EGMS Subrecipient User Manual

Electronic Grants Management System

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I. Overview of Virginia's EGMS

Virginia's Electronic Grants Management System (EGMS) was developed to enable Virginia's Department of Emergency Management (VDEM) to manage and account for non-disaster grant programs. EGMS is a Web-based grants management system that enables the Commonwealth of Virginia to more easily manage and administer federal programs to procure planning, organizational management, equipment, training, and exercise services. The system is state and federal audit-tested and will enable VDEM to streamline grant tracking, management, and reporting on all non-disaster grants.

I.1 EGMS Functions

- Track, manage, and report grant funding.
- Track and enforce state and local cost share requirements per federal grant programs specifications.
- Review online requests for budget modifications and reimbursement requests.
- Track history of all budget modifications and reimbursements.
- Align state and local funding with state and Urban Area Security Initiative (UASI) homeland security strategies, National Priorities, and other focus areas.
- Enforce federal and state-specific allowable spending categories and Authorized Equipment List (AELs) for each grant program.

I.2 Administrative Functions

EGMS administrative tools enable VDEM to set security rights and permissions for users at the state, regional, or local level. VDEM has configured allowable costs within the system so that expenditures can be tracked according to alignment with federal grant guidance throughout the online process. The online application process for budgets, budget modifications, and reimbursements will be reviewed by VDEM grant administrators through a streamlined online process without need for additional paperwork from agencies. VDEM can then develop and export standard and customized reports, including the Bi-Annual Strategy Implementation Report (BSIR).

I.3 Online Applications

Once funds have been allocated to a state or local agency, recipients will use EGMS to build line-item budget applications using Web-based forms. Upon approval of these, EGMS will track expenditures against the initial budget to ensure that requirements for allowable expenditures of federal funds and match spending are met. Reimbursement requests can be submitted directly through EGMS, with all documentation (e.g., proof of encumbrance and proof of payment) submitted electronically without need to mail or fax additional paperwork.

I.4 Complete Visibility

Using EGMS allows subgrantees complete visibility into the review process. After submittal of requests to VDEM, users will receive notifications via e-mail when additional actions are required within the system. Additionally, at any time during the process, users may log on to the system to view the current status of any request, see the entire history of the award, and view and download documentation related to the award process.

II. Accessing the System

The system web address is www.ttegms.com/virginia. All users accessing EGMS must first request a new user account by clicking on "Request an EGMS account" on the Login Screen (Figure 1 – EGMS Login Screen below). Each user must specify a unique username and password (which that user is free to select) in order to access the system.

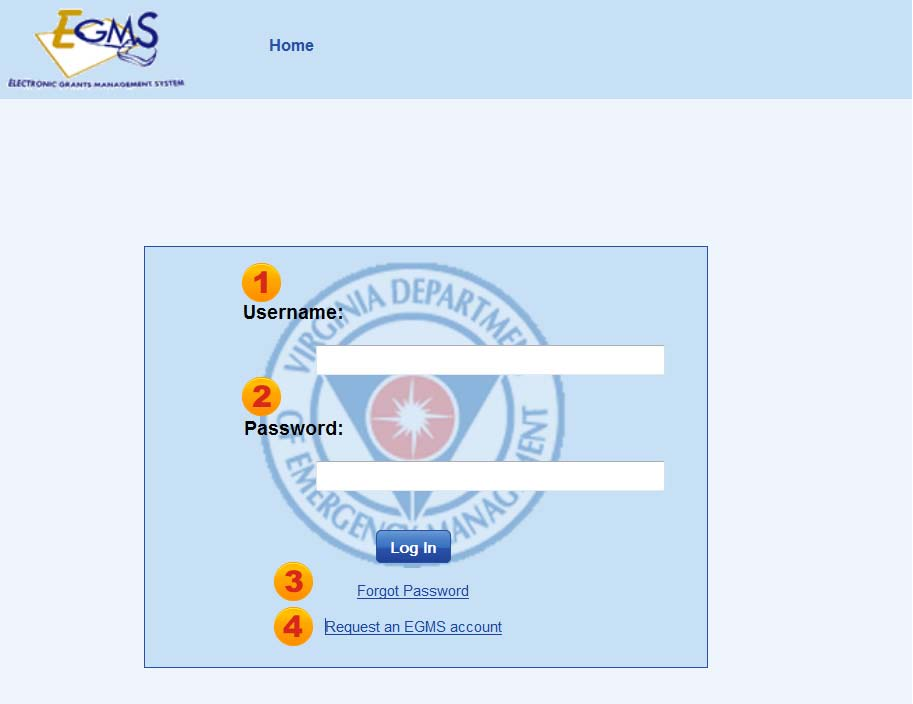
Usernames must be at least 6 characters long.

Passwords must:

- Be at least eight characters long
- Include letters, numbers, and special characters.

Each user must reset his/her password at least every 90 days, and no password may be re-used within 12 months. If a user forgets the password, he/she should click on "Forgot Password" on the Login Screen; the system then requests information to verify the identity of the user and subsequently communicates the valid password to the user. If a user enters an incorrect password more than three times, he/she must request a manual unlock of the account before that user can log into the system.

Figure 1 – EGMS Login Screen



II.1 Preparing to Use EGMS

To use the EGMS system to its fullest, ensure completion of the following setup requirements:

- Install an active internet connection and any modern web browser (Firefox, Internet Explorer, Chrome, etc.).
- Configure your web browser to allow pop-ups from EGMS.
- Enable your browser's JavaScript functionality.
- Configure your web browser to accept third-party cookies.

These activities should be already enabled as part of most browser setups, but may need to be checked depending on your browser's security settings.

II.2 Requesting a New Account

Each user must initially request an account. From the login screen, click "Request an EGMS Account." Complete the form, and click "Submit Request." Your user account request will be reviewed by the System Administrator. Once your account has been approved, you will receive an e-mail notification indicating that you can then log into the system.

II.3 Passwords

II.3.1 Requesting a Password Reminder

At any time, you can request a password reminder for EGMS. From the login screen, click "Forgot Password." Fill in the request form with your username and e-mail address, and then click Continue. On the next screen, enter the answer you previously entered for your secret question. The System will send an e-mail with your current password.

II.3.2 Resetting Your Password

The System requires that you reset your password at least every 90 days and not reuse prior password for 12 months. When your password has expired, you will be prompted to enter a new password.

II.3.3 Request Password Unlock

If you enter an incorrect password more than three times, contact the System Administrator to request that your account be unlocked manually. If your account becomes locked, the EGMS System Administrator is notified; only the System Administrator can unlock your account. You will receive an email notification when your account is unlocked.

III. Budget Applications

For each award allocation, VDEM grant administrators enter funds allocated to subrecipients within EGMS. Allowable expenditure types are defined for the award, including project types, categories, and functions. Once the award allocation is complete, VDEM opens the award to the subrecipients, and an e-mail is sent to all EGMS user accounts associated with the subrecipients for whom award was made. At that time, a subrecipient user can log into EGMS to view the application, complete his/her budget application for the award, and submit the budget to VDEM for review. Once submitted, VDEM can either: *Approve* the entire Application; *Reject* the entire Application for the subrecipient for revision; or *Approve* some projects and *Reject* other for subrecipient revision (possibly only if the application contained multiple project as part of the award application).

III.1 Working with Allocated and In Progress Budget Applications

The "Budget Application" module is used to complete the award allocation budget. The process of completing the budget application and submitting it for VDEM review is described below.

Access the Budget Application in one of two ways:

- From the home page ("Welcome"), a link appears indicating that you have a budget application that has either not been started or is in progress; to navigate to the application record, follow the "Click here" link. You currently have 1 Allocated grant application(s) that have not been started. Click here to begin completing your application."
- OR
- Select the "Budget Application" module under the Grant Management menu group on the navigation menu.

On the Budget Application home page, award allocations are categorized according to their status.

- **Allocated**: Award has been allocated from VDEM, but the subrecipient has not started the Budget Application.
- **In Progress**: Application is started but not yet submitted the application to VDEM.
- **Pending Approval**: Application has been submitted to VDEM for approval.
- **Rejected**: Application has been rejected by VDEM, and is available for modifications and resubmission. If some projects in a submitted application have been r and others rejected, the rejected portion of the application will be available to review in this module.
- **Approved**: Application has been approved and award allocation is available for reimbursement. If some projects in a submitted application have been approved and

others rejected, the approved portion of the application will be available to review in this module.

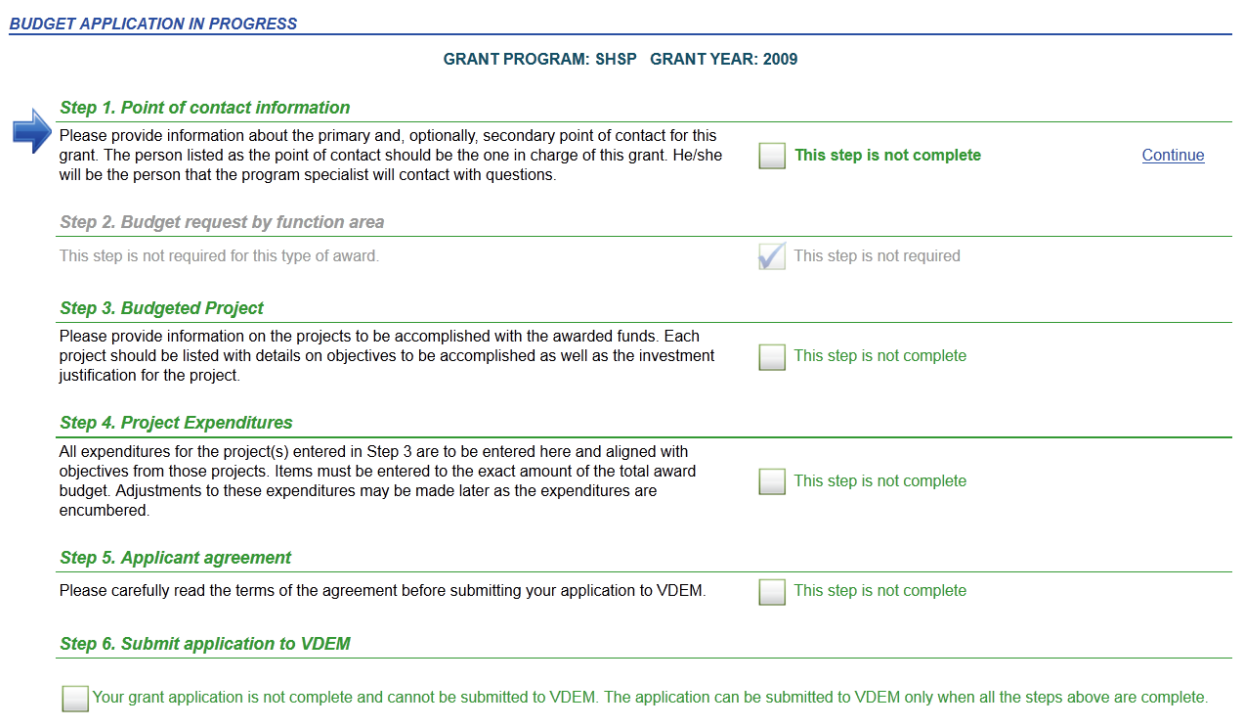
To access the application record, from the Allocated page, click START to begin an application. If the application has already been started, click the "View" icon from the "In Progress" page.

The Budget Application In Progress screen displays the six steps required for submitting a budget application to VDEM for review:

1. Enter Point of Contact Information.
2. Enter Budgeted Amounts for Function Areas.
3. Create or Update a Budgeted Project.
4. Specify Project Expenditures.
5. Complete Applicant Agreement.
6. Submit Application to VDEM.

This step is required only for certain types of matching grants. In most cases, this step will be disabled.

Figure 2 – Budget Application Steps



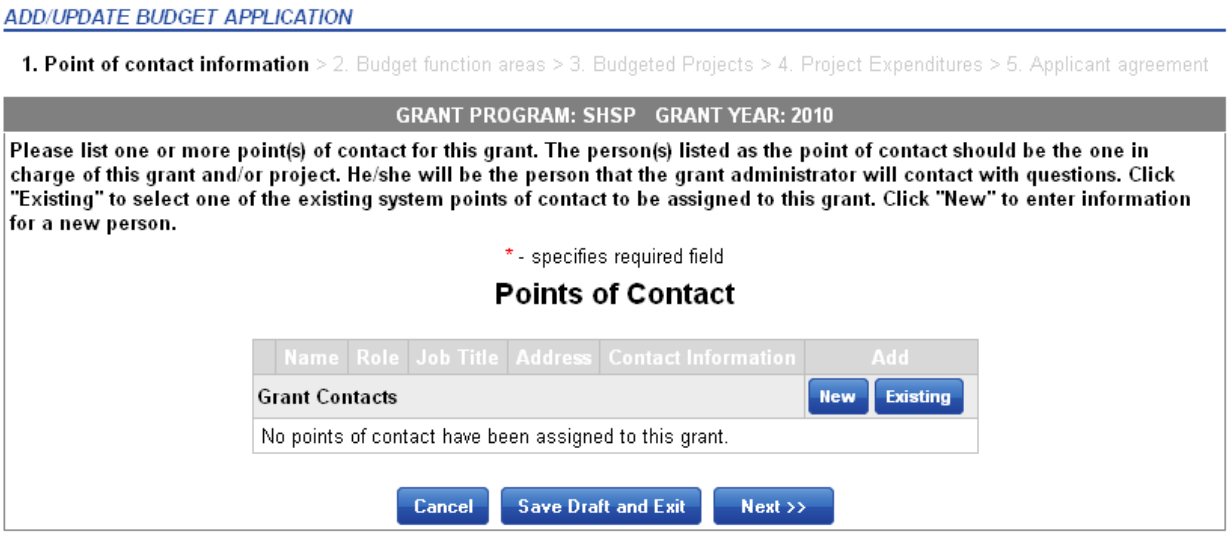
At any stage of filling out the application, to save the application with intent to return to the Budget Application in Progress screen and complete the application, click "Save Draft and Exit." Clicking "Next" also saves information entered and allows you to continue entering information

into the application. Clicking “Cancel” exits the application without saving the information previously entered.

III.1.1 Step 1: Enter Point of Contact Information

Provide information about the primary and, optionally, secondary point of contact (POC) for this award allocation. The person listed as the point of contact should be the one in charge of this award. The point of contact will be the person VDEM will contact with questions.

Figure 3 – Add Points of Contact



Enter points of contact in one of two ways:

- Click “New” to add a new person to the system (and this award) as a point of contact. The person added will become available as a point of contact for all awards for this subgrantee.
- Click “Existing” to add a point of contact to this award who is already saved in the system as a point of contact for this subgrantee.

When entering information for a New point of contact, complete the Point of Contact information form (see Figure 5), including the following information:

Table 1 – Point of Contact Information Form Fields

Label	Description
Subgrantee Type	Always prefilled. The type of subgrantee.
Subgrantee	Always prefilled. The name of the subgrantee. Each point of contact is associated with one subgrantee.
Courtesy Title	Required. Select one
First Name	Required. The contact’s first name.
Middle Name	The contact’s middle name or middle initial
Last Name	Required. The contact’s last name.

