

# Idaho Bureau of Homeland Security Grant Management System



Subgrant User Guide

## 1. Subgrantee Processes

Grant planning starts well in advance of this step in SPARS and may have a different process for every jurisdiction. Ultimately the planning process must be distilled down to projects, expenditures, and a budget. The Grant Application in SPARS is where this distilled information is recorded and tracked.

### 1.1. Grant Application

SPARS Grant Applications come in two forms: Pre-Grant Application and Grant Application. The difference between the two is minor. The Pre-Grant Application is subgrantee centered meaning the subgrantee is responsible for the completion of the entire application. The Grant Application is SAA centered meaning the SAA defines projects and project funding amounts before handing over the application to the subgrantee for budget detail. We will focus on a Pre-Grant Application in this section as the Grant Application process was covered in the SAA Processes.

The SAA determines the funding amount for both the Pre-Grant Application and the Grant Application. In this example Bannock County has been given \$1,000,000.00 in the form of a Pre-Grant Application. Below is the view as seen on the subgrantee homepage.

#### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	0	0	0
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	0	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	0

#### GRANT APPLICATIONS

Title	Grant Number	Award	Status	
2013-SHSP Bannock County Grant Application	PRE13SHSP005	\$1,000,000.00	Build	[ edit ]

**PRE-GRANT APPLICATION**

[\[ print application \]](#)  
>> denotes required

*These are the Pre-Grant Application Instructions.*

<b>Grant Number:</b>	<b>PRE13SHSP005</b>
<b>Subgrantee:</b>	<b>Bannock County</b>
<b>Application Title:</b> >>	2013-SHSP Bannock County Grant Application
<b>Point of Contact (L,F):</b> >>	Kent [input type="text"], Clark [input type="text"]
<b>E-mail:</b> >>	kalel@test.com [input type="text"]
<b>Phone:</b> >>	[input type="text"]
<b>Grant Award:</b>	<b>2013-SHSP \$1,000,000.00</b> <b>Allocated:</b> \$0.00
<b>App Status:</b>	<b>Build</b> <a href="#">[ view expenditure list ]</a>

**PROJECTS**

[\[ add new project \]](#)

-- No projects currently attached to this grant application --  
-- Use the [\[ add new project \]](#) link to add new projects --

**APPLICATION NOTES**

<b>Subgrantee Grant Application Notes:</b>	<b>Attached Documents</b>
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <input type="button" value="Add Note"/>	<input type="button" value="Attach Document"/> Attach documents to this grant application.

**ACTIONS**

- Save grant application changes
- Submit this pre-application to SAA for review.
- Send pre-application back to SAA for update. (This is only available to Sys Admin users)
- Cancel pre-application changes.

Building projects starts by clicking the [ edit new project ] link. Clicking this link opens the project creation page. Remember required fields are always noted by >>. The fields needed for successful project creation are:

- Project Value – the amount of funds that are required for the project
- Investment Plan – select from a dropdown of options which has been populated in the Investment Plan Manager
- National Priority – select from a dropdown of options which has been populated in the National Priority Manager
- Capabilities – select from a dropdown of options which has been populated in the Capability Manager
- DHS Project Type – select from a dropdown of options which has been populated in the Project Type Manager
- Project Title – auto filed with the option selected for the DHS Project Type; however these may be edited
- Project Description (optional) – a free form text description of the project which can be goals or any other information
- Primary Goal – select from a dropdown of options which has been populated in the State Strategy Goal Administration
- Objective 1 – select from a dropdown of options which has been populated in the State Strategy Goal Administration
- Objective 2 (optional) – select from a dropdown of options which has been populated in the State Strategy Goal Administration

The creator of the project may also attach supporting documents during the project creation. Documents may be viewed in the future by downloading them. They remain linked to the project as supporting documentation.

**PRE-GRANT APPLICATION**

*These are the Pre-Grant Application instructions.*

Grant	Total Award	Allocated	Project Value	Remaining
2013-SHSP	\$1,000,000.00	\$0.00	\$450,000.00	\$550,000.00

Grant Number: PRE13SHSP005 ( Bannock County)  
 Application Title: 2013-SHSP Bannock County Grant Application  
 Project: Bridge Cameras

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**APPLICATION PROJECT** >> denotes required

Investment Plan: >> Test Investment  
 National Priority: Manage Homeland Security  
 Capabilities: >> 1. Respond: Critical Transportation [ remove ]

**This project sustains capabilities by:**  
 >> Sustaining or maintaining a capability acquired with federal homeland security funding

DHS Project Type: >> 2. Assess vulnerability of and/or harden/protect critical infrastructure and key assets  
 Project Title: >> Bridge Cameras  
 Project Description: Buy cameras to take pictures of bridges.

**State of ID Strategy**  
 Primary Goal: >> Test Goal 2  
 Objective 1: >> 2 Test objective 2  
 Objective 2: >> [ empty ]  
 Funding Type: Passthrough to Locals (part of 80%)

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**ACTIONS**

Save Save any changes to project data. Attach Documents Attach Document Attach documents to this project.  
 Cancel Cancel any changes to project data.

Once a project is created the subgrantee must populate the projects with a budget. Moving to the desired project the subgrantee will see a section titled Project Expenditures. Clicking the link [ add new expenditure/service ] will take the user to the AEL selection list.

**PROJECT EXPENDITURES** [ [add new expenditure/service](#) ]

Expenditures	Qty	Cost	Total
<i>No expenditures currently in list</i>			

The AEL selection list is a duplication of the RKB Authorized Equipment list for equipment. The SPARS AEL list includes AEL codes for Exercises, Training, Organization, Planning, and Management and Administration. The default view displays all the categories. Access to the subcategories and sub-subcategories is accomplished by clicking on the folder.

Search

- [-] [01] Personal Protective Equipment
- [-] [02] Explosive Device Mitigation and Remediation Equipment
- [-] [03] CBRNE Operational and Search and Rescue Equipment
- [-] [04] Information Technology
- [-] [05] Cyber Security Enhancement Equipment
- [-] [06] Interoperable Communications Equipment
- [-] [07] Detection
- [-] [08] Decontamination
- [-] [09] Medical
- [-] [10] Power
- [-] [11] CBRNE Reference Materials
- [-] [12] CBRNE Incident Response Vehicles
- [-] [13] Terrorism Incident Prevention Equipment
- [-] [14] Physical Security Enhancement Equipment
- [-] [15] Inspection and Screening Systems
- [-] [16] Animal and Plants
- [-] [17] CBRNE Prevention and Response Watercraft
- [-] [18] CBRNE Aviation Equipment
- [-] [19] CBRNE Logistical Support Equipment
- [-] [20] Intervention Equipment
- [-] [21] Other Authorized Equipment
- [-] [110] Exercises
- [-] [120] Training
- [-] [130] Organization
- [-] [140] Planning

*Please select an item from the left frame.*

Once the desired item is located the information on the item will appear in the box to the right of the list. The item may be selected by clicking the Select button. A verification box will display and clicking OK will confirm that the item is to be used.

The screenshot displays the Grant Management System interface. On the left is a search results tree with a search bar and a 'Cancel' button. The tree lists various equipment and planning categories, with '[140CP-01-CONF] Conferences to facilitate planning activities' selected. On the right is a detailed view of the selected item, including its AEL Number, Title, Category, Description, Grant Availability (with status indicators for CCP, EMPG, EOCGP, MMRS, NSGP, RCPGP, SHSP, and UASI), and a Notes section. Below the detailed view are 'Select' and 'Cancel' buttons. A 'Message from webpage' dialog box is overlaid on the bottom right, asking 'Are you sure you want to select this AEL item?' with 'OK' and 'Cancel' buttons.

Once selected the detail page for the Expenditure Item will display. On this page the user will be expected to enter the quantity for each item by discipline; the estimated unit cost (at this point cost is an estimate and can be adjusted as the grant process is navigated); and any additional information can be entered to support each request.

**GRANT APPLICATION**

Grant App: 2013-SHSP Bannock County Grant Application  
 Grant Number: PRE13SHSP005  
 Project: Administer and Manage the State Homeland Security Grant

**EXPENDITURE ITEM**

AEI category: [140.CP.01.CONF] Conferences to facilitate planning activities  
 Expenditure: Conferences to facilitate planning activities  
 Conferences to facilitate planning activities

Discipline Quantities									Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC		0	\$0.00	\$0.00
HC	EMA	PH	GA	CYB	NP	RTS					

Grant	Project Value	Allocated	Remaining	Assigned
2013-SHSP	\$250,000.00	\$0.00	\$250,000.00	\$0.00
<b>Total:</b>	<b>\$250,000.00</b>			<b>\$0.00</b>
<b>Required:</b>				<b>\$0.00</b>
<b>Delta:</b>				<b>\$0.00</b>

**Item Detail** *If known, supply and item mfg, model and/or description to help document planned expense*

Mfg:  Please enter the manufacturer for this item (i.e. Motorola)  
 Model:  Please enter the manufacturer model number for this item (i.e. XTS 2500)  
 Description:  Provide a brief description for this item (i.e. P25 RADIO W/TRUNKING)  
 Char count: 0/255

**EXPENDITURE NOTES**

Subgrantee Notes:

**Attached Documents**  
 Attach documents to this expenditure item.

**ACTIONS**

Save changes and return to the grant application.  
 Cancel changes.

Below is an example of a completed request.

**GRANT APPLICATION**

Grant App: 2013-SHSP Bannock County Grant Application  
 Grant Number: PRE13SHSP005  
 Project: Administer and Manage the State Homeland Security Grant

**EXPENDITURE ITEM**

AEI category: [140.CP.01.CONF] Conferences to facilitate planning activities  
 Expenditure: Conferences to facilitate planning activities  
 Conferences to facilitate planning activities

Discipline Quantities									Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC		7	\$10,000.00	\$70,000.00
HC	EMA	PH	GA	CYB	NP	RTS					

Grant	Project Value	Allocated	Remaining	Assigned
2013-SHSP	\$250,000.00	\$70,000.00	\$180,000.00	\$70,000.00
<b>Total:</b>	<b>\$250,000.00</b>			<b>\$70,000.00</b>
<b>Required:</b>				<b>\$70,000.00</b>
<b>Delta:</b>				<b>\$0.00</b>

**Item Detail** *If known, supply and item mfg, model and/or description to help document planned expense*

Mfg:  Please enter the manufacturer for this item (i.e. Motorola)  
 Model:  Please enter the manufacturer model number for this item (i.e. XTS 2500)  
 Description:  Provide a brief description for this item (i.e. P25 RADIO W/TRUNKING)  
 Char count: 0/255

**EXPENDITURE NOTES**

Subgrantee Notes:

**Attached Documents**  
 Attach documents to this expenditure item.

**ACTIONS**

Save changes and return to the grant application.  
 Cancel changes.

Below shows the progress on building a budget for a project

**PRE-GRANT APPLICATION** [\[ view project \]](#)

*These are the Pre-Grant Application instructions.*

Grant	Total Award	Allocated	Project Value	Remaining
2013-SHSP	\$1,000,000.00	\$750,000.00	\$250,000.00	\$0.00

**Grant Number:** PRE13SHSP005 ( Bannock County)  
**Application Title:** 2013-SHSP Bannock County Grant Application  
**Project:** Administer and Manage the State Homeland Security Grant

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**PROJECT EXPENDITURES** [\[ add new expenditure/service \]](#)

Expenditures	Qty	Cost	Total
{140.CP.01.CONF} Conferences to facilitate planning activities	7	\$10,000.00	\$70,000.00
<b>Total:</b>			<b>\$70,000.00</b>

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**SUBGRANTEE PROJECT DOCUMENTATION**

**Subgrantee Notes:**

[Add Note](#)

**Attached Documents**

[Attach Document](#) Attach documents to this project.

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**ACTIONS**

[Pre-Grant App](#)

Return to the Pre-Grant Application.

