INDIANA GRANTS MANAGEMENT SYSTEM (IGMS)- 2014
Overview

- iGMS login/Dashboard
- Creating a proposal
- Creating a budget
- Agreements
- Performance periods
- Grant Adjustments (GANs)
- Requests for Reimbursement
- Proof of Payment
- Quarterly Reports
- Inventory and Equipment Tracking
INTRODUCTION

- Development of the iGMS began in late 2004.
- Initially designed to function primarily as a budgeting and expense tracking tool.
- Grown into a broader project management tool.
- Provides real-time information to project managers, sub-recipients and IDHS field staff.
New users are required to contact Grants Management to request an account. This contact may be made by email to grants@dhs.in.gov.

Can enter the iGMS from any computer with internet

Web Site: https://myoracle.in.gov/hs
At the login screen, users are to enter their e-mail address and password.

A password can be changed by choosing Reset Password.
DASHBOARD - SUB-RECIPIENT

iGMS
Indiana Department of Homeland Security

Please complete your EMPG compliance.

My Proposals
- 2013 EMPG Competitive Grant
- 2012 EMPG Salary Reimbursement 01/01/12 thru 12/31/12
- 2011-2012 EMA Competitive Grant
- See all proposals  Create new proposal

General Budget Information
- Complete Budget List
- Quarterly Reports
- Request for Expenditure

Agreement Tracking
- Recent Activity This Week
- view all agreements...

Applications
- Empg Compliance
- Agreement Tracking
- Equipment Inventory
- Damage Report
- Infrastructure Damage Reporting

References
- iGMS Manual
- Authorized Equipment List
- Contact Us
- EHP Screening Form
- Training and Exercise Guidance
- 2013-2015 Training and Exercise Plan and Multi-Year Calendars
- Debris Estimation Spreadsheet
Dashboard Tabs

- Dashboard: takes you back to main/home page
- Change password: you can update your password at anytime
- Contact Info: update any contact information that might have changed; make sure this is updated before starting a new grant proposal!
- Logout: logs you out of the system
This section will display on your homepage when you have actions that need to be taken.

It is important to remember that items will not move forward without your action.

If invoices are not approved – sub-recipients will not receive payment.

Note: Anything that is in purple is a hyperlink—by clicking the link, it will take you to the defined area.
MY PROPOSALS

My Proposals
- 2013 EMPG Competitive Grant
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The **My Proposal** section of the **Dashboard** is where you will find the option to *create new proposal*.
Choose a name for your proposal. The title should identify the project you wish to submit for funding consideration.

Proposal Template: 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. Proposal templates may include, but are not limited to:
- Homeland Security Grant Program (HSGP)—State
- Homeland Security Grant Program (HSGP)—County
- Hazardous Materials Emergency Preparedness Program (HMEP)
- Indiana Homeland Security Foundation
- Emergency Management Performance Grant (EMPG)
- School Safety 2014

For 2014, most proposal templates have undergone changes and updates to reflect the dynamic nature of the information needed and collected from grant applications.
The **red x's** indicate you that you have an area that has not been addressed. By clicking on the **purple** hyperlink you can go to that section to edit it.
**Performance Measures**

- Used to capture the progress and anticipated activities throughout the lifespan of the grant.
- These performance measures will not only be used as milestones when reviewing the grant, but also as the basis for quarterly reporting activities.
At the end of the proposal, choose the *Proposal Funds* section.

Choose *Add Funds*—this will bring up a drop-down menu to select from.

If an intent has been submitted, your available funds will appear here. If there are no options, please contact Grants Management.

Once you have added the funds, the table will populate with the fund. Click on the purple link (usually $.00) in the *Budgeted* column to start creating your budget.
Choosing *create new item* from the budget screen will allow users to enter specific line item information related to proposed expenditures.
Solution Area: Equipment, M & A, Personnel, etc.

Note: the options will be dependent upon specific proposal type

Category: detailed information derived from the above solution area

Discipline: identify the discipline that will benefit most from the purchase (emergency management, law enforcement, etc.)