Label	Description
Job Title	The contact's title or role for the subgrantee.
Address 1	The contact's mailing address.
Address 2	If necessary, the second line of a postal address.
City	The contact's city.
State	The state.
Zip	Zip code. A minimum of 5 digits is required.
Email	Required. Must be a valid email format.
Primary Phone	Required. Must be a valid phone number format.
Secondary Phone	An alternative phone number.
Fax	A fax number.
Other	A free text field where an optional 'other' method of contact can be specified.
Preferred Method of Contact	Required. Select a preferred method of contact.
Role	Required. Select the role this person will fulfill for this award.
Priority	Required. Select 1 for a primary contact person; select 2 for an alternative/secondary point of contact, etc.

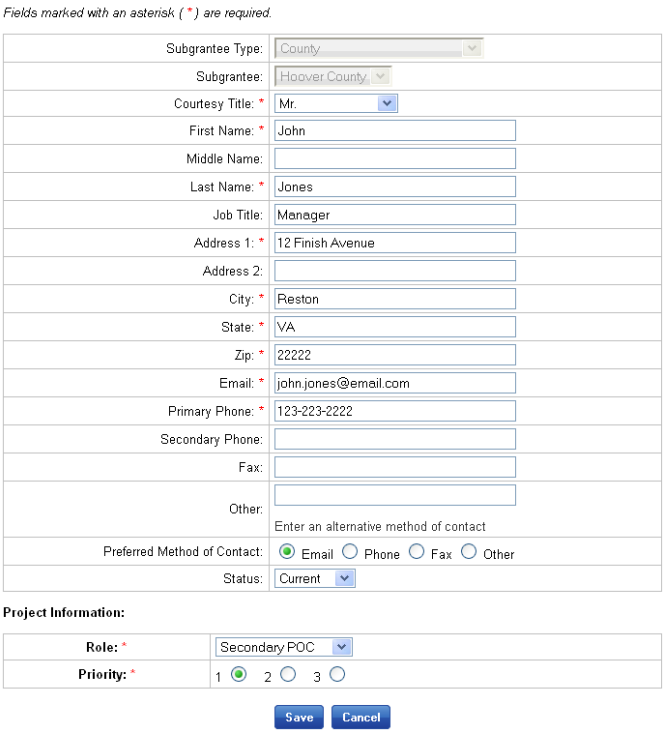
After one or more contacts have been added, edit or delete contact information using the icons for each record.

Figure 4 – The Points of Contact List

	Name	Role	Job Title	Address	Contact Information	Add
Grant Contacts						New Existing
	Ms. Jane D'Ohr	Project Manager	Financial Specialist	4100 Any Road Fairfax, VA 22030	**Phone:** 123-123-1234 **Alt Phone:** **Fax:** **Email:** test@test.com **Other:** **Preferred:** Email	
	Mr. John Jones	Secondary POC	Manager	12 Finish Avenue Reston, VA 22222	**Phone:** 123-223-2222 **Alt Phone:** **Fax:** **Email:** john.jones@email.com **Other:** **Preferred:** Email	

- If more than one contact is assigned to the award, the "delete" icon is available, and one of the records can be deleted.
- Click the "edit" icon to revise a person's contact information, their preferred method of contact, or their assigned role for this award. The point of contact information form will display. (See Figure 5).

Figure 5 – Point of Contact Information Form



*Fields marked with an asterisk (*) are required.*

Subgrantee Type:	County
Subgrantee:	Hoover County
Courtesy Title: *	Mr.
First Name: *	John
Middle Name:	
Last Name: *	Jones
Job Title:	Manager
Address 1: *	12 Finish Avenue
Address 2:	
City: *	Reston
State: *	VA
Zip: *	22222
Email: *	john.jones@email.com
Primary Phone: *	123-223-2222
Secondary Phone:	
Fax:	
Other:	Enter an alternative method of contact
Preferred Method of Contact:	Email Phone Fax Other
Status:	Current

Project Information:

Role: *	Secondary POC
Priority: *	1 2 3

Save Cancel

Click “Save” to finalize the record.

Once complete, click “Next” to continue the Budget Application. The system will not allow the application to be submitted until there is at least one contact assigned to the award.

III.1.2 Step 2: Enter Budgeted Amounts for Function Areas

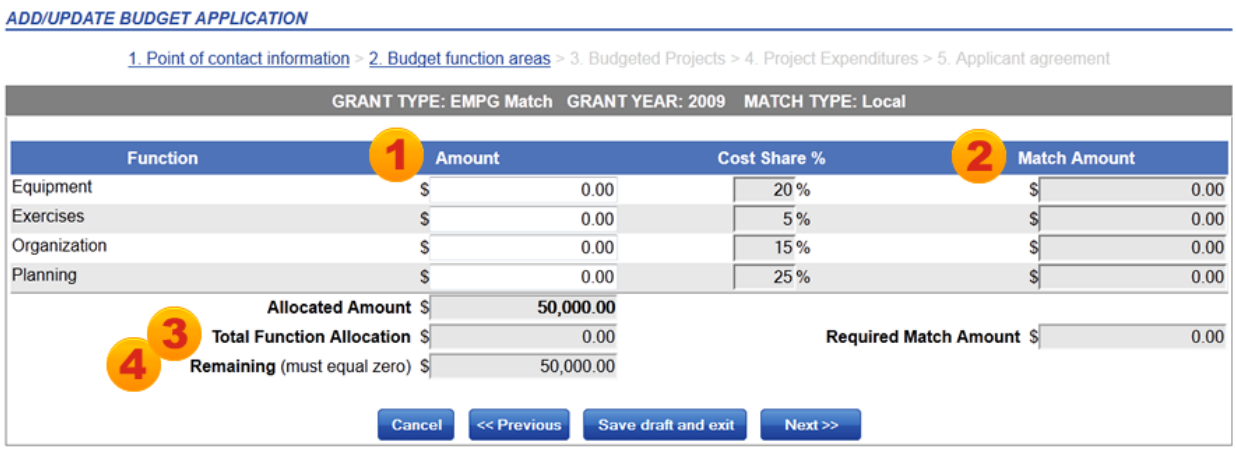
This step is required only for certain types of matching grants. For the majority of Budget Applications, this step is not required and you will be directed instead to Step 3. If required, this step is to provide the total budgeted amount for each function area under this award. Note that the total amount requested must exactly equal the total state allocation. Also note that for grants with matching requirements, required match amounts will be calculated based on function amounts input here. Table 2 lists and describes the fields for data entry and data display if you proceed through Step 2.

Table 2 – Description of Data Displayed in Step 2

#	Field	Description
Across		
	Function	Lists the allowable functions for this Budget Application.
1	**Amount**	Number field where the amount of funding for each function should be entered.
	Cost Share %	Read only. This is the required cost share for this function area.
2	**Match Amount**	Read only. This field is calculated based on the amount entered in the “Amount” column.

#	Field	Description
Down		
	Allocated Amount	The total amount allocated to this award from the "Subrecipient Allocation" tab.
3	**Total Function Allocation**	Read only. This is the sum of the amounts entered above in the "Amount" fields.
4	**Remaining (must equal zero)**	Read only. Calculated from "Allocated Amount" minus "Total Function Allocation."
	Required Match Amount	Read only. Sum of the fields above in the "Match Amount" column.

Figure 6 – Online Budget Application Module, Function Budget Section



1 Enter the "Amount" of the total award that may be expended for each of the allowable functions. 2 The "Match Amount" updates automatically based on the preconfigured % for the Cost Share. This column is Read only. 3 When the "Total Function Allocation" equals the "Allocated Amount," and 4 the "Remaining" field equals zero, all funds have been allocated and you may proceed.

III.1.3 Step 3: Create or Update a Budgeted Project

Provide information on the projects to be accomplished with the awarded funds. Each project should directly correlate to one or more objectives from the relevant strategic plan, as well as the investment justification.

III.1.3.1 Create a New Project

To create a new project, click "Create New Project," and then fill out the Project Information form with the Project Title, Project Type (select from list), Description, Investment Justification (select), and Target Capability (select). The bottom of the form lists all allowable Objectives from the relevant strategic plan associated with this award. Select at least one Primary Objective (under "P," the first column of radio buttons). Optionally, select one Secondary Objective (under

"S") and one or more other objectives (under "O"). Scroll to the bottom of the screen, and click "Save Project" to continue.

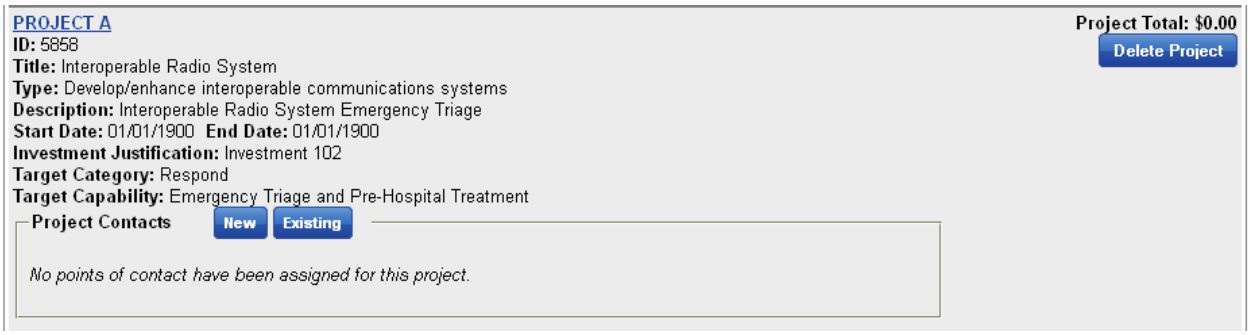
III.1.3.2 Update a Project

To update information for a previously entered project, click the Project Letter link. This will take you to a form where information previously entered for the project may be updated.

III.1.3.3 Add Point(s) of Contact

Similar to the overall award, a point of contact must be added for each project. After a project has been saved, the Project Contacts area will be displayed (see Figure 7):

Figure 7 – The Project Contacts section of the Budget Application



Click "New" to add a new person as a point of contact, or click "Existing" to add one of the subgrantee's current points of contact as a point of contact for this project. The same point of contact can be added for multiple projects under the same award.

A minimum of one contact for each project must be added before the award can be submitted for approval.

III.1.4 Step 4: Specify Project Expenditures

For each project entered in Step 3, applicants must specify proposed project expenditures (line items) that will be purchased with award funds or as part of the match requirement to complete the project. When created, line items must be aligned with the selected objectives from the projects. Items must be entered to the exact amount of the total award budget.

III.1.4.1 Create New Item Line

To add a new item to the project, click the "Add New Item" button that corresponds to the project the item should be added to. First select the appropriate Function for the new item, and then choose a Category from the associated list (the list will be generated after the Function is selected). After selecting Function and Category, enter the Item. Continue to enter information into the form, including the quantity of items, unit cost, discipline, and objective. Then click "Submit."

The new line item appears in the table beneath the appropriate project and objective. An

existing line item can be deleted using the “Delete” icon.

III.1.4.2 Update Line Item

To update a line item previously entered into the Budget Application, click the link on the Item Name field. A popup form appears for you to update all information associated with the item.

III.1.5 Step 5: Complete Applicant Agreement

Carefully read the terms of the agreement before submitting your application to VDEM. Check each box to indicate your agreement, and then click “Next.”

III.1.6 Step 6: Submit Application to VDEM

Your grant application is complete and can be submitted to VDEM.

Once all required information has been added to the application and the application is complete, the option to submit the form becomes available. After submitting the application, no further changes can be made while under VDEM review, so ensure that all information is complete and accurate before submitting the application. You also have the option to print a copy of the application prior to submitting it. Once submitted, applications are reviewed by VDEM grants staff for completeness and compliance with all relevant policies and procedures.

III.2 Working with Pending and Rejected Applications

Once submitted for review, VDEM will update the status of line items and projects within the application as they complete their review, and finally the status of the application itself. When the status of the application is updated, subrecipient users will be notified of the change in status of the application.

If any components of the application must be revised, the application will be rejected, and user accounts associated with the subrecipient will be notified of the rejection via e-mail. Rejected applications may include application and line item-level notes, and VDEM can individually reject items. The subrecipient would then be responsible for making necessary revisions and resubmitting to VDEM as described in Section III.2.4 below.

Once the final application is approved, user accounts associated with the subrecipient are notified via e-mail of the application approval. At that time, the application record appears in the “Approved” bin of the Budget Applications module. The award now appears in Budget and Reimbursement modules, and reimbursement requests can be created against the award.

III.2.1 Application Status

The Budget Application record may be set to any of the following statuses as it moves from creation to final approval:

- Allocated: A grant award has been made to the subrecipient and the subrecipient has yet to start configuring their Budget Application.

- In Progress/Draft: The subrecipient has started configuring their budget application but has not yet submitted the Budget Application to VDEM for review.
- Pending Approval/Submitted: The subrecipient has submitted the Budget Application to VDEM for review and the record is currently being reviewed by VDEM.
- Rejected: The application has been rejected by VDEM and requires revision by the subrecipient. None of the projects in the Budget Application have been approved.
- Projects Approved: Some of the projects submitted as part of the application have been approved, while others have been returned to VDEM for revision. In the Budget Application module of EGMS, record in this status will appear in both the Rejected and Approved bins and the user will be directed to projects of the appropriate status depending on which bin they access the record from.
- Approved: The entire application and all of its projects have been approved and will now appear in working order in the budget and reimbursement modules of the system. Although all projects are approved, certain items may be set to Pending by VDEM if the item requires further outside review prior to being approved.

III.2.2 Project Status

Project records may be set to any of the following statuses as they move from creation to final approval:

- Draft: The project has not been fully reviewed.
- Pre-Approved: The project has been reviewed and has been pre-approved.
- Rejected: The project is rejected. Items within the project may be rejected. If items in the project have been set to a rejected state, the project will be rejected by default.
- Approved: The project has been reviewed and has been moved to an approved and active state. All items in the project are of a status of either Approved of Pending NEPA/EHP review.

III.2.3 Line Item Status

Project records may be set to any of the following statuses as they move from creation to final approval:

- Draft: The line item has not been reviewed.
- Pending NEPA/EHP: The line item has been reviewed and a determination made that the item will require a further regulatory review prior to approval. Item in this status will not prevent the parent project and other items within the project from being approved; however, this item will remain pending until the external review is completed.
- Pre-Approved: The line item has been reviewed and has been pre-approved.
- Rejected: The line item is rejected and requires revision or further explanation. Notes

should be included in the item log to explain the reason for the rejection.

