PROOF OF ENCUMBRANCES & EXPENDITURES | HOW-TO GUIDE

HOW TO SUBMIT PROOF OF ENCUMBRANCES

This guide shows how to add proof of encumbrances



This guide shows how to cancel expenditure lines in "needs poe" & in "on-order" status

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HOW TO CHANGE EXPENDITURE ITEM DETAILS

THIS GUIDE SHOWS HOW TO CHANGE DETAILS & UNIT COST FOR ON-ORDER EXPENDITURES LINES

15

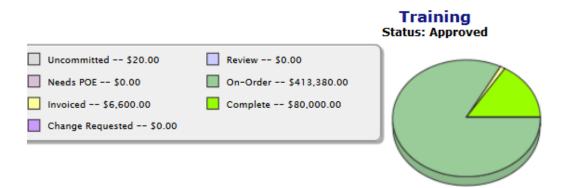
HOW TO SUBMIT PROOF OF ENCUMBRANCES

This guide shows how to add proof of encumbrances

Proof of Encumbrance (POE)

- Subrecipients should enter a proof of encumbrance in NCRGMS when they have committed funds to that activity (issued a purchase order, signed a contract, placed an order for goods, hired an employee, etc.). This will represent those funds as obligated and not available for other purposes.
- Do not wait until an invoice is ready to submit for reimbursement to enter a proof of encumbrance and move the item to "on-order" status.
- Examples of POE documentation includes, but is not limited to:
 - Purchase Order
 - Contract
 - Quote
 - Invoice
 - Online purchase order confirmation
 - Travel Authorization Form
 - Payroll Detail Earning Report Reminder: block out ssn's
 - Any other documentation to verify the amount being requested in NCRGMS

Step I: From the home screen, click the **Expenditure List Items** hyperlink under the Pending Tasks section or Click on the project title under Grant Application section.



PENDING TASKS

		Build	Needs POE	On-Order	Inv/Complete
ſ	Expenditure List Items	0	0	16	12
			Build	At SAA	Approved
	Grant Applications		0	0	1
		Build	Submitted	Verified	Completed
	Reimbursement Requests	33	5	0	1
			Pending	Submitted	Paid
	Voucher Requests		0	0	1

GRANT APPLICATIONS

Title	Grant Number	Award	Status	
Training Subrecipient Grant Expenditure Plan	18TRAIN116	\$500,000.00	Approved	[view]

Either link will take you to the same page.

Step 2: From the Subrecipient Expenditure list Screen, click the **Needs POE** hyperlink for the expenditure item for which you are submitting a Proof of Encumbrance (POE).

A	EL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
roject: Cybersecurity Reg	ional Coordination								[detail
05.NP.00.FWAL) Firewall, Net	twork	Firewall, Network	Needs POE	1	\$80,000.00	\$80,000.00	No Invoice	No Invoice	[edit
05.NP.00.SEEM) System, Sec	urity Event/Incident Management	System, Security Event/Incident Management	Needs POE	1	\$120,000.00	\$120,000.00	No Invoice	No Invoice	[edit
			Pr	oject E	xpense Total:	\$200,000.00			
				Project	t Total Award:	\$200,000.00			
			Project	Uncom	mitted Funds:	\$0.00			
Project: Interoperable Con	nmunications Infrastructure (ICI) (Co	ntinuation)							[detai
140.HF.01.PDSA) Program Dir	ector	Program Director	Needs POE	1	\$115,000.00	\$115,000.00	No Invoice	No Invoice	[edit
140.MP.01.CPBL) Cell phones upport planning activities	/Blackberry expenses required to directly	Cell phones/Blackberry expenses required to directly support planning activities	Needs POE	1	\$3,600.00	\$3,600.00	No Invoice	No Invoice	[edit
120.OC.01.OTHE) Expenses d attendance of training	firectly related to the conduct or	Expenses directly related to the conduct or attendance of training	Needs POE	1	\$5,000.00	\$5,000.00	No Invoice	No Invoice	[edd
06.CP.01.BASE) Radio, Base		Radio, Base	Needs POE	1	\$36,000.00	\$36,000.00	No Invoice	No Invoice	[edit
120.HF.01.FPCC) Hiring of Fu Contractors/Consultants to As		Hiring of Full or Part-Time Staff or Contractors/Consultants to Assist with Training Activities	Needs POE	1	\$84,400.00	\$84,400.00	No Invoice	No Invoice	[edi
	nd backfill for emergency preparedness ding FEMA-sponsored and approved	Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	Needs POE	1	\$10,000.00	\$10,000.00	No Invoice	No Invoice	[edit
110.ID.01.IDCO) Indirect Cos	ts	Indirect Costs	Needs POE	1	\$36,000.00	\$36,000.00	No Invoice	No Invoice	[edit
130.TR.01.TAPD) Travel and	Per Diem	Travel and Per Diem	Needs POE	1	\$6,000.00	\$6,000.00	No Invoice	No Invoice	[edit
130.HF.01.FPCC) Hiring of Fu mergency Management Activ	I or Part-Time Staff or Contractors for ribes	Hiring of Full or Part-Time Staff or Contractors for Emergency Management Activities	Needs POE	1	\$4,000.00	\$4,000.00	No Invoice	No Invoice	[edi
			Pr	niect f	xpense Total:	\$300,000.00			

Step 3: On the Proof of Encumbrance screen, click **POE** and attach the appropriate POE documentation.