Narrative: give a detailed narrative about the item requested.

Note: for school safety, Category and Discipline are N/A.
EQUIPMENT SOLUTION AREA

- Agricultural Terrorism Prevention, Response, and Mitigation Equipment
- CBRNE Aviation Equipment
- CBRNE Incident Response Vehicles
- CBRNE Logistical Support Equipment
- CBRNE Operational and Search & Rescue Equipment
- CBRNE Prevention and Response Watercraft
- CBRNE Reference Materials
- Cyber Security Enhancement Equipment
- Decontamination
- 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
EXERCISE SOLUTION AREA

- 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 Solution Area

- Contractors/Consultants/Instructors
- Fees/Charges
- Meeting-related Expenses
- Office Equipment/Supplies
- Office Rent/Lease
- Other
- Staff/Salary
- Travel
PLANNING SOLUTION AREA

- Citizen and Family Coordination
- Communications Development
- Conference
- Cyber Risks Mitigation Plans
- Cyber Risks and Vulnerability Assessment
- Cyber Security Plans
- Emergency Operation Plans
- Commodity Flow Study
- Government Plans Development
- Hiring
- Implementation Meetings
- Materials
- Mutual Aid Agreements
- Point Vulnerability Assessments
- Response and Recovery Plans
- Terrorism Deterrence Plans
- Travel
TRAINING SOLUTION AREA

- 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
AVAILABLE DISCIPLINES

- 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
This ID number corresponds to the Authorized Equipment List (AEL) located within the Lessons Learned Information Sharing webpage at: https://www.llis.dhs.gov/knowledgebase/ael

The AEL number designates the category and type of equipment being requested, as well as, eligibility for the grant

**ALL** equipment purchases with **Federal funding** must have an AEL number and must be listed as eligible under the funding source being utilized.
<table>
<thead>
<tr>
<th>AEL / SEL Number</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16AD-06-PLAG</td>
<td>Equipment and Supplies, Plasma vitrification</td>
<td>Equipment and supplies that apply plasma vitrification to dispose of carcasses resulting from the response to a Foreign Animal Disease.</td>
</tr>
<tr>
<td>16AD-05-SCDC</td>
<td>Supplies, Chemical Disinfection of Carcasses</td>
<td>Equipment and supplies, including chemical disinfectants and applicators that chemically kill the Foreign Animal Disease organism in carcasses.</td>
</tr>
<tr>
<td>16AD-03-IDNT</td>
<td>16AD-03-IDNT</td>
<td>Supplies, Animal Identification</td>
</tr>
<tr>
<td>11RE-00-RPNC</td>
<td>Reference Materials, Non-CBRNE</td>
<td>Publications and other materials that provide educational or operational information useful in the planning and execution of response to non-CBRNE mass casualty incidents.</td>
</tr>
<tr>
<td>11RE-00-RFEX</td>
<td>References, Field Expedition</td>
<td>Publications or other reference material suitable for use at the scene of an incident or during preplanning, training, and exercise development.</td>
</tr>
<tr>
<td>11RE-00-RPDB</td>
<td>Databases, Reference</td>
<td>Databases containing chemical information (properties, physical characteristics, decontamination information), modeling tools, medical and first aid information, blast radii, transport labeling, or other information useful in all-hazards incident response, and designed for access through a handheld, notebook, or desktop computer. Includes centralized databases designed for remote access as well as databases incorporated into mobile systems.</td>
</tr>
<tr>
<td>11RE-00-RFCD</td>
<td>References, SBPNE</td>
<td>Publications and other materials that provide educational or operational information useful in the planning and execution of response to CBRNE incidents.</td>
</tr>
<tr>
<td>10PE-00-UPS</td>
<td>Supply, Uninterruptible Power (UPS)</td>
<td>Systems that compensate for loss of power to serviced equipment for some period of time. May include short-duration battery devices, or standby generator devices for longer duration.</td>
</tr>
</tbody>
</table>
AEL Problems