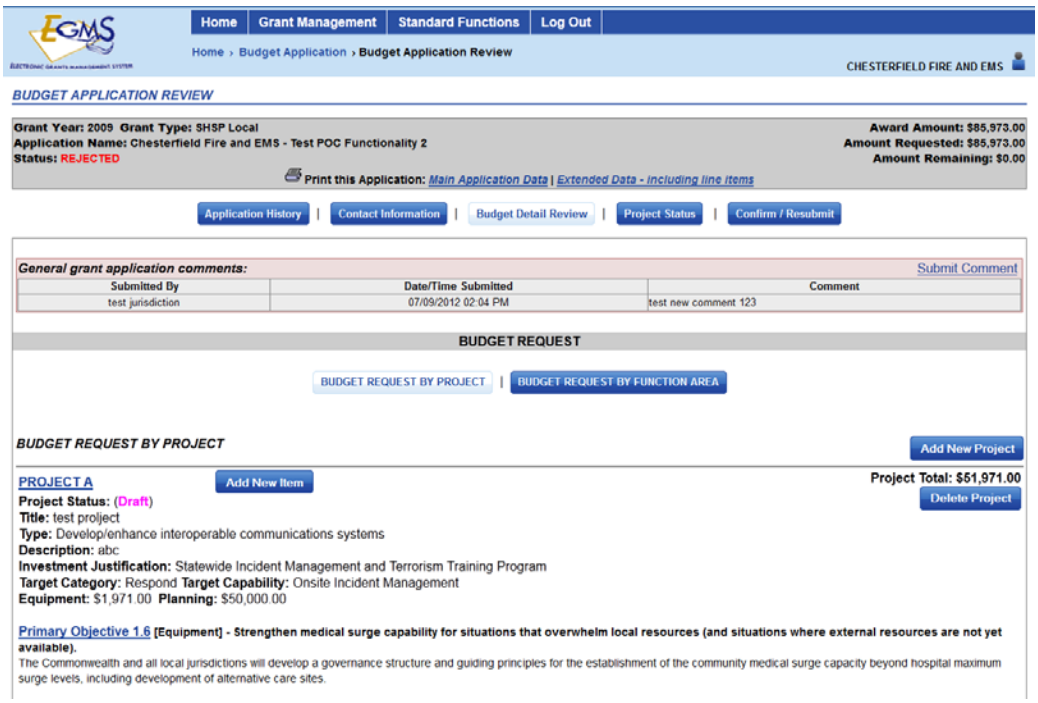
- Approved: The line item has been reviewed and its parent project has been moved to an approved and active state. The item now may be safely encumbered.

III.2.4 Budget Application Review Summary

While the application is under review, subrecipient users may view it and check the status of items and projects within the application by navigating to the Pending Approval tab of the Budget Application module and clicking the spyglass icon for the submitted application record. After clicking the spyglass icon, the user is directed to the Budget Application Review page.

The Budget Application Review page is divided into 5 tabs, each displaying certain information about the pending, rejected, or approved budget application. For each tab, award-level financial information and application data, status, and comment are displayed at the top of the page.

Figure 8 – Budget Application Review



III.2.4.1 Application History Tab

This tab shows a log of the application record history.

III.2.4.2 Contact Information Tab

This tab shows the points of contact who were assigned to this award.

III.2.4.3 Budget Detail Review Tab

This tab contains line item budget details group by either project or by function area. The

default view shows the line item budget grouped by project, and in this view, project details are displayed.

When Budget Applications are rejected, this is the working portion of the Budget Application review module where line items and projects may be updated in preparation for resubmission to VDEM. When Budget Applications are pending VDEM review, or approved, this tab displays the project and line item data in a non-editable state.

When the application record is in a rejected state, the following actions can be performed via this screen:

- **Add New Project.** Click this button to add a new project record to the Budget Application.
- **Update a Project.** Click the hyperlink on the Project Letter (PROJECT A) to update that project.
- **Delete Project.** Click this button to delete an existing project. Line items assigned to the deleted project will not be deleted; however, they will become Unassigned and will need to be assigned to the objective of another project in order to be retained in the Budget Application.
- **Assign Unassigned Items.** If items exist for the Budget Application that have not been assigned to an objective, the Objective Name will appear as a hyperlink. To assign unassigned items to a project's objective, click the hyperlink corresponding to the objective where the item will be assigned.
- **Update Item.** To update an item, including to update the item's description or add a comment to the item log, click the Item Name hyperlink. A pop up window will appear where item data may be updated.
- **View Item Log.** To view the log for an item, click the LOG icon corresponding to the item whose log you would like to see.
- **Delete Item.** To delete an item and remove it from the Budget Application, click the icon corresponding to the item you would like to delete. Deleted items will appear in the Deleted Line Items bin at the bottom of the page.

III.2.4.4 Project Status Tab

This tab contains a summary of all projects included in the Budget Application. A Line Item Summary is included for each project that shows the count of line items in each status for the project. The project log may be reviewed either by clicking the Project Letter (PROJECT A) link or by clicking the LOG icon for the project.

III.2.4.5 Confirm/Resubmit Tab

This tab is only visible for Budget Applications that have been rejected – either in their entirety

or Projects Rejected. Once all review comments have been addressed and all necessary revisions to the Budget Application have been made, the subrecipient may resubmit to VDEM via this tab.

To resubmit the Budget Application, the user must first confirm that they have reviewed and addressed VDEM's general grant application comments, project comments, and line item comments. Once the corresponding checkbox has been clicked, a button to RESUBMIT TO VDEM will appear at the bottom of the screen.

III.2.5 Working with Partially/Project Approved Budget Applications

In cases where a Budget Application contains more than one project, EGMS functionality allows for some projects to be moved forward to an approved state while others are returned to the subrecipient for revision. In such cases, the Budget Application takes on a state of "Projects Approved." When project a Budget Application is project approved, emails will be sent to the subrecipient users to notify them that the Budget Application was partially approved.

Approved projects will appear in the Budget and Reimbursement modules for subrecipients to begin drafting encumbrance and reimbursement requests. The record will also appear in the Rejected and Approved bin of the Budget Application module.

To review and update the rejected projects, go the access the Budget Application in one of two ways:

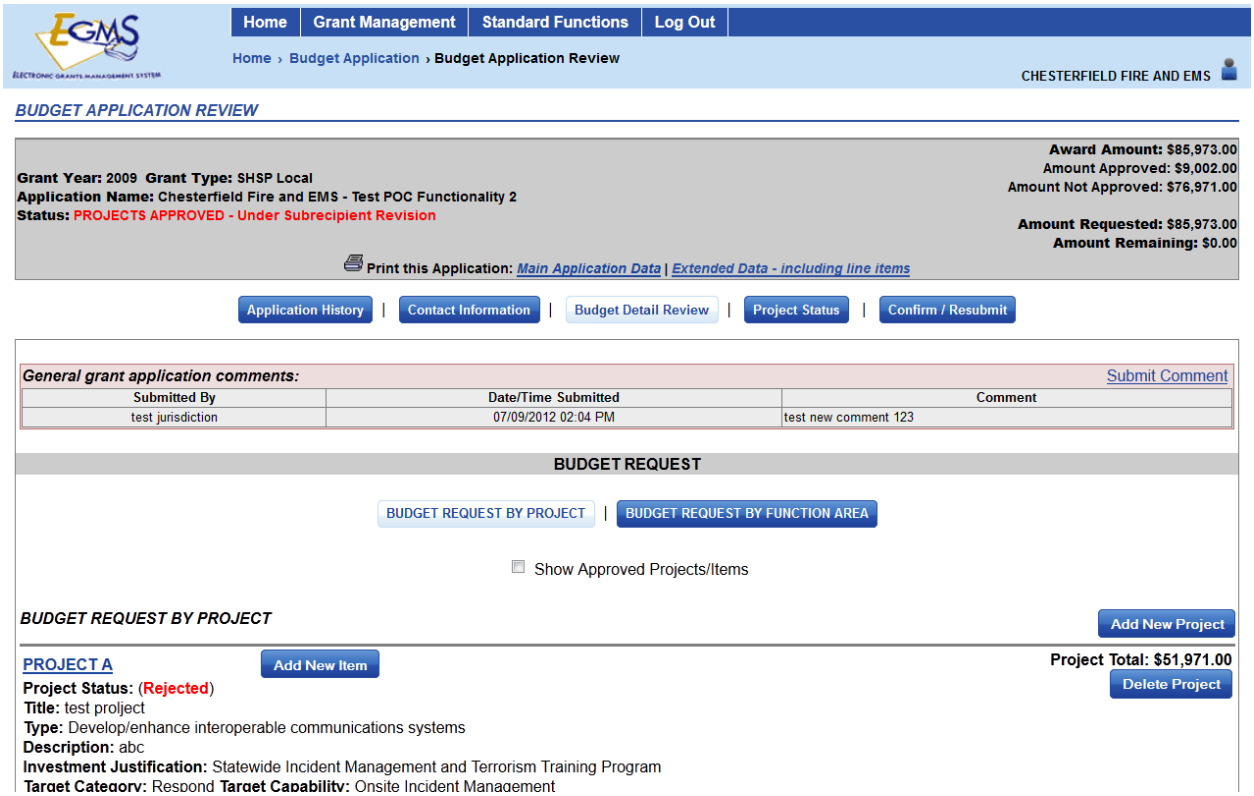
- From the home page ("Welcome"), a link appears indicating that you have a budget application that has either not been started or is in progress; to navigate to the application record, follow the "Click here" link. A grant application has been rejected by VDEM. Click here to view your application."

OR

- Select the "Budget Application" module under the Grant Management menu group on the navigation menu and Navigate to the Rejected bin.

The Budget Application Review page for a Projects Approved record will display the Amount Approved and Amount Not approved. In the Budget Detail Review tab, rejected project data is displayed and an option to "Show Approved Projects/Items" will appear. To view data for the projects that were approved for the Budget Application, check the box.

Figure 9 – Projects Approved Budget Application



Update the information for the rejected projects using the Budget Detail Review tab. Once the rejected projects have been revised, resubmit to VDEM. This process is continued until all projects in the application are approved.

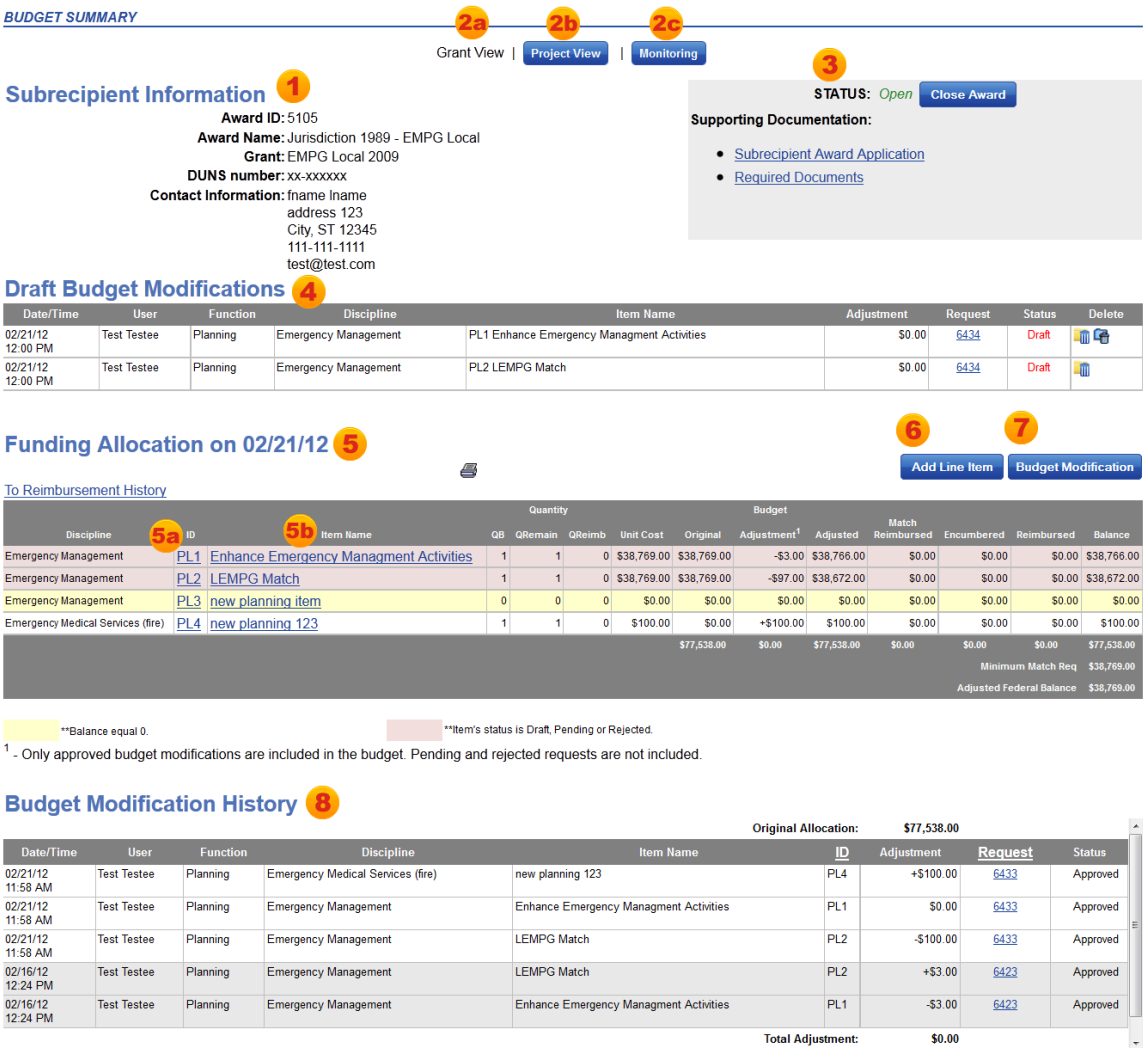
IV. Budget Module

The Budget Module can be found under the Grant Management menu group on the navigation menu. The main Budget Module page shows a list of all awards for your subrecipient with original and current award allocations.

IV.1 Budget Summary Overview

Budget Summary is the main module for viewing and performing budgetary actions associated with each individual award allocation. Most actions that must be performed for the award can be triggered from this screen (Figure 11). This section is designed to give you an overview of the information that appears on the page.

Figure 10 – Budget Summary



BUDGET SUMMARY

2a 2b 2c

Grant View | Project View | Monitoring

Subrecipient Information 1

Award ID: 5105
Award Name: Jurisdiction 1989 - EMPG Local
Grant: EMPG Local 2009
DUNS number: xx-xxxxxx
Contact Information: fname lname
address 123
City, ST 12345
111-111-1111
test@test.com

3

STATUS: *Open* Close Award

Supporting Documentation:

- Subrecipient Award Application
- Required Documents

Draft Budget Modifications 4

Date/Time	User	Function	Discipline	Item Name	Adjustment	Request	Status	Delete
02/21/12 12:00 PM	Test Testee	Planning	Emergency Management	PL1 Enhance Emergency Managment Activities	$0.00	6434	Draft	
02/21/12 12:00 PM	Test Testee	Planning	Emergency Management	PL2 LEMPG Match	$0.00	6434	Draft	

Funding Allocation on 02/21/12 5

6 7

Add Line Item | Budget Modification

To Reimbursement History

Discipline	5a ID	5b Item Name	Quantity QB	QRemain	QReimb	Unit Cost	Budget Original	Adjustment[1]	Adjusted	Match Reimbursed	Encumbered	Reimbursed	Balance
Emergency Management	PL1	Enhance Emergency Managment Activities	1	1	0	$38,769.00	$38,769.00	-$3.00	$38,766.00	$0.00	$0.00	$0.00	$38,766.00
Emergency Management	PL2	LEMPG Match	1	1	0	$38,769.00	$38,769.00	-$97.00	$38,672.00	$0.00	$0.00	$0.00	$38,672.00
Emergency Management	PL3	new planning item	0	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Emergency Medical Services (fire)	PL4	new planning 123	1	1	0	$100.00	$0.00	+$100.00	$100.00	$0.00	$0.00	$0.00	$100.00
							$77,538.00	$0.00	$77,538.00	$0.00	$0.00	$0.00	$77,538.00
												Minimum Match Req	$38,769.00
												Adjusted Federal Balance	$38,769.00

**Balance equal 0. **Item's status is Draft, Pending or Rejected.

[1] - Only approved budget modifications are included in the budget. Pending and rejected requests are not included.