[Return](#)

Return to the Grant Application Manager.

Continued progress on building a budget for an award.

**PRE-GRANT APPLICATION** [\[ print application \]](#)  
*>> denotes required*

*These are the Pre-Grant Application instructions.*

**Grant Number:** PRE13SHSP005  
**Subgrantee:** Bannock County  
**Application Title:** 2013-SHSP Bannock County Grant Application  
**Point of Contact (L,F):>>** Kent Clark  
**E-mail:>>** kalel@test.com  
**Phone:>>** \_\_\_\_\_  
**Grant Award:** 2013-SHSP \$1,000,000.00 **Allocated:** \$70,100.00  
**App Status:** Build [\[ view expenditure list \]](#)

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**PROJECTS** [\[ add new project \]](#)

Project	Project Value	Allocation
Bridge Cameras	\$450,000.00	\$100.00
Develop/enhance interoperable communications systems	\$300,000.00	\$0.00
Administer and Manage the State Homeland Security Grant	\$250,000.00	\$70,000.00

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**APPLICATION NOTES**

**Subgrantee Grant Application Notes:**

[Add Note](#)

**Attached Documents**

[Attach Document](#) Attach documents to this grant application.

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**ACTIONS**

[Save](#)

Save grant application changes

[Submit](#)

Submit this pre-application to SAA for review.

[Send To SAA](#)

Send pre-application back to SAA for update. (This is only available to Sys Admin users)

[Cancel](#)

Cancel pre-application changes.

The steps shown above are repeated until the entire amount for each project has been allocated to expenditure items. At this point the Pre-Grant Application is sent to the SAA for review by clicking the "Submit" button.

**PRE-GRANT APPLICATION** [\[ print application \]](#)  
[>> denotes required](#)

*These are the Pre-Grant Application instructions.*

**Grant Number:** PRE13SHSP005  
**Subgrantee:** Bannock County  
**Application Title:** >> 2013-SHSP Bannock County Grant Application  
**Point of Contact (L,F):** >> Kent, Clark  
**E-mail:** >> kalel@test.com  
**Phone:** >>  
**Grant Award:** 2013-SHSP \$1,000,000.00 Allocated: \$1,000,000.00  
**App Status:** Build [\[ view expenditure list \]](#)

**PROJECTS** [\[ add new project \]](#)

Project	Project Value	Allocation	
Bridge Cameras	\$450,000.00	\$450,000.00	<a href="#">[ edit ]</a> <a href="#">[ delete ]</a>
Develop/enhance interoperable communications systems	\$300,000.00	\$300,000.00	<a href="#">[ edit ]</a> <a href="#">[ delete ]</a>
Administer and Manage the State Homeland Security Grant	\$250,000.00	\$250,000.00	<a href="#">[ edit ]</a> <a href="#">[ delete ]</a>

**APPLICATION NOTES**

**Subgrantee Grant Application Notes:**

[Add Note](#)

**Attached Documents**

[Attach Document](#) Attach documents to this grant application.

**ACTIONS**

[Save](#) Save grant application changes

[Submit](#) Submit this pre-application to SAA for review.

[Send To SAA](#) Send pre-application back to SAA for update. *(This is only available to Sys Admin users)*

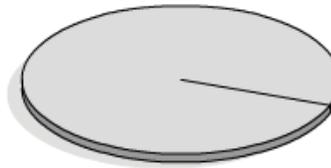
[Cancel](#) Cancel pre-application changes.

The subgrantee homepage shows that the Pre-Grant Application is At SAA.

### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00

<input type="checkbox"/> Uncommitted -- \$1,000,000.00
<input type="checkbox"/> Review -- \$0.00
<input type="checkbox"/> Needs POE -- \$0.00
<input type="checkbox"/> On-Order -- \$0.00
<input type="checkbox"/> Invoiced -- \$0.00
<input type="checkbox"/> Complete -- \$0.00
<input type="checkbox"/> Change Requested -- \$0.00



#### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	5	0	0	0
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	0	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	0

#### GRANT APPLICATIONS

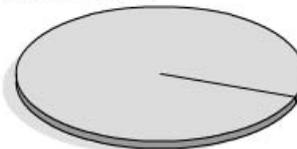
Title	Grant Number	Award	Status	
2013-SHSP Bannock County Grant Application	PRE13SHSP005	\$1,000,000.00	At SAA	[ view ]

The SAA now reviews the Pre-Grant Application and ultimately approves. Once the Pre or Grant Application has been approved, the subgrantee will see the homepage updated to look like the following. NOTE: The user will be notified that the GAN is in Progress.

### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00

<input type="checkbox"/> Uncommitted -- \$1,000,000.00
<input type="checkbox"/> Review -- \$0.00
<input type="checkbox"/> Needs POE -- \$0.00
<input type="checkbox"/> On-Order -- \$0.00
<input type="checkbox"/> Invoiced -- \$0.00
<input type="checkbox"/> Complete -- \$0.00
<input type="checkbox"/> Change Requested -- \$0.00



#### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	1	4	0	0
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	0	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	0

#### GRANT APPLICATIONS

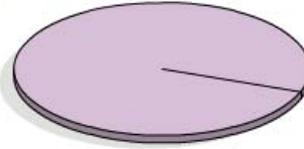
Title	Grant Number	Award	Status	
2013-SHSP Bannock County Grant Application	13SHSP005	GAN in Process \$1,000,000.00	Approved	[ view ]

Once the GAN is released, returned, verified and marked as complete the subgrantee home page will update indicated funds are in Needs POE state. The Grant Application is noted as Approved.

### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$1,000,000.00
- On-Order -- \$0.00
- Invoiced -- \$0.00
- Complete -- \$0.00
- Change Requested -- \$0.00



#### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	4	0	0
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	0	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	0

#### GRANT APPLICATIONS

Title	Grant Number	Award	Status
2013-SHSP Bannock County Grant Application	13SHSP005	\$1,000,000.00	Approved <a href="#">[ view ]</a>

Click on Expenditure List Items to view the list of approved AEL codes for the items the subgrantee has been authorized to acquire.

**SUBGRANTEE EXPENDITURE LIST**

Keywords:  [Search](#)

Region: State of Idaho

Subgrantee: Bannock County

Project:

Item Status:

Group by Project  Show Cancelled Items

Grant Number: 13SHSP005

Grant Application: [Approved](#) [\[ view grant application \]](#)

Grant Period: 01-Feb-2014 to 30-Nov-2014

**2013-SHSP Progress Report**

Grant Amount: \$1,000,000.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$1,000,000.00
- On-Order -- \$0.00
- Invoiced -- \$0.00
- Complete -- \$0.00
- Change Requested -- \$0.00

[\[ Excel \]](#) [\[ PDF \]](#) [\[ Fol Report \]](#) [\[ Progress Report \]](#)

**BANNOCK COUNTY EXPENDITURE LIST** [\[ request new expenditure \]](#)

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
(140.CP.01.CONF)	Conferences to facilitate planning activities	Needs POE	7	\$10,000.00	\$70,000.00	No Invoice	No Invoice
(06.CP.02.BRDG)	Equipment, Bridging/Patching/Gateway	Needs POE	10	\$30,000.00	\$300,000.00	No Invoice	No Invoice
(140.OT.01.OTBF)	Overtime and backfill costs (IAW operational Cost Guidance)	Needs POE	1	\$180,000.00	\$180,000.00	No Invoice	No Invoice
(04.MD.01.VCAM)	Camera, Video	Needs POE	100	\$4,500.00	\$450,000.00	No Invoice	No Invoice
<b>List Total:</b>					<b>\$1,000,000.00</b>		

#### LEGENDS

Status	Description	Local Invoice State	SAA Invoice State	Description
Cancelled	Item has been cancelled			
Review	Item is being reviewed by SAA			
Needs POE	Item is approved and awaiting to be ordered			
Change Request	Change in item detail is awaiting approval			
On-Order	Item is on order awaiting delivery			
Invoiced	Item has been invoiced and awaiting reimbursement			
Credit Request	A request for item credit is pending			
Check Return Request	A request for item check return is pending			
Complete	Item has been reimbursed			

Local Invoice State	SAA Invoice State	Description
No Invoice	No Invoice	Item has not been invoiced
1/1/2007	1/1/2007	Item has been invoiced but not submitted to SAA for reimbursement
1/1/2007	1/1/2007	Item has been invoiced and submitted to SAA for reimbursement
1/1/2007	1/1/2007	Item has been invoiced and verified by the SAA for reimbursement
1/1/2007	1/1/2007	Item has had reimbursement completed

No Subgrantee Funds used for this item  
 Subgrantee Funds used for this item

## 1.2. Expenditure Identification

## 1.3. Expenditure Processing and Inventory

Once a Grant Application is approved and the SRA is processed it is time for the subgrantee to start ordering items and spending the grant money. SPARS can be used to track these tasks.

### 1.3.1. Entering POE

After the SRA is completed by the SAA the subgrantees expenditure list will show that all approved requests are in Needs POE status. These items are ready for the subgrantee to enter purchase order information or other information which indicates the items have been ordered.

**SUBGRANTEE EXPENDITURE LIST** [ Excel ] [ PDF ] [ FoI Report ] [ Progress Report ]

**Keywords:**

**Region:** State of Idaho

**Subgrantee:** Bannock County

**Project:** - Filter by Project -

**Item Status:** - Filter by Item Status -

Group by Project  Show Cancelled Items

**Grant Number:** 13SHSP005

**Grant Application:** Approved [\[ view grant application \]](#)

**Grant Period:** 01-Feb-2014 to 30-Nov-2014

**2013-SHSP Progress Report**  
Grant Amount: \$1,000,000.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$1,000,000.00
- On-Order -- \$0.00
- Invoiced -- \$0.00
- Complete -- \$0.00
- Change Requested -- \$0.00

**BANNOCK COUNTY EXPENDITURE LIST** [ request new expenditure ]

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
(140.CP.01.CONF)	Conferences to facilitate planning activities	Needs POE	7	\$10,000.00	\$70,000.00	No Invoice	No Invoice	[ edit ]
(06.CP.02.BRDG)	Equipment, Bridging/Patching/Gateway	Needs POE	10	\$30,000.00	\$300,000.00	No Invoice	No Invoice	[ edit ]
(140.OT.01.OTBF)	Overtime and backfill costs (IAW operational Cost Guidance)	Needs POE	1	\$180,000.00	\$180,000.00	No Invoice	No Invoice	[ edit ]
(04.MD.01.VCAM)	Camera, Video	Needs POE	100	\$4,500.00	\$450,000.00	No Invoice	No Invoice	[ edit ]
<b>List Expense Total:</b>					<b>\$1,000,000.00</b>			
<b>Grant Award:</b>					<b>\$1,000,000.00</b>			
<b>List Uncommitted Funds:</b>					<b>\$0.00</b>			
<b>* Subgrantee Funds Used:</b>					<b>\$0.00</b>			

Clicking the words Needs POE will bring up the Proof of Encumbrance page. The first thing that should be completed is the Description of the item being purchased. The subgrantee can also provide details on Vendor/Manufacture, Part No/model, a URL to the product, Contact Name, Contact E-mail, Contact Phone and any notes. The subgrantee can also attach a file with information about the item. Once complete the Save button below "Supporting Files" should be clicked in order to save all the data which has been added.