- AEL not being eligible for the grant program.
- If an item is not eligible for funding, changing the AEL to a miscellaneous number will NOT make it eligible.
- Contact Grants Management if you have any concerns or questions about the correct AEL number to use—if you guess incorrectly, it will just result in a delay once it is reviewed!
Environmental & Historic Preservation (EHP) Requirement

Environmental & Historic Preservation Review

EHP Review

Federal environmental and historic preservation laws and Executive Orders provide the basis and direction for the implementation of federal environmental and historic preservation review requirements for FEMA-funded projects. These laws and executive orders are aimed at protecting our nation's water, air, coastal, wildlife, land, agricultural, historical and cultural resources, as well as minimizing potential adverse effects to children, low-income and minority populations. Failure to comply with these laws could result in project delays and denial of funding. FEMA, through the Environmental and Historic Preservation Program, engages in a review process to ensure that FEMA funded activities comply with these laws.

FEMA Activities that May Trigger EHP Review
Submit Application and Budget

- **Submit This Budget** will submit both the budget **AND** the proposal!
Once a Proposal/Budget has been submitted in response to a request related to an application:

- IDHS review committee reviews/scores and awards funds (*federal grants*).
- Approving Board reviews/scores and awards funds (*Secured School Grant Program and Foundation Grant Program*).
- FEMA/US DHS approves projects.
- Applicants may be asked to make changes based on final award figures.
- Budgets are approved and award letters are sent out.
- Sub-recipient agreements are drafted and distributed to awarded entity.
GENERAL BUDGET INFORMATION

- Complete Budget List
- Quarterly Reports
- Request for Expenditure

My Proposals
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### Budget Summary Information

- **Status**: Indicates what status the budget is currently in.
- **Performance Period**: Indicates the amount of time to spend the funds.
- **Agreement**: If the budget requires a Fully Executed Agreement (FEA), the status and document may be viewed here.
- **Approved Budget**: Indicates the amount of funding assigned to the project. May also read “open” to indicate an active solicitation with no amount set.
- **Encumbered**: Totals the amount tied to the budget through Requests for Expenditures (RFEs).
- **Balance**: Indicates the difference between the allocated amount and the budgeted amount (if applicable).
- The amount paid on the budget.

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**Budget Summary**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Valerie Luchauer (<a href="mailto:lcema@lawrencecounty.in.gov">lcema@lawrencecounty.in.gov</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Lawrence County (DUNS #103614843)</td>
</tr>
<tr>
<td>Director</td>
<td>1 County Complex Road</td>
</tr>
<tr>
<td>Bedford, IN 47421 (LAWRENCE)</td>
<td>phone: 812-827-7960</td>
</tr>
<tr>
<td>fax: 812-279-0262</td>
<td></td>
</tr>
</tbody>
</table>

**Fund**

```
2011 -> State Homeland Security Program -> LOCAL -> District 8 -> Discretionary -> 16183
```

**Project Manager**

Rachel Woodall (rwoodall@dhs.in.gov)

**Proposal**

District 8 2011 SHSP Proposal

**Status**

- APPROVED

**Agreement**

- Fully Executed
- Performance Period Ends: 03/04/13
- View FEA pdf
- Agreement #3381

**PO**

0012561016

**Encompass Project Id**

38511SHSLODIS08

**Approved Budget**

- $15,223.65
- Obligation Rating: 100%

**Encumbered**

- $15,223.65
- Disbursed: $15,223.65

**Balance**

- $0.00
When a user needs to make adjustments to an approved budget – they must submit a Grant Adjustment Notice (GAN) for approval. GANs are to be used for the following:

- Request an extension to a performance period
- Adjust the price of an item(s)
- Modify activities/purchases
- Return unexpended funds
- Zero out or close out a budget
Two types of GANs:

1. End Date - to request an extension on the performance period of the grant
2. Budget - to make changes to the line items within the budget
GAN Approvals

- GANs must be “submitted” – those in initial status are not visible for action
- GANs MUST include a justification of why the request is being made
- Project Managers must review and approve prior to Grants Management
- AEL(s) will be checked and may require EHP(s) prior to approval
- End date GANs will not be approved too close to the federal performance period end
Requests for Expenditure (RFE)

- Gateway for all reimbursement requests
- External to IDHS can submit one RFE with multiple vendors and invoices
- If match is included, be sure to upload documentation verifying that requirement with request for reimbursement
REQUEST FOR EXPENDITURES

- Commonly referred to as RFE(s). Also known as request for reimbursement.
- Required for all expenditures to be reimbursed.

