



# GRANTS MANAGEMENT SEMINAR



# WELCOME!



Director  
John H. Hill



# OVERVIEW

- ❑ Meet our Staff
- ❑ Grant Funding Overview
- ❑ EMPG Training and Exercise Requirements
- ❑ Indiana Homeland Security Foundation
- ❑ Match
- ❑ Deployment Reimbursement
- ❑ Grant Proposal Changes
- ❑ ACAMS
- ❑ Grant Agreements



# OVERVIEW

- iGMS
  - Read-Only Access
  - Performance Periods
  - Quarterly Reports
  - Authorized Equipment List
  - Physical Equipment Inventory



# IDHS GRANTS MANAGEMENT STAFF





# RACHEL WOODALL

## GRANTS MANAGEMENT CHIEF



- ❑ Responsible for oversight and management.
- ❑ Became Grants Management Chief in November 2009.
- ❑ Public Information Officer at IDHS from January 2008-November 2009.
- ❑ Worked at the Indiana Criminal Justice Institute from 2004-2007.
- ❑ Graduated from Ball State with B.A. in Telecommunications.
- ❑ Personal:
  - Married to Ken (Woody) Woodall at IDHS
  - Have 1 year old, Elijah

# CINDY BATTIATO

## MONITORING COORDINATOR



- ❑ Responsibilities include:
  - Sub recipient grant compliance
  - Education
- ❑ Became Grant Compliance Monitor in August 2009
- ❑ Joined IDHS staff in December 2007 as Grant Reimbursement Coordinator
- ❑ Employed in the medical field for 15 years
- ❑ Attended IUPUI



# VICKI BIDDLE

## ADMINISTRATIVE SUPPORT



- ❑ Joined IDHS in November 2008 as Administrative Assistant
  - Enjoy assisting other areas of IDHS such as Planning, EOC and Fiscal
- ❑ Worked previously for Sallie Mae
- ❑ Graduated from Indiana Business College

# BETH CLARK

## ELIGIBILITY COORDINATOR



- ❑ Responsibilities include:
  - Budget and GAN approvals
  - Review of EHPs
- ❑ Joined Grants Management in 2008 as the PSIC Program Manager
- ❑ Joined IDHS in 1990 as the State Planner and then as a CSEP Program Manager
- ❑ Worked at the City of Indianapolis in Emergency Management from 1981-1990
- ❑ Graduated from Indiana University with a Bachelor's degree
- ❑ Personal:
  - Loves to read
  - Does not have a cell phone!

# MARY FIELDS

## COUNCIL COORDINATOR



- Responsibilities include:
  - Counter-Terrorism and Security Council (CTASC)
  - Indiana Department of Homeland Security Foundation
  - Preparation and tracking of State and Federal grant agreements
  - Assist in the State Emergency Operation Center when activated
- 2008 - present Council Coordinator/Critical Infrastructure for IDHS
- 2005-2008 Administrative Assistant at IDHS
- 2004 Data entry for the National Incident Fire Reporting System – State Fire Marshal
- 2003 Began working for the state as a secretary for the Anti-Terrorism Division at the State Emergency Management Agency (SEMA)
- Previous employment prior to the State of Indiana include:
  - Sales Assistant at WTTV Channel 4
  - Office assistant for Construction company
  - Child care giver for working parents.
- Attended Indiana University Purdue University of Indianapolis

# BECKY LEYDENS

## GRANT ACCOUNTANT



- ❑ Responsibilities include:
  - Reconcile iGMS to Encompass to make sure grant monies have been fully expended.
  - BSIR reporting which accounts for every grant dollar we have on all open grants (by county, solution area, category and discipline)
- ❑ Have been with IDHS for over 3 years working in Fiscal and Grants.
- ❑ Have been in accounting for over 20 years.
- ❑ Started out working in banking as a teller, proof machine operator, bookkeeper, etc.
- ❑ Graduated from Onarga High School in Iroquois County in Illinois. (Population approx 1400)



# DOLLY WATKINS

## REIMBURSEMENT COORDINATOR



- ❑ Responsibilities include:
  - Sub-recipient reimbursements
  - iGMS technical support
- ❑ Indiana Department of Homeland Security- December -2005 to present
- ❑ Worked at Indiana Department of Labor- March 1998 to -December 2005
- ❑ Worked at Indiana Department of Workforce Development -June 1987 to March 1998
- ❑ Worked at Indiana State Personnel Department- July 1979 to June 1987
- ❑ Switzerland County High School - Graduated in 1979