**PROOF OF ENCUMBRANCE**

**Subgrantee:** Bannock County  
**Grant Number:** 13SHSP005  
**POE Number:** POE16005-140606112326  
**POE Date:** 06/06/2014  
**Request Date:** 06/06/2014 09:20 AM CST

**POE ITEM(S)**

Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> <input type="checkbox"/> Conferences to facilitate planning activities	(140,CP,01,CONF) Conferences to facilitate planning activities	7	\$10,000.00	\$70,000.00

**Please enter the details for the current item. (>> denotes required)**

**Description:** >> a brief title or description of this item (e.g. P25 Radio w/ Trunking)

**Vendor/Mfg:** the vendor or manufacturer for this item (e.g. Motorola)

**Part #/Model:** the part number or manufacturer model number for this item (e.g. XTS 2500)

**URL of product:** the URL of the product documentation

**Contact Name:** the name of the contact (if different than the requestor)

**Contact E-mail:** the e-mail address of the contact (if different than the requestor)

**Contact Phone:** the phone number of the contact (if different than the requestor)

**Notes:** any special notes about the request

**Supporting Files:** any supporting documents to attach to the request

**Description:** >> (255 max characters)

**Vendor/Mfg:**

**Part #/Model:**

**URL of product:**

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Notes:**

**Supporting Files:**

<b>Shipping/Handling:</b>	\$0.00	\$0.00
<b>Taxes/Fees:</b>	\$0.00	\$0.00
<b>POE Total:</b>		<b>\$70,000.00</b>

**OTHER ITEMS**

Expenditure	Qty	Cost
Overtime and backfill costs (IAW operational Cost Guidance)	1	\$180,000.00 [ <a href="#">add to POE</a> ]

**ACTIONS**

Once the item details have been saved the actual POE information can be entered on the screen, as displayed below.

Notice that there is a Caution message concerning quantity. This has been done for illustration reasons. A subgrantee does not need to provide a POE for the entire quantity for which they were approved. They can enter a POE for less than the approved quantity. When this is done the system provides two choices: 1) submit a change request which requires the SAA to review and approve or 2) Process the POE and hold the balance in Needs POE status. In the example below, the POE for one item will be processed while holding the remaining balance.

**PROOF OF ENCUMBRANCE**

Subgrantee: **Bannock County**  
 Grant Number: **13SHSP005**  
 POE Number: >> POE16005-140606113023  
 POE Date: >> Jun 6 2014  
 Project: Administer and Manage the State Homeland Security Grant  
 Vendor/Payee: >> Paul Revere  
 Address:  
 City, St, Zip:  
 Phone:

**POE ITEM(s)**

Expenditure	Category	Qty	Unit Cost	Total
Conference Masters - First Conference	(140.CP.01.CONF) Conferences to facilitate planning activities	1	\$10,000.00	\$10,000.00

**Quantity: Total Quantity must equal Discipline Quantities**  
 Please update the discipline quantities to match the total quantity entered.

**Quantity Change Options:**

- If you entered less than the requested quantity, you can choose to execute the change request process or set the remaining quantity on hold through the use of multiple PO/Invoices.
- If you entered an amount greater than the requested quantity, you can only choose to execute a change request.

Quantity has decreased. Please process as a change request to change the quantity from 7 to 1.  
 Reason for change request:

Process the current qty amount, saving the remaining quantity of 6 for a future PO/Invoice.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	7	\$10,000.00	\$70,000.00
0	3	0	0	4	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 250,000.00	\$250,000.00	\$0.00	\$70,000.00
Subgrantee Funds	-	-	-	\$0.00
			<b>Required:</b>	<b>\$70,000.00</b>
			<b>Delta:</b>	<b>\$0.00</b>

[ auto adjust ]

Shipping/Handling: \$0.00  
 Taxes/Fees: \$0.00  
**POE Total: \$10,000.00**

**POE NOTES**

POE Notes:

Attached Documents:  Attach documents to this POE

**OTHER ITEMS**

Expenditure	Qty	Cost
Overtime and backfill costs (IAW operational Cost Guidance)	1	\$180,000.00 [ add to POE ]

**ACTIONS**

Save POE changes to database.  
 Cancel any changes.

Returning to the Expenditure List notice that one of the conference items is in On-Order status and the other 6 are in Needs POE.

**SUBGRANTEE EXPENDITURE LIST** [ Excel ] [ PDF ] [ FoI Report ] [ Progress Report ]

Keywords:

Region: State of Idaho  
 Subgrantee: Bannock County  
 Project:   
 Item Status:   
 Group by Project  Show Cancelled Items

Grant Number: 13SHSP005  
 Grant Application: **Approved** [\[ view grant application \]](#)  
 Grant Period: 01-Feb-2014 to 30-Nov-2014

**2013-SHSP Progress Report**  
Grant Amount: \$1,000,000.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$990,000.00
- On-Order -- \$10,000.00
- Invoiced -- \$0.00
- Complete -- \$0.00
- Change Requested -- \$0.00

**BANNOCK COUNTY EXPENDITURE LIST** [ request new expenditure ]

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
(06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway	Equipment, Bridging/Patching/Gateway	Needs POE	10	\$30,000.00	\$300,000.00	No Invoice	No Invoice	[ edit ]
(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	Overtime and backfill costs (IAW operational Cost Guidance)	Needs POE	1	\$180,000.00	\$180,000.00	No Invoice	No Invoice	[ edit ]
(04.MD.01.VCAM) Camera, Video	Camera, Video	Needs POE	100	\$4,500.00	\$450,000.00	No Invoice	No Invoice	[ edit ]
(140.CP.01.CONF) Conferences to facilitate planning activities	Conference Masters - First Conference	Needs POE	6	\$10,000.00	\$60,000.00	No Invoice	No Invoice	[ edit ]
(140.CP.01.CONF) Conferences to facilitate planning activities	Conference Masters - First Conference	On-Order	1	\$10,000.00	\$10,000.00	Needs Invoice	No Invoice	[ edit ]
<b>List Expense Total:</b>					<b>\$1,000,000.00</b>			
<b>Grant Award:</b>					<b>\$1,000,000.00</b>			
<b>List Uncommitted Funds:</b>					<b>\$0.00</b>			
<b>* Subgrantee Funds Used:</b>					<b>\$0.00</b>			

In the next example, the first responder Overtime and backfill item will be processed. Follow the steps above including adding a POE. Paul Revere shows as the vendor as he is the only vendor which has been entered. Click on the drop down to see that there is a choice of Paul or a [ new vendor ]. Select [ new vendor ].

**PROOF OF ENCUMBRANCE**

Subgrantee: **Bannock County**  
 Grant Number: 13SHSP005  
 POE Number: >>   
 POE Date: >>

Project: Administer and Manage the State Homeland Security Grant

Vendor/Payee: >>   
 Address:   
 City, St, Zip:  ID   
 Phone:

Selecting new vendor will display fields allowing the user to add vendor information. Save the POE.

**PROOF OF ENCUMBRANCE**

Subgrantee: **Bannock County**  
 Grant Number: **13SHSP005**  
 POE Number: >> POE16005-140606113607  
 POE Date: >> Jun 6 2014

Project: Administer and Manage the State Homeland Security Grant

Vendor/Payee: >> [new vendor] Nikki Sixx  
 Address: 1 Motley Crue Way  
 City, St, Zip:   
 Phone:

**POE ITEM(s)**

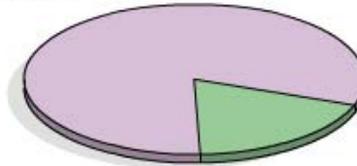
Expenditure	Category	Qty	Unit Cost	Total
First Responder Overtime	(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	1	\$180,000.00	\$180,000.00
Shipping/Handling:			\$0.00	\$0.00
Taxes/Fees:			\$0.00	\$0.00
<b>POE Total:</b>				<b>\$180,000.00</b>

The subgrantee homepage now shows that \$190,000.00 is in Needs POE status.

### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00

<input type="checkbox"/>	Uncommitted -- \$0.00
<input type="checkbox"/>	Review -- \$0.00
<input type="checkbox"/>	Needs POE -- \$810,000.00
<input type="checkbox"/>	On-Order -- \$190,000.00
<input type="checkbox"/>	Invoiced -- \$0.00
<input type="checkbox"/>	Complete -- \$0.00
<input type="checkbox"/>	Change Requested -- \$0.00



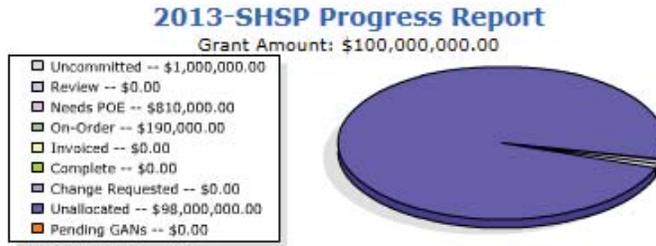
### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	3	2	0
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	0	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	0

### GRANT APPLICATIONS

Title	Grant Number	Award	Status	
2013-SHSP Bannock County Grant Application	13SHSP005	\$1,000,000.00	Approved	[ view ]

A quick visit to the SAA homepage shows the same information.



#### PENDING TASKS

	Build	At SAA	Approved
<b>Subgrantee Expenditure Requests</b>	1	0	8
<b>Expenditure Item Change Requests</b>		0	
<b>Grant Applications</b>	1	0	2
<b>Project Change Requests</b>		0	0
<b>Reimbursement Requests</b>	0	0	0
	Pending	Submitted	Paid
<b>Voucher Requests</b>	0	0	0
	Required	Unsigned	Signed
<b>Grant Adjustment Notices</b>	1	0	1
	Active	Inactive	Locked
<b>User accounts</b>	5	0	0

Once POE's have been completed for all items, sit back and wait for deliver and invoicing.

### 1.3.2. Invoicing

Invoicing is a simple matter of clicking on the Needs Invoice link. Once this is done the invoice page will be displayed. Many things can happen on the invoice page.

**SUBGRANTEE EXPENDITURE LIST** [ Excel ] [ PDF ] [ FoI Report ] [ Progress Report ]

**Keywords:**  **Search**  
**Region:** State of Idaho  
**Subgrantee:** Bannock County  
**Project:** - Filter by Project -  
**Item Status:** - Filter by Item Status -  
 Group by Project  Show Cancelled Items  
**Grant Number:** 13SHSP005  
**Grant Application:** **Approved** [ view grant application ]  
**Grant Period:** 01-Feb-2014 to 30-Nov-2014

**2013-SHSP Progress Report**  
Grant Amount: \$1,000,000.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$1,000,000.00
- On-Order -- \$0.00
- Invoiced -- \$0.00
- Complete -- \$0.00
- Change Requested -- \$0.00

**BANNOCK COUNTY EXPENDITURE LIST** [ request new expenditure ]

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
{140.CP.01.CONF}	Conferences to facilitate planning activities	Needs POE	7	\$10,000.00	\$70,000.00	No Invoice	No Invoice	[ edit ]
{06.CP.02.BRDG}	Equipment, Bridging/Patching/Gateway	Needs POE	10	\$30,000.00	\$300,000.00	No Invoice	No Invoice	[ edit ]
{140.OT.01.OTBF}	Overtime and backfill costs (IAW operational Cost Guidance)	Needs POE	1	\$180,000.00	\$180,000.00	No Invoice	No Invoice	[ edit ]
{04.MD.01.VCAM} Camera, Video	Camera, Video	Needs POE	100	\$4,500.00	\$450,000.00	No Invoice	No Invoice	[ edit ]
<b>List Expense Total:</b>					<b>\$1,000,000.00</b>			
<b>Grant Award:</b>					<b>\$1,000,000.00</b>			
<b>List Uncommitted Funds:</b>					<b>\$0.00</b>			
<b>* Subgrantee Funds Used:</b>					<b>\$0.00</b>			

The Invoice number and the invoice date should be entered as these are required fields.

The NIMS Reporting Metrics must be entered and is required on all AEL codes 1 – 21. These are the equipment AEL codes. Some items do not fit the NIMS profile even though they fall in the equipment category. NIMS still must be completed for these items.

The actual invoice can be scanned and attached to this page but this is not required.