Shipping/Handling: \$0.00 \$0.00 Taxes/Fees: \$0.00 \$0.00	PROOF OF ENG	CUMBRANCE				
POE Number: D0E12116-190604112621 POE Date: 06/04/2019 Request Date: 06/04/2019 Request Date: 06/04/2019 10:26 AM EST ATTACH PROOF OF ENCUMBRANCE DOCUMENT An electronic version of a document showing proof of encumbrance is required. Beach the checkbox indicating a copy of the POE will be faced to SAA POE Attach an electronic copy of the Proof of Encumbrance (POE) document POE ITEM(s) Frewall, Network 01 \$80,000.00 \$800,000.00 Stipping/Handling: \$0.00 \$800,000.00 Stipping/Handling: \$0.00 \$800,000.00 POE Total: \$80,000.00 POE Total: \$80,000.00	Subgrantee:	Training Subrecipient				
POE Date: 06/04/2019 Request Date: 06/04/2019 10:25 AM EST ATTACH PROOF OF ENCUMBRANCE DOCUMENT An electronic version of a document showing proof of encumbrance is required. Do not click fax POE. POE TIEM(s) POE TIEM(s) Expenditure (VE) (05.NP.00.FWAL) Firewal, Network 0 (V (V) (V) (V) (V) (V) (V) (V) (V) (V)	Grant Number:	18TRAIN116				
Request Date: 06/04/2019 10:26 AM EST ATTACH PROOF OF ENCUMBRANCE DOCUMENT Do not click fax POE. Check the checkbox indicating a copy of the POOF of Encumbrance is required. Do not click fax POE. POE ITEM(s) POE Tiewal, Network 1 \$80,000.00 \$80,000.00 POE Total: Stopponditure Stopping/Handling: Stoping/Handling: Stoping/Handling: </th <th>POE Number:</th> <th>POE12116-190604112621</th> <th></th> <th></th> <th></th> <th></th>	POE Number:	POE12116-190604112621				
ATTACH PROOF OF ENCUMBRANCE DOCUMENT An electronic version of a document showing proof of encumbrance is required. Do not click fax POE. POE Attach an electronic copy of the Proof of Encumbrance (POE) document POE ITEM(s) POE TIEM(s) Category (05 NP-0.0,FWAL), Frewall, Network 1 \$80,000.0; \$80,000.0; POE TOE: \$80,000.0; Stopping/Handling: \$0.0; Stopping/Handling: \$0.0; Stopping/Handling: \$0.0; Stopping/Handling: \$0.0; Actions	POE Date:	06/04/2019				
An electronic version of a document showing proof of encumbrance is required. Check the checkbox indicating a copy of the Proof of Encumbrance (POE) document POE Attach an electronic copy of the Proof of Encumbrance (POE) document Do not click fax POE. POE TIEM(s) Expenditure Category (05.NP-00.FWAL) Firewall, Network 1 \$80,000.0 \$80,000.0 Shipping/Handling: \$0.00 \$90,000.0 Taxes/Fees: \$0.00 \$90.0 POE Total: \$90,000.0 Actions	Request Date:	06/04/2019 10:26 AM EST				
An electronic version of a document showing proof of encumbrance is required. Check the checkbox indicating a copy of the Proof of Encumbrance (POE) document POE Attach an electronic copy of the Proof of Encumbrance (POE) document Do not click fax POE. POE TIEM(s) Expenditure Category (05.NP-00.FWAL) Firewall, Network 1 \$80,000.0 \$80,000.0 Shipping/Handling: \$0.00 \$90,000.0 Taxes/Fees: \$0.00 \$90.0 POE Total: \$90,000.0 Actions	-					
Check the checkbox indicating a copy of the Proof of Encumbrance (POE) document Do not click fax POE. POE Attach an electronic copy of the Proof of Encumbrance (POE) document Do not click fax POE. POE TIEM(s) Category (05.NP-00.FWAL) Firewall, Network 1 \$80,000.00 \$80,000.00 Firewall, Network 1 \$80,000.00 \$80,000.00 \$80,000.00 V V V V V V V V 1 \$80,000.00 \$80,000.00 V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V <th></th> <th></th> <th>and the set of the second of the late of the</th> <th></th> <th></th> <th></th>			and the set of the second of the late of the			
POE Attach an electronic copy of the Proof of Encumbrance (POE) document POE ITEM(s) Otypenditure Qty Unit Cost Total Spenditure (05.NP.00.FWAL), Firewall, Network 1 \$80,000.00 \$80,000.00 Sipping/Handling: \$0.00 \$80,000.00 \$0.00 \$0.00 \$80,000.00 Solution Shipping/Handling: \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Solution Solution Solution Solution \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	1			Do worth all all face DOF		
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Expenditure Qty Unit Cost Total Image: Strewal, Network Image: Strewal, Network Image: Strewal, Strewal, Network Image: Strewal, Strewal, Strewal, Network Image: Strewal, Strewal, Strewal, Strewal, Network Image: Strewal,	_					
Image: Second	POE ITEM(s)					
Shipping/Handling: \$0.00 \$0.00 Taxes/Fees: \$0.00 \$0.00 POE Total: \$80,000.00	Expendito	ure	Category	Qty	Unit Cost	Total
Taxes/Fees: \$0.00 \$0.0 POE Total: \$80,000.0	Firewall, 1	Network	(05.NP.00.FWAL) Firewall, Network	1	\$80,000.00	\$80,000.00
POE Total: \$80,000.0				Shipping/Handling:	\$0.00	\$0.00
ACTIONS				Taxes/Fees:	\$0.00	\$0.00
					POE Total:	\$80,000.00
Return	ACTIONS					
	Return					

Step 4: On the Proof of Encumbrance screen, click Browse and located the POE documentation from your files. Next, click **Upload Document**.