# HOMELAND SECURITY GRANT PROGRAM (HSGP)





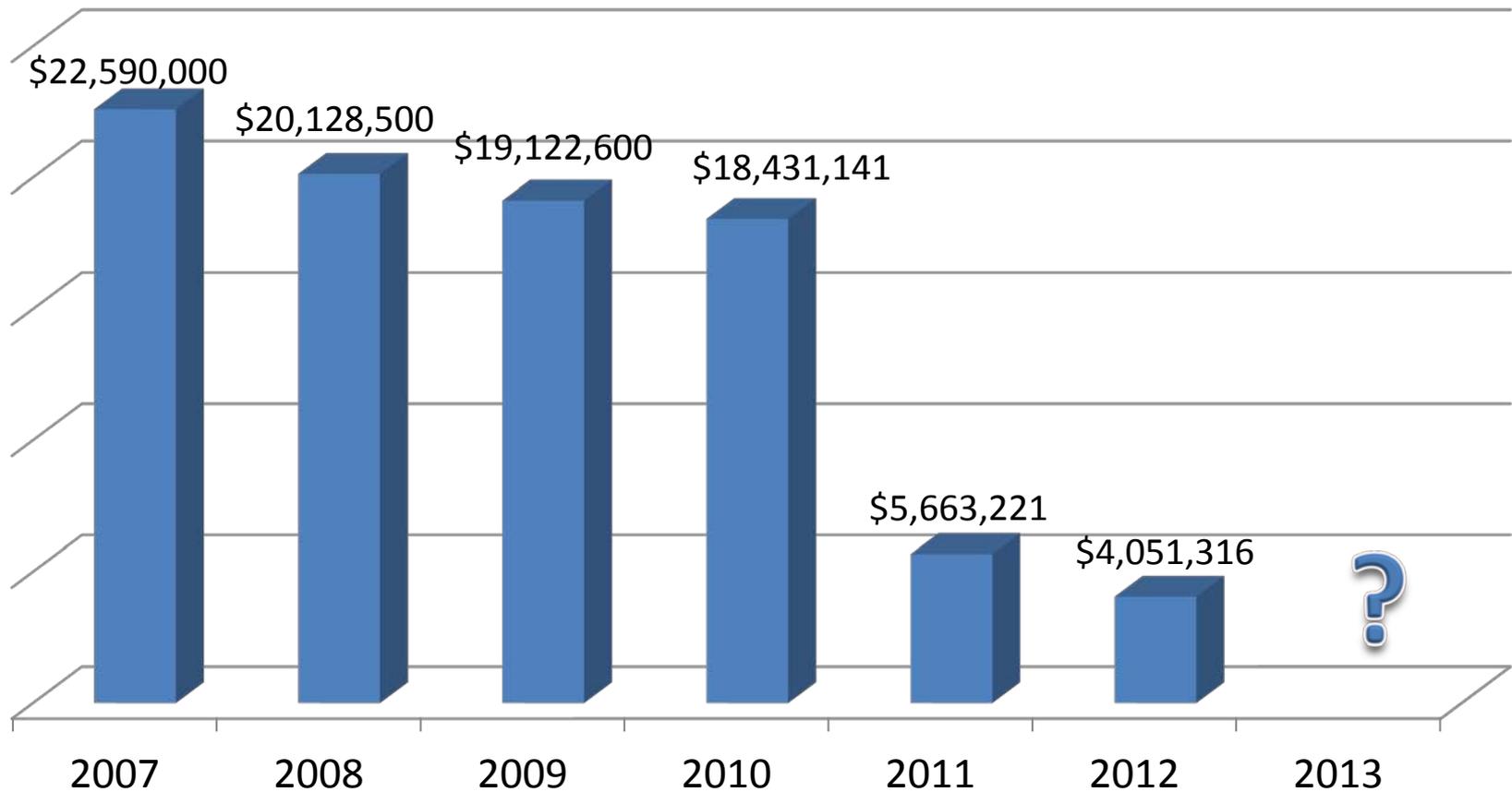
# HOMELAND SECURITY GRANT (HSGP)

- ❑ The Homeland Security Grant Program (HSGP) is comprised of three interconnected grant programs:
  - State Homeland Security Program (SHSP)
    - Supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events
  - Urban Areas Security Initiative (UASI)
    - Addresses the unique planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism
  - *Operations Stonegarden (OPSG)*
    - *Supports enhanced cooperation and coordination among local, tribal, territorial, State, and Federal law enforcement agencies in a joint mission to secure the United States' borders along routes of ingress from international borders to include travel corridors in States bordering Mexico and Canada, as well as States and territories with international water borders.*
- ❑ States must meet the 80% pass-through requirement within 45 days of the award date.



