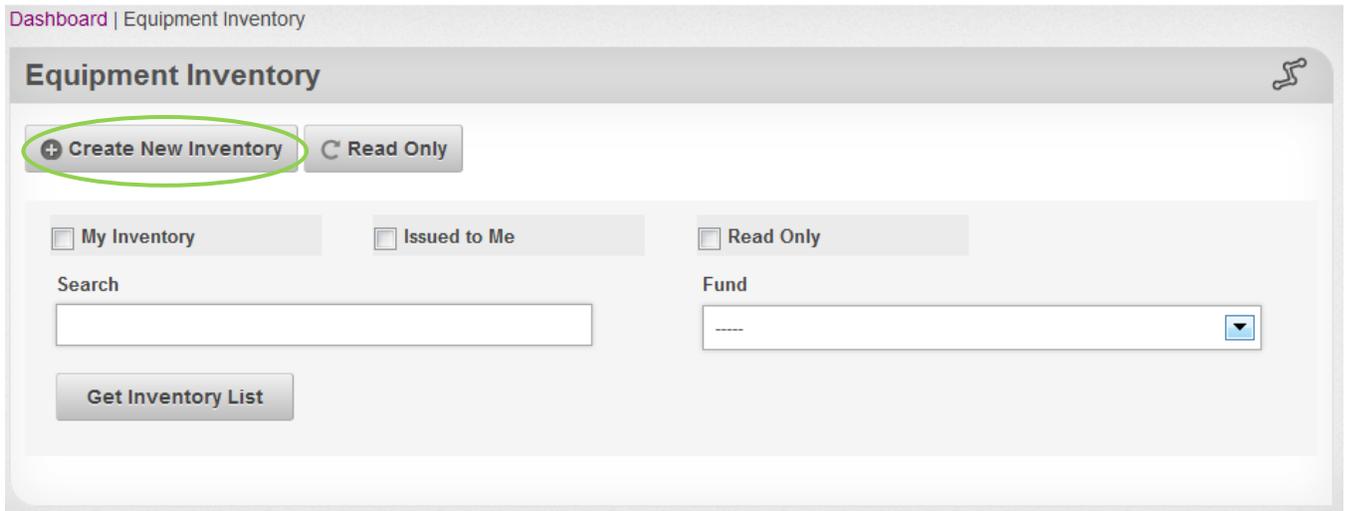
Please use this link to enter Infrastructure Damage Report for yourself.

Equipment Inventory

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

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

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



The screenshot shows the 'Equipment Inventory' interface. At the top, there is a breadcrumb 'Dashboard | Equipment Inventory'. Below this is the title 'Equipment Inventory' and a small icon. Two buttons are visible: '+ Create New Inventory' (circled in green) and 'Read Only'. Below these are three filter buttons: 'My Inventory', 'Issued to Me', and 'Read Only'. There are two input fields: 'Search' and 'Fund'. The 'Fund' field is a dropdown menu. A 'Get Inventory List' button is located at the bottom left.

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

Description <input type="text"/>
Receiving Agency <input type="text"/>
Type <input type="text"/>
Manufacturer <input type="text"/>
Model/Part # <input type="text"/>
Serial # <input type="text"/>
Purchased Date <input type="text"/>
 (mm/dd/yy)
Purchased Amount <input type="text"/>
Condition <input type="text"/>
Notes <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
<input type="button" value="create"/>

These recordkeeping requirements include:

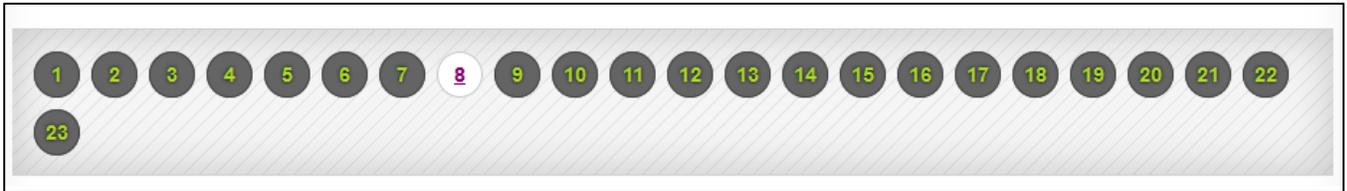
- Maintenance of Accurate Property/Equipment Records. Property records shall include:
 - Description of the property
 - Manufacturer’s model number
 - Manufacturer’s serial number or other identification number
 - Vendor or other source of the property