PROOF OF ENCU	MBRANCE					
Subgrantee:	Training Subrecipient					
Grant Number:	18TRAIN116					
POE Number:	POE12116-190604112621					
POE Date:	06/04/2019					
Request Date:	06/04/2019 10:26 AM EST					
ATTACH POE DO	CUMENT	>> denotes required				
File Description: >>	Electronic Copy of POE					
Document: >>>	Browse No file selected.					
ACTIONS						
	ent Upload and attach this document to this POE					
Upload Docum	Upload and attach this document to this POE					
	Upload and attach this document to this POE					
Upload Docume Cancel	Upload and attach this document to this POE					
Upload Docume Cancel		Category		Qty	Unit Cost	Total
Upload Docume Cancel OE ITEM(s) Expenditure		Category (05.NP.00.FWAL) Firewall, Netwo	ń.	Qty 1	Unit Cost \$80,000.00	Total \$80,000.00
Upload Docum Cancel OE ITEM(s) Expenditure V				Qty 1		
Upload Docume Cancel DE ITEM(s) Expenditure V V Firewall, Net				1 hipping/Handling:	\$80,000.00	\$80,000.00
Upload Docume Cancel OE ITEM(s) Expenditure				1	\$80,000.00	\$80,000.00

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
5 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)	(05.NP.00.FWAL) Firewall, Network	1	\$80,000.00	\$80,000.00
		Shipping/Handling:	\$0.00	\$0.00
		Taxes/Fees:	\$0.00	\$0.00
			POE Total:	\$80,000.00

CLICK THE BLUE ARROW TO EXPAND DETAIL DESCRIPTION SECTION. **Step 6:** Once the POE is uploaded, enter the description of the expenditure item. This description will appear in the expenditure item list and on reimbursements.

bgrantee:	Training Subrecipient				
ant Number:	18TRAIN116				
E Number:	POE12116-190604112621				
E Date:	06/04/2019				
quest Date:	06/04/2019 10:26 AM EST				
E ITEM(s)	1170	Category	Oty	Unit Cost	Total
Bould Advantation	Network	(05.NP.00.FWAL) Firewall, Network	1	\$80,000.00	\$80,000.00
	tails for the current item. (>> denotes required) > a brief title or description of this item (e.g. P25 Ra	dio w/ Trunking)	max Firewall Maintenan	or Atlas, LLC Network ice (April -Sept2019)	
Vendor/Mfg: Part #/Model: JRL of product: Contact Name: Contact E-mail: Contact Phone: Notes: Supporting Files:		idio w/ Trunking) (255 corola) (255 charact (255 charact (255 charact (257 charact (255 charact (267) charact<	max Firewall Maintenan ers) Firewall Maintenan Mfg: odel: Juct: me: mail:		.di 177
Vendor/Mfg: Part #/Model: JRL of product: Contact Name: Contact E-mail: Contact Phone: Notes: Supporting Files:	a brief title or description of this item (e.g. P25 Ra the vendor or manufacturer for this item (e.g. Mo the part number or manufacturer model number of the URL of the product documentation the name of the contact (if different than the require the e-mail address of the contact (if different than the phone number of the contact (if different than any special notes about the request any supporting documents to attach to the request	idio w/ Trunking) (255 corola) (255 charact (255 charact (255 charact (257 charact (255 charact (267) charact<	max ers) Firewall Maintenan Mfg: odel: duct: ame: mail: one: otes:	ice (April -Sept2019)	.di 177
Vendor/Mfg: Part #/Model: JRL of product: Contact Name: Contact E-mail: Contact Phone: Notes: Supporting Files:	a brief title or description of this item (e.g. P25 Ra the vendor or manufacturer for this item (e.g. Mo the part number or manufacturer model number of the URL of the product documentation the name of the contact (if different than the require the e-mail address of the contact (if different than the phone number of the contact (if different than any special notes about the request any supporting documents to attach to the request	adio w/ Trunking) (255 charact (255 charact vestor) Vendor/ Part #/Me the requestor) URL of prov the requestor) Contact Na st Contact Ph Ne	max ers) Firewall Maintenan Mfg: duct: mme: mail: one: otes:	ice (April -Sept2019)	

A) In the **Description** box, enter key details including, but not limited to: pay range, contract service periods, name of the vendor, etc. This detail is important as it will appear on every reimbursement request as you draw down for multiple invoicing or if you submit a single invoice. This describes the type or number of invoices that will be submitted against this POE.

B) Click **Save**, to save the description details.

Step 7: Next, enter the POE Number, Date, Vendor & Payee information.