# STATUS OF FUNDING

## Homeland Security Grant Program





# EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)



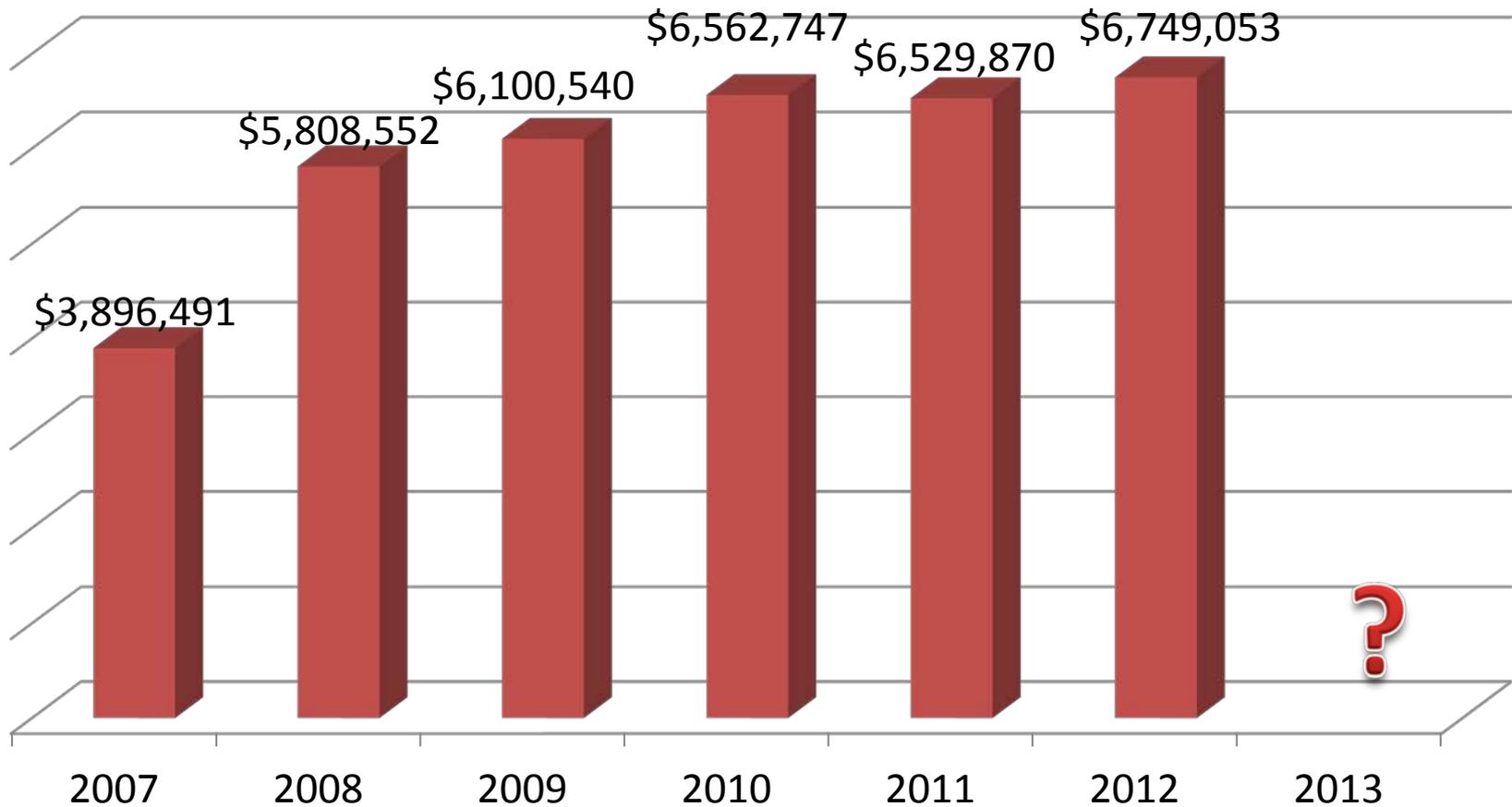
# EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)



- ❑ EMPG provides funding to States to assist in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)*
- ❑ Supports all core capabilities in the prevention, protection, mitigation, response and recovery mission areas based on allowable costs
- ❑ In Indiana:
  - Local Emergency Management personnel salary reimbursement
  - EMA Competitive grant program funding provided shortly after federal award, as counties have already been identified through the assessment process

# STATUS OF FUNDING

## Emergency Management Performance Grant





# 2012 EMPG SALARY REIMBURSEMENT

- ❑ Deadline to submit was February 15, 2013
- ❑ What now?
  - Awards will need to be public noticed in the Indianapolis Star
  - Grant Agreement will be processed (and Ethics form if applicable)
  - Once agreement is fully executed, the RFE will be prepared on your behalf
  - Approximately 35 days later, county will receive the funds