From the dashboard you will choose **Request for Expenditure** from the General Budget Information section.
CREATE A NEW REQUEST

- Description of the item(s) being requested for reimbursement
- Select the correct fund you wish to request reimbursement from; some users might have multiple funds to choose from.
- Choose *save* to move onto the next screen
**RFE Summary**

- Status: the status the RFE is currently in
  - Initial
  - Submitted
  - Approved
  - Processing
  - Partial paid
  - Paid
In this section of the RFE, the user will enter the item(s) and associated amounts the RFE will cover.

Choosing **add new RFE** item will allow you to input multiple items.
To upload a new document, click the upload file link. You will then choose a PDF document to attach. The upload MUST be in PDF format.

Once you have uploaded a document, you must choose the type of document and link to an RFE item.

Note: for 2013 grants and later, you must upload both the invoice AND proof of payment to this section before submitting your RFE for reimbursement. If both documents are not uploaded, the RFE will not be approved/processed by IDHS.
All RFEs **MUST** be assigned to a funding source. Once there has been an upload to the RFE, you must then AUDIT the funds requested to your original budget. This allows the iGMS to keep a running total of your current budget (encumbered amount) as well as ensure a checks-and-balance system when requesting reimbursement.
Once the RFE shows that the audit has been completed (with a green check mark), you will choose submit from the RFE task bar to send it for approval.

Note: Until you submit, it will not show up for IDHS to review/process!
FAQ: Requests for Expenditure (RFE)

- Budget is not available for selection:
  - Budget not approved
  - GAN that has not been approved (includes initial)
  - Performance period is expired

- Reimbursement requirements
  - Invoice
  - Receipt
  - No pro-forma invoices, purchase orders or quotes

- Proof of payment includes:
  - Copy of a canceled check (front and back)
  - Auditor’s report
  - *NEW* Must be submitted when requesting reimbursement

- Invoice exceeds the award:
  - Enter amount requested for reimbursement
  - Note in description box that the sub-recipient has paid the balance
**Read-Only Access**

- Allows those with a vested interest to see:
  - Budgets
  - Grant Adjustments
  - Reimbursement Requests
  - Payment information
- Fiscal Agent determines who has access (and level of access)
- Can be removed at any time
### Invoices/Proof of Payment

**Uploads**

<table>
<thead>
<tr>
<th>upload #</th>
<th>uploaded</th>
<th>proof</th>
<th>invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>68517</td>
<td>Bryan Husband</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>06/14/13</td>
<td></td>
<td>proof</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proof is approved.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>rfe items : 74919</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>notes: Page 1</td>
<td></td>
</tr>
<tr>
<td>65354</td>
<td>Bryan Husband</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>03/28/13</td>
<td></td>
<td>invoice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>filename: JTN_Services_Inc_Invoice_1844_3-2913.pdf</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invoice audit complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invoice approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>invoice number: 1844</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>invoice amount: $3,893.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>invoice date: 03/13/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>rfe items : 74919</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>notes: Safety</td>
<td></td>
</tr>
</tbody>
</table>
Sub-recipient audits the RFE item to the budget; then invoice against RFE item.
The Program Manager at IDHS will then approve the invoice, as well as Grants Management.
Invoices that will NOT be Approved

- Pro-forma Invoices
- Purchases made outside the performance period
- Purchases for ineligible items
Grant agreement is fully executed.

Fiscal prepares purchase order for the sub recipient.

Fiscal sends copy of the fully executed agreement and the purchase order to Grants Management.

Grants Management uploads FEA to the iGMS and notifies sub recipient of FEA.