**INVOICE**

>> denotes required

**Subgrantee:** **Bannock County**  
**Grant Number:** 13SHSP005  
**POE:** POE16005-140606114846  
**Invoice Number:** >>   
**Invoice Date:** >>      
**Vendor:** Gutzon Borglum  
**Project:** Develop/enhance interoperable communications systems

**INSTRUCTIONS**

1. Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
2. Adjust the cost of any item that requires cost adjustment.
3. Add any shipping and Handling or Taxes and Fees.

**INVOICE ITEMS**

	Expenditure	Category	Qty	Unit Cost	Total	
<input checked="" type="checkbox"/>	Gutzon Borglum	(06,CP,02,BRDG) Equipment, Bridging/Patching/Gateway	10	\$30,000.00	\$300,000.00	[serials]
<b>NIMS Reporting Metrics</b>						
	NIMS Typed Discipline Supported: >>		<input type="text"/>			
	NIMS Typed Resource Supported: >>		-- Select a NIMS Typed Discipline --			
	NIMS Type Number: >>		<input type="text"/>			
	Additional comments:		<input type="text"/>			
<input checked="" type="checkbox"/>	<b>Shipping/Handling:</b>			\$0.00	\$0.00	
<input checked="" type="checkbox"/>	<b>Taxes/Fees:</b>			\$0.00	\$0.00	
<b>Invoice Total:</b>					<b>\$300,000.00</b>	

**INVOICE NOTES**

**Invoice Notes:**   
**Attached Documents:**  Attach documents to this Invoice  
*No Documents Currently Attached to This Invoice*

**ACTIONS**

Save Invoice changes and place in queue for reimbursement.  
 Cancel any changes.

In most instances the invoice will be for all items entered into the POE. This, however, does not need to be the case. In this example we will assume that only one item has shipped so we change the quantity to 1. Doing this presents us with an option, decrease the actual number of items or invoice for the one and keep the other nine for a later date.

**INVOICE ITEMS**

Expenditure	Category	Qty	Unit Cost	Total	
Gutzon Borglum	(06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway	<input type="text" value="1"/>	<input type="text" value="\$30,000.00"/>	<input type="text" value="\$30,000.00"/>	<a href="#">[serials]</a>

**Quantity: Total Quantity must equal Discipline Quantities**  
Please update the discipline quantities to match the total quantity entered.

**Quantity Change Options:**

- If you entered less than the requested quantity, you can choose to execute the change request process or set the remaining quantity on hold through the use of multiple PO/Invoices.
- If you entered an amount greater than the requested quantity, you can only choose to execute a change request.

Quantity has decreased. Please process as a change request to change the quantity from 10 to 1.

Reason for change request:

Process the current qty amount, saving the remaining quantity of 9 for a future PO/Invoice.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AC	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	10	\$30,000.00	\$300,000.00
<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="0"/>								
HC	EMA	PH	GA	CYB	NP	RTS				
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>				

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 300,000.00	\$300,000.00	\$0.00	\$300,000.00
Subgrantee Funds	-	-	-	\$0.00 <span style="color: red;">[ auto adjust ]</span>
			<b>Required:</b>	<b>\$300,000.00</b>
			<b>Delta:</b>	<b>\$0.00</b>

**NIMS Reporting Metrics**

NIMS Typed Discipline Supported:

NIMS Typed Resource Supported:

NIMS Type Number:

Additional comments:

<input checked="" type="checkbox"/>	Shipping/Handling:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
<input checked="" type="checkbox"/>	Taxes/Fees:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
<b>Invoice Total:</b>			<input type="text" value="\$30,000.00"/>

**INVOICE NOTES**

**Invoice Notes:**

**Attached Documents**

[Attach Document](#) Attach documents to this Invoice

*No Documents Currently Attached to This Invoice*

**ACTIONS**

[Reimbursement](#) Save Invoice changes and place in queue for reimbursement.

[Cancel](#) Cancel any changes.

For this example the invoice will be done for the 1 item and keep the other 9 for a future invoice. The quantity and total price must be adjusted in order to do this.

The invoice also contains a \$100.00 charge for shipping and that is entered under the shipping detail. Shipping/Handling amounts can either be paid with grant funds or Subgrantee Funds (Local Money). This choice is left to the subgrantee.

**INVOICE ITEMS**

Expenditure	Category	Qty	Unit Cost	Total	
	Gutzon Borglum (06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway	1	\$30,000.00	\$30,000.00	[serials]

**Quantity Change Options:**

- If you entered less than the requested quantity, you can choose to execute the change request process or set the remaining quantity on hold through the use of multiple PO/Invoices.
- If you entered an amount greater than the requested quantity, you can only choose to execute a change request.

Quantity has decreased. Please process as a change request to change the quantity from 10 to 1.

Reason for change request:

Process the current qty amount, saving the remaining quantity of 9 for a future PO/Invoice.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-WF	EMS-F	FS	HZ	PW	PSC	1	\$30,000.00	\$30,000.00
0	1	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 300,000.00	\$30,000.00	\$270,000.00	\$30,000.00
Subgrantee Funds	-	-	-	\$0.00
<b>Required:</b>				<b>\$30,000.00</b>
<b>Delta:</b>				<b>\$0.00</b>

[ auto adjust ]

**NIMS Reporting Metrics**

NIMS Typed Discipline Supported: >> Incident Management

NIMS Typed Resource Supported: >> Communications Support Team (CAP)

NIMS Type Number: >> I

Additional comments:

**Shipping/Handling:**

**Delta: Assigned funding is too low** Please adjust the amount of money assigned to each grant source so that the total amount from all funding sources equals the item total.

	Unit Cost	Total Cost
	\$100.00	\$100.00

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 300,000.00	\$30,000.00	\$270,000.00	\$0.00
Subgrantee Funds	-	-	-	\$0.00
<b>Required:</b>				<b>\$100.00</b>
<b>Delta:</b>				<b>\$100.00</b>

[ auto adjust ]

**Taxes/Fees:**

**Invoice Total:**

**INVOICE NOTES**

**Invoice Notes:**

**Attached Documents**

Attach documents to this Invoice

No Documents Currently Attached to This Invoice

**ACTIONS**

Save Invoice changes and place in queue for reimbursement.

Cancel any changes.

This subgrantee has chosen to pay for the shipping out of local funds. Below is an alert to the subgrantee that they have chosen to use some local funds for shipping and will not be reimbursed. This selection cannot be undone once the voucher is paid.

**INVOICE ITEMS**

Expenditure	Category	Qty	Unit Cost	Total	
Gutzon Borglum	(06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway	1	\$30,000.00	\$30,000.00	[serials]

**Quantity Change Options:**

- If you entered less than the requested quantity, you can choose to execute the change request process or set the remaining quantity on hold through the use of multiple PO/Invoices.
- If you entered an amount greater than the requested quantity, you can only choose to execute a change request.

Quantity has decreased. Please process as a change request to change the quantity from 10 to 1.

Reason for change request:

Process the current qty amount, saving the remaining quantity of 9 for a future PO/Invoice.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AC	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$30,000.00	\$30,000.00
0	1	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 300,000.00	\$30,000.00	\$270,000.00	\$30,000.00
Subgrantee Funds	-	-	-	\$0.00
			<b>Required:</b>	<b>\$30,000.00</b>
			<b>Delta:</b>	<b>\$0.00</b>

[ auto adjust ]

**NIMS Reporting Metrics**

NIMS Typed Discipline Supported: >> Incident Management

NIMS Typed Resource Supported: >> Communications Support Team (CAP)

NIMS Type Number: >> I

Additional comments:

Shipping/Handling:	\$100.00	\$100.00
--------------------	----------	----------

• These funds are the responsibility of the Subgrantee and are NOT reimbursable by the state.

Unit Cost	Total Cost
\$100.00	\$100.00

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 300,000.00	\$30,000.00	\$270,000.00	\$0.00
Subgrantee Funds	-	-	-	\$100.00
			<b>Required:</b>	<b>\$100.00</b>
			<b>Delta:</b>	<b>\$0.00</b>

[ auto adjust ]

Taxes/Fees:	\$0.00	\$0.00
-------------	--------	--------

Invoice Total: \$30,100.00

**INVOICE NOTES**

**Invoice Notes:**

**Attached Documents**

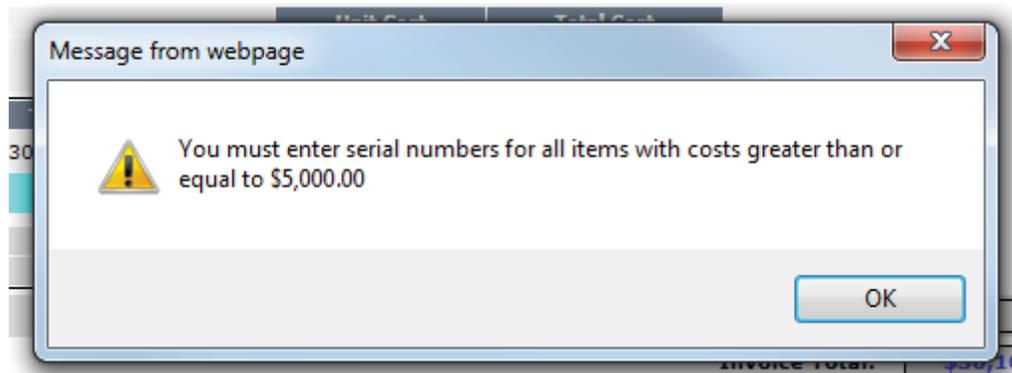
[Attach Document](#) Attach documents to this Invoice

No Documents Currently Attached to This Invoice

**ACTIONS**

- Reimbursement** Save Invoice changes and place in queue for reimbursement.
- Cancel** Cancel any changes.

The reimbursement button is clicked and the following popup displays. SPARS requires serial numbers and inventory information on all items with a cost greater than \$5000.00.



Serial number and inventory information is entered by clicking on the [ serials ] link next to the item. Doing this will present the following page.

**INVOICE**

**Invoice Item:** Equipment, Bridging/Patching/Gateway

**LOCATIONS** » denotes required

**Location:** [new location]

**Address:** »

**City/State/Zip:** »  , ID

Saves the location data entered above.

**SERIAL NUMBERS**

1	<b>Serial Number:</b> »	<input type="text"/>
	<b>Existing Locations:</b> »	<input type="text"/>

**ACTIONS**

Save serial number data and return to the Invoice page.

Exit this page without saving and return to the Invoice page.

Once the user completes this information, including the serial number, which is not shown, click "Save". If the quantity is greater than one this process must be done for each item.

**INVOICE**

**Invoice Item:** Equipment, Bridging/Patching/Gateway

**LOCATIONS** » denotes required

**Location:** Idaho Bureau of Homeland Security

**Address:** » 4040 Guard St., Bldg. 600

**City/State/Zip:** » Boise, ID 83705

**Save Location** Saves the location data entered above.

**SERIAL NUMBERS**

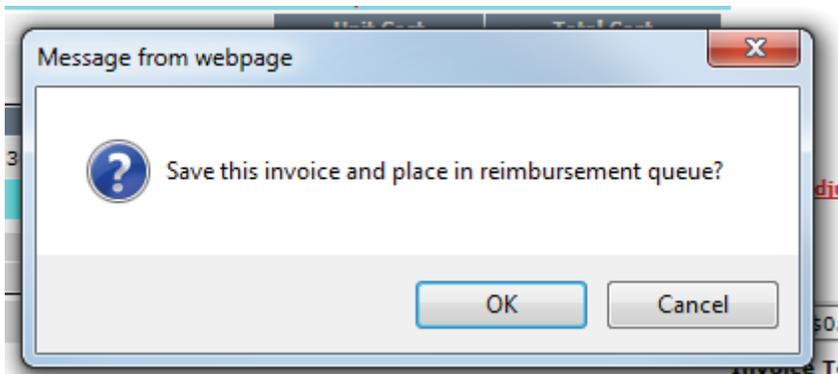
<b>Serial Number:</b> »	
<b>Existing Locations:</b> »	Idaho Bureau of Homeland Security

**ACTIONS**

**Save** Save serial number data and return to the Invoice page.

**Return** Exit this page without saving and return to the Invoice page.

Clicking on Save brings up the verify popup.