Subgrantee: Grant Number:	Training Subrecipient 18TRAIN116		that have the		
POE Number: >	Contract #1240				
POE Date:	> Mar ▼ 1 ▼ 2019 ▼		ble arrows (>>) e completed.		
Project:	Cybersecurity Regional Coordination		· · ·		
/endor/Payee: >	> Atlas, LLC				
/endor/Payee: > \ddress:	> Atlas, LLC		This Expenditure	e Descriptior	n will
	> Atlas, LLC		•	•	
ddress:	> Atlas, LLC		appear in the exp	penditure ite	m list
ddress: City, St, Zip:	> Atlas, LLC		appear in the exp	•	m list
ddress: ity, St, Zip: hone:		ategory	appear in the exp	penditure ite	m list
address: Sity, St, Zip: Thone: DE ITEM(s) Expenditu		Category (05.NP.00.FWAL) Firewall, Network	appear in the exp and on reim	penditure ite nbursements	em list
ddress: ity, St, Zip: hone: DE ITEM(s) Expenditu	re		appear in the exp and on reim	oenditure ite obursements ^{Unit Cost}	em list 5 Total

Step 8: Review, Confirm or Change POE Item Details.

ubgrantee: irant Number:	Training Subrecipient 18TRAIN116							
	POE12116-190604124106							
OE Date: >>	Jun 🕶 4 💌 2019 💌							
roject:	Cybersecurity Regional Coordin	ation						
endor/Payee: »	•	•						
ddress:								
ity, St, Zip:		, DC 💌						
hone:								
DE ITEM(s)								
Expenditure			Category			Qty	Unit Cost	Total
Month Co	ntract for Atlas, LLC Network Firew	vall Maintenance (April-Sept2019)	(05.NP.00.FWA	AL) Firewall,	Network	1	\$80,000.00	\$80,000
		Discipline Qu	antities		Qty Total	Unit Cost	Total Cost	
		AG LE EMS-NF EMS-F	FS HZ PW	and the second se	1	\$ 80,000,00	\$80,000.00	
		0 0 0 0	FS HZ PW 0 0 0 CYB NP RTS 0 0 0	PSC 0	1 [\$ 80,000.00	\$80,000.00	
		0 0 0 0 HC EMA PH GA 0 1 0 0 Grant	0 0 0 CYB NP RTS 0 0 0	0 Total	Allocated	Available	Assigned	
		0 0 0 0 0 HC EMA PH GA 0 1 0 0 Grant Training	0 0 0 CYB NP RTS 0 0 0	0		Available	Assigned \$80,000.00	[auto adjust]
		0 0 0 0 HC EMA PH GA 0 1 0 0 Grant	0 0 0 CYB NP RTS 0 0 0	0 Total	Allocated	Available \$0.00	Assigned \$80,000.00 \$0.00	[auto.adjust]
		0 0 0 0 0 HC EMA PH GA 0 1 0 0 Grant Training	0 0 0 CYB NP RTS 0 0 0	0 Total	Allocated	Available	Assigned \$80,000.00	[auto adjust]
Description: >>	als for the current item. (>> denotes a brief title or description of this item (0 0 0 0 0 HC ЕМА РН СА 0 1 0 0 Grant Training Subgrantee Funds required) е.g. P25 Radio w/ Trunking)	0 0 0 CYB NP RTS 0 0 0 \$ 2 Description: >> (255 max)	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	
Description: >>> Vendor/Mfg:		0 0 0 0 0 HC EMA PH CA 0 1 0 0 Grant Training Subgrantee Funds required) e.g. P25 Radio w/ Trunking) m (e.g. Motorola)	0 0 0 CYB NP RTS 0 0 0 \$ 2 Description: >> (255 max. characters)	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	
Description: >> Vendor/Mfg: Part #/Model: URL of product:	a brief title or description of this item (the vendor or manufacturer for this iter the part number or manufacturer mode the URL of the product documentation	0 0 0 0 HC EMA PH GA 0 1 0 0 Grant Training Subgrantee Funds Grant Training Subgrantee Funds e.g. P2S Radio w/ Trunking) m (e.g. Motorola) I number for this item (e.g. XTS 2500) Motorola	0 0 0 CYB NP RIS 0 0 0 \$ 2 Description: >> (255 max characters) Vendor/Mfg:	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	et2019)
Description: >> Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact E-mail:	a brief title or description of this item (the vendor or manufacturer for this item the part number or manufacturer mode the URL of the product documentation the name of the contact (if different tha the e-mail address of the contact (if di	0 0 0 0 HC EMA PH GA 0 1 0 0 Grant Training Subgrantee Funds equired) e.g. P25 Radio w/ Trunking) m (e.g. Motorola) Inumber for this item (e.g. XTS 2500) n In the requestor) fferent than the requestor) fferent than the requestor)	0 0 0 CYB NP RIS 0 0 0 \$ 2 Description: >> (255 max characters) Vendor/Mfg: Part #/Model:	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	et2019)
Description: >> Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact E-mail: Contact Phone:	a brief title or description of this item (the vendor or manufacturer for this item the part number or manufacturer mode the URL of the product documentation the name of the contact (if different tha the e-mail address of the contact (if diff the phone number of the contact (if diff	0 0 0 0 HC EMA PH GA 0 1 0 0 Grant Training Subgrantee Funds equired) e.g. P25 Radio w/ Trunking) m (e.g. Motorola) Inumber for this item (e.g. XTS 2500) n In the requestor) fferent than the requestor) fferent than the requestor)	0 0 0 CYB NP RIS 0 0 0 \$ 2 Description: >> (255 max characters) Vendor/Mfg:	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	et2019)
Description: >> Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact E-mail:	a brief title or description of this item (the vendor or manufacturer for this item the part number or manufacturer mode the URL of the product documentation the name of the contact (if different tha the e-mail address of the contact (if di	0 0 0 0 HC EMA PH GA 0 1 0 0 Training Subgrantee Funds Grant Subgrantee Funds	0 0 0 CYB NP R15 0 0 0 \$ 2 Description: >> (255 max characters) Vendor/Mfg: Part #/Model: URL of product:	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	et2019)
Description: >> Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact E-mail: Contact E-mail: Contact Phone: Notes: Supporting Files:	a brief title or description of this item (the vendor or manufacturer for this item the part number or manufacturer mode the URL of the product documentation the name of the contact (if different tha the e-mail address of the contact (if diff any special notes about the request	0 0 0 0 HC EMA PH GA 0 1 0 0 Training Subgrantee Funds Grant Subgrantee Funds	0 0 0 CYB NP RTS 0 0 0 S 2 Description: 3) (255 max characters) Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact Famil: Contact Phone:	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	et2019)
Description: >> Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact E-mail: Contact E-mail: Contact Phone: Notes: Supporting Files:	a brief title or description of this item (the vendor or manufacturer for this item the part number or manufacturer mode the URL of the product documentation the name of the contact (if different tha the e-mail address of the contact (if diff any special notes about the request any supporting documents to attach to	0 0 0 0 HC EMA PH GA 0 1 0 0 Training Subgrantee Funds Grant Subgrantee Funds	0 0 0 CYB NP RTS 0 0 0 S 2 Description: \$) (255 max characters) Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact E-mail:	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	et2019)
Description: >> Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact E-mail: Contact E-mail: Contact Phone: Notes: Supporting Files:	a brief title or description of this item (the vendor or manufacturer for this item the part number or manufacturer mode the URL of the product documentation the name of the contact (if different tha the e-mail address of the contact (if diff any special notes about the request any supporting documents to attach to	0 0 0 0 HC EMA PH GA 0 1 0 0 Training Subgrantee Funds Grant Subgrantee Funds	0 0 0 CYB NP RTS 0 0 0 S 2 Description: 3) (255 max characters) Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact Famil: Contact Phone:	0 Total :00,000.00	Allocated \$200,000.00	Available \$0.00 Required: Delta:	Assigned \$80,000.00 \$0.00 \$80,000.00 \$0.00	et2019)