Sub recipient purchases allowable/approved items.

Sub recipient purchases allowable/approved items.

Grants Management uploads FEA to the iGMS and notifies sub recipient of FEA.

Sub recipient prepares and submits RFE via the iGMS. Supporting documents required include invoice or receipt of items purchased.

Sub recipient receives items and invoice(s) from vendor(s).

Sub recipient purchases allowable/approved items.

Fiscal prepares batch processing of all RFEs that have been approved in the iGMS, but not yet received upon.

RFEs are printed and hand carried to Procurement for purchase orders to be received upon.

Fiscal prepares batch processing of all RFEs that have been approved in the iGMS, but not yet received upon.

RFEs are printed and hand carried to Procurement for purchase orders to be received upon.

Program Manager reviews and approves invoice(s) and supporting documentation.

AP prepares the entry for payment and changes RFE status in the iGMS to “sent for payment”.

RFEs are hand carried to the Auditor of State for payment.

Auditor of State pays sub recipient.

RFEs are hand carried to the Auditor of State for payment.

Auditor of State pays sub recipient.

Reimbursement Coordinator reviews proof of payment to ensure compliance.

Sub recipient uploads proof of payment.

Fiscal uploads disbursement information to the RFE.
# Quarterly Report

The following fund allocations require quarterly reports:

<table>
<thead>
<tr>
<th>Fund Allocation</th>
<th>Term (Due Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 Foundation &gt; STATE &gt; Foundation &gt; 18788</td>
<td>2ND QUARTER (01/15/14) Pending (DRAFT)</td>
</tr>
<tr>
<td>2012 Emergency Management Performance Grant (EMPG) &gt; STATE &gt; Amateur Radio &gt; 18838</td>
<td>2ND QUARTER (01/15/14): FINAL Pending (DRAFT)</td>
</tr>
<tr>
<td>2012 State Homeland Security Grant (SHSP) &gt; LOCAL &gt; DRTF Sustainment &gt; 18180</td>
<td>2ND QUARTER (01/15/14) Pending (DRAFT)</td>
</tr>
<tr>
<td>2011 State Homeland Security Program &gt; LOCAL &gt; Regional Collaboration &gt; 18149</td>
<td>2ND QUARTER (01/15/14) Pending (DRAFT)</td>
</tr>
<tr>
<td>2011 State Homeland Security Program &gt; LOCAL &gt; GIS &gt; 18010</td>
<td>2ND QUARTER (01/15/14) Pending (DRAFT)</td>
</tr>
<tr>
<td>2011 State Homeland Security Program &gt; LOCAL &gt; CBRNE Program &gt; 18754</td>
<td>2ND QUARTER (01/15/14): FINAL Pending (DRAFT)</td>
</tr>
</tbody>
</table>

Please complete your EMPG compliance.

## My Proposals

- 2013 Elkhart County reward
- Elkhart County (2013)
- D2 Equipment (2013)
- See all proposals

## General Budget Information

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

- Available beginning on the 1st day of each quarter
- Due four (4) times each year
  - January 15
  - April 15
  - July 15
  - October 15
- Reporting based on milestones outlined in the proposals (Performance Measures).
- Quarterly Reports MUST be submitted every quarter or the sub-recipient will be locked out of the RFE Module.
APPLICATIONS

![Image of a website interface with sections for My Proposals, General Budget Information, Agreement Tracking, and Applications. The Applications section is highlighted with a red circle.]
In December 2013, IDHS added the “EMPG Compliance Module” which will allow anyone who is Emergency Management Performance Grant (EMPG) funded to track their position requirements for training and exercise in the iGMS.

This must be tracked by every individual that is EMPG grant funded.

If a training is selected as completed, the proof of the training (certificate) must be uploaded.