# EMPG TRAINING AND EXERCISE REQUIREMENTS

- ❑ In accordance with the Federal grant guidance for EMPG program, the Indiana Department of Homeland Security must validate that all EMPG personnel are compliant with these requirements:
  - National Incident Management System (NIMS) Training
    - IS 100; IS 200; IS 700; and IS 800
  - FEMA Professional Development Series
    - IS 139; IS 230.a; IS 235.a; IS 240.a; IS 241.a; IS 242.a; and IS 244.a
  - Participation in at least 3 exercises
- ❑ Compliance dates are July 1 – June 30 each year
- ❑ Cannot be reimbursed for salary if any of these requirements are missing
  - If hired within the compliance dates, recipient must make a concerted effort to come into compliance



# RESPONSIBILITIES





# WHAT CAN YOU DO?

- ❑ Spend your allocated funds and submit RFEs for reimbursement
- ❑ Ensure requested items are:
  - Allowable
    - Conforms to the cost principles and grant terms and conditions
  - Allocable
    - Chargeable and assignable to cost categories
  - Reasonable
    - Determined by the prudent person test (e.g., charge amount not excessive and within the bounds of common sense)
  - Necessary
    - Needed for proper and efficient performance of the project objective(s)



# WHAT CAN YOU DO?

- ❑ If funds are not being used, create a GAN to return them as soon as possible
- ❑ This allows IDHS to compile these funds to support:
  - Projects that have come in over budget
  - Projects that were not anticipated
  - Projects that are awaiting funding
- ❑ Keep in mind, the SAA (IDHS) must still meet the 80% pass through requirement for HSGP



# CHANGES TO FUNDING SOURCE

- ❑ Expenses originally appeared in 2011 or 2012
- ❑ Need moved to older grant in order to expend every penny
- ❑ Will be contacted by the Grants Accountant, Becky Leydens
- ❑ All changes in the iGMS will be completed by our office
- ❑ Grant amendment will be sent to you for signature
- ❑ Dollar amount does not change, but the source of the funds does
- ❑ Please sign and return to Grants Management



# GRANT PROPOSAL CHANGES





# PROPOSAL CHANGES

- ❑ Streamline the process
- ❑ Reducing amount of questions
- ❑ Questions driven off of what must be reported to DHS via Biannual Strategy Implementation Report (BSIR)
- ❑ Milestones must be detailed



# GRANT FUNDING MATCH





# MATCH

- ❑ EMPG (50%) and HMEP (20%) requires you to find other sources of funding to match or exceed the grant's matching stipulation
- ❑ Match items must be grant eligible/allowable
- ❑ Stipulations usually are expressed as a percentage:
  - For example, a matching grant might cover 50% of the project cost, which means you have to find another source or sources to cover the remaining 50%.



# HARD VS. SOFT MATCH

- “Hard match” is actual cash match from your own general operating monies
  - For example, if you want to count a graduate assistant’s salary as hard match in a grant, the graduate assistant’s salary must be budgeted for the time period covered by the grant
- “Soft match” is other expenses that are related to the project, but will not be charged to the project
  - Examples of soft match include: administrative and clerical support and facilities personnel salaries and fringe on a prorated basis; project-related travel not charged to the grant; existing or newly purchased equipment and/or supplies not being charged to the grant; and contracted consultants who will provide expertise to the project but whose expenses aren’t eligible for grant funding.
  - According to the IDHS T&E guidance, the stipend for volunteers is \$15.00 per hour for each hour the volunteer is deployed to the exercise that includes the time actually at the training venue.



# ACAMS – DETAILED BUDGETS





# ACAMS – DETAILED BUDGETS

- ❑ Initial budget submitted as a general budget
- ❑ To receive reimbursement the following must be completed:
  - Create a budget line item for each piece of equipment and include the ACAMS site identification number in the budget item narrative
  - The site number must have the equipment requested, listed under “Options for Consideration” in the ACAMS Initial Assessment Visit (IAV)
  - The individual that enters all of your ACAMS information would be able to make any changes or additions to any site and supply the asset site numbers
  - Include the AEL number as you would for any equipment purchase
- ❑ If equipment purchased will be installed or mounted, an EHP will be required