Click the **blue** or **green** arrow button in the far left column to expand the expenditure details.

Please review information to ensure it is correct.

At this time, you can change any details.

Step 9: Save your Proof of Encumbrance (POE).

PROOF OF ENCUMBRANCE		
Subgrantee: Training Subrecipient		
Grant Number: 18TRAIN116		A) Verify that the Unit Cost
POE Number: » Contract #1240		
POE Date: >> Mar ¥ 1 ¥ 2019 ¥		matches the amount
Project: Cybersecurity Regional Coordination		budgeted in your PMP
Vendor/Payeer » Atlas. LLC		spend plan and/or
Address:		documentation.
City, St, Zip:		documentation.
Phone:		
POE ITEM(s)		B) Enter any POE notes like
Expenditure	Category Qty Vill Cost Total	
🙄 🙄 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)	(05.NP.00.FWAL) Firewall, Network 1 \$80,000.00	the example below.
	Shipping/Handling: \$0.00 \$0.00	
	Taxes/Fees: \$0.00 \$0.00	
	PDE Total: \$30,000.00	C) Click Save POE in the
		Actions section to save
POE NOTES		ACTIONS SECTION TO SAVE
POE Notes:	Attached Documents	changes to database.
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)	Attach Document Attach documents to this POE	
·	Bectronic Copy of POE [remove]	
	T Electronic Copy of POE	
OTHER ITEMS		
Expenditure	Qty Cost	
System, Security Event/Incident Management	1 \$120,000.00 [<u>#55 to POE</u>	
ACTIONS		
Save POE Save POE changes to database.		
Cancel Cancel any changes.		
		12

Step 10: After you save the POE you will be brought to Subgrantee Expenditure List screen. The POE will now appear as **On-Order**, indicating you have obligated funds to this <u>activity</u>. Repeat Steps 1-9.