- Identity of title holder of the property
 - Acquisition date
 - Award number
 - Federal grant number
 - Percentage of Federal participation in the cost of the property
 - Unit acquisition cost
 - Physical location of the property
 - If the property was assigned to an individual, the name and title of the individual to whom the property was assigned
 - Use of the Property
 - Condition of the property as of the date the information is reported
 - Any ultimate disposition information including: Date of disposal, how and to what entity property was disposed, sale price of the property
- **Conducting a Physical Equipment Inventory.** The sub-recipient is required to conduct a physical property inventory, reconcile the results with the property records. Any differences between quantities determined by the physical inspection and those in the accounting records shall be investigated to determine the cause of the difference. The Sub--recipient shall, in connection with the inventory, verify the existence, current utilization, current location, and continued need for the property. The sub-recipient shall submit its property inventory report with the quarterly progress report due on April 15th of each year to IDHS.
 - **Implementing Safeguards to Prevent Loss, Damage or Theft of Equipment.** A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated and fully documented and made a part of the official project records. A sub-recipient must submit a description of its control system either in its grant application or when otherwise requested by IDHS.
 - **Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.**
 - **Disposition.** When original or replacement equipment acquired using federal grant funds is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, items of equipment may be disposed of in accordance with the federal requirements pertaining to equipment (see 44 CFR 13.32(e)).

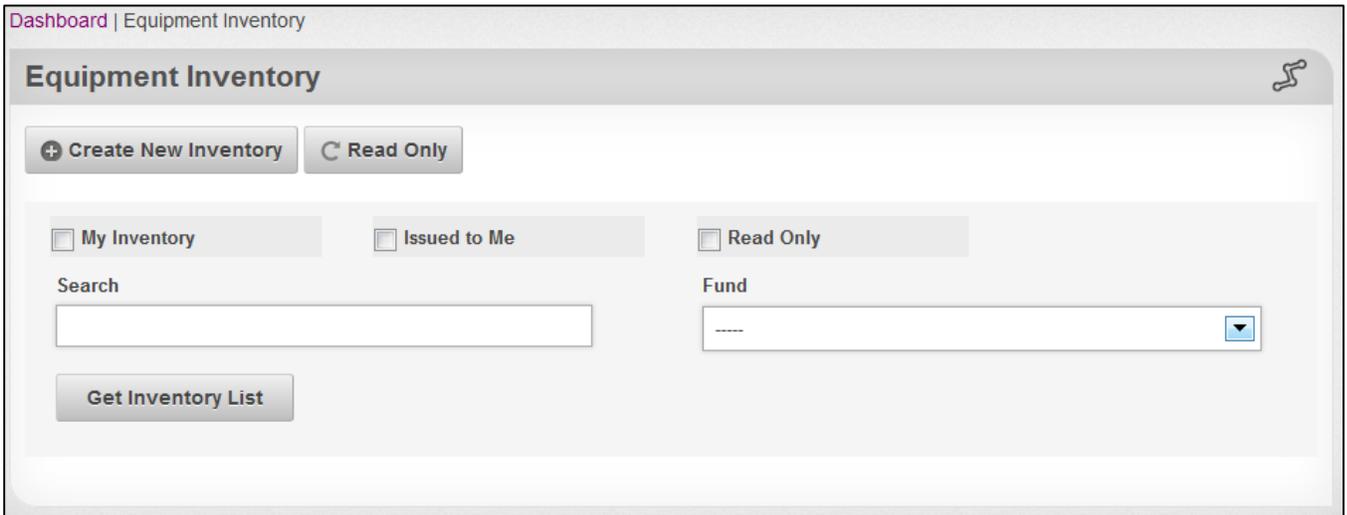
When completed the equipment inventory provides a listing as shown below:

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date
7894		4 Dock Gang Charger	OTHER	Communications and Accessories 2010 State Homeland Security Grant > LOCAL > District Programs	EF Johnson	\$750.00 02/07/2012	05/18/2012
7893		stealth cylinder	LAW ENFORCEMENT	Other 2008 State Homeland Security Program > Local > Local EOD Team Enhancements	Stealth H-60 Sylinder	\$2,400.00 06/17/2009	05/18/2012
7892		SCBA	LAW ENFORCEMENT	Other 2008 State Homeland Security Program > Local > Local EOD Team Enhancements	BlackHawk	\$6,591.00 06/17/2009	05/18/2012

Users are able to identify current page of the equipment inventory by using the page numbering function.



Users are also able to search the equipment list.



Additional options are available by clicking on the **item description**.