# GRANT AGREEMENTS





# AWARD TO FEA TIMELINE



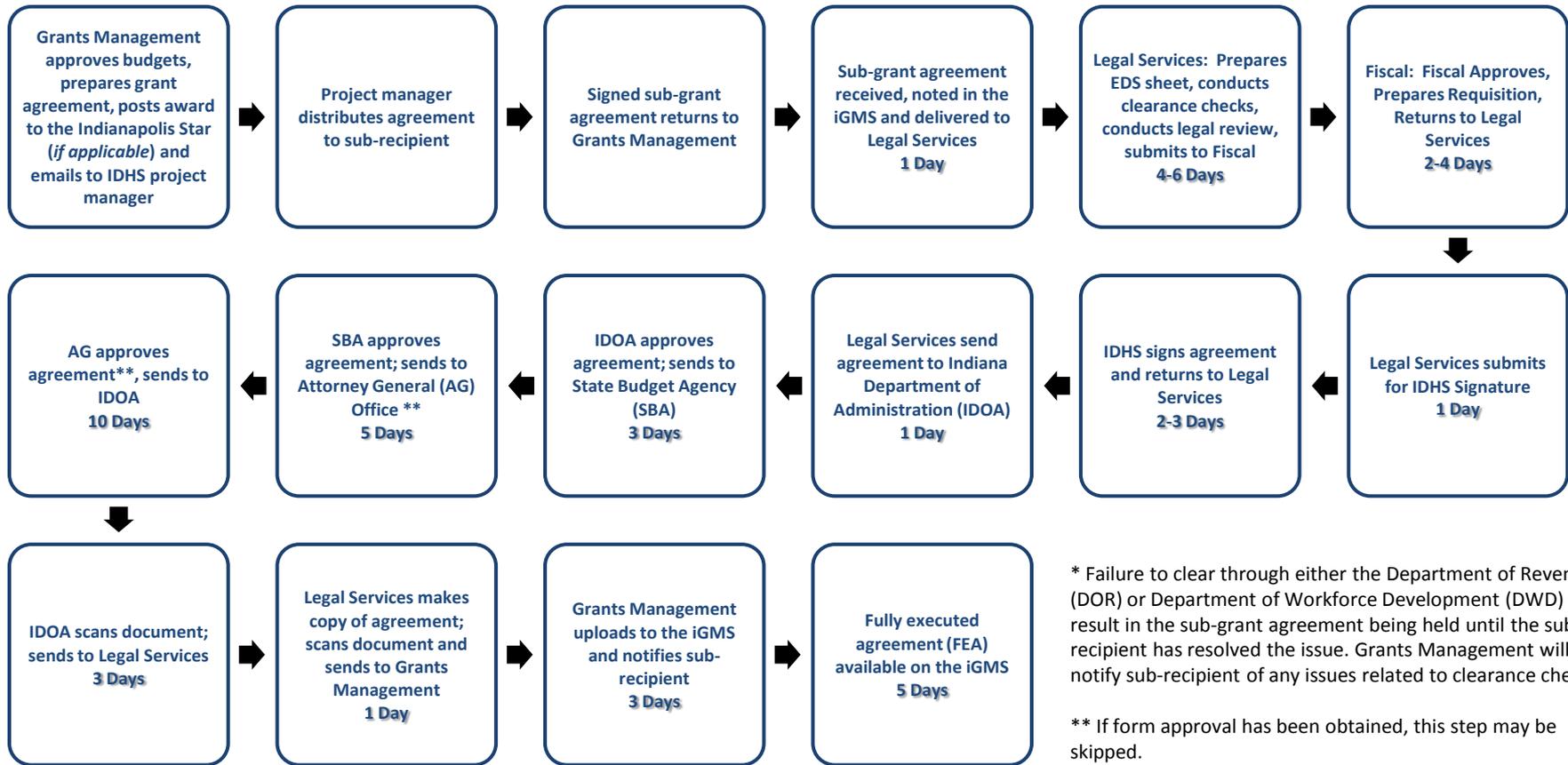


# GRANT AGREEMENTS

- ❑ Blue ink
  - Original signatures, feel test
- ❑ 2 Signed copies
  - “Lost” agreements, no need to scramble
- ❑ Agreement CANNOT be marked on or have highlights
- ❑ No white-out
  - If someone signs incorrectly, cross out the incorrect part, put your initials and then put signature in correct place
- ❑ Ensure all signatures are on the agreement



# DETAILED FEA PROCESS



\* 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.