Quarterly notifications will appear for the module.
The iGMS allows users to see the status of all agreements. This is how a sub-recipient will know where the grant agreement is in the process of becoming fully executed.
<table>
<thead>
<tr>
<th><strong>Agreement #2664</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td><strong>Project Id</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td><strong>Legal POC</strong></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td><strong>PD</strong></td>
</tr>
<tr>
<td><strong>Funds</strong></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td><strong>Grant</strong></td>
</tr>
<tr>
<td><strong>Project</strong></td>
</tr>
<tr>
<td><strong>Sub-recipient</strong></td>
</tr>
<tr>
<td><strong>Project Manager</strong></td>
</tr>
<tr>
<td><strong>End Date</strong></td>
</tr>
</tbody>
</table>
# Agreement Tracking Detail

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Notes</th>
<th>Event Date</th>
<th>Start/Stop</th>
<th>Legal Days</th>
<th>Total Days</th>
<th>Created By</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>D</td>
<td>Distributed to contractor/recipient</td>
<td>11/18/10</td>
<td>NE</td>
<td>0</td>
<td>0</td>
<td>FIELDSM_584</td>
<td>11/18/10</td>
</tr>
<tr>
<td>22</td>
<td>1</td>
<td>D</td>
<td>Sent to legal to initiate state signature procedure (IDHS, IDOA, SBA, AC)</td>
<td>12/09/10</td>
<td>NE</td>
<td>0</td>
<td>21</td>
<td>WATKINS_D_863</td>
<td>12/09/10</td>
</tr>
<tr>
<td>23</td>
<td>1</td>
<td>D</td>
<td>Received for legal review</td>
<td>12/10/10</td>
<td>START</td>
<td>0</td>
<td>22</td>
<td>W8THOFFD_746</td>
<td>12/10/10</td>
</tr>
<tr>
<td>27</td>
<td>1</td>
<td>D</td>
<td>Ready for fiscal signature</td>
<td>12/14/10</td>
<td>STOP</td>
<td>4</td>
<td>26</td>
<td>W8THOFFD_746</td>
<td>12/14/10</td>
</tr>
<tr>
<td>28</td>
<td>1</td>
<td>D</td>
<td>Legal Review</td>
<td>Returned from Fiscal</td>
<td>12/15/10</td>
<td>START</td>
<td>4</td>
<td>27</td>
<td>W8THOFFD_746</td>
</tr>
<tr>
<td>28</td>
<td>1</td>
<td>D</td>
<td>Ready for agency signature</td>
<td>12/15/10</td>
<td>STOP</td>
<td>4</td>
<td>27</td>
<td>W8THOFFD_746</td>
<td>12/15/10</td>
</tr>
<tr>
<td>29</td>
<td>1</td>
<td>D</td>
<td>Legal Review</td>
<td>Agency signature complete</td>
<td>12/16/10</td>
<td>START</td>
<td>4</td>
<td>28</td>
<td>W8THOFFD_746</td>
</tr>
<tr>
<td>29</td>
<td>1</td>
<td>D</td>
<td>To: IDOA</td>
<td>12/16/10</td>
<td>STOP</td>
<td>4</td>
<td>28</td>
<td>W8THOFFD_746</td>
<td>12/16/10</td>
</tr>
<tr>
<td>42</td>
<td>1</td>
<td>D</td>
<td>Complete</td>
<td>12/20/10</td>
<td>STOP</td>
<td>4</td>
<td>41</td>
<td>W8THOFFD_746</td>
<td>12/20/10</td>
</tr>
<tr>
<td>42</td>
<td>1</td>
<td>D</td>
<td>Uploaded to iGMS</td>
<td>Received fully signed agreement from legal on 12/20/10 and will upload into iGMS on 12/20/10.</td>
<td>12/20/10</td>
<td>NE</td>
<td>4</td>
<td>41</td>
<td>BIDDLEY_24424</td>
</tr>
<tr>
<td>TODAY</td>
<td>1</td>
<td>D</td>
<td>TODAY</td>
<td>* elapsed time since the last event</td>
<td>01/03/14</td>
<td>-</td>
<td>4</td>
<td>1142</td>
<td>-</td>
</tr>
</tbody>
</table>
1. 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.