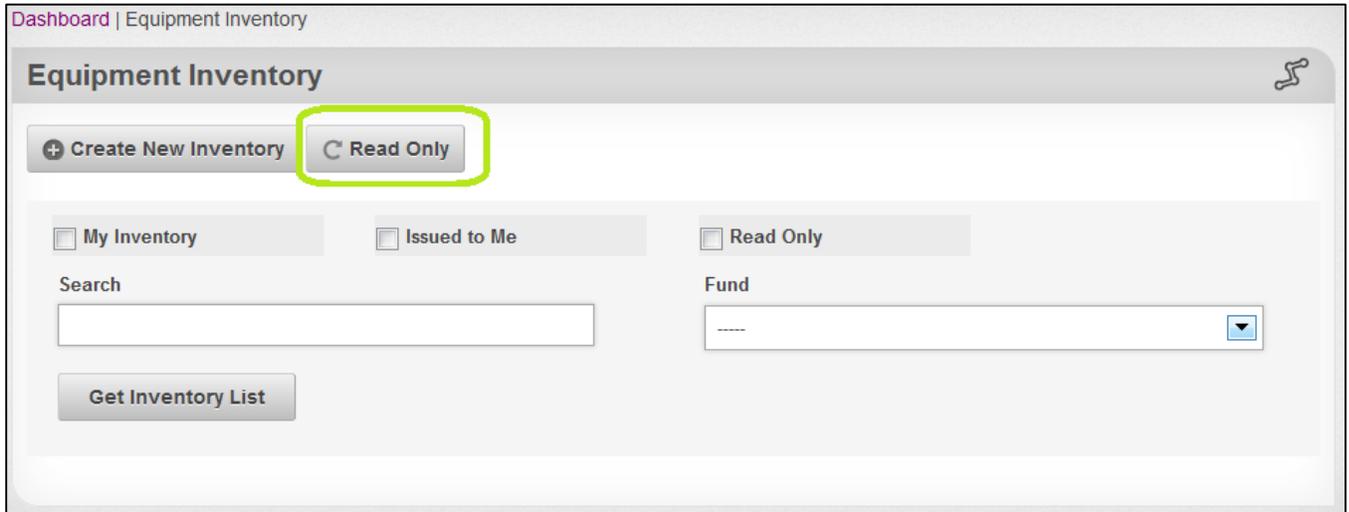
inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date
7894		4 Dock Gang Charger	OTHER	Communications and Accessories 2010 State Homeland Security Grant > LOCAL > District Programs	EF Johnson	\$750.00 02/07/2012	05/18/2012
7893		stealth cylinder	LAW ENFORCEMENT	Other 2008 State Homeland Security Program > Local > Local EOD Team Enhancements	Stealth H-60 Sylinder	\$2,400.00 06/17/2009	05/18/2012
7892		SCBA	LAW ENFORCEMENT	Other 2008 State Homeland Security Program > Local > Local EOD Team Enhancements	BlackHawk	\$6,591.00 06/17/2009	05/18/2012

These options include:

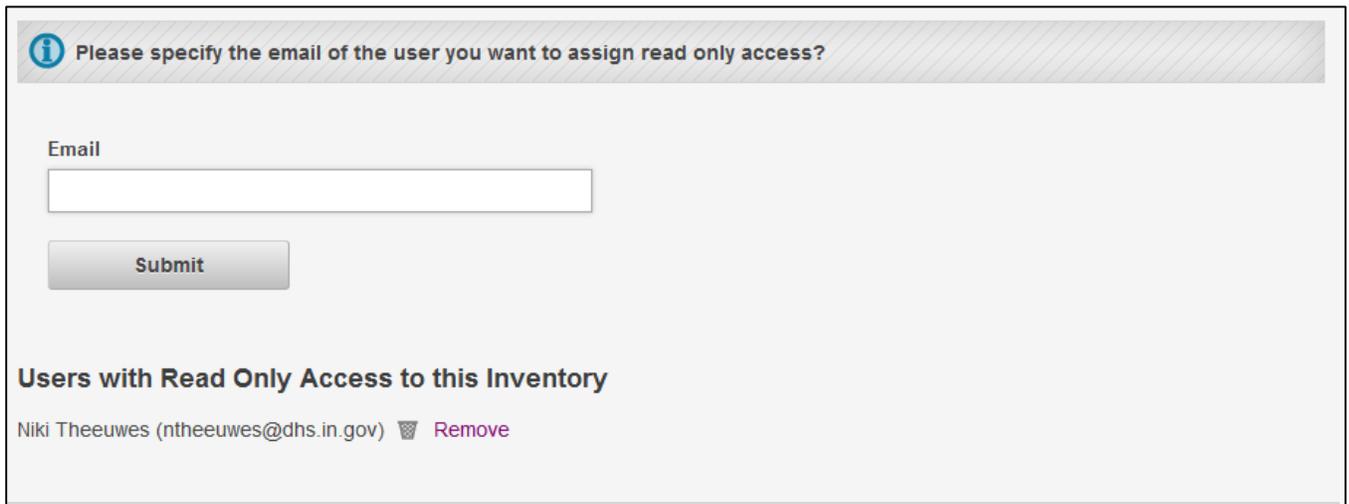
- Replicate like items using the replicate feature;
- Create a PDF of the equipment list; and
- Add Notes by using the edit functions



Users are also able to assign “Read-only Access” to their equipment inventory.