**INDIANA**



**SH9999**

**Secure Indiana**

**INDIANA HOMELAND SECURITY  
FOUNDATION**





# FOUNDATION OVERVIEW

- ❑ Purchase of Secure Indiana license plate proceeds
- ❑ Funds equipment grants (\$4,000 maximum) and scholarships (\$2,000 maximum)
- ❑ Foundation Committee members appointed by Governor and based on Congressional District
- ❑ March 27 - Committee meeting to reinvigorate the Foundation as new appointments have been made
- ❑ Hope to open grant in April



# DEPLOYMENT REIMBURSEMENT





# HURRICANE SANDY DISASTER REIMBURSEMENT

- ❑ Responsibility for the submission of Mobile Support Unit (MSU) budgets lies with the MSU Administrative Finance Officer
- ❑ Gather all required documentation and upload to the iGMS and create and submit budgets
- ❑ Examples of required documentation include:
  - Daily crew time sheets
  - Daily per diem sheets
  - Vendor Information Form (volunteers only)
  - Daily Mileage logs or Fuel costs (with receipts) [not both]
  - Airfare receipt with name of traveler and dates of travel
  - Lodging receipts showing a “zero” balance
- ❑ The Administrative Finance Officers for Hurricane Sandy Deployment are:
  - D1 - Mike Parks
  - D2 - Sherry Fagner
  - D4 - Laurie Wilson
  - D7 - Brooke Taylor
  - D9 - Travis Sharp



# EMPLOYER PAID MSU MEMBER

- Required Documentation for Reimbursement to Employer
  - Individual's daily crew time report
  - Employer's time and attendance records
  - Employer's payroll documents showing name of employee, days worked and amounts paid (paycheck stub). If the deployment period spanned more than one pay period, this documentation is needed for all pay periods while deployed.
  - Employer's payroll and overtime policies to include documentation of fringe benefits
  - Employer's per diem policy is required under documentation for meals



# VOLUNTEER MSU MEMBER

- Required Documentation for Reimbursement
  - Volunteer must complete a vendor information form prior to requesting reimbursement
  - Individual's daily crew time report (with specific position noted)
  - Volunteer will be reimbursed directly at the hourly rate of \$20.85 for on duty time only
  - Volunteer will be reimbursed directly at the current state per diem rate. Meals provided to volunteer will not be eligible
  - Volunteer firefighters should submit claims using the State of Indiana's travel worksheet



# INDIANA GRANTS MANAGEMENT SYSTEM (IGMS)





# 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



# PERFORMANCE PERIODS

- ❑ Initial 6 months will be awarded
- ❑ Need to request anything more than that
- ❑ DHS/FEMA no longer approving extensions
  - IDHS no longer accepting extensions late into the federal performance period
  - Exception to that is for District Administrative Coordinator
- ❑ Justification
  - Specific dates of training and/or exercise
  - Purchase of items
  - Liquidation



# REQUESTS FOR EXPENDITURE

## □ Reimbursement

- Acceptable uploads for payment
  - Invoice
  - Receipt
- Unacceptable uploads for payment
  - Pro forma invoice
  - Order form
  - Purchase Order
  - Quote

## □ NEXs number requirement

- For all items audited against a training or exercise item in the budget
- If expenditure is not tied to a specific event, put “N/A” in the field



# QUARTERLY REPORTS

- ❑ Available beginning on the 1<sup>st</sup> 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
- ❑ Submission is totally electronic at this time
  - Validation by Auditor is required

## Quarterly Report

The following fund allocations require quarterly reports:	term(due date)
2012 Emergency Management Performance Grant (EMPG) > STATE > Acadis and LMS > 17477	→ 2ND QUARTER (01/15/13) <b>Overdue (DRAFT)</b>
2011 Emergency Management Performance Grant > STATE > Learning Management System > 16300	→ 2ND QUARTER (01/15/13) <b>Overdue (DRAFT)</b>



The Request for Expenditure module is temporarily unavailable until you submit the required quarterly reports.

## My Proposals



→ 2012 Learning Management System (LMS) Proposal

→ [See all proposals](#)

[+ Create new proposal](#)

## General Budget Information



→ Complete Budget List

→ Quarterly Reports

## Agreement Tracking



Recent Activity This Week

→ [view all agreements...](#)

## Applications



→ Project Manager's Report

→ Request for Expenditures

→ Invoice Tracking

→ Agreement Tracking

## MILESTONES

Proposal Milestones	Percent Completed	Notes	
<p>1st Year - 1st Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. The timeline is in the past.</p> <p>Steps : Execute</p>			 Edit
<p>1st Year - 2nd Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Grant period will not begin for program managers until 2nd year of grant.</p> <p>Steps : Initiate</p>			 Edit
<p>1st Year - 3rd Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Grant period will not begin for program managers until 2nd year of grant.</p> <p>Steps : Initiate</p>			 Edit
<p>1st Year - 4th Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Timeline is in the past.</p> <p>Steps : Execute</p>			 Edit
<p>2nd Year - 1st Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Engage Indiana University Mid-America Public Health Training Center in contract negotiations for maintenance of LMS, troubleshooting, customer service, and migration to state Acadis system.</p> <p>2. Participate in professional development to increase understanding of the LMS and preparing effective courses and content.</p> <p>Steps : Initiate</p>			 Edit
<p>2nd Year - 2nd Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Work with contractor from IU to review past LMS performance and plan for increased performance for the grant period by reviewing current exam responses and identifying areas where students have not been successful on the final</p>			 Edit