JBGRANTEE EXP								Exc	<u>#1] [PDF] [Fal</u>	Report] [Proc	cress i
eywords:		Search]								
egion:	District of Columbia										
iubgrantee:	Training Subrecipient										
roject:	Cybersecurity Regional Coordination			•							
tem Status:	- Filter by Item Status -	•									
iort Order:	Item status - Build to Complete										
	Group by Project D Show Cancelled Items										
irant Number:	1STRAIN116										
irant Application:	Approved [view grant application]										
irant Period:	01-Sep-2018 to 31-Dec-2069										
AINING SUBREC	CIPIENT EXPENDITURE LIST								14	request new e	
		Expenditure				100000		Total	Local Invoice		
	AEL Category	Expenditure			Status	QCY	Unit Cost	Cost	State	State	
oject: Cybersec	urity Regional Coordination										ÍŚ
5.NP.00.SEIM) Svs	tem, Security Event/Incident Management	System, Security	v Event/Incide	nt Nanagement	Reads POE	1	\$120,000.00	\$120.000.00	No Invoice	No Invoice	1
5.NP.00.FWAL) Fire	ewall, Network	6 Month Contrac	t for Atlas, LLC	Network Firewall Maintenance (April-Sept2019)	On-Order	1	\$80,000.00	\$80,000.00	Beeds Invoice	No Invoice	1
						-	Expense Total:	6200 000 00			
						1.000	Contraction of the second	\$200,000.00			
									1		
						Projec	t Total Award:	\$200,000.00			
						Projec					
GENDS Statas	Description	Local Invoice	SAA Invoice			Projec	t Total Award:	\$200,000.00			
	Description.	State	SAA Invoice State	Description		Projec	t Total Award:	\$200,000.00]		
			SAA Invoice State No Invoice	Item has not been invoiced		Projec	t Total Award:	\$200,000.00]		
Status Cancelled Review	Item has been cancelled Item is being reviewed by SAA	State	State			Projec	t Total Award:	\$200,000.00			
Status Cancelled Review Needs POE	Item has been cancelled Item is being reviewed by SAA Item is approved and awaiting to be ordered	State No Invoice	State No Invoice	Item has not been invoiced Item has been invoiced but not submitted to SAA for reimbursement Item has been invoiced and submitted to SAA for reimbursement		Projec	t Total Award:	\$200,000.00			
Status Cancelled Review	Item has been cancelled Item is being reviewed by SAA. Item is approved and awaiting to be ordered Change in item detail is awaiting approval	State No Invoice 1/1/2007	State No Invoice 1/1/2007	Item has not been involced Item has been involced but not submitted to SAA for reimbursement		Projec	t Total Award:	\$200,000.00			
Status Cancelled Review Needs PCE Change Request	Item has been cancelled Item is being reviewed by SAA Item is approved and awaiting to be ordered	State No Invoice 1/1/2007 1/1/2007	State No Invoice 1/1/2007 1/1/2007	Item has not been invoiced Item has been invoiced but not submitted to SAA for reimbursement Item has been invoiced and submitted to SAA for reimbursement		Projec	t Total Award:	\$200,000.00			
Status Cancelled Review Needs PCE Change Report De-Order	Item has been cancelled Item is being reviewed by SAA Item is approved and awaiting to be ordered Change in item detail is awaiting approval Item is on order avaiting delivery Item is awiting upload of POE document by SAA.	State No Invoice 1/1/2007 1/1/2007 1/1/2007	State No Invoice 1/1/2007 1/1/2007 1/1/2007	Item has not been invoiced Item has been invoiced but not submitted to SAA for reimbursement Item has been invoiced and submitted to SAA for reimbursement Item has been invoiced and verified by the SAA for reimbursement		Projec	t Total Award:	\$200,000.00			
States Cancelled Review Needs PCE Change Request Os-Ceder At SAA	Item has been cancelled Item is being reviewed by SAA. Item is approved and awaiting to be ordered Change in item detail is awaiting approval Item is on order awaiting delivery	State No Invoice 1/1/2007 1/1/2007 1/1/2007 1/1/2007	State No Invoice 1/1/2007 1/1/2007 1/1/2007 1/1/2007	Item has not been invoiced Item has been invoiced but not submitted to SAA for reimbursement Item has been invoiced and submitted to SAA for reimbursement Item has been invoiced and verified by the SAA for reimbursement		Projec	t Total Award:	\$200,000.00			
Status Cancellind Review Needs POE Oarsge Request De-Order At SAA Invoiced	Item has been cancelled Item is being reviewed by SAA Item is approved and awaiting to be ordered Change in item detail is awaiting approval Item is on order awaiting delivery Item is awiting upload of POE document by SAA Item has been involced and awaiting reimbursement A request for item credit is pending	State No Invoice 1/1/2007 1/1/2007 1/1/2007 1/1/3007 0 No Subg	State No Invoice 1/1/2007 1/1/2007 1/1/2007 1/1/2007	Item has not been invoiced Item has been invoiced but not submitted to SAA for reimbursement Item has been invoiced and submitted to SAA for reimbursement Item has been invoiced and verified by the SAA for reimbursement Item has had reimbursement completed used for this item		Projec	t Total Award:	\$200,000.00			

THE SCREENSHOT BELOW SHOWS EXPENDITURE DESCRIPTION LINES WITH KEY DETAILS. THE EXPENDITURES LINES SHOULD ALSO MATCH YOUR SPEND PLAN IN YOUR PMP.