2. Memorandum of Understanding (MOU) – used to convey funds to another state agency. Examples are: Indiana Department of Transportation and Indiana State Police.

3. Letter of Consent – used to give IDHS authorization to expend money on behalf of local partners.
To allow state employees and special state appointees (including LEPC members) to contract with the local grant recipients, when the contract will be using federal funds.

Under the State Ethics Code, state employees and special state appointees are prohibited from having a financial interest in a contract of a state agency, unless certain specific conditions are met.

One of the conditions that must be met is that the state agency contract (or grant agreement) must have been awarded after public notice or competitive bidding.
PUBLIC NOTICE OF GRANT AGREEMENTS

Budget created and submitted to IDHS for approval

Budget does not need public noticed

Grant agreement prepared and sent to Fiscal Agent for signatures

Budget needs to be public noticed in the Indianapolis Star

Posting prepared and sent to the Indianapolis Star

Public notice must appear for 2 weeks (at least one week apart)

Grant agreement prepared and sent to Fiscal Agent for signatures
An agreement is considered fully executed when it has been signed by all parties – including those required at the state level.

No purchases or activities should take place prior to having an agreement fully executed.

Fully executed agreements (FEAs) received from legal are uploaded to iGMS on a weekly basis.
### Detailed FEA Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grants Management approves budgets, prepares grant agreement, posts award to the Indianapolis Star (if applicable) and emails to IDHS project manager</td>
</tr>
<tr>
<td>2</td>
<td>Project manager distributes agreement to sub-recipient</td>
</tr>
<tr>
<td>3</td>
<td>Signed sub-grant agreement returns to Grants Management</td>
</tr>
<tr>
<td>4</td>
<td>Sub-grant agreement received, noted in the iGMS and delivered to Legal Services; 1 Day</td>
</tr>
<tr>
<td>5</td>
<td>Legal Services: Prepares EDS sheet, conducts clearance checks, conducts legal review, submits to Fiscal; 4-6 Days</td>
</tr>
<tr>
<td>6</td>
<td>Fiscal: Fiscal Approves, Prepares Requisition, Returns to Legal Services; 2-4 Days</td>
</tr>
<tr>
<td>7</td>
<td>IDHS signs agreement and returns to Legal Services; 2-3 Days</td>
</tr>
<tr>
<td>8</td>
<td>Legal Services submits for IDHS Signature; 1 Day</td>
</tr>
<tr>
<td>9</td>
<td>AG approves agreement**; sends to IDOA; 10 Days</td>
</tr>
<tr>
<td>10</td>
<td>SBA approves agreement; sends to Attorney General (AG) Office **; 5 Days</td>
</tr>
<tr>
<td>11</td>
<td>IDOA approves agreement; sends to State Budget Agency (SBA); 3 Days</td>
</tr>
<tr>
<td>12</td>
<td>Legal Services send agreement to Indiana Department of Administration (IDOA); 1 Day</td>
</tr>
<tr>
<td>13</td>
<td>IDOA signs agreement and returns to Legal Services; 2-3 Days</td>
</tr>
<tr>
<td>14</td>
<td>Legal Services makes copy of agreement; sends to Legal Services; 3 Days</td>
</tr>
<tr>
<td>15</td>
<td>IDOA scans document; sends to Legal Services; 3 Days</td>
</tr>
<tr>
<td>16</td>
<td>Grants Management uploads to the iGMS and notifies sub-recipient; 3 Days</td>
</tr>
<tr>
<td>17</td>
<td>Fully executed agreement (FEA) available on the iGMS; 5 Days</td>
</tr>
</tbody>
</table>

* Failure to clear through either the Department of Revenue (DOR) or Department of Workforce Development (DWD) will result in the sub-grant agreement being held until the sub-recipient has resolved the issue. Grants Management will notify sub-recipient of any issues related to clearance checks. ** If form approval has been obtained, this step may be skipped. *** Timeframes are approximate and can vary by agency.
Performance Periods