Budget Modification History 8

Original Allocation: $77,538.00

Date/Time	User	Function	Discipline	Item Name	ID	Adjustment	Request	Status
02/21/12 11:58 AM	Test Testee	Planning	Emergency Medical Services (fire)	new planning 123	PL4	+$100.00	6433	Approved
02/21/12 11:58 AM	Test Testee	Planning	Emergency Management	Enhance Emergency Managment Activities	PL1	$0.00	6433	Approved
02/21/12 11:58 AM	Test Testee	Planning	Emergency Management	LEMPG Match	PL2	-$100.00	6433	Approved
02/16/12 12:24 PM	Test Testee	Planning	Emergency Management	LEMPG Match	PL2	+$3.00	6423	Approved
02/16/12 12:24 PM	Test Testee	Planning	Emergency Management	Enhance Emergency Managment Activities	PL1	-$3.00	6423	Approved
					Total Adjustment:	$0.00		

1. Subrecipient Information: The top left side of the screen lists the award information and contact information for the subrecipient that was initially entered for the award

application.

2. Grant View, Project View, and Monitoring View. As with other modules in EGMS, the Budget Summary page defaults to Grant View. Grant View and Project View differ in how the data are displayed in the Function Allocation table. Monitoring View shows uploaded award-level documents and monitoring reports.

   a. *Grant View*: In this view, line item data in the Fund Allocation table are grouped at the award level. Table 3 lists award-specific financial information displayed in this view.

Table 3 – Description of Award-Level Financial Data Displayed in Grant View

Name	Label	Description
Sum of Line Item Fields	*none*	A summary of line item budgetary data is included for the award for: Original, Adjustment, Adjusted, Match Reimbursed, Encumbered, Reimbursed, and Balance. This provides an award-level summary of these data.
Minimum Match Requirement	Minimum Match Requirement	This is the minimum amount that the subrecipient is responsible to pay for using the subrecipient's own matched funds for this award.
Adjusted Federal Balance	Adjusted Federal Balance	This is the amount of federal funds allocated in this award that remains—the amount currently allocated to the subrecipient in this award minus any previously reimbursed federal funds.

Attribute appears only on awards with a match requirement.

   b. *Project View*: In this view, line item data in the Fund Allocation are grouped at the project level. Table 4 describes project-specific financial information displayed in this view.

Table 4 – Description of Project-Level Financial Data Displayed in Project View

Name	Label	Description
Project Metadata	Multiple	Project Information is displayed that includes: Project Title, Type, Description, Investment Justification, Target Category, and Target Capability
Project Allocation	Project Allocation	Current funds allocated to each project are displayed.
Project Objectives	Primary/Secondary/Other Objective	Current funds allocated to each objective in the project are displayed.
Sum of Line Item Fields	*none*	A summary of line item budgetary data is included for the award for: Original, Adjustment, Adjusted, Match Reimbursed, Encumbered, Reimbursed, and Balance. This

Name	Label	Description
		provides an award-level summary of this data.

Attribute appears only on awards with a match requirement.

c. *Monitoring View*: In this view award-specific documents may be uploaded and viewed. This process is described in Section IV.2. Award-specific monitoring reports may also be completed as described in Section IV.2.

3. Status: This box at the top right shows whether the award allocation is currently open or closed. Only authorized users can change an award from open to closed (or closed to open). Within the box is a link to the Award Application, as well as a link for setting the types of documents required to be uploaded for this award record. The actual document files are uploaded in a section of the "Monitoring" tab, as described in Section IV.2.

4. Draft Budget Modifications: This grid shows items associated with the award. The chart shows the fields listed in Table 5.

Table 5 – Description of Fields in the Draft Budget Modifications Table

Name	Label	Description
Date/Time	Discipline	The date and time the budget modification record last was saved.
User First and Last Name	User	The ID number is a combination of the line item number (in the order it was added to the project), plus the Item Code, which designates the type of item.
Function Area	Function	Function area of the line item being modified.
Discipline	Discipline	The discipline of the item being modified.
Item ID and Name	Item Name	The item ID code and Item Name of the record being modified.
Total Adjustment	Adjustment	Dollar amount the line item total is being adjusted.
Request ID	Request	Request ID of the budget modification record.
Status	Status	Status of the budget modification record.
Delete Action	Delete	To delete the whole budget modification request, click the blue icon; to delete an individual item modification from the request, click the yellow icon.

5. Funding Allocation on [Today's Date]: The middle of the page shows the current list of line items associated with the award. If you are viewing the Budget Summary page in Grant View, all of the items for the award are displayed grouped together; if you are viewing in Project View, items are grouped by project as described in item 2 above. The chart shows the fields listed in Table 6.

Table 6 – Description of Line Item-Related Fields in the Funding Allocation Table

Name	Label	Description

Name	Label	Description
Discipline	Discipline	This is the discipline assigned to the line item.
ID number	ID	The ID number is a combination of the line item number (in the order it was added to the project), plus the Item Code, which designates the type or category of item. Click this link to add line item-specific notes. Line Item notes added here also appear in the Reimbursement module associated with each budgeted line item.
Item Name	Item Name	Name of the item. Click this link to view a detailed breakdown of budget modifications completed against this item, as well as to update line item properties as described in Section IV.4.
Quantity Budget	QB	The total quantity budgeted for the line item.
Quantity Remaining	QRemain	The quantity remaining of the original budget (QB minus QReimb).
Quantity Reimbursed	QReimb	The quantity that has been reimbursed.
Unit Cost	Unit Cost	The budgeted unit cost of the item.
Original Budgeted Amount	Original	The amount originally budgeted for the item in the budget application.
Budget Adjustment	Adjustment	The sum of all completed budget modification adjustments against the line item.
Adjusted Amount	Adjusted	The sum of the original budgeted amount plus or minus all adjustments.
Matched Budget Amount	Matched	The amount of match funds that have been applied to the item.
Federal Funds Encumbered	Encumbered	The amount of federal grant funds that has been encumbered against the item.
Federal Funds Reimbursed	Reimbursed	The amount of federal grant funds that has been reimbursed against the item.
Balance	Balance	The current balance of the line item (equal to the Adjusted Balance minus Encumbered Amount).

Attribute appears only on awards with a match requirement.

Row shading within the Funding Allocation chart:

- Yellow: rows shaded in yellow indicate that the current balance is zero.
- Pink: rows shaded in pink indicate that a draft or pending budget modification is in progress against that item.

- Dark Pink: rows shaded in dark pink indicate that the item was individually rejected as part of a pending or rejected budget modification.

6. Add Line Item: Add a new line item to the approved award as described in Section IV.3.

7. Budget Modification: Begin a new budget modification for the award as described in Section IV.5.

8. Budget Modification History: The table at the bottom of the screen shows the log of Pending, Rejected, and Completed budget modifications to the award allocation to date. The Budget Modification History table includes the fields listed in Table 7:

Table 7 – Description of Fields in the Budget Modification History Table

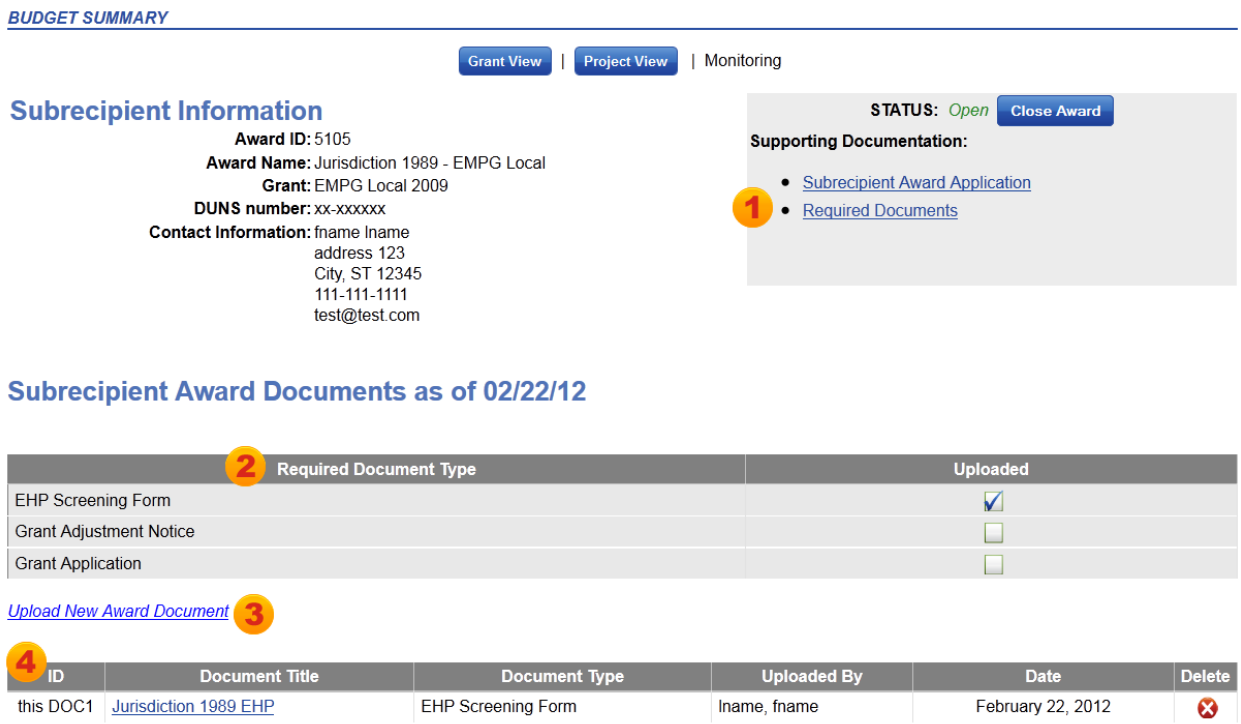
Field	Label	Description
Date/Time	Date/Time	The date and time the request was last updated.
User Name	User	The first and last name of the user who made the request.
Function Area	Function	Function area of the line item that was modified.
Discipline	Discipline	The discipline of the item that was modified.
Item Name	Item Name	The name of the item that was modified.
ID number	ID	The ID number is a combination of the line item number (in the order it was added to the project), plus the Item Code, which designates the type of item.
Adjustment Amount	Adjustment	The value of the adjustment being performed on that line item.
Request ID number	Request	The ID number assigned to each individual request. Click the link to navigate to a print page of the pending or completed request, or to modify a rejected request.
Current Request Status	Status	The current status of the request: Pending, Approved, or Rejected (draft requests will be displayed in the Draft Budget Modifications table shown labeled 4 above).

Note that more than one line item in the history table is associated with any given Request ID number. Also note that this is where to go to review and update a rejected budget modification request.

IV.2 Monitoring Tab

In the Budget Summary module, the Monitoring tab is used to upload and view award-specific files and documents, and to view monitoring forms completed by VDEM and made available for review by the subrecipient (Figure 11).

Figure 11 – Budget Summary – Monitoring Tab



IV.2.1 Award Documents

For each award, VDEM may indicate certain types of files that must be uploaded. If VDEM has indicated files required for your award, table 2 on Figure 11 above appears in the monitoring module. This table indicates the types of documents that must be uploaded, and whether a document for each type has been uploaded to date. Subrecipient users may also have access to set their own required document types. If your account has permission to do this, the "Required Documents" link 1 appears.

To upload an award-level document, click the "Upload New Award Document" 3 link. To view previously uploaded documents, click the Document title link in the 4 table.

IV.2.2 Award Monitoring Reports

From time to time, VDEM may issue award-specific monitoring reports and make them available for subrecipient review. If VDEM completes a monitoring report, it will be available as read-only to the subrecipient in the Award Monitoring Reports section. The content of these reports may vary at VDEM's discretion.

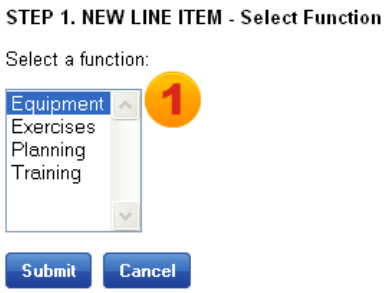
IV.3 New Line Item

If necessary, new line items can be added to approved budgets. A new line item always has a value of $0, and funding can be transferred to it only by completion of a Budget Modification (see Section IV.5). New line items must be approved by VDEM Grant Administrators prior to being reimbursed.

From the Budget Summary screen, click "New Line Item" to begin the four-step process for adding a new line item.

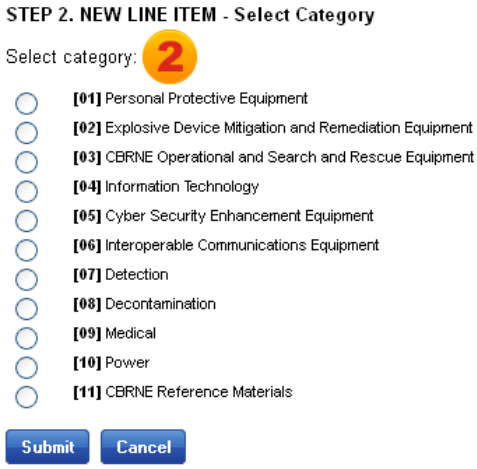
Step 1: Select the Function.

Figure 12 – List of Function Options



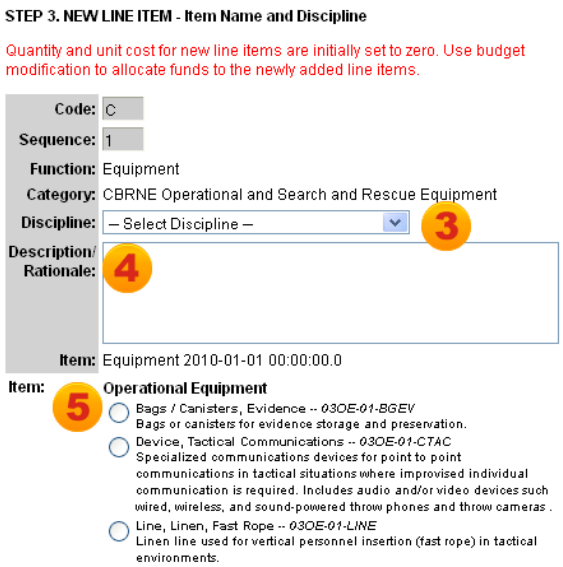
Step 2: Select the Category.