SUBGRANTEE EXPENDITURE LIST

Keywords:	Search
Region:	District of Columbia
Subgrantee:	Training Subrecipient
Project:	Interoperable Communications Infrastructure (ICI) (Continuation)
Item Status:	- Filter by Item Status -
Sort Order:	Item status - Build to Complete 🔹
	Group by Project 🔲 Show Cancelled Items
Grant Number:	18TRAIN116
Grant Application:	Approved [view grant application]
Grant Period:	01-Sep-2018 to 31-Dec-2069

TRAINING SUBRECIPIENT EXPENDITURE LIST

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
Project: Interoperable Communications Infrastructure (ICI) (Continuation)								[details]
(140.HF.01.PDSA) Program Director	Salary & Benefits for 3 Regional Preparedness Specialists - 12 months (1/1/19-12/31/19)	On-Order	1	\$134,000.00	\$134,000.00	Needs Invoice	No Invoice	[<u>edit</u>]
(140.MP.01.CPBL) Cell phones/Blackberry expenses required to directly support planning activities	Comcast- phone, internet and support services	<u>On-Order</u>	1	\$3,600.00	\$3,600.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>]
(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	Training Supplies for Outreach and Education Events, Registration Fees, Printing Costs, CERT kits, catering, rentals, subscription services displays, etc	<u>On-Order</u>	1	\$5,000.00	\$5,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>]
(06.CP.01.BASE) Radio, Base	Motorola Services, Radio Base System	<u>On-Order</u>	1	\$36,000.00	\$36,000.00	Needs Invoice	No Invoice	[<u>edit</u>]
(120.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors/Consultants to Assist with Training Activities	Mike Adams, Contractor Support for Program - Salary & Fringe for 6 months (1/1/19/- 6/30/2019)	<u>On-Order</u>	1	\$50,400.00	\$50,400.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>]
(120.OE.01.OBFT) Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	Overtime for conducting CPR/AED trainings	<u>On-Order</u>	1	\$10,000.00	\$10,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>]
(110.ID.01.IDCO) Indirect Costs	Indirect Cost at 13.1% Approved Indirect Rate	On-Order	1	\$15,000.00	\$15,000.00	Needs Invoice	No Invoice	[<u>edit</u>]
(130.TR.01.TAPD) Travel and Per Diem	Travel Cost for conferences and Fees for attending local trainings and meetings	On-Order	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice	[<u>edit</u>]
(130.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors for Emergency Management Activities	STC Contractor Support - Graphic Designer for Exercise, Planning and Training Reports (Jan - April 2019)	<u>On-Order</u>	1	\$14,000.00	\$14,000.00	<u>Needs Invoice</u>	No Invoice	[<u>edit</u>]
(04.AP.03.GISS) System, Geospatial Information (GIS)	ArcView GIS Software Subscription Service for 12 months (1/1/2019 -12/31/2019)	On-Order	1	\$20,000.00	\$20,000.00	Needs Invoice	No Invoice	[<u>edit</u>]
(140.OP.01.OTHE) Other project areas with prior approval from FEMA	M&A Costs @ 5%	<u>On-Order</u>	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice	[<u>edit</u>]
			Project	Expense Total:	\$300,000.00			
			Projec	t Total Award:	\$300,000.00			
		Proje	ct Uncor	nmitted Funds:	\$0.00			

LEGENDS

Status Cancelled	Description Item has been cancelled	Local Invoice State	SAA Invoice State	Description
	Item is being reviewed by SAA	No Invoice	No Invoice	Item has not been invoiced
Review	Item is being reviewed by SAA	1/1/2007	1/1/2007	Item has been invoiced but not submitted to SAA for reimbursement

[Excel] [PDF] [FoI Report] [Progress Report]

[request new expenditure]

HOW TO CHANGE EXPENDITURE ITEM DETAILS

THIS GUIDE SHOWS HOW TO CHANGE DETAILS & UNIT COST FOR ON-ORDER EXPENDITURES LINES

Step I: From the Subgrantee Expenditure List screen, click the **On-Order** hyperlink for the appropriate item.

RAINING SUBRECIPIENT EXPENDITURE LIST						[request new e	expenditure
AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
Project: Cybersecurity Regional Coordination		_						[details
(05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)	<u>On-Order</u>	1	\$80,000.00	\$80,000.00	Needs Invoice	No Invoice	[<u>edit</u>
05.NP.00.SEIM) System, Security Event/Incident Management	Global Systems, Contract for 12 months for Video Monitors 1/1/19 -12/31/2019	<u>On-Order</u>	1	\$118,000.00	\$118,000.00	Needs Invoice	No Invoice	[<u>edit</u>
			Project	Expense Total:	\$198,000.00]		
			Projec	t Total Award:	\$200,000.00			
		Proje	ect Uncor	nmitted Funds:	\$2,000.00			

Tip: If you are trying to increase the expenditure line, ensure that you have funding available in **Project Uncommitted Funds.** If no funding is available, you must decrease the other expenditure line(s) to make funds available.

Step 2: Make Changes to the Proof of Encumbrance (POE).

PROOF OF ENCUMBRANCE	
Subgrantee: Training Subrecipient Grant Number: 18TRAIN116	A) Update Vendor/Payee information as needed.
POE Number: >>> POE12116-190429082049	mormation as needed.
POE Date: >> Apr • 2 • 2019 •	
Project: Cybersecurity Regional Coordination	B) Click the green arrow to the
Vendor/Payee: >> Atlas, LLC	left of the POE Item Table to
Address:	expand the expenditure details.
City, St, Zip:	
Phone:	
POE ITEM(s)	C) Enter your cursor in the unit cost box to change Unit Cost
Expenditure Category O S.NP.00.FWAL) Firewall Maintenance (April - Sept 2019) (05.NP.00.FWAL) Firewall Maintenance (April - Sept 2019)	Qty Unit Cost Total
Discipline Quantities Qty Total Unit Cost	al Cost
AG LL: LPS-RF LPS-FF PS RZ PM PSC 1 \$50,000.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	D) If you have changed the cost, click the [auto adjust] hyperlink.
Grant Total Allocated Available	ssigned
Training \$ 200,000.00 \$170,000.00 \$30,000.00	150,000.00
Subgrantee Funds	\$0.00 [auto.adjust]
Required: Delta:	\$0,000.00 \$0.00
	Shipping/Handling: \$0.00 \$0.00
	Taxes/Fees: \$0.00 \$0.00
	POE Total: \$50,000.00

Tip: If there is available funding, an [auto adjust] link will display. Click this link to properly distribute the grant funding. If no funding is available, return to the expenditure list to decrease or cancel other lines.