Clicking **READ-ONLY** will allow users to assign access to the equipment inventory.



Entering the email address of the individual and clicking **Submit** will establish the access. The access can be taken away at any time by clicking **Remove**.

Module 12: My Help

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



[iGMS Manual \(PDF\)](#)

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

http://www.in.gov/dhs/files/Manual_Final_9.4.12.pdf

[Authorized Equipment List \(AEL\)](#)

This option links to the Responder Knowledge Base where the AEL is housed. <https://www.rkb.us/>

[Contact Us](#)

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

<https://myoracle.in.gov/hs/system/contactUs/contactUsForm.jsp>

[EHP Screening Form](#)

This option links to the EHP Screening Memo Form. <http://www.in.gov/dhs/files/EHPScreeningForm-June2012.docx>

[Indiana Strategy for Homeland Security 2008](#)

This option links to the Indiana Strategy for Homeland Security. This document may be used as a reference when creating proposals.

https://myoracle.in.gov/hs/doc/igms/Indiana_Strategy_for_Homeland_Security_2008.pdf

[Training and Exercise Guidance](#)

This option links to the Training and Exercise Guidance Document. <http://www.in.gov/dhs/files/2012-Comprehensive-Training-Exercise-Guidance.pdf>

References

Budget Example	http://www.in.gov/dhs/files/Budget_example.pdf
RFE Example (Sub-receipt)	http://www.in.gov/dhs/files/RFE_Example.pdf
removeGrant Adjustment Notice	http://www.in.gov/dhs/files/GAN_Cheatsheet.pdf
Grants Administrative Plan	http://www.in.gov/dhs/files/Indiana_Admin_Plan_March_2012.pdf
EHP Screening Form	http://www.in.gov/dhs/files/EHP_Screening_Form_-_June_2012.docx
Grant Mgmt & Monitoring	http://www.in.gov/dhs/files/Monitoring_Policy_-_May_2010.pdf
Spending Plan Form	http://www.in.gov/dhs/files/Project_Spending_Plan_for_PMs_and_Subsub.pdf

Document Information

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Revised 12/14/12 – December Deployment

List of Acronyms

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

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

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

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

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

Glossary

Allocated	Amount of funding assigned to the project
Approved Status	An item has been reviewed and approved; may involve forwarding the item on to the next processing point (i.e., drafting of a sub-grant agreement, forwarding on for payment, etc.)
Audit an RFE	Assign items listed on an RFE to applicable line items on an approved budget
Authorized Equipment List (AEL)	List of equipment that is maintained by U.S. DHS/FEMA that identifies allowable equipment that may be purchased with federal grant funds and can be found at: https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm
Budget(ed)	Indicates the amount of allocated funds assigned to individual line items by the requesting entity
Buffer Zone Protection Program (BZPP)	Provides funding to increase the preparedness capabilities of jurisdictions responsible for the safety and security of communities surrounding high-priority, pre-designated Tier 1 and Tier 2 critical infrastructure and key resource (CIKR) assets, including chemical facilities, financial institutions, nuclear and electric power plants, dams, stadiums, and other high-risk/high-consequence facilities, through allowable planning and equipment acquisition
Disbursement	Paying out in the discharge of a debt or expense
District Planning Council (DPC)	Membership made up of select representatives for each of the 10 Indiana Homeland Security Districts
Emergency Management Performance Grant (EMPG)	Program designed to assist state and local governments in enhancing and sustaining all-hazards emergency management capabilities
Encompass ID	A unique identifier for a project and is assigned by the State Auditor's accounting system
Environmental, Historic Preservation (EHP) Requirement	U.S. DHS/FEMA requirement that select equipment may be subject to additional review and approval by IDHS and/or U.S. DHS/FEMA
Executive Officer Title	Title or position of the individual serving as the principle executive officer
Federal Tax ID	Used to identify a business entity; may also be called Employer ID number (EIN)
Fully Executed Agreement (FEA)	Agreement is considered fully executed when all required reviews are completed and all required signatures are obtained
Grant Adjustment Notice (GAN)	Used to request project changes and/or correction for any programmatic, administrative, or financial change associated with a grant award; specifically, IDHS allows for two types of Grant Adjustments: <ul style="list-style-type: none"> • Budget GAN: Used to request financial changes to the budget; changes must be approved by the project manager and Grant Management Staff • End Date GAN: Used to request additional time to complete a project or submit final invoices; approval is dependent on federal performance periods, status of project, agency needs, etc.

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

Pro-Forma Invoice	An invoice issued before an order is placed, or before the goods are delivered, giving all the details and the cost of the goods; <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 NOT 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: https://www.rkb.us/hspd8.cfm