Figure 13 – List of Category options



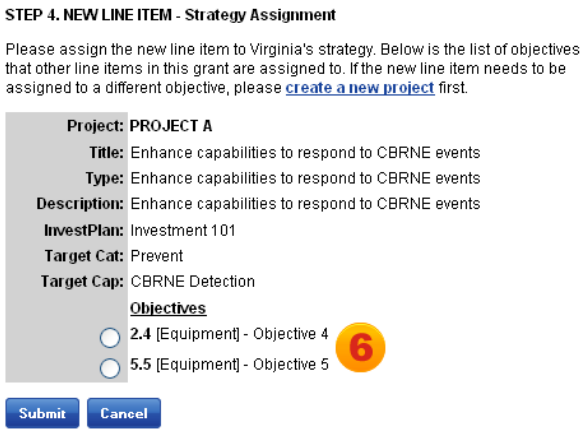
Step 3: Select the Discipline 3, and then add a Description/ Rationale for the item (its purpose) 4. If the item is a piece of equipment, select the appropriate item from the AEL 5. At the bottom of the screen (not shown), you have the option of adding a Postfix for the AEL item name (the postfix is a brief identifier that will be added to the AEL name). For non-equipment items, enter the Item Name (not shown).

Figure 14 – Line Item Name and Discipline Fields



Step 4: Select the appropriate Strategy Objective 6 for the item. If there is more than one Project, the system will prompt the user to select an objective from one of the available projects.

Figure 15 – Assign Line Item Strategy and Objectives



After submittal of the new item, it appears in the Budget Summary "Funding Allocation" table with "(*New*)" displayed.

IV.4 Modifying Line Item Properties

This functionality provides the user the ability to update, without any review or approval, information specific to an approved line item including: AEL code (if equipment), item name, function area, category, discipline, and line item description. If the user has access to this code segment, hyperlinks will appear on each of the above-referenced attributes for the line item in the *Line Item Budget Modification History* page.

This functionality provides a great deal of power to the user to change all non-budgetary data fields for approved items and will only be available to users with a high degree of administrative system access.

IV.5 Budget Modifications

After VDEM approves the Budget Application and its associated line item expenditures, subrecipients may begin encumbering and requesting reimbursement for their approved line items. As the grant life cycle progresses, adjustments may be required to the line item budgets. Budget modifications can be used to adjust budgetary information for line items within a single award allocation. Budget modifications are completed as requests that may include adjustments to many items in a budget; the request-level record, with all of its line item-level adjustments is submitted as one request and goes through a multi-role review process by VDEM. The Budget Summary module can be used to track the status of each Budget Modification request as it flows through the review workflow.

IV.5.1 Important Notes on Budget Modifications

Below are some important points of reference related to budget modifications in EGMS:

- Although budget modifications can be used to modify the approved budget for a single award allocation, subrecipient users do not have the authority to move money between allocation awards in EGMS. That responsibility is reserved for VDEM users.
- Initiating a budget modification prevents addition of the items in the request to any reimbursement or encumbrance requests. However, any pending reimbursement records, even those that include items being modified through budget modifications, may continue on through the reimbursement workflow.
- Balances available to be moved between line items in budget modifications are based on the encumbered amount for each item.
- If the award allocation requires a State or Local match requirement, and the result of the modification increases the match requirement, or if an external modification increases a match award's allocation, a budget reconciliation may be required (see Section IV.6 for information on budget reconciliations).

IV.5.2 Scenarios that May Trigger a Budget Modification

Several scenarios may necessitate budget modifications, including:

- The quantity or total cost of an approved line item has changed and the budget must be updated accordingly to reallocate funding or quantities for the item budget.
- All planned purchases have been made for an approved line item, and remaining balance allocations must be diverted elsewhere.
- A new item or a new project has been added to the budget, and funding must be allocated to it (see Section IV.3 for the process of adding a new line item to a budget).

IV.5.3 Initiating a Budget Modification

If your user account has permission to initiate budget modifications, a “Budget Modification” button appears in the Budget Summary page located above the Funding Allocation table.

Initiating a budget modification involves the following three steps:

1. Enter an explanation/rationale for this request. Individual line item-level comments may be entered later to explain line-by-line changes if necessary.

2. Select items to be modified in this request.

    - You can view the line items for the award in Grant View or Project View.

    - If the check box for selecting the item to add to the request is disabled, an existing and pending modification exists for that line item. Line items involved in pending budget modifications may not have additional budget modifications initiated against them until the previous request is completed.

    - The balance that may be modified in a budget modification request depends on the current amount encumbered for each item.

3. Enter the proposed revision to the item-level budgets for item quantity, unit cost, and total. At this step, additional or updated request-level and line item-level comments may be configured.

    - You can view the modification form in Grant View or Project View. If viewing the form in project view, you can track how proposed changes to item balances may affect the project and objective budgets for the award.

    - You can update or delete a request-level or item-level comment if: 1 you are the user who submitted the comment, and 2 the request is at the same review status as it was when you added the comment.

    - Entering line item comments or adding/updating request-level comments cannot occur before the budget modification request is saved. If the request has not yet been saved, the message “Save Draft to enter comment” appears where the link to “Add Comment” would otherwise appear. To save the record as draft, click the “Save Draft” button at the bottom of the page.

    - The “Budget Modification History for ID” grid shows a log of actions performed against the current budget modification request record.

    - If the item was added to the budget using the Add New Item function described in Section IV.3, and if this is the first time money or quantity is being allocated to that item, the record appears in the form with a red (New) label, indicating to you and to future reviewers that this is the first time money is being allocated to this item and extra scrutiny may be necessary.

IV.5.4 Saving and Modifying Budget Modifications

Several action buttons appear at the bottom of the Step 3 budget modification form:

IV.5.4.1 Saving a Budget Modifications

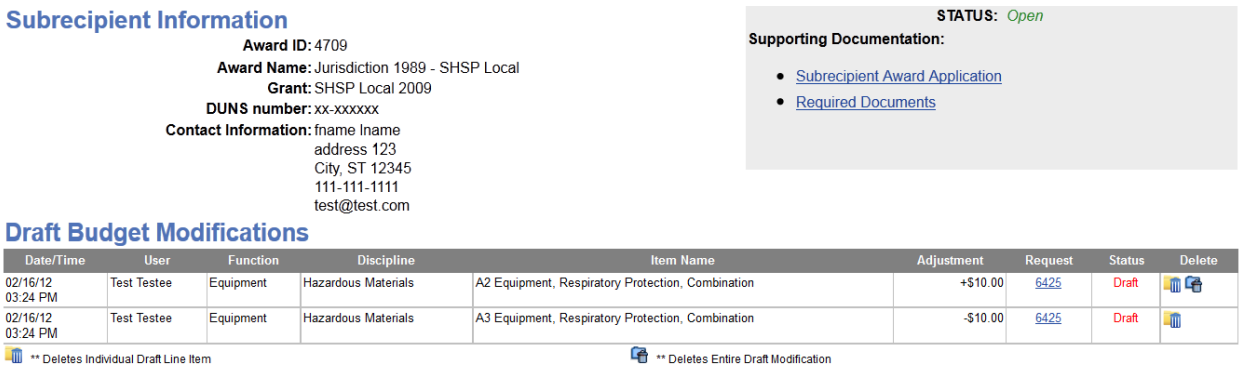
At any time when working on a budget modification, you may save the record. To save the record, click the "Save Draft" button at the bottom of the Step 3 form. Note that if you click the "Cancel/Exit" button prior to saving the record, changes are lost.

Once saved, the Step 3 form refreshes. To navigate back to the Budget Summary page, click the "Budget Summary" link in the menu's breadcrumbs or click "Cancel/Exit" at the bottom of the form.

IV.5.4.2 Accessing Saved Draft Budget Modifications & Draft Budget Modifications Menu

To access a draft budget modification, navigate to the Budget Summary module of the award record for which the budget modification was created. If any draft budget modification records exist for the award, these appear near the top of the page. To access the draft budget modification record in order to make changes, click the Request ID hyperlink. Figure 16 shows the display that appears.

Figure 16 – Draft Budget Modifications



Subrecipient Information

Award ID: 4709
Award Name: Jurisdiction 1989 - SHSP Local
Grant: SHSP Local 2009
DUNS number: xx-xxxxxx
Contact Information: fname lname
address 123
City, ST 12345
111-111-1111
test@test.com

STATUS: *Open*

Supporting Documentation:

- Subrecipient Award Application
- Required Documents

Draft Budget Modifications

Date/Time	User	Function	Discipline	Item Name	Adjustment	Request	Status	Delete
02/16/12 03:24 PM	Test Testee	Equipment	Hazardous Materials	A2 Equipment, Respiratory Protection, Combination	+$10.00	6425	Draft	
02/16/12 03:24 PM	Test Testee	Equipment	Hazardous Materials	A3 Equipment, Respiratory Protection, Combination	-$10.00	6425	Draft	

** Deletes Individual Draft Line Item

** Deletes Entire Draft Modification

To delete the draft record in its entirety, click the blue trash bin icon in the "Delete" column.

To delete individual item modification records from the request, click the yellow delete icon in the "Delete" column on the row showing the budget modification you would like to delete.

IV.5.4.3 Adding Items to a Draft Budget Modification

To add items to the budget modification request, click the "Add Items(s)" button at the bottom of the Step 3 form. This takes you back through Steps 1 and 2. At Step 2, you may check additional items from the list to be included in the modification request.

IV.5.5 Submitting a Draft Budget Modification

To submit a draft budget modification, click the "Submit for Review" button at the bottom of the Step 3 page. Once submittal occurs, you are redirected to the Budget Summary page, and the submitted budget modification appears in the Budget Modification History grid at the bottom of the page with a status of Pending. The record remains in the Budget Modification History grid henceforth, and the status is updated to Approved or Rejected as the SAA reviews the modification request. You are notified via Email when the modification request is rejected or approved.

IV.5.6 Reviewing and Modifying a Rejected Budget Modification

If a budget modification is rejected, subrecipient user accounts are notified of the rejection. To access a draft budget modification, navigate to the Budget Summary module for the award record for which the budget modification was created. The rejected record appears in the Budget Modification History grid with a Rejected status. If any items modifications were individually rejected in the budget modification, those line items appear in the Budget Summary grid in dark pink (Figure 10).

To access and update the rejected modification, click the request ID number hyperlink for that request in the Budget Summary History grid. You are directed to the Step 3 form where individually rejected items appear, as well as any request or item-level comments that VDEM may have provided along with the rejection action.

To delete the entire request, click the blue trash icon next to the rejected request. Note that you cannot individually delete items from the request at this step.

Figure 17 – Budget Modification Individually Rejected Item

Funding Allocation on 02/16/12

Add Line Item | Budget Modification

To Reimbursement History

Discipline	ID	Item Name	Quantity QB	Quantity QRemain	Quantity QReimb	Unit Cost	Budget Original	Budget Adjustment[1]	Budget Adjusted	Budget Encumbered	Budget Reimbursed	Budget Balance
Hazardous Materials	A1	Equipment, Respiratory Protection, Combination	6	6	0	$20.00	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00
Hazardous Materials	A2	Equipment, Respiratory Protection, Combination	6	6	0	$400.00	$2,400.00	$0.00	$2,400.00	$0.00	$0.00	$2,400.00
Hazardous Materials	A3	Equipment, Respiratory Protection, Combination	6	6	0	$800.00	$4,800.00	$0.00	$4,800.00	$0.00	$0.00	$4,800.00
Cyber Security	A4	Equipment, Respiratory Protection, Combination	0	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Hazardous Materials	L1	Databases, Reference	1	0	1	$16,950.00	$16,950.00	$0.00	$16,950.00	$16,940.00	$0.00	$10.00
Hazardous Materials	R1	Installation	1	1	0	$2,730.00	$2,730.00	$0.00	$2,730.00	$0.00	$0.00	$2,730.00
Hazardous Materials	S1	Computer, Mobile Data	1	1	0	$500.00	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00
							$27,500.00	$0.00	$27,500.00	$16,940.00	$0.00	$10,560.00

**Balance equal 0. **Item's status is Draft, Pending or Rejected. **Item is rejected individually.

[1] - Only approved budget modifications are included in the budget. Pending and rejected requests are not included.

Budget Modification History

Original Allocation: $27,500.00

Date/Time	User	Function	Discipline	Item Name	ID	Adjustment	Request	Status
02/16/12 03:24 PM	Test Testee	Equipment	Hazardous Materials	Equipment, Respiratory Protection, Combination	A2	+$10.00	6425	Rejected
02/16/12 03:24 PM	Test Testee	Equipment	Hazardous Materials	Equipment, Respiratory Protection, Combination	A3	-$10.00	6425	Rejected

Total Adjustment: $0.00

Current Budget: $27,500.00

IV.5.7 Functional Differences/Considerations for Match Grants

If the budget modification on which you are working is for an award with state or local match requirements, you will notice a few differences in the internal modification form in Step 3:

- Beside each item, its function-level match requirement appears (this is only important for grants with different match requirements by solution area).
- A link appears at the top of the page to "see how this modification affects your match requirement."
- Each time the total box is updated for the line item, the page refreshes to update the totals instead of displaying a calculation on-form as in non-match budget modifications.
- A calculator icon appears next to each total box to indicate the adjustment to the Total of the item required to zero out the Federal Allocation, thus allowing submittal of the budget modification (this is sometimes hard to calculate on match budget modifications). To display the amount, either hover over the calculator icon or click on it, and a pop-up page appears.
- Summary boxes for "Federal allocation" and "Match adjustment" appear at the bottom of the page.

IV.6 Budget Reconciliations

Budget reconciliations may be necessary from time to time for awards with a state or local match requirement. When a budget modification increases that award's state or local match requirement, budget reconciliation is required. If a budget modification changes the federal allocation of an award so as to increase the federal allocation for match grants, budget reconciliation is necessary to allocate the additional match requirements to line items in EGMS.