- Projects are granted an initial six (6) month performance period with the provision for an extension.
- Extensions to the performance period must be made via the iGMS and must include a reasonable justification.
- Extensions are not guaranteed – Grants Management reserves the right to de-obligate unexpended funds and/or deny an extension.
### Equipment Inventory

<table>
<thead>
<tr>
<th>Inventory</th>
<th>Contact</th>
<th>Description</th>
<th>Receiving Agency</th>
<th>Type/Funding</th>
<th>Manufacturer</th>
<th>Purchase Amount</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9333</td>
<td>Jennifer Tobey</td>
<td>(4) Tint Systems</td>
<td>EMA</td>
<td>Mobile Command</td>
<td>Losberger</td>
<td>$97,500.00</td>
<td>03/12/2013</td>
<td>VALIDATED</td>
</tr>
<tr>
<td>9332</td>
<td>Jennifer Tobey</td>
<td>(2) Generator</td>
<td>EMA</td>
<td>Mobile Command</td>
<td>Honda</td>
<td>$6,093.00</td>
<td>03/12/2013</td>
<td>VALIDATED</td>
</tr>
<tr>
<td>9331</td>
<td>Jennifer Tobey</td>
<td>(4) Cat Carts</td>
<td>EMA</td>
<td>Other</td>
<td>Propac</td>
<td>$8,936.08</td>
<td>03/12/2013</td>
<td>VALIDATED</td>
</tr>
<tr>
<td>9330</td>
<td>Jennifer Tobey</td>
<td>(135) CERT Backpacs</td>
<td>EMA</td>
<td>Other</td>
<td>Logistical Services International (LSI)</td>
<td>$21,559.60</td>
<td>03/12/2013</td>
<td>VALIDATED</td>
</tr>
<tr>
<td>9329</td>
<td>Jennifer Tobey</td>
<td>(2) Cat</td>
<td>EMA</td>
<td>Other</td>
<td></td>
<td>$3,590.00</td>
<td>03/12/2013</td>
<td>VALIDATED</td>
</tr>
</tbody>
</table>
Equipment Inventory

- Recipients of federal funding are required to keep an inventory of the property/equipment that is purchased in whole or in part with federal funds managed by IDHS.

- Must be managed whether acquired in whole or in part with grant funds, until disposition takes place.

- Equipment or property is defined as:
  - Tangible, non-expendable property
  - Useful life of more than one year
  - Acquisition cost of $500 or more per unit.

- Fiscal agents can use the tool in the iGMS to track:
  - Equipment purchased with federal preparedness funding
  - Person to whom that equipment was assigned
  - Any transfer activity

- The iGMS can provide a standardized and archived way to capture the required information.
FAQ Equipment Inventory

- **When is the equipment inventory due?**
  - Per the IDHS Grants Administrative Plan, equipment inventories are due annually by April 15th. This does not mean you must have a 100% solution by April 15th, but you will need to demonstrate a measure of compliance.

- **I’ve never done this before, why now?**
  - The inventory requirement is not only a good practice, but a federal requirement.

- **Is equipment inventory management in the iGMS required?**
  - It is not required to use the iGMS as your equipment inventory solution. If you have a solution already in place, IDHS will create a space in the iGMS where you can upload documentation of your equipment inventory. Or, you can continue using your existing documentation spreadsheets, Word document, etc.
REFERENCES

- Authorized Equipment List - embedded AEL for reference within iGMS.
- Contact Us - sends an email to the grants inbox.
- EHP Screening Form - worksheet to start an EHP review required by FEMA/US DHS.
- Indiana Strategy for Homeland Security 2008 - most recent APPROVED strategy for IDHS.
- Training and Exercise Guidance - guidance document that outlines specific allowable costs and conditions for training and exercise funds.
- 2013-2015 Training and Exercise Plan and Multi-Year Calendars - yearly calendar complied at the state level.
- Debris Estimation Spreadsheet - useful tool to help estimate the cost and amount of debris.
QUESTIONS?

IDHS Grants Management

grants@dhs.in.gov or (317) 234-5917

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VACANT  Northern Indiana School Safety Liaison  (317) 474-7674  VACANT