## MILESTONES

Proposal Milestones	Percent Completed	Notes	
<p><b>Proposal Milestones</b></p> <p>1st Year - 1st Quarter Activity : Expected Outcome Planned Activities : No expected outcome. The timeline is in the past. Steps : Execute</p> <p><b>Percent Completed</b></p> <div data-bbox="214 515 911 872"><input type="text" value="-----"/> 0 25 50 75 100</div> <div data-bbox="156 968 581 1051"><b>Save</b></div> <div data-bbox="1634 1001 1740 1029"><b>Cancel</b></div>			
<p>1st Year - 1st Quarter Activity : Expected Outcome Planned Activities : No expected outcome. The timeline is in the past. Steps : Execute</p>			 <b>Edit</b>

## MILESTONES

Proposal Milestones	Percent Completed	Notes	
<p>1st Year - 1st Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. The timeline is in the past.</p> <p>Steps : Execute</p>	100	N/A	 Edit
<p>1st Year - 2nd Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Grant period will not begin for program managers until 2nd year of grant.</p> <p>Steps : Initiate</p>			 Edit
<p>1st Year - 3rd Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Grant period will not begin for program managers until 2nd year of grant.</p> <p>Steps : Initiate</p>			 Edit
<p>1st Year - 4th Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Timeline is in the past.</p> <p>Steps : Execute</p>			 Edit
<p>2nd Year - 1st Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Engage Indiana University Mid-America Public Health Training Center in contract negotiations for maintenance of LMS, troubleshooting, customer service, and migration to state Acadis system.</p> <p>2. Participate in professional development to increase understanding of the LMS and preparing effective courses and content.</p> <p>Steps : Initiate</p>			 Edit
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<p>1st Year - 2nd Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Grant period will not begin for program managers until 2nd year of grant.</p> <p>Steps : Initiate</p>	100	N/A	 <a href="#">Edit</a>
<p>1st Year - 3rd Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Grant period will not begin for program managers until 2nd year of grant.</p> <p>Steps : Initiate</p>	100	N/A	 <a href="#">Edit</a>
<p>1st Year - 4th Quarter Activity : Expected Outcome</p> <p>Planned Activities : No expected outcome. Timeline is in the past.</p> <p>Steps : Execute</p>	100	N/A	 <a href="#">Edit</a>
<p>2nd Year - 1st Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Engage Indiana University Mid-America Public Health Training Center in contract negotiations for maintenance of LMS, troubleshooting, customer service, and migration to state Acadis system.</p> <p>2. Participate in professional development to increase understanding of the LMS and preparing effective courses and content.</p> <p>Steps : Initiate</p>			 <a href="#">Edit</a>
<p>2nd Year - 2nd Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Work with contractor from IU to review past LMS performance and plan for increased performance for the grant period by reviewing current exam responses and identifying areas where students have not been successful on the final</p>			 <a href="#">Edit</a>

1st Year - 4th Quarter Activity : Expected Outcome

100

N/A

 Edit

Planned Activities : No expected outcome. Timeline is in the past.

Steps : Execute

### Proposal Milestones

2nd Year - 1st Quarter Activity : Expected Outcome Planned Activities : 1. Engage Indiana University Mid-America Public Health Training Center in contract negotiations for maintenance of LMS, troubleshooting, customer service, and migration to state Acadis system. 2. Participate in professional development to increase understanding of the LMS and preparing effective courses and content. Steps : Initiate

### Percent Completed

25



### Notes

1. Have met with IU regarding contract negotiations. Working with Legal to draft contract terms and will distribute to IU once that is complete.
2. Attending professional development course in April. RFE has been created and approved.