IV.6.1 Important Notes on Internal Budget Reconciliations

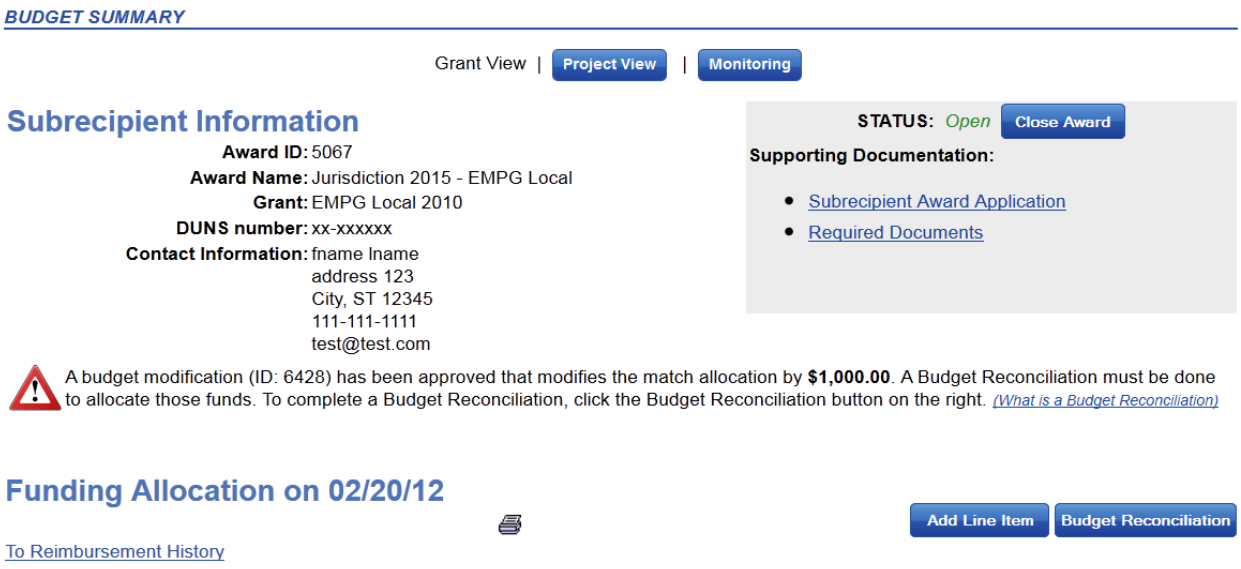
The following are some important points of reference related to budget reconciliations in EGMS:

- Budget reconciliations are required only after an award's match requirement increases.
- The purpose of the budget reconciliation is to allocate those newly-required match funds to approved line items.
- The process is virtually identical to an internal budget modification.
- Additional budget modifications may not be initiated until completion of required budget reconciliations.

IV.6.2 Completing a Budget Reconciliation

When a budget reconciliation is required for an award, a warning message appears on the Budget Summary page (Figure 18). The button previously labeled "Budget Modification" is now labeled "Budget Reconciliation."

Figure 18 – Budget Reconciliation



After clicking the "Budget Reconciliation" button to initiate the request, you are directed

through a set of forms similar to the procedure for an internal budget modification. The final form requires allocation of all unreconciled funds prior to proceeding. No workflow review occurs for this process; you are directed to a “Perform Modification” button as the last step in completing the budget reconciliation.

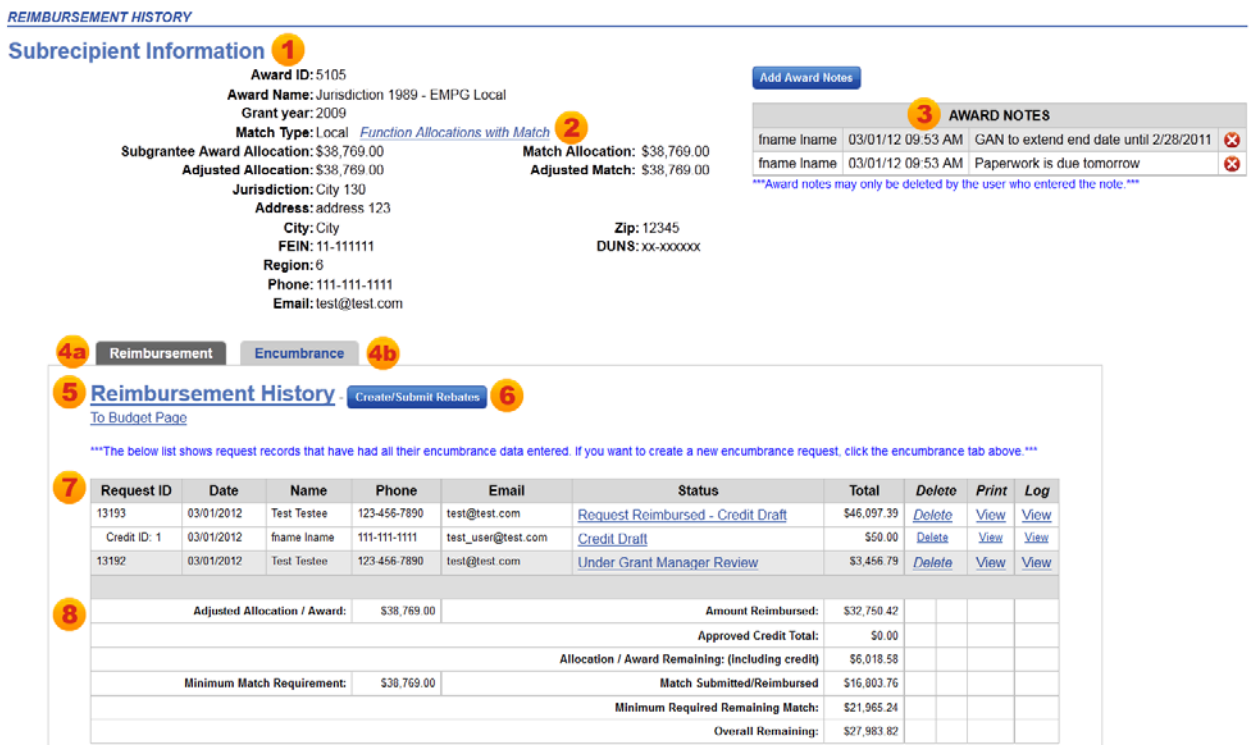
V.Reimbursement

The Reimbursement Module appears under the Grant Management menu group on the navigation menu. The main Reimbursement Module page shows a list of all awards for your subrecipient, with original and current award allocations, amounts encumbered, and amounts reimbursed. Records in the Reimbursement list link to the Reimbursement History page for each individual award.

V.1 Reimbursement History Overview

Reimbursement History is the main module for viewing and performing encumbrance and reimbursement requests associated with each individual award allocation (Figure 19). This section overviews the information that appears on the page.

Figure 19 – Reimbursement History



1. Subrecipient Information: The top left side of the screen lists the award information and information about the subrecipient.

2. The "Function Allocations with Match" link takes you to a page showing the function area budget breakdown. This form appears only to show how the match was calculated based on the function area allocations. Note that the subrecipinet is not tied to meeting the match dollars listed here by function area in terms of what they have to use their match funding for. This is shown only to display how the match was calculated.

   Link appears only on awards with a match requirement.

3. Award Notes: Award-level notes submitted by users will display here. If your user account has permission, you will see a button to “Add Award Notes.”

4. Reimbursement and Encumbrance tabs.

   a. Reimbursement Tab: This is the working tab for moving completed encumbrance requests forward and submitting them to VDEM for reimbursement. All completed encumbrance requests appear in this bin, as well as draft, pending, approved, and rejected reimbursement requests.

   b. Encumbrance Tab: This is the working tab for creating new encumbrance requests from scratch. All draft encumbrance requests appear in this bin in a working state, and you can view logs and print pages of completed encumbrance request records.

5. Reimbursement History Link: This link provides a line item-by-line item summary of all encumbrance and reimbursement request data. If you want to see all previous requests grouped by line item, click this link.

6. Create/Submit Rebates Button: This button allows you to initiate credit/rebate request records and submit them to VDEM. That process is discussed in detail in Section V.3.

7. Reimbursement History Table: This table displays request-level information for each request record. Table 8 lists the items in the Reimbursement History Table, and descriptions of these.

Table 8 – Description of Items in Reimbursement History Table

Name	Description
Request ID	The unique ID of the request record.
Date	Date the request was created or submitted to VDEM. If the request has not yet been submitted to VDEM, the date on which the request was created displays. If the request has been submitted, the date on which the request was submitted displays.
Name	Name of the user who created the request record.
Phone	Phone number of the user who created the request record.
Email	Email address of the user who created the request record.
Status	The Status of the request record.
Total	The total reimbursable amount included in the request. If the award has a match component, the Total field includes any funds submitted as match.
Delete	If your user record has access to delete the request, the delete link appears. Clicking on Delete prompts a warning message, followed by deletion of the request record.
Print	Print form of the request record with all line item and expenditure data included.
Log	Log of all actions completed against the request record.

8. Award Financial Summary Table: This table displays award-level financial summary

information. Table 9 lists the items in the Award Financial Summary Table, and descriptions of these.

Table 9 – Description of Items in Award Financial Summary Table

Name	Description
Adjusted Allocation / Award	Current federal award allocation. This includes all allocations changes that may have been applied to the award since the initial award allocation.
Amount Reimbursed	Amount of federal funds entered for reimbursement. This number includes all funds for which encumbrance information has been entered and completed, and all statuses of reimbursement requests.
Approved Credit Total	The sum of all fully approved credit requests for the award. This does not include draft or pending request totals.
Allocation / Award Remaining (including credit)	Amount of the federal award allocation remaining—the Adjusted Allocation minus the Amount Reimbursed.
Minimum Match Requirement	The minimum amount the subrecipient is required to expend using the subrecipient's own match funds for the award.
Match Submitted/Reimbursed	The total amount of all match funds submitted for reimbursement.
Minimum Required Remaining Match	The amount of the required match yet to be matched.
Overall Remaining	Sum of the remaining award allocation plus the remaining minimum required match.

Link appears only on awards with a match requirement

V.2 Requesting Reimbursements

Subgrantees are required to confirm that they have encumbered funds before they can request reimbursement. After funds have been encumbered and proof of encumbrance documentation has been provided, the subrecipient can submit a request for reimbursement. To process a reimbursement request, you must submit copies of the paid invoices and proof of payment—including the invoice date, quantity, unit costs, check number, and date of the payment. The invoices must specify the exact brand and model purchased. A reimbursement is completed after a subrecipient has purchased, paid for, and received a paid invoice for a line item. To submit an encumbrance and reimbursement request, follow the steps described below.

V.2.1 Creating an Encumbrance Request

1. Navigate to the Reimbursement History (see Section V.1) page of the award for which you would like to encumber funds.
2. The Reimbursement History page appears with two tabs— reimbursement and encumbrance.

3. Click the Encumbrance tab. A table showing a history of encumbrance requests appears below the Encumbrance tab with Draft requests appearing in a working state with a hyperlink in the Status column. The New Request button is available above the table (Figure 20).

Figure 20 – Encumbrance History

Reimbursement | Encumbrance

Encumbrance History

To Budget Page

New Request

Request ID	Date	Name	Phone	Email	Status	Total	Delete	Print	Log
13196	02/19/2012	Test Testee	123-456-7890	test@test.com	Encumbrance Draft	$0.00	Delete	View	View
13195	02/19/2012	Test Testee	123-456-7890	test@test.com	Request Approved	$400.00		View	View
13191	02/16/2012	Test Testee	123-456-7890	test@test.com	Encumbered - Reimbursement Draft	$16,940.00		View	View
Adjusted Allocation / Award:			$27,500.00		Amount Encumbered:	$17,340.00			
					Overall Remaining:	$10,160.00			

4. Click the New Request button to begin creating a new encumbrance request.
5. The request screen appears, showing all budgeted line items with current budgetary status information including the amount previously encumbered and the balance of the line item. Select the "Grant View" button to view line items grouped by award or the "Project View" button to view line items grouped by project.
6. Select Add Item next to an item that you want to add to the encumbrance request. The Add Item link appears only if the item is available for encumbrance (i.e., the item has a remaining balance and there are no pending budget modifications out against the item).

Figure 21 – List of line items

ID	Function	Category	AEL Code	Item	Quantity		Unit Cost	Total	Encumbered	Balance	Status	Actions
					Total	Left						
A1	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	6	$20.00	$120.00	$0.00	$120.00		Add item
A2	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	5	$400.00	$2,400.00	$400.00	$2,000.00		Add item
A3	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	6	$800.00	$4,800.00	$0.00	$4,800.00		Add item
A4	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	0	0	$0.00	$0.00	$0.00	$0.00	Fully encumbered	
L1	Equipment	CBRNE Reference Materials	11RE-00-RFDB	Databases, Reference	1	0	$16,950.00	$16,950.00	$16,940.00	$10.00		Add item
R1	Equipment	Other Authorized Equipment	21GN-00-INST	Installation	1	1	$2,730.00	$2,730.00	$0.00	$2,730.00		Add item
S1	Equipment	Information Technology	04HW-01-MOBL	Computer, Mobile Data	1	1	$500.00	$500.00	$0.00	$500.00		Add item

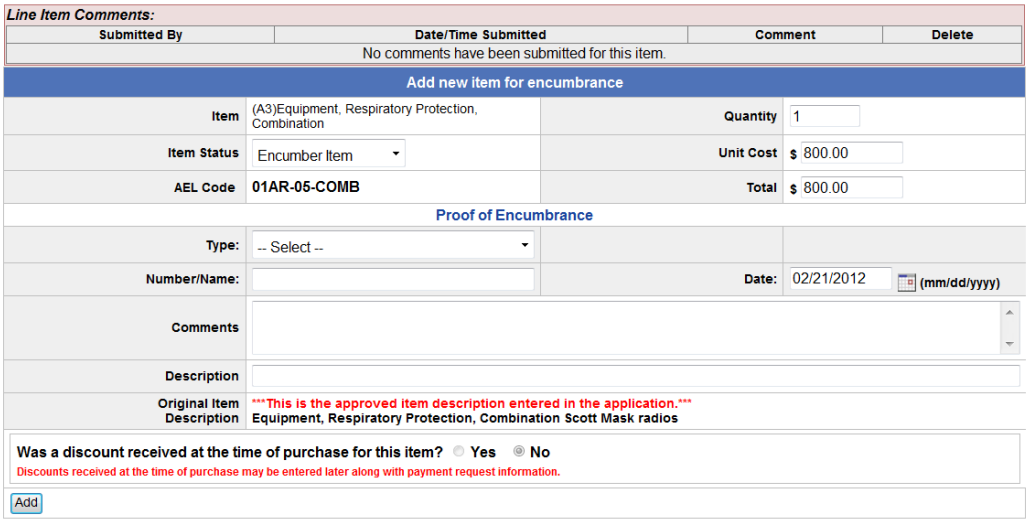
7. For awards with match requirements, items attributed as "match" in the Budget Application will appear with the icon next to the item name field.
8. If the award has a match requirement, you will be prompted to indicate whether the expenditure being encumbered was purchased with matching funds. Check Yes or No to indicate if match funds were used to pay for the expenditure.
9. The 'Select Line Item Type' screen will appear. Select a line item type: Primary or Accessory. Click the "Submit" button.
    a. Primary expenditures will be counted against the remaining quantity of the budgeted line item. If your budgeted line item was for respirators, and you are

entering the respirator units expenditures at this time, you would select the Primary, because those should be reflected as quantities purchased against the budgeted item.

b. Accessory expenditures do not count against the remaining quantity of the budgeted line item. If your budgeted line item is respirators and you are purchasing cartridges for the respirators, this may be an example of an expenditure that you would select Accessory, because the cartridges should not count as a quantity purchased against the budgeted item.