The subgrantee equipment list will now show that the item is in Invoiced status and that an entry has been created for the remaining nine items.

**SUBGRANTEE EXPENDITURE LIST** [ Excel ] [ PDF ] [ FoI Report ] [ Progress Report ]

Keywords:

Region: State of Idaho  
Subgrantee: Bannock County  
Project: - Filter by Project -  
Item Status: - Filter by Item Status -  
 Group by Project  Show Cancelled Items

Grant Number: 13SHSP005  
Grant Application: **Approved** [\[ view grant application \]](#)  
Grant Period: 01-Feb-2014 to 30-Nov-2014

**2013-SHSP Progress Report**  
Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$460,000.00
- Invoiced -- \$30,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00

**BANNOCK COUNTY EXPENDITURE LIST** [ request new expenditure ]

AEI Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
(04.MD.01.VCAM)	Camera, Camera, Video Video	Needs POE	100	\$4,500.00	\$450,000.00	No Invoice	No Invoice	[ edit ]
(140.CP.01.CONF)	Conferences to facilitate planning activities	Needs POE	6	\$10,000.00	\$60,000.00	No Invoice	No Invoice	[ edit ]
(140.CP.01.CONF)	Conferences to facilitate planning activities	On-Order	1	\$10,000.00	\$10,000.00	Needs Invoice	No Invoice	[ edit ]
(140.OT.01.OTBF)	First Responder Overtime (IAW operational Cost Guidance)	On-Order	1	\$180,000.00	\$180,000.00	Needs Invoice	No Invoice	[ edit ]
(06.CP.02.BRDG)	Gutzon Borglum Equipment, Bridging/Patching/Gateway	On-Order	9	\$30,000.00	\$270,000.00	Needs Invoice	No Invoice	[ edit ]
(06.CP.02.BRDG)	Gutzon Borglum Equipment, Bridging/Patching/Gateway	Invoiced	1	\$30,000.00	\$30,000.00	06/06/2014	06/06/2014	[ edit ]
	Shipping/Handling (INV 1234)				\$0.00			
					* \$100.00			
<b>List Expense Total:</b>					<b>\$1,000,000.00</b>			
<b>Grant Award:</b>					<b>\$1,000,000.00</b>			
<b>List Uncommitted Funds:</b>					<b>\$0.00</b>			
<b>* Subgrantee Funds Used:</b>					<b>\$100.00</b>			

The Subgrantee home page will now display the following:

**2013-SHSP Progress Report**  
Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$460,000.00
- Invoiced -- \$30,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00

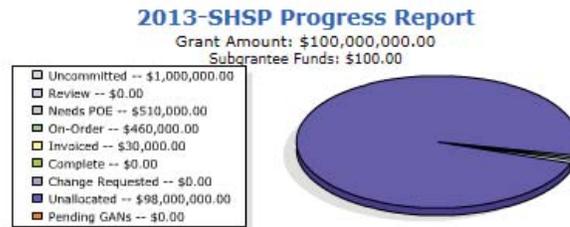
**PENDING TASKS**

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	2	3	2
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	1	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	0

**GRANT APPLICATIONS**

Title	Grant Number	Award	Status	
2013-SHSP Bannock County Grant Application	13SHSP005	\$1,000,000.00	Approved	[ view ]

The SAA homepage now shows that \$30,000.00 is now in Invoiced status.



**PENDING TASKS**

	Build	At SAA	Approved
<b>Subgrantee Expenditure Requests</b>	1	0	10
<b>Expenditure Item Change Requests</b>		0	
<b>Grant Applications</b>	1	0	2
<b>Project Change Requests</b>		0	0
<b>Reimbursement Requests</b>	1	0	0
	Pending	Submitted	Paid
<b>Voucher Requests</b>	0	0	0
	Required	Unsigned	Signed
<b>Grant Adjustment Notices</b>	1	0	1
	Active	Inactive	Locked
<b>User accounts</b>	5	0	0

SPARS allows for items to be budgeted over the life of the grant and drawn down at varying amounts and times over the life of the grant. This is called Multiple Invoicing and the process is outlined below. If it has been determined that an item can use Multiple Invoices, the user is asked if they want to invoice all the item or exercise the multiple invoice option once they click on Needs POE.

**INVOICE ITEM**

**Subgrantee:** Bannock County  
**Grant Number:** 13SHSP005  
**POE:** POE16005-140606113607  
**Vendor:** Nikki Sixx  
**Project:** Administer and Manage the State Homeland Security Grant

Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> First Responder Overtime <span style="color: red;">Multiple Invoice Allowed</span>	(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	1	\$180,000.00	\$180,000.00

**Attached Documents:**  
none

**ACTIONS**

The multiple invoice process will create a new item for the invoice you currently have and leave the balance of this item in Needs Invoice state for future invoicing.  
 Completing the item will treat the item as if multiple invoices are not allowed.

**Would you like to process this item using multiple invoices?**

Process Multiple Invoices   
  Complete item with a single invoice

**Save & Continue >>** Save and process as selected above.

**Cancel** Cancel any changes.

**INVOICE ITEM**

**Subgrantee:** Bannock County  
**Grant Number:** 13SHSP005  
**POE:** POE16005-140606113607  
**Vendor:** Nikki Sixx  
**Project:** Administer and Manage the State Homeland Security Grant

Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> First Responder Overtime <small>Multiple Invoice Allowed</small>	(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	<input type="text" value="1"/>	<input type="text" value="\$180,000.00"/>	<input type="text" value="\$180,000.00"/>

**Attached Documents:**  
none

**ACTIONS**

The multiple invoice process will create a new item for the invoice you currently have and leave the balance of this item in Needs Invoice state for future invoicing.

Completing the item will treat the item as if multiple invoices are not allowed.

**Would you like to process this item using multiple invoices?**

Process Multiple Invoices   
  Complete item with a single invoice

Save and process as selected above.  
 Cancel any changes.

Choosing the Multiple Invoice option will present the following.

**MULTIPLE INVOICE - STEP ONE**

**Subgrantee:** Bannock County  
**Grant Number:** 13SHSP005  
**POE:** POE16005-140606113607  
**Vendor:** Nikki Sixx  
**Project:** Administer and Manage the State Homeland Security Grant

**INSTRUCTIONS**

Enter the amount of the invoice you are currently processing and balance the grant distribution.

Enter the reason for the multiple invoice.

**INVOICE ITEM**

>> denotes required

Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> First Responder Overtime <small>Multiple Invoice Allowed</small>	(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	<input type="text" value="1"/>	<input type="text" value="\$180,000.00"/>	<input type="text" value="\$180,000.00"/>

**Reason for Multiple Invoice >>**

**ACTIONS**

Save the modifications above and continue the processing of the Multiple Invoice.  
 Cancel any changes.

The first step is to adjust the amount being invoiced. This must be done at both the item level and the discipline level.

**MULTIPLE INVOICE - STEP ONE**

**Subgrantee:** Bannock County  
**Grant Number:** 13SHSP005  
**POE:** POE16005-140606113607  
**Vendor:** Nikki Sixx  
**Project:** Administer and Manage the State Homeland Security Grant

**INSTRUCTIONS**

Enter the amount of the invoice you are currently processing and balance the grant distribution.  
 Enter the reason for the multiple invoice.

**INVOICE ITEM** » denotes required

Expenditure	Category	Qty	Unit Cost	Total
First Responder Overtime Multiple Invoice Allowed	(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	1	\$25,000.00	\$25,000.00

**Delta: Assigned funding is too high!** Please adjust the amount of money assigned to each grant so that the total amount from all funding sources equals the item total.

Process the request as a Multiple Invoice.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$25,000.00	\$25,000.00
0	1	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 250,000.00	\$250,000.00	\$0.00	\$180,000.00
Subgrantee Funds	-	-	-	\$0.00
				<b>Required: \$25,000.00</b>
				<b>Delta: -\$155,000.00</b>

Reason for Multiple Invoice »

**ACTIONS**

Save the modifications above and continue the processing of the Multiple Invoice.  
 Cancel any changes.

The next step is to enter the reason for the Multiple Invoice.

**MULTIPLE INVOICE - STEP ONE**

**Subgrantee:** Bannock County  
**Grant Number:** 13SHSP005  
**POE:** POE16005-140606113607  
**Vendor:** Nikki Sixx  
**Project:** Administer and Manage the State Homeland Security Grant

**INSTRUCTIONS**

Enter the amount of the invoice you are currently processing and balance the grant distribution.  
 Enter the reason for the multiple invoice.

**INVOICE ITEM** » denotes required

Expenditure	Category	Qty	Unit Cost	Total
First Responder Overtime Multiple Invoice Allowed	(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	1	\$25,000.00	\$25,000.00

Process the request as a Multiple Invoice.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$25,000.00	\$25,000.00
0	1	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

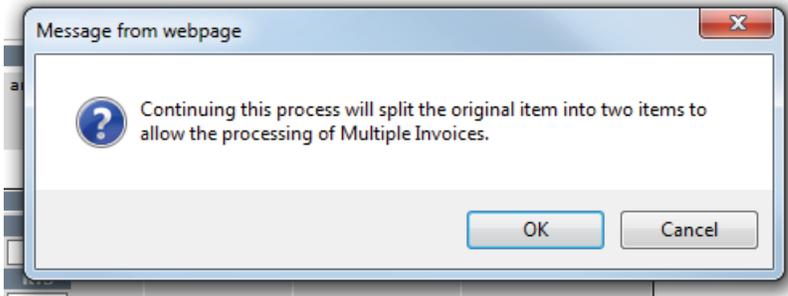
Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 250,000.00	\$95,000.00	\$155,000.00	\$25,000.00
Subgrantee Funds	-	-	-	\$0.00
				<b>Required: \$25,000.00</b>
				<b>Delta: \$0.00</b>

Reason for Multiple Invoice »

**ACTIONS**

Save the modifications above and continue the processing of the Multiple Invoice.  
 Cancel any changes.

Clicking “Save and Continue” presents a verification popup.



Below is a view of the item after processing a multiple invoice.

**MULTIPLE INVOICE - FINAL STEP** >> denotes required

**Subgrantee:** Bannock County  
**Grant Number:** 13SHSP005  
**POE:** PDE16005-140606113607  
**Invoice Number:** >>   
**Invoice Date:** >>  /  /   
**Vendor:** Nikki Sixx  
**Project:** Administer and Manage the State Homeland Security Grant

**MULTIPLE INVOICE REASON**

Over time guarding Montpelier Bank from Hole in the Wall gang.

**INSTRUCTIONS**

1. Delete all items that do not belong with the invoice you are submitting. This step must be completed first.
2. Adjust the cost of any item that requires cost adjustment.
3. Add any shipping and Handling or Taxes and Fees.

**INVOICE ITEMS**

Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> First Responder Overtime	(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	1	\$25,000.00	\$25,000.00
<input checked="" type="checkbox"/>	<b>Shipping/Handling:</b>		\$0.00	\$0.00
<input checked="" type="checkbox"/>	<b>Taxes/Fees:</b>		\$0.00	\$0.00
<b>Invoice Total:</b>				<b>\$25,000.00</b>

**INVOICE NOTES**

**Invoice Notes:**

**Attached Documents**

[Attach Document](#) Attach documents to this Invoice

*No Documents Currently Attached to This Invoice*

**ACTIONS**

[Reimbursement](#) Save Invoice changes and place in queue for reimbursement.

[Cancel](#) Cancel any changes.