Save

 Cancel

2nd Year - 1st Quarter Activity : Expected Outcome

 Edit

<p>2nd Year - 1st Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Engage Indiana University Mid-America Public Health Training Center in contract negotiations for maintenance of LMS, troubleshooting, customer service, and migration to state Acadis system.</p> <p>2. Participate in professional development to increase understanding of the LMS and preparing effective courses and content.</p> <p>Steps : Initiate</p>	25	<p>1. Have met with IU regarding contract negotiations. Working with Legal to draft contract terms and will distribute to IU once that is complete.</p> <p>2. Attending professional development course in April. RFE has been created and approved.</p>	 Edit
<p>2nd Year - 2nd Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Work with contractor from IU to review past LMS performance and plan for increased performance for the grant period by reviewing current exam responses and identifying areas where students have not been successful on the final examination. Establish a timeline for the revision of course content based on data that indicates areas of student need.</p> <p>2. Work with IU contractor to establish a timeline and plan for adding new fully online and hybrid courses to the LMS.</p> <p>3. Meet with Acadis administrator to establish a plan and timeline for the final migration and integration of the LMS into Acadis.</p> <p>Steps : Plan</p>	0	<p>1. Contract not yet fully executed.</p> <p>2. Contract not yet fully executed.</p> <p>3. Have meeting scheduled next week with Acadis Administrator.</p>	 Edit
<p>2nd Year - 3rd Quarter Activity : Expected Outcome</p> <p>Planned Activities : 1. Work with IU contractor and Subject Matter Experts to finalize courses for uploading into the LMS.</p> <p>2. Work with Acadis contractor to ensure that courses loaded into the LMS are compatible with Acadis and data is captured accurately.</p> <p>3. Review data for courses already available on the LMS to evaluate progress toward achieving project goals. (Control step)</p> <p>Steps : Execute</p>	0	Not to this point yet.	 Edit

where students have not been successful on the final examination. Establish a timeline for the revision of course content based on data that indicates areas of student need.

week with Acadis Administrator.

2. Work with IU contractor to establish a timeline and plan for adding new fully online and hybrid courses to the LMS.

3. Meet with Acadis administrator to establish a plan and timeline for the final migration and integration of the LMS into Acadis.

Steps : Plan

2nd Year - 3rd Quarter Activity : Expected Outcome

0

Not to this point yet.

 Edit

Planned Activities : 1. Work with IU contractor and Subject Matter Experts to finalize courses for uploading into the LMS.

2. Work with Acadis contractor to ensure that courses loaded into the LMS are compatible with Acadis and data is captured accurately.

3. Review data for courses already available on the LMS to evaluate progress toward achieving project goals. (Control step)

Steps : Execute

Project Director

**Name**



Financial Officer's Email

**Email address only**



save

Dashboard | Quarterly Reports | Report 57374

## Quarterly Reports



Edit



PDF



This report is not yet submitted.

[Submit](#)

Funding Allocation 2012 Emergency Management Performance Grant (EMPG) &gt; STATE &gt; Acadis and LMS

contact:

status: DRAFT

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

approved budget: \$150,000.00

disbursed: \$0.00

balance: \$150,000.00

CFDA#: 97.042

## Notifications



→ There are 2 submitted quarterly reports waiting for your validation.

## Quarterly Reports



→ Quarterly Reports

Dashboard | [Quarterly Reports](#) | Report 55454

## Notifications

 You are currently validating quarterly reports. (1 of 2)

[→ Next](#) [↕ View All](#) [✕ Back to Dashboard](#)

## Quarterly Reports

 PDF

 **validate**

**Funding Allocation** 2010 Interoperable Emergency Communications Grant Program > LOCAL > District 07 > Riley Township Fire Protection District, Board of Fire Trustees > 16947

**contact:** Jeff Fox  
Riley Township Fire Protection District, Board of Fire Trustees

... SUBMITTED



# AUTHORIZED EQUIPMENT LIST (AEL)

- ❑ Now embedded into the iGMS
- ❑ No longer requires you to go to a separate website
- ❑ Automatic allowability review
  - If an item is not allowable per the grant (SHSP, EMPG, etc.), the item will not show in the iGMS
  - No longer typos or invalid AELs to review
- ❑ Ensure AEL chosen is an accurate reflection of the item wanted
  - Cooling vests vs. identification polo shirts



# PHYSICAL 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
- ❑ The iGMS can provide a standardized and archived way to capture the required information
- ❑ 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



# PHYSICAL EQUIPMENT INVENTORY

- ❑ Control system shall be in effect to ensure adequate safeguards to prevent:
  - Loss
  - Damage
  - Theft
- ❑ Sub-recipient shall submit the following items along with quarterly progress reports due on April 15<sup>th</sup> of each year:
  - Copy of property control system; and
  - Reconciled inventory report (including reconciled date)
- ❑ Federal requirement advise that, when practicable, any equipment purchased with grant funds be prominently marked as follows:
  - Purchased with funds provided by the U.S. Department of Homeland Security

*Reference Documents: 44CFR 13.32 (D3-4 and F2), IDHS Administrative Plan (Inventory requirements, Apdx B)*



# Questions?

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