10. The "add new item for encumbrance" form appears (Figure 22 below). Here it is necessary to input proof of encumbrance for the line item. Fill in the requested input fields. When finished, click "Add" at the bottom of the request form. Note that if you selected "Accessory" line item type, you will be prompted to enter an item name at this step.

Figure 22 – Add New Item For Encumbrance Form



11. When you click the Add button shown in Figure 23, the pop-up window will close and the parent form will refresh. The expenditure entered should now appear on the request screen with the status listed as "Encumbered" next to the line item.

Figure 23 – Encumbered Line Item

ID	Function	Category	AEL Code	Item	Quantity		Unit Cost	Total	Encumbered	Balance	Status	Action
					Total	Left						
A1	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	6	$20.00	$120.00	$0.00	$120.00		Add item
A2	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	5	$400.00	$2,400.00	$400.00	$2,000.00		Add item
		View/Print Request ID: 13195	Equipment, Respiratory Protection, Combination		1		$400.00	$400.00			Encumbered	Update/Edit Delete
			• (Testee, Test) test									
A3	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	6	$800.00	$4,800.00	$0.00	$4,800.00		Add item
A4	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	0	0	$0.00	$0.00	$0.00	$0.00	Fully encumbered	
L1	Equipment	CBRNE Reference Materials	11RE-00-RFDB	Databases, Reference	1	0	$16,950.00	$16,950.00	$16,940.00	$10.00		Add item
R1	Equipment	Other Authorized Equipment	21GN-00-INST	Installation	1	1	$2,730.00	$2,730.00	$0.00	$2,730.00		Add item

12. Repeat step 11 for any additional expenditures that you want to include in the payment request.
13. If any items already added to a reimbursement must be updated, or additional comments provided, select the "Update/edit" link next to the encumbered expenditure.
    a. When updating an expenditure, you may update previously entered comments as long as your user account was the account that added the comment and as long as the status of the request is the same as it was when the comment was added. If you have access to update the comment, a link will appear over the comment text. Click this link to update the comment. Click the trash can icon in the delete column for the comment to delete it completely from the request.
14. To upload the proof of encumbrance document, use the Upload Document feature at the bottom of the request screen. Click on the "Upload Document" link and proceed as follows:
    a. Select the Document type using the provided drop-down menu.
    b. Select the line item associated with the encumbrance document. Note that a single, uploaded, proof of encumbrance document can be used for multiple line items.
    c. Provide the name of the document.
    d. Upload the proof of encumbrance document by using the "Browse" button. The system accepts proof of encumbrance in the form of an uploaded PDF file, Excel worksheet, or Word document.
15. To save a draft of the encumbrance request, click the "Save Draft" button. To return to the main menu, click the "Cancel/Exit" button.
16. To enter request-level comments for the request, on the Encumbered line item screen (Figure 24), click the "Submit Comment" link. A pop-up form will appear for you to add a request-level comment. You will have access to update or delete previously entered comments using the same principles described in step 12.a above.
17. When you have added all the encumbered expenditure that you plan to add to this request and are finished with your encumbrance request, click the "Complete Encumbrance" button and, when prompted, confirm that you want to "Update this Encumbrance Request to Complete."

18. The Reimbursement History page appears with the Encumbrance tab active.
19. Confirm that the request created in the preceding steps now appears in the history displaying the status "Encumbered – Reimbursement Draft," as shown below. At this time, the request will no longer be active in the Encumbrance tab.

Figure 24 – Draft Encumbrance Record Complete

Request ID	Date	Name	Phone	Email	Status	Total	Delete	Print	Log
13195	02/19/2012	Test Testee	123-456-7890	test@test.com	Encumbered - Reimbursement Draft	$400.00		View	View
13191	02/16/2012	Test Testee	123-456-7890	test@test.com	Encumbered - Reimbursement Draft	$16,940.00		View	View
Adjusted Allocation / Award:			$27,500.00	**Amount Encumbered:**		$17,340.00			
				Overall Remaining:		$10,160.00			

V.2.2 Submitting a Reimbursement Request

Once expenditures have been purchased and all documentation is ready to be submitted to VDEM for approval and reimbursements, you can submit a reimbursement request to VDEM for review and approval as follows:

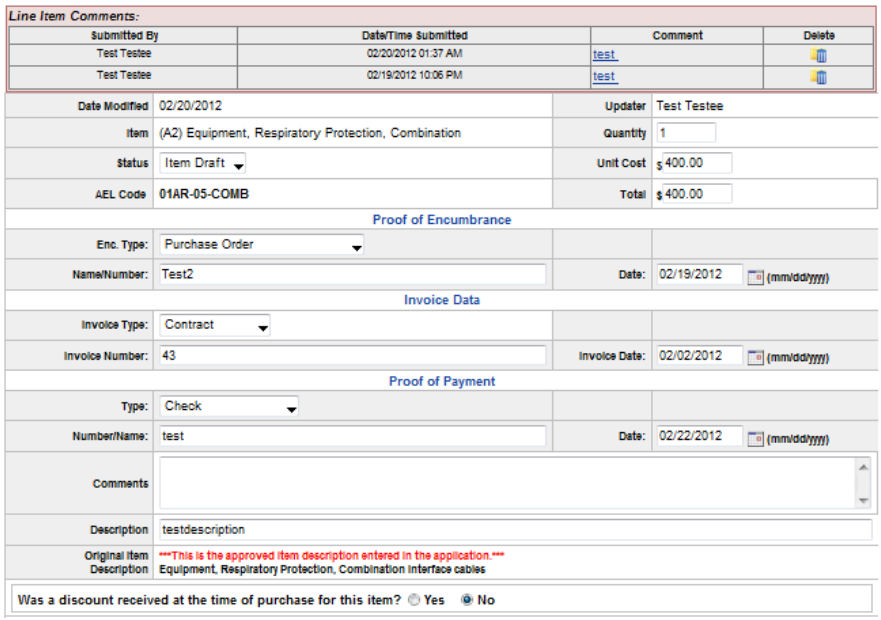
1. Navigate to the Reimbursement History page of the award with the request you previously encumbered and would like to submit for reimbursement. The reimbursement tab will appear by default.
2. Assuming that you have already completed an encumbrance request, the status of the record should appear in a hyperlink as "Encumbered – Reimbursement Draft." Click on the status hyperlink to open the request.
3. Expenditures added to the request during the encumbrance set are listed with the Request ID value and the option to view or print the request. To submit the reimbursement request, detailed proof of payment information must now be added to each expenditure entered during the encumbrance phase.

Figure 25 – Reimbursement Line Items After Encumbrance

ID	Function	Category	AEL Code	Item	Quantity		Unit Cost	Total	Encumbered	Balance	Status	Action
					Total	Left						
A1	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	6	$20.00	$120.00	$0.00	$120.00		Add item
A2	Equipment	Personal Protective Equipment	01AR-05-COMB	Equipment, Respiratory Protection, Combination	6	5	$400.00	$2,400.00	$400.00	$2,000.00		Add item
		View/Print Request ID: 13195	Equipment, Respiratory Protection, Combination		1		$400.00	$400.00			Encumbered	Update/Edit Delete
			• (Testee, Test) test									

4. To add proof of payment details for a previously encumbered expenditure, click on the Update/Edit link for that expenditure.
5. A popup window appears with the previously-entered encumbrance information (shown in Figure 26 below). Enter the invoice data and proof of payment information in the popup window.

Figure 26 – Proof Of Payment Submission Form



   a. Update any budgetary or descriptive information that may have changed with the expenditure from the time it was encumbered to the time it was purchased.
   b. Confirm that the proof of encumbrance information is correct.
   c. Identify the type, number, and date of the invoice.
   d. Identify the type, number/name, and date of the proof of payment, along with any addition comments.
   e. If a discount was received at the time of item purchase, select the “Yes” radial button and indicate the discount amount and date.
   f. If entering an equipment expenditure, a table for entering Serial Number,

Manufacturer, and Model Number will appear at the bottom of the form. Enter necessary information for those attributes as required by your grant administrator.

g. Click the Update button.

6. To upload the proof of payment document, use the Upload Document feature at the bottom of the Request screen. Click the “Upload Document” link and complete the following steps:

   a. Select the Document type using the provided drop-down menu.

   b. Select the line item associated with the encumbrance document. Note that a single, uploaded, proof of payment document can be used for multiple line items.

   c. Provide the name of the document.

   d. Upload the proof of payment document by using the “Browse” button. The system accepts proof of payment document in the form of an uploaded PDF file, Excel worksheet, or Word document.

   e. Click the “Attach” button.

7. Once a proof of payment has been added for each expenditure, you can submit the request by clicking either the “Submit for Review – All Documentation Uploaded” or “Submit for Review – Mail Documentation” button at the bottom of the Request screen, depending on the method of submittal.

   a. If you believe you have uploaded all information into the system, use the “All Documentation Uploaded” option.

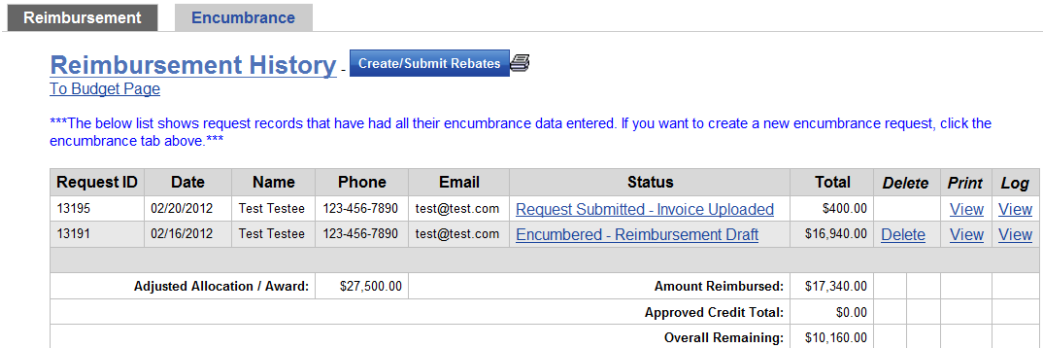
   b. If you plan to send additional information via regular mail, use the “Mail Documentation” option to let your Grant Administrator know to expect additional documentation to come via the mail.

8. A confirmation box appears with the query “Are you sure you want to Submit this request to Review?” To submit the request, choose the OK option.

9. The Reimbursement History page appears with the Reimbursement tab active.

10. The request edited in the preceding steps now appears in the history, which displays the status “Request Submitted – Invoice Uploaded” or “Request Submitted – Documentation Mailed” as shown in Figure 27.

Figure 27 – Reimbursement Request Submitted



Reimbursement | Encumbrance

Reimbursement History - Create/Submit Rebates

To Budget Page

The below list shows request records that have had all their encumbrance data entered. If you want to create a new encumbrance request, click the encumbrance tab above.

Request ID	Date	Name	Phone	Email	Status	Total	Delete	Print	Log
13195	02/20/2012	Test Testee	123-456-7890	test@test.com	Request Submitted - Invoice Uploaded	$400.00		View	View
13191	02/16/2012	Test Testee	123-456-7890	test@test.com	Encumbered - Reimbursement Draft	$16,940.00	Delete	View	View
		Adjusted Allocation / Award:	$27,500.00		Amount Reimbursed:	$17,340.00			
					Approved Credit Total:	$0.00			
					Overall Remaining:	$10,160.00			

You will receive an email notification once the reimbursement request is approved or rejected. If the request is rejected, it will appear in the Reimbursement History tab. The rejected request will be active, so you will be able to go into the request detail and view the comments added for why the rejection occurred and possibly which individual items in the request were rejected. The same process as described above will apply for resubmitted the request.

V.3 Credit/Rebate Requests

When VDEM approves a reimbursement request, those dollars are attributed as reimbursed in the system, and the amount reimbursed is subtracted from the balance of the grant available for future reimbursement requests. If the subrecipient must credit previously reimbursed funds back into the system, a credit request may be initiated. A credit request must be reviewed and approved by VDEM; once it is approved, the credited amount will again be available as a balance to be reimbursed in future requests. Credit requests are initiated through the Reimbursement History module.

V.3.1 Important Notes on Credit Requests

Below are some important points of reference related to credit requests in EGMS:

- Credit requests reduce the reimbursed amount attributed in the system as reimbursed for individual expenditure items in a reimbursement request and, thereby, in the parent reimbursement request record.
- The result of a completed credit request is to increase the balance of the credited line item.
- If the request is approved, credited funds will again be available for requesting reimbursements.
- Credit requests must be approved by VDEM.

V.3.2 Scenarios that May Trigger a Credit Request

Several scenarios may necessitate credit requests, such as:

- The purchased item or service has been returned and money repaid to the subrecipient.
- A rebate on a previous credit is received, thereby reducing the purchase price of a previously reimbursed expenditure.

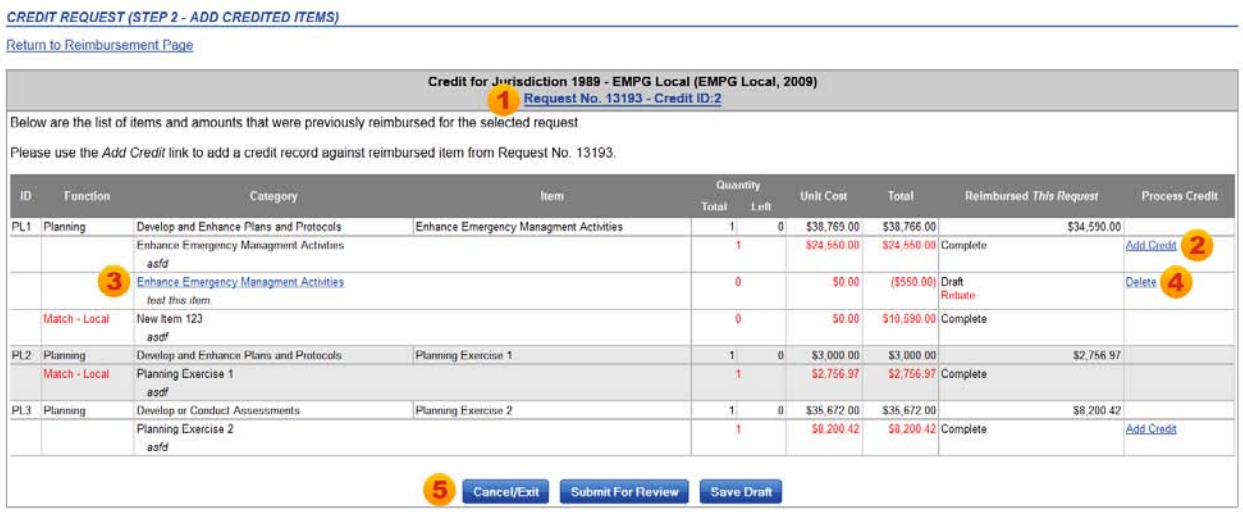
V.3.3 Creating and Submitting a Credit Request

If your user account has access to initiate a credit request, a "Create/Submit Rebates" button appears in the Reimbursement tab of the Reimbursement History page.