**OTHER ITEMS**

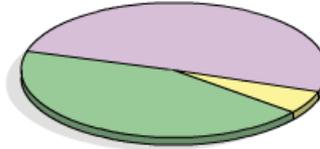
Expenditure	Qty	Cost	
Conferences to facilitate planning activities	1	\$ 10,000.00	<a href="#">[ add to invoice ]</a>
Overtime and backfill costs (IAW operational Cost Guidance)	1	\$ 155,000.00	<a href="#">[ add to invoice ]</a>

The subgrantee homepage shows an increase in the invoiced amount.

### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$435,000.00
- Invoiced -- \$55,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



#### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	2	3	3
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	1	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	0

#### GRANT APPLICATIONS

Title	Grant Number	Award	Status	
2013-SHSP Bannock County Grant Application	13SHSP005	\$1,000,000.00	Approved	[ view ]

### 1.3.3. Reimbursement

Reimbursement information can be accessed in a number of ways; by clicking on the red number in the build column in the row Reimbursement Request, clicking on the words Reimbursement Request, or by clicking on Reimbursement Manager from the Admin Menu. Clicking one of these choices presents the Reimbursement Manager.

#### REIMBURSEMENT MANAGER

Grant Number:

Region: State of Idaho

Subgrantee: Bannock County Barcode:

Grant: 2013-SHSP Status:  Build  Submitted  Verified  Vouchered  Complete  Any

Additional Filters:  Credit  Check

#### REIMBURSEMENTS

Displaying 1 - 1 of 1 records [ 20 | 50 | 100 | 250 | All ]

Grant Number	Status	Submit	Verified	Complete	Inv. Amount	Reimb. Amount	
Bannock County							
13SHSP005	2   Bui				\$55,000.00	\$55,000.00	[ edit ] [ print ]

Legend	
Status	Description
#	number of items in reimbursement
Bui	reimbursement is being built
Sub	all items in reimbursement have been submitted to SAA
Ver	all items in reimbursement have had their invoice verified
You	all items in reimbursement have had a voucher created
Com	all items in reimbursement have been paid
Cr	items in reimbursement have credits
Ch	items in reimbursement had a check returned

Click [ edit ] and the details of the requested reimbursement will display.

**REIMBURSEMENT - 2013-SHSP (13SHSP005) - RR140000100**

Subgrantee Remittance Address		Contact Information	
<b>Organization:</b> Bannock County		<b>Name:</b> Clark Kent	
<b>Street:</b>		<b>Agency:</b>	
<b>City/State/Zip:</b>		<b>City/State/Zip:</b>	
<b>Federal ID#:</b>		<b>Phone:</b>	
<b>E-mail:</b> kalel@test.com		<b>Fax:</b>	

**GRANT STATUS**

Project ID	Project	Grant Award	Review	On Order	Invoiced	Complete	Committed	Uncommitted
1006	Administer and Manage the State Homeland Security Grant	\$250,000.00	\$0.00	\$165,000.00	\$25,000.00	\$0.00	\$250,000.00	\$0.00
1005	Develop/enhance interoperable communications systems	\$300,000.00	\$0.00	\$270,000.00	\$30,000.00	\$0.00	\$300,000.00	\$0.00

**REIMBURSEMENT ITEMS**

Detail	Project ID	Status	Invoice No.	Item	Inv. Amount	Reimb. Amount		
<input checked="" type="checkbox"/>	1	1005	Bui	1234	Gutzon Borglum	\$30,000.00	\$30,000.00	[ print ]
<input checked="" type="checkbox"/>	2	1006	Bui	09876	First Responder Overtime	\$25,000.00	\$25,000.00	[ print ]
<b>Total Requested:</b>						<b>\$55,000.00</b>	<b>\$55,000.00</b>	

**ACTIONS**

Submit all checked items on this reimbursement to the SAA for review.

Return to the Reimbursement Manager.

**Attached Documents**

Attach documents to this reimbursement request.

Status	Description
Den	item has been denied verification
Bui	item is awaiting submittal to SAA
Sub	item submitted to SAA for verification
Ver	item invoice has been verified as correct
Vou	voucher submitted but not yet paid
Com	item has been paid
Att	item has an attachment

Additional details of the specific item can be viewed by clicking on the down arrow.

**REIMBURSEMENT - 2013-SHSP (13SHSP005) - RR140000100**

Subgrantee Remittance Address		Contact Information	
<b>Organization:</b> Bannock County		<b>Name:</b> Clark Kent	
<b>Street:</b>		<b>Agency:</b>	
<b>City/State/Zip:</b>		<b>City/State/Zip:</b>	
<b>Federal ID#:</b>		<b>Phone:</b>	
<b>E-mail:</b> kalel@test.com		<b>Fax:</b>	

**GRANT STATUS**

Project ID	Project	Grant Award	Review	On Order	Invoiced	Complete	Committed	Uncommitted
1006	Administer and Manage the State Homeland Security Grant	\$250,000.00	\$0.00	\$165,000.00	\$25,000.00	\$0.00	\$250,000.00	\$0.00
1005	Develop/enhance interoperable communications systems	\$300,000.00	\$0.00	\$270,000.00	\$30,000.00	\$0.00	\$300,000.00	\$0.00

**REIMBURSEMENT ITEMS**

Detail	Project ID	Status	Invoice No.	Item	Inv. Amount	Reimb. Amount		
<input checked="" type="checkbox"/>	1	1005	Bui	1234	Gutzon Borglum	\$30,000.00	\$30,000.00	[ print ]

**Category:** (06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway    **POE Number:** POE16005-140606114846    **POE Date:** 06/06/2014  
**Vendor:** Gutzon Borglum    **Invoice Number:** 1234    **Invoice Date:** 06/05/2014

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$ 30,000.00	\$30,000.00
0	1	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2013-SHSP	\$ 300,000.00	\$ 300,000.00	\$ 0.00	\$ 30,000.00
Subgrantee Funds	-	-	-	\$ 0.00
<b>Required:</b>				<b>\$ 30,000.00</b>
<b>Delta:</b>				<b>\$ 0.00</b>

**Invoice Item Notes:**  
none

**Invoice Notes:**  
none

**Attached Documents:**  
none

Detail	Project ID	Status	Invoice No.	Item	Inv. Amount	Reimb. Amount		
<input checked="" type="checkbox"/>	2	1006	Bui	09876	First Responder Overtime	\$25,000.00	\$25,000.00	[ print ]
<b>Total Requested:</b>						<b>\$55,000.00</b>	<b>\$55,000.00</b>	

You are now presented with a confirmation page.

#### REIMBURSEMENT CONFIRMATION

Selecting the Confirm button will submit this completed reimbursement request to the SAA for processing.

Item No.	Grant	Invoice No.	Item	Amount	Item Report
1	13SHSP005	1234	Gutzon Borglum	\$30,000.00	[ print ]
2	13SHSP005	09876	First Responder Overtime	\$25,000.00	[ print ]
<b>Total Requested:</b>				<b>\$55,000.00</b>	

#### ACTIONS

- Confirm that you wish to submit the above items for reimbursement.
- Cancel and return to Reimbursement Manager.

Clicking the Confirm button on a reimbursement will bring up a popup containing the reimbursement packet.

Master Cover Sheet:

		<b>Bannock County</b> Local Purchase Submission Cover Sheet		Jun 08, 2014
				RR140000100
<b>FOR OFFICIAL USE ONLY</b>				
<b>Subgrantee Remittance Address</b>			<b>Contact Information</b>	
<b>Organization:</b>	<b>Bannock County</b>		<b>Name:</b>	Clark Kent
<b>Street:</b>			<b>Agency:</b>	
<b>City/State/Zip:</b>			<b>City/State/Zip:</b>	
<b>Federal ID#:</b>			<b>Phone:</b>	
<b>E-mail:</b>	kalel@test.com		<b>Fax:</b>	
<b>Fax:</b>				
<b>Item No.</b>	<b>Grant</b>	<b>Bar Code</b>	<b>Invoice No.</b>	<b>Amount</b>
		Gutzon Borglum		
1	2013-SHSP	 II01006	1234	\$30,000.00
		First Responder Overtime		
2	2013-SHSP	 II01018	09876	\$25,000.00
			<b>Invoiced Amount:</b>	<b>\$55,000.00</b>
			<b>Subgrantee Funds:</b>	<b>\$0.00</b>
			<b>Reimbursement Amount:</b>	<b>\$55,000.00</b>
<hr/> <b>Fax all documents to SAA at: 999-999-9999.</b> <hr/>				
<b>The following items must be submitted with your reimbursement request. IF LOCAL</b>				
<input type="checkbox"/> SPARS print out for each item.				
<input type="checkbox"/> Copy of invoice for each item submitted. Invoices with multiple items should have the item submitted circled.				
<input type="checkbox"/> Proof of payment or signed Economic hardship form.				
I, _____, certify that I have received the above services/expenditures and the items are now on my subgrantee's inventory list.				
Signature: _____ Date: _____				
<b>FOR OFFICIAL USE ONLY</b>				

Cover sheet for first item.



II01006

FOR OFFICIAL USE ONLY

Clark Kent  
Bannock County  
  
kalel@test.com

**Project:** Develop/enhance interoperable communications systems  
**POE Number:** POE16005-140606114846  
**POE Date:** 06/06/2014  
**Invoice Number:** 1234  
**Invoice Date:** 06/05/2014  
**Vendor:** Gutzon Borglum  
**Expenditure:** Gutzon Borglum  
**AEL category:** (06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway

**Distribution**

AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	Total Qty	Unit Cost	Total Cost
0	1	0	0	0	0	0	0	1	\$30,000.00	\$30,000.00
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Amount
2013-SHSP	\$ 30,000.00
Subgrantee Funds	\$ 0.00
<b>Total:</b>	<b>\$ 30,000.00</b>

FOR OFFICIAL USE ONLY



Most SAA's ask that these documents be reviewed and signed. They ask that the original receipt for each item be added to the packet and that the packet be faxed to the SAA.  
The item will now be in Submitted status as seen below.

### REIMBURSEMENT MANAGER

**Grant Number:**   
**Region:** State of Idaho  
**Subgrantee:** Bannock County **Barcode:**    
**Grant:** 2013-SHSP  **Status:**  Build  Submitted  Verified  Vouchered  Complete  Any  
**Additional Filters:**  Credit  Check

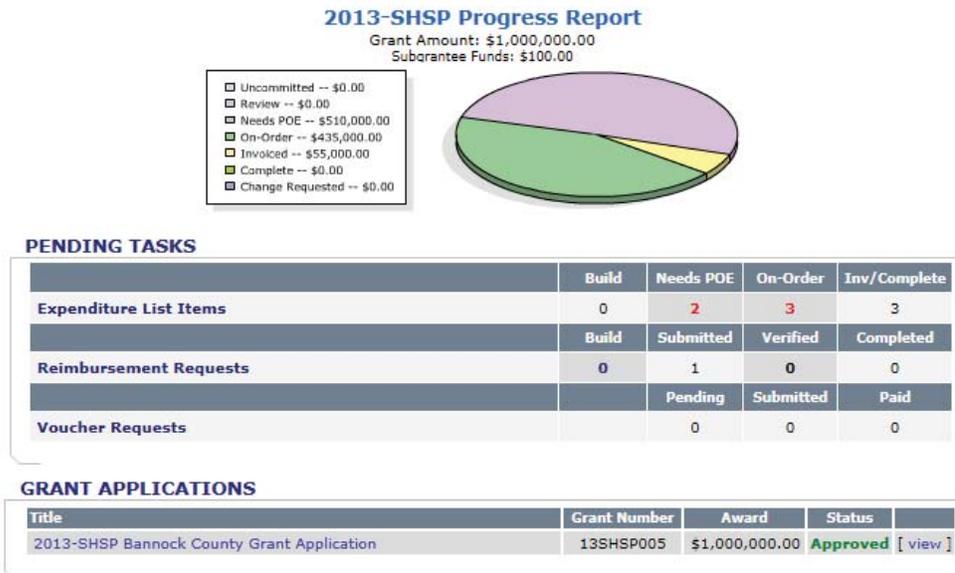
### REIMBURSEMENTS

Displaying 1 - 1 of 1 records [ 20 | 50 | 100 | 250 | All ]

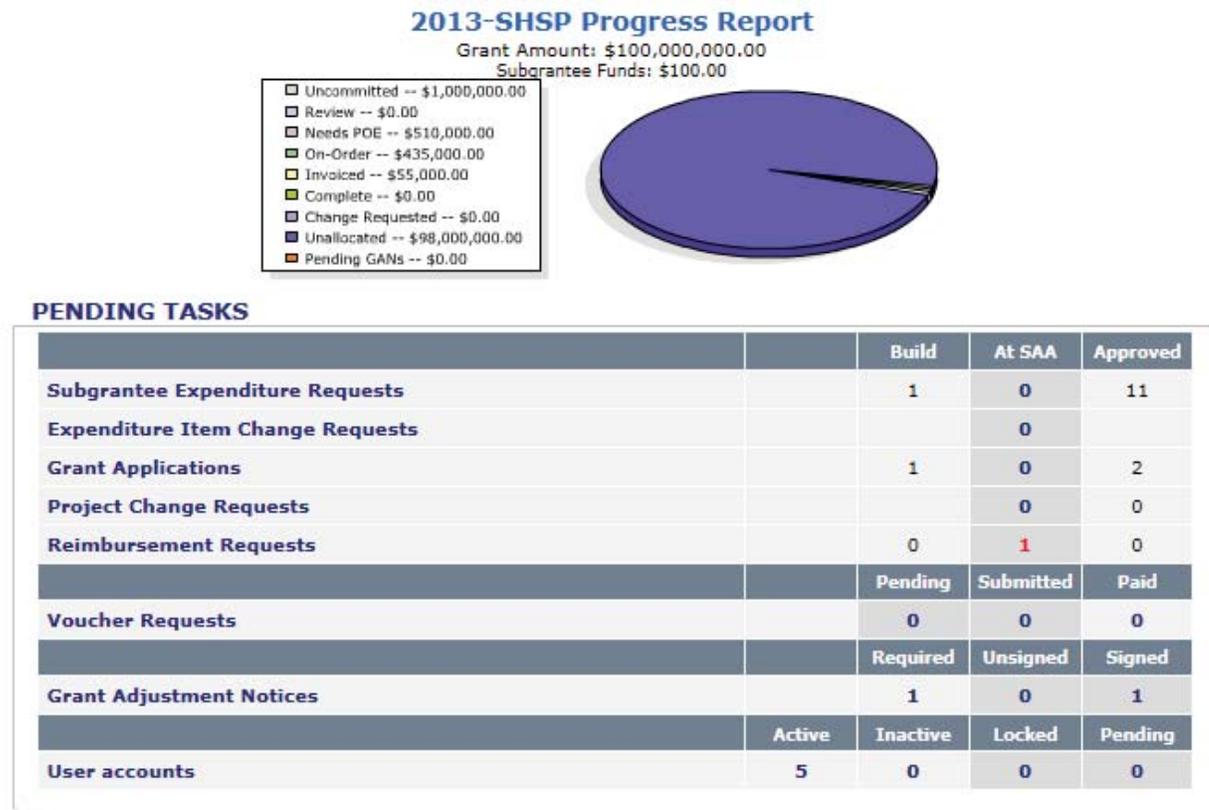
Grant Number	Status	Submit	Verified	Complete	Inv. Amount	Reimb. Amount	
<b>Bannock County</b>							
13SHSP005	2   <b>Sub</b>	06/08/2014			\$55,000.00	\$55,000.00	[ view ] [ print ]

Legend	
Status	Description
#	number of items in reimbursement
<b>Bui</b>	reimbursement is being built
<b>Sub</b>	all items in reimbursement have been submitted to SAA
<b>Ver</b>	all items in reimbursement have had their invoice verified
<b>Vou</b>	all items in reimbursement have had a voucher created
<b>Com</b>	all items in reimbursement have been paid
<b>Cr</b>	items in reimbursement have credits
<b>Ch</b>	items in reimbursement had a check returned

The subgrantee home page is now updated to show the fact that the reimbursement request is in Submit status.



The SAA homepage shows that the reimbursement request is in At SAA status.

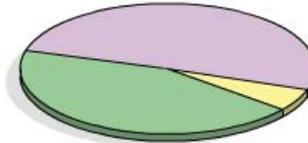


In the SAA Process section the reimbursement was verified. During the process one item was verified and one was rejected. Below you will see that this is reflected in the Subgrantee home page as one in Build which is the rejected item and one that is Verified.

### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$435,000.00
- Invoiced -- \$55,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	2	3	3
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	1	0	1	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		1	0	0

Looking at the equipment list we see the same information: one item in Build (displays as Invoiced Status) and one as Verified.

### SUBGRANTEE EXPENDITURE LIST

[\[ Excel \]](#) [\[ PDF \]](#) [\[ FoI Report \]](#) [\[ Progress Report \]](#)

**Keywords:**

**Region:** State of Idaho

**Subgrantee:** Bannock County

**Project:** - Filter by Project -

**Item Status:** - Filter by Item Status -

Group by Project  Show Cancelled Items

**Grant Number:** 13SHSP005

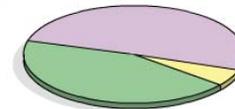
**Grant Application:** **Approved** [\[ view grant application \]](#)

**Grant Period:** 01-Feb-2014 to 30-Nov-2014

### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$435,000.00
- Invoiced -- \$55,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



### BANNOCK COUNTY EXPENDITURE LIST

[\[ request new expenditure \]](#)

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
{04.MD.01.VCAM} Camera, Video	Camera, Video	Needs POE	100	\$4,500.00	\$450,000.00	No Invoice	No Invoice	<a href="#">[ edit ]</a>
{140.CP.01.CONF} Conferences to facilitate planning activities	Conference Masters - First Conference to facilitate planning activities	Needs POE	6	\$10,000.00	\$60,000.00	No Invoice	No Invoice	<a href="#">[ edit ]</a>
{140.CP.01.CONF} Conferences to facilitate planning activities	Conference Masters - First Conference to facilitate planning activities	On-Order	1	\$10,000.00	\$10,000.00	Needs Invoice	No Invoice	<a href="#">[ edit ]</a>
{140.OT.01.OTBF} Overtime and backfill costs (IAW operational Cost Guidance)	First Responder Overtime	On-Order	1	\$155,000.00	\$155,000.00	Needs Invoice	No Invoice	<a href="#">[ edit ]</a>
{06.CP.02.BRDG} Equipment, Bridging/Patching/Gateway	Gutzon Borglum	On-Order	9	\$30,000.00	\$270,000.00	Needs Invoice	No Invoice	<a href="#">[ edit ]</a>
{06.CP.02.BRDG} Equipment, Bridging/Patching/Gateway	Gutzon Borglum	Verified	1	\$30,000.00	\$30,000.00	06/08/2014	06/08/2014	<a href="#">[ edit ]</a>
	Shipping/Handling (INV 1234)				\$0.00			
					* \$100.00			
{140.OT.01.OTBF} Overtime and backfill costs (IAW operational Cost Guidance)	First Responder Overtime	Invoiced	1	\$25,000.00	\$25,000.00	06/08/2014	06/08/2014	<a href="#">[ edit ]</a>
<b>Split Invoice:</b> Over time guarding Montpelier Bank from Hole in the Wall gang.								
<b>List Expense Total:</b>					<b>\$1,000,000.00</b>			
<b>Grant Award:</b>					<b>\$1,000,000.00</b>			
<b>List Uncommitted Funds:</b>					<b>\$0.00</b>			
<b>* Subgrantee Funds Used:</b>					<b>\$100.00</b>			

The Reimbursement Manager shows this as well.

**REIMBURSEMENT MANAGER**

Grant Number:

Region: State of Idaho

Subgrantee: Bannock County Barcode:

Grant: 2013-SHSP Status:  Build  Submitted  Verified  Vouchered  Complete  Any

Additional Filters:  Credit  Check

**REIMBURSEMENTS**  
Displaying 1 - 2 of 2 records [ 20 | 50 | 100 | 250 | All ]

Grant Number	Status	Submit	Verified	Complete	Inv. Amount	Reimb. Amount	
<b>Bannock County</b>							
13SHSP005	1   Ver	06/08/2014	06/08/2014		\$30,000.00	\$30,000.00	[ view ] [ print ]
13SHSP005	1   Bui				\$25,000.00	\$25,000.00	[ edit ] [ print ]

This is the subgrantee homepage after the SAA has submitted the voucher for payment.

**2013-SHSP Progress Report**  
Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$435,000.00
- Invoiced -- \$55,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00

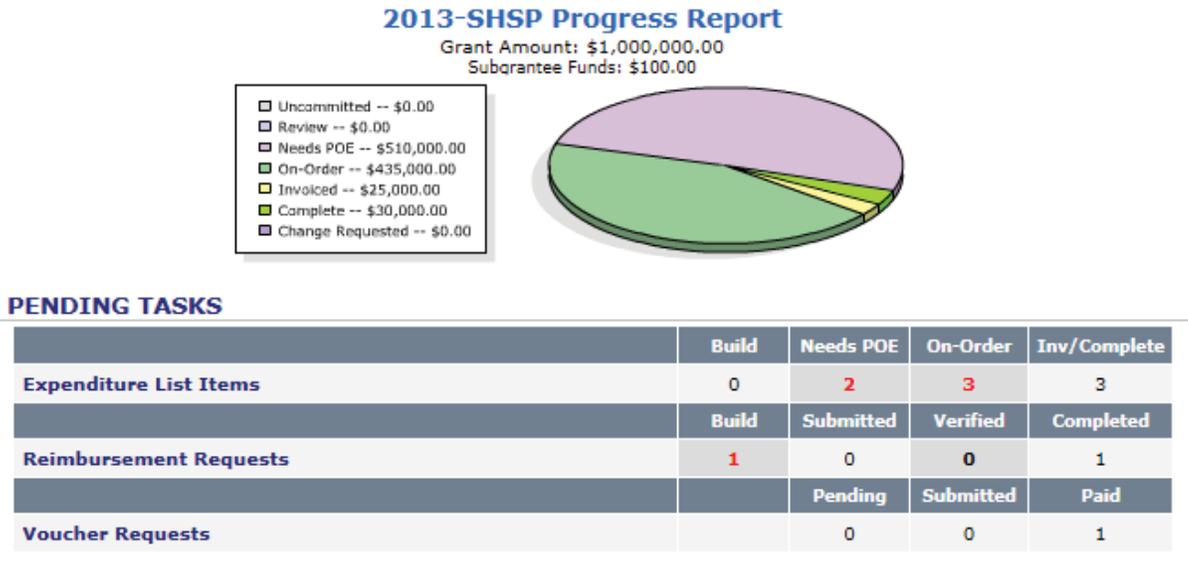
**PENDING TASKS**

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	2	3	3
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	1	0	0	0
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	1	0