Initiating a credit request involves the following two steps:

1. A list of completed reimbursement request records appears. Select the reimbursement request to which the credit will be applied. To view a print page of the completed reimbursement request, click the "View" link under the print column.
2. Enter the credit amounts being requested against each item that you are crediting in the request. Figure 28 shows actions available to the user conducting a credit request.

Figure 28 – Credit Request



1 Click this link to review the Reimbursement Print page of the reimbursement record to which this credit is being applied. 2 Once you have identified the expenditure(s) from the request to which the credit will be applied, click the corresponding "Add Credit" link. Credits may be created against multiple reimbursed expenditures in the same credit request. Credits cannot be processed against matched expenditures. When you click the "Add Credit" link, the following form appears in a pop-up window, where you enter credit data related to the credit of the previously reimbursed expenditure. Note that to upload a document, you must first save the credit form.

Figure 29 – Credit Request Information Form

Update Credit:

Line Item Comments:

Submitted By	Date/Time Submitted	Comment	Delete
fname lname	03/01/2012 01:45 PM	asf	

Item:	**Enhance Emergency Managment Activities**		
Amount Previously Reimbursed:	**$24,000.00**		
Date Credit is received by VDEM:	03/01/2012 **(mm/dd/yyyy)**	**Amount Credit Received:**	1000.00
Vendor Check Number:	123-456	**Vendor Check Date:**	03/02/2012 **(mm/dd/yyyy)**
Description of Credit:	money returned from vendor		
Comments:			
Status:	Draft		

update cancel

Uploaded Credit Documents: Upload Document

	Request Status	Document Type	Associated Line Items	Document Name	File	Delete
1.	Request Reimbursed - Credit Draft	Accounting Record	PL1	ACT_sadf_03/01/2012	Android intro.pdf	

3 To update information for a credit item, click the link on the item name associated with the credit record you would like to update. 4 To delete the credit item from the request, click the Delete hyperlink. 5 To submit the request to VDEM for review, click the "Submit for Review" button at the bottom of the form. The "Save Draft" and "Cancel/Exit" buttons return you to the reimbursement history page.

Once the request has been submitted to VDEM for review, the request appears on the Reimbursement History screen with its current status. Once the request is approved, the Status updates to "Complete," and the credit total is applied to the award and line item balances for application to future reimbursements.

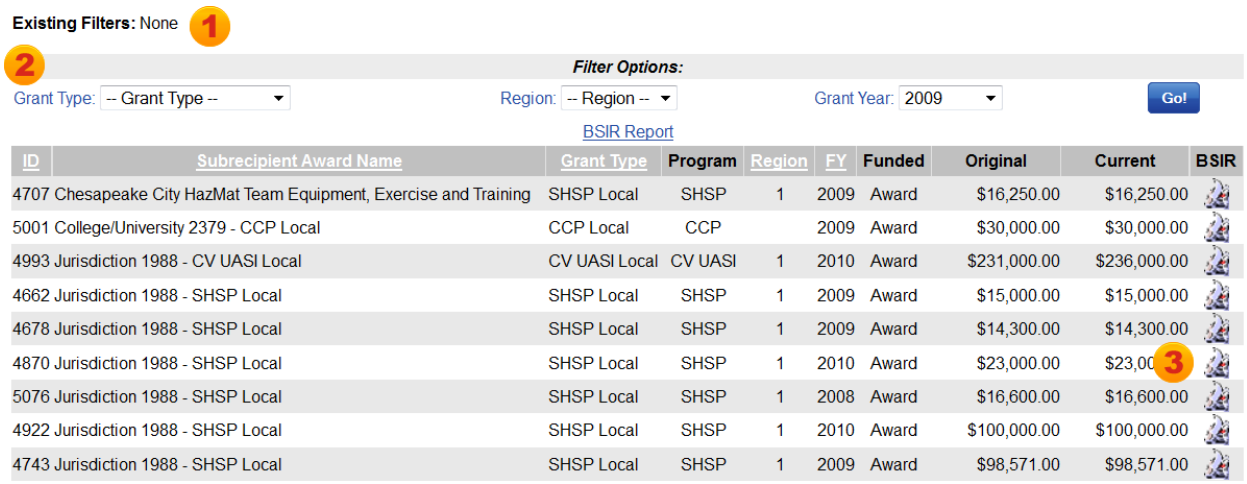
VI. BSIR

For federal Homeland Security grants, the Commonwealth is required to submit BSIRs, which include planned and actual expenditures for each award. BSIRs are submitted to the FEMA using the Grants Reporting Tool (GRT) every 6 months until the grant year is closed. EGMS has a BSIR reporting tool that enables users to export a summary of EGMS data in a format that mimics the GRT system in order to streamline data entry.

In order to prepare award-specific information for reporting via the BSIR, EGMS compiles all of the information about budgeted and expended funding into the BSIR reporting tool. To access the tool, click "BSIR" from the main menu.

The BSIR screen lists all active awards (Figure 30). The table is sortable based on the links in the header rows (ID, Jurisdiction Award Name, Grant Type, Region, and FY). The page can also be filtered using the select boxes at the top. Any existing filter parameters (1) are listed at the top of the page. (2) Use the Grant Type, Region, or Grant Year selection boxes to set a filter.

Figure 30 – BSIR List



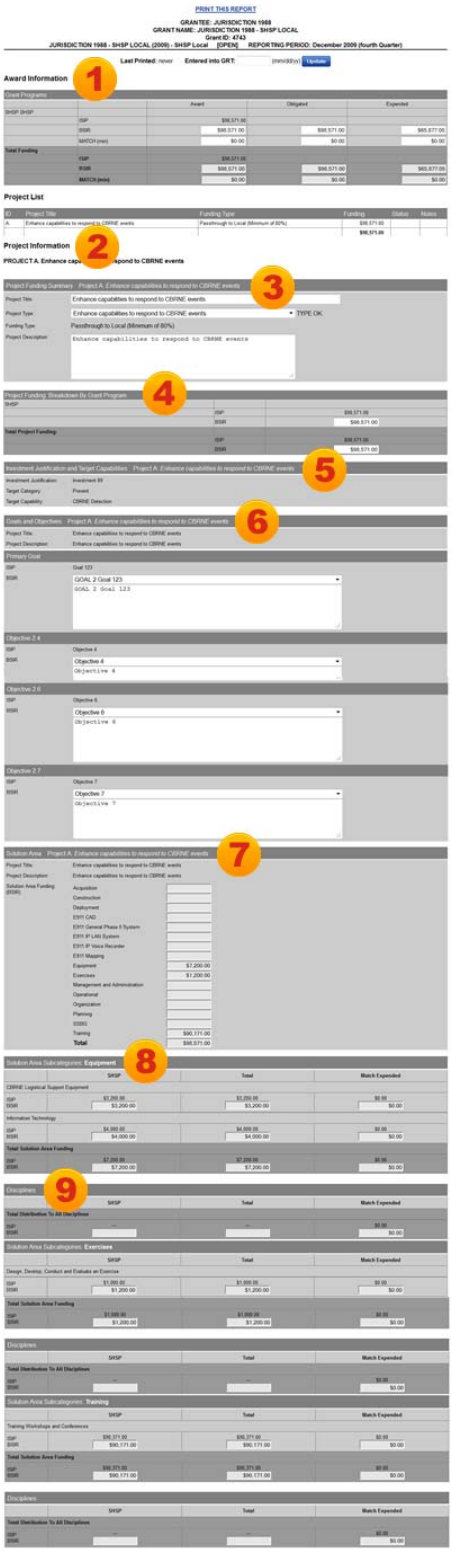
ID	Subrecipient Award Name	Grant Type	Program	Region	FY	Funded	Original	Current	BSIR
4707	Chesapeake City HazMat Team Equipment, Exercise and Training	SHSP Local	SHSP	1	2009	Award	$16,250.00	$16,250.00	
5001	College/University 2379 - CCP Local	CCP Local	CCP		2009	Award	$30,000.00	$30,000.00	
4993	Jurisdiction 1988 - CV UASI Local	CV UASI Local	CV UASI	1	2010	Award	$231,000.00	$236,000.00	
4662	Jurisdiction 1988 - SHSP Local	SHSP Local	SHSP	1	2009	Award	$15,000.00	$15,000.00	
4678	Jurisdiction 1988 - SHSP Local	SHSP Local	SHSP	1	2009	Award	$14,300.00	$14,300.00	
4870	Jurisdiction 1988 - SHSP Local	SHSP Local	SHSP	1	2010	Award	$23,000.00	$23,00	
5076	Jurisdiction 1988 - SHSP Local	SHSP Local	SHSP	1	2008	Award	$16,600.00	$16,600.00	
4922	Jurisdiction 1988 - SHSP Local	SHSP Local	SHSP	1	2010	Award	$100,000.00	$100,000.00	
4743	Jurisdiction 1988 - SHSP Local	SHSP Local	SHSP	1	2009	Award	$98,571.00	$98,571.00	

To view the BSIR for a particular award, click the BSIR icon.

VI.1 Overview of the BSIR Report

The top of the report includes the basic award information, including the Grantee name, Grant Name, Grant ID, Grant program and Grant type, Grant Year, and Reporting Period. The report displays the date when it was last printed, and includes a date field for documenting when the BSIR was entered into GRT.

Figure 31 – BSIR Screen



The rest of the report is divided into the following sections:

VI.1.1 Award Information

1 The Award information summary includes the amount of funding awarded, obligated, and expended for the Initial Strategy Implementation Plan, BSIR, and match funds, for each grant program.

VI.1.2 Project List

The project list includes the Project Name, Funding Type, amount of funding, and current status of each project within the award. Each project on the list includes information in the following subsections:

VI.1.3 Project Information

2 Each project in the award is listed within the Project Information section.

VI.1.3.1 Project Funding Summary

3 The Project Funding Summary includes the Project Title, Project Type, Funding Type, and Project Description.

VI.1.3.2 Project Funding: Breakdown by Grant Program

4 This includes the total amount of funding for each Grant Program within the Project.

VI.1.3.3 Investment Justification and Target Capabilities

5 This lists the Investment Justification, Target Category, and Target Capability for each Project.

VI.1.3.4 Goals and Objectives

6 Each project is aligned with specific goals and objectives from the associated strategic plans. The following sections list the associated goals and objectives. The Primary Goal is listed from the ISIP and the BSIR, along with each aligned objective.

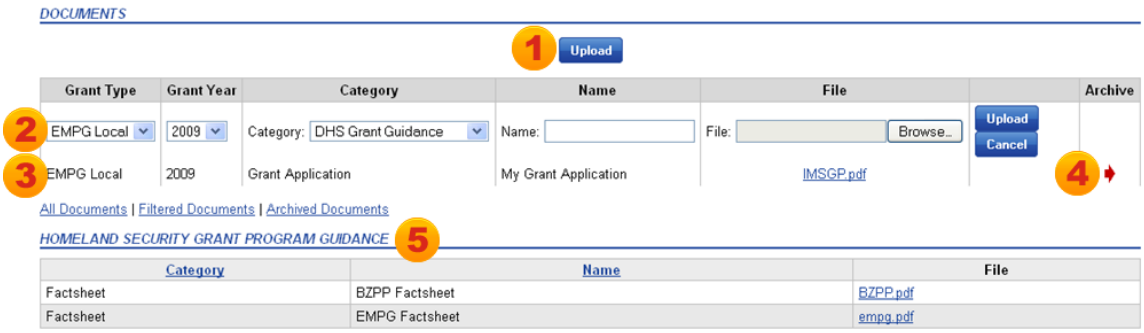
VI.1.3.5 Solution Area

7 The amount of funding allocated to each solution area is listed. For each solution area, the BSIR breaks out the amount of funding allocated to each subcategory 8 and discipline 9.

VII. Documents

Document management is one of the supplemental features of EGMS. To access this feature, navigate to “Documents” in the Standard Functions section of the main menu. The Documents screen will display (Figure 32 – Documents Home Page)

Figure 32 – Documents Home Page



1 Click the “Upload” button to add a new document.

2 When the new document fields display, fill out the form with the Grant Type, Grant Year, Category, and document Name. Click “Browse” to locate a file from your local computer for upload, then click “Upload” to save the file.

3 All new files will be shown in the table below the new document fields.

4 To remove a document from the current list, click the red “Archive” button.

5 All local users also have access to documents provided by VDEM for reference. These are displayed in the table “Homeland Security Grant Program Guidance.”

VIII. Additional Information

VIII.1 VDEM Contacts

The following are VDEM Grant Administrators for Emergency Management Performance Grants (EMPG), Homeland Security Grant Program (HSGP) (State Homeland Security Grant [SHSP], Citizen Corps Program [CCP], Metropolitan Medical Response System [MMRS], Urban Area Security Initiative [UASI]), Emergency Operations Center (EOC), and Interoperable Emergency Communications Grant Program (IECGP) Grants:

Table 10 – VDEM Grant Administrators

Name	Email	Regions
Amy Wright	amy.wright@vdem.virginia.gov	Region 1, Region 2 and Region 7
Debbie Foutz	debra.foutz@vdem.virginia.gov	Region 3, Region 6
Kerry Stuver	kerry.stuver@vdem.virginia.gov	NCR UASI, Region 4 and state agencies
Jocelyn Bagby	jocelyn.bagby@vdem.virginia.gov	HR UASI and Region 5
JoAnn Maher	joann.maher@vdem.virginia.gov	CV UASI and VDEM

The following individuals are other VDEM Grant program contacts:

Table 11 – VDEM Grant Program Contacts

Program	Name	Email
Buffer Zone Protection Program (BZPP), Hazardous Materials Emergency Planning (HMEP) and Port Security Grant Program (PSGP)		
	Debbie Foutz	debbie.foutz@vdem.virginia.gov
Public Safety Interoperable Communications (*PSIC*) and Regional Catastrophic Preparedness Grant Program (RCPGP)		
	Jocelyn Bagby	jocelyn.bagby@vdem.virginia.gov
VDEM Grants Administrative Assistant		
	Sheronda Johnson	sheronda.johnson@vdem.virginia.gov
VDEM Grants Director		
	Cheryl Adkins	cheryl.adkins@vdem.virginia.gov

VIII.2 Mailing Encumbrance and Proof of Payment Documentation

Send encumbrance and reimbursement documents to the attention of your grant administrator at:

Virginia Department of Emergency Management
10501 Trade Court
Richmond, VA 23236

IX. Acronyms

AEL	Authorized Equipment List
BSIR	Biannual Strategy Implementation Plan
BZPP	Buffer Zone Protection Program
CCP	Citizen Corps Program
EMPG	Emergency Management Performance Grants
HMEP	Hazardous Materials Emergency Planning
HSGP	Homeland Security Grant Program
IECGP	Interoperable Emergency Communications Grant Program
MMRS	Metropolitan Medical Response System
OVAHS	Office of Veterans Affairs and Homeland Security
PSGP	Port Security Grant Program
PSIC	Public Safety Interoperable Communications
RCPGP	Regional Catastrophic Preparedness Grant Program
SHSP	Strategic Highway Safety Plan
UASI	Urban Area Security Initiative
VDEM	Virginia Department of Emergency Management