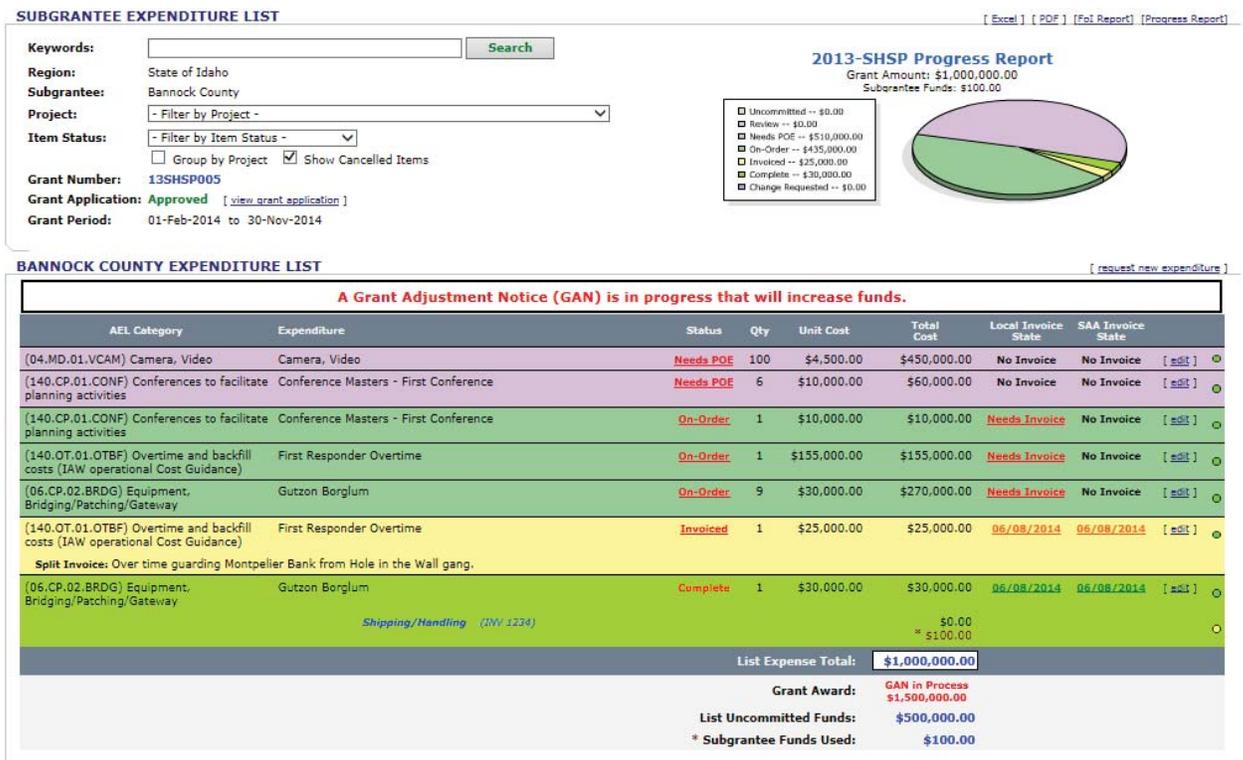
### 1.3.4. Voucher

All voucher activates are performed by the SAA. SAA voucher activates do, however, update the subgrantee pages.

Below is a capture of the subgrantee home page after a voucher is marked as paid.



The expenditure list is also update to show the expenditure as paid or complete.

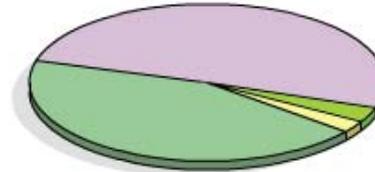


### 1.4. Grant Adjustment Notice

#### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$435,000.00
- Invoiced -- \$25,000.00
- Complete -- \$30,000.00
- Change Requested -- \$0.00



#### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	2	3	3
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	1	0	0	1
		Pending	Submitted	Paid
<b>Voucher Requests</b>		0	0	1

#### GRANT APPLICATIONS

Title	Grant Number	Award	Status	
2013-SHSP Bannock County Grant Application	13SHSP005	GAN in Process \$1,500,000.00	Approved	[ view ]

#### SUBGRANTEE EXPENDITURE LIST

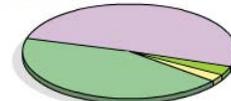
[ Excel ] [ PDF ] [ Fol Report ] [ Progress Report ]

**Keywords:**    
**Region:** State of Idaho  
**Subgrantee:** Bannock County  
**Project:** - Filter by Project -  
**Item Status:** - Filter by Item Status -  
 Group by Project  Show Cancelled Items  
**Grant Number:** 13SHSP005  
**Grant Application:** Approved [ view grant application ]  
**Grant Period:** 01-Feb-2014 to 30-Nov-2014

#### 2013-SHSP Progress Report

Grant Amount: \$1,000,000.00  
Subgrantee Funds: \$100.00

- Uncommitted -- \$0.00
- Review -- \$0.00
- Needs POE -- \$510,000.00
- On-Order -- \$435,000.00
- Invoiced -- \$25,000.00
- Complete -- \$30,000.00
- Change Requested -- \$0.00



#### BANNOCK COUNTY EXPENDITURE LIST

[ request new expenditure ]

A Grant Adjustment Notice (GAN) is in progress that will increase funds.							
AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
(04.MD.01.VCAM) Camera, Video	Camera, Video	Needs POE	100	\$4,500.00	\$450,000.00	No Invoice	No Invoice
(140.CP.01.CONF) Conferences to facilitate planning activities	Conference Masters - First Conference	Needs POE	6	\$10,000.00	\$60,000.00	No Invoice	No Invoice
(140.CP.01.CONF) Conferences to facilitate planning activities	Conference Masters - First Conference	On-Order	1	\$10,000.00	\$10,000.00	Needs Invoice	No Invoice
(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	First Responder Overtime	On-Order	1	\$155,000.00	\$155,000.00	Needs Invoice	No Invoice
(06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway	Gutzon Borglum	On-Order	9	\$30,000.00	\$270,000.00	Needs Invoice	No Invoice
(140.OT.01.OTBF) Overtime and backfill costs (IAW operational Cost Guidance)	First Responder Overtime	Invoiced	1	\$25,000.00	\$25,000.00	06/08/2014	06/08/2014
Split Invoice: Over time guarding Montpelier Bank from Hole in the Wall gang.							
(06.CP.02.BRDG) Equipment, Bridging/Patching/Gateway	Gutzon Borglum	Complete	1	\$30,000.00	\$30,000.00	06/08/2014	06/08/2014
	Shipping/Handling (INV 1234)				\$0.00		
					\$100.00		
<b>List Expense Total:</b>					<b>\$1,000,000.00</b>		
<b>Grant Award:</b>					<b>GAN in Process</b>		
					<b>\$1,500,000.00</b>		
<b>List Uncommitted Funds:</b>					<b>\$500,000.00</b>		
<b>* Subgrantee Funds Used:</b>					<b>\$100.00</b>		

### 1.5. M&A Project

M&A Projects must be requested either by the subgrantee or the SAA. The process is basically the same for both. M&A Projects are request using the Grant Adjustment Request.

In order to create an M&A project, click the radio button next to 'Create a project for M&A'. Click "Continue".

**GRANT ADJUSTMENT REQUEST: Step 1**

**Transfer Project Funds:**

- Transfer money within a subgrantee from project to project
- Transfer funds FROM a subgrantee's project
- Transfer funds TO a subgrantee's project
- Deobligate all remaining uncommitted funds from a subgrantee's grant award
- Create a project for M&A
- Change Performance Dates

**Subgrantee:** Bannock County  
**Grant:** 2013-SHSP

**ACTIONS: Step 1**

[Continue >>](#)

The next screen will display. Notice that there is a maximum set on M&A which is the dollar amount of the subgrantee award multiplied by the M&A present set in the Grant Manager. Funds must be available to move to an M&A project. Below we have a choice of moving funds from two projects.

**GRANT ADJUSTMENT REQUEST: Step 2**

**Subgrantee:** Bannock County  
*Below is a list of grants you have and the maximum funds available for M&A.*

**Max M&A :** \$75,000.00

Grant	Current Grant Amount	Max M&A
2013-SHSP	\$1,500,000.00	\$75,000.00

**M&A Requested :** \$0.00

*Select the amounts you would like to transfer from these 2013-SHSP funded projects. To make funding available go to your item list and delete items or modify unit costs.*

**Max M&A :** \$75,000.00

Project	Current Project Amt	Available	2013-SHSP Funds to Transfer	New
Administer and Manage the State Homeland Security Grant	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Bridge Cameras	\$500,000.00	\$50,000.00	\$0.00	\$500,000.00
Develop/enhance interoperable communications systems	\$300,000.00	\$0.00	\$0.00	\$300,000.00
Establish/enhance public-private emergency preparedness program	\$450,000.00	\$450,000.00	\$0.00	\$450,000.00
<b>Total</b>	<b>\$1,500,000.00</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$1,500,000.00</b>

**ACTIONS: Step 2**

[Continue >>](#)

[<< Back](#)

We will take all \$75,000 from the ‘Establish/enhance public-private emergency preparedness program’ to fund the M&A project.

**GRANT ADJUSTMENT REQUEST: Step 2**

**Subgrantee:** **Bannock County**

*Below is a list of grants you have and the maximum funds available for M&A.*

<b>Max M&amp;A :</b>		<b>\$75,000.00</b>
Grant	Current Grant Amount	Max M&A
2013-SHSP	\$1,500,000.00	\$75,000.00
<b>M&amp;A Requested :</b>		<b>\$75,000.00</b>

*Select the amounts you would like to transfer from these 2013-SHSP funded projects. To make funding available go to your item list and delete items or modify unit costs.*

<b>Max M&amp;A :</b>			<b>\$75,000.00</b>	
Project	Current Project Amt	Available	2013-SHSP Funds to Transfer	New
Administer and Manage the State Homeland Security Grant	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Bridge Cameras	\$500,000.00	\$50,000.00	\$0.00	\$500,000.00
Develop/enhance interoperable communications systems	\$300,000.00	\$0.00	\$0.00	\$300,000.00
Establish/enhance public-private emergency preparedness program	\$450,000.00	\$450,000.00	\$75,000.00	\$375,000.00
<b>Total</b>	<b>\$1,500,000.00</b>	<b>\$500,000.00</b>	<b>\$75,000.00</b>	<b>\$1,425,000.00</b>

**ACTIONS: Step 2**

When we select “Continue” we have one last chance to review the request.

**GRANT ADJUSTMENT REQUEST: Step 3**

*An M&A project will be created for **Bannock County** with the following funding.*

Project	New
M&A	\$75,000.00

*Your project funding will be changed as follows:*

**2013-SHSP Funding Transferred to M&A**

Project	Current Project Amt	2013-SHSP Funds to Transfer	New
Administer and Manage the State Homeland Security Grant	\$250,000.00	\$0.00	\$250,000.00
Bridge Cameras	\$500,000.00	\$0.00	\$500,000.00
Develop/enhance interoperable communications systems	\$300,000.00	\$0.00	\$300,000.00
Establish/enhance public-private emergency preparedness program	\$450,000.00	\$75,000.00	\$375,000.00
<b>Total</b>	<b>\$1,500,000.00</b>	<b>\$75,000.00</b>	<b>\$1,425,000.00</b>

**ACTIONS: Step 3**

Submit M&A Project request to SAA for approval.

Clicking “Submit” takes us back to the start page where we see that the request is successfully submitted.

The M&A request creates a Project Change Request which must be reviewed and approved by the SAA.

**GRANT ADJUSTMENT REQUEST: Step 1**

**\*\*M&A Project Request submitted successfully**

**Transfer Project Funds:**

- Transfer money within a subgrantee from project to project
- Transfer funds FROM a subgrantee's project
- Transfer funds TO a subgrantee's project
- Deobligate all remaining uncommitted funds from a subgrantee's grant award
- Create a project for M&A
- Change Performance Dates

**Subgrantee:** Bannock County

**Grant:** 2013-SHSP

**ACTIONS: Step 1**

[Continue >>](#)

## 1.6. Grant Closeout

Subgrantees can assist in the grant closeout process by ordering and requesting reimbursement for all items as quickly as possible. Although SPARS provides the SAA with a real-time view of subgrantee progress nothing beats direct communication. Vendor delays, vendor backorders should be communicated to the SAA according to their protocols.

Once all items in the Grant Application are complete the Subgrantee should alert the SAA so the Grant Application can be completed and any residual funds reassigned.

## 1.7. Grant Audit Support

Accurate local inventory and following state grant equipment protocols is how a local can best help the SAA during an audit situation.