Step 3: Enter a Reason for Change Request.

POE ITEM(s)	
Expenditure Category Qty U	nit Cost Total A) If you ar
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019) (05.NP.00.FWAL) Firewall, Network	\$60,000.00 \$60,000.00 a line by 10
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. Quantity Change Options:	You will ne
• 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.	a reason fo
Total cost has increased by 10% or more. Original PO total cost was \$50000 resulting in a percentage total cost change of 20%. Process as a change request from total cost \$50000 to \$60000.	change req
Reason for change request: New contract amount from Atlas, LLC.	the SAA wi
	approve. If
	decreasing
Discipline Quantities Qty Total Unit Cost Total Cost AG LE EMS-NF FS HZ PW PSC 1 #\$60,000,000 #\$60,000,000	
AG LE ENS-NF ENS-F FS HZ PW PSC 1 \$60,000.00 \$60,000.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	cost, a reas
HC EMA PH GA CYB NP RTS	needed the
0 1 0 0 0 0 0	not need to
Grant Total Allocated Available Assigned	
Training \$200,000.00 \$170,000.00 \$30,000.00 \$50,000.00	
Subgrantee Funds \$0.00 [auto_adjust] (B)	B) Verify ar
Required: \$60,000.00	click [auto
Delta: \$10,000.00	again

increasing percent, d to enter the uest and need to vou are the unit on is not SAA does approve.

nounts and adjust]

Tip: Changes requiring SAA approval will display in the SAA's queue for approval. The subrecipient will be notified via email if the request is approved or denied.

Step 4: Next, Click the **Blue Arrow** to expand the detail box. Make any changes to the description here. Changes to the description will change the title on the expenditure line item and on reimbursements.

POE ITEM(s)									
Expenditure			Category			Qty	Unit Cost	Total	
6 Month Contract for Atlas, LLC Network Firewa	all Maintenance (April-Sept2019)		(05.NP.00.FWAL)	Firewall, Network	۲ ۲	1	\$60,000.00	\$60,000.00	[remove from POE]
Process the request as is, leaving no quantities behind	for a future PO/Invoice.								
	Discipline Quantities AG LE EMS-NF EMS-F FS HZ PW PSC 0 0 0 0 0 0 0 0 0 HC EMA PH GA CYB NP RTS 0 1 0 0 0 0 0 0	1	Unit Cost \$60,000.00 Available	Total Cost \$60,000.00 Assigned					
	Training \$ 200,00		\$22,000.00	\$60,000.00					
	Subgrantee Funds		-	\$0.00	[<u>auto adjust</u>]				
			Required: Delta:	\$60,000.00 \$0.00					
Please enter the details for the current item. (>> denotes re Description: >> a brief title or description of this item (e. Vendor/Mfg: the vendor or manufacturer for this item Part #/Model: the part number or manufacturer model r URL of product: the URL of the product documentation Contact Name: the name of the contact (if different than Contact E-mail: the e-mail address of the contact (if different than Contact E-hone: the phone number of the contact (if different than Notes: any special notes about the request Supporting Files: any supporting documents to attach to the Save Save item detail	g. P25 Radio w/ Trunking) (e.g. Motorola) number for this item (e.g. XTS 2500) In the requestor) erent than the requestor) rent than the requestor)	(255 max characters) Vendor/Mfg: Part #/Model: URL of product: Contact Name: Contact Name: Contact E-mail: Contact Phone: Notes:	Attach File	LLC Network Firewa	ll Maintenance (April-Sept2019)			.1	
						Shipping/Handling:	\$0.00	\$0.00	
						Taxes/Fees:	\$0.00	\$0.00	
							POE Total:	\$60,000.00	
		ve ONLY i item desc		anged					

Step 5: Enter the reason for the change, click the **"Save POE"** button to save changes to database.

POE NOTES	
POE Notes: To increase line by 60K	Attached Documents Attach Document Attach documents to this POE
	Electronic Copy of POE [remove]
.4	Electronic Copy of POE [remove]
ACTIONS	
Save POE Save POE changes to database.	
Cancel Cancel any changes.	

Step 5: Go back to Subrecipient Expenditure List screen, the expenditure item will show as being in a **Change Request** status until the change has been approved by the SAA.

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
roject: Cybersecurity Regional Coordination								[details
05.NP.00.SEIM) System, Security Event/Incident Management	System, Security Event/Incident Management	Needs POE	1	\$120,000.00	\$120,000.00	No Invoice	No Invoice	[edit]
(05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	Change Request	1	\$50,000.00 \$60,000.00	\$50,000.00 \$50,000.00			[edit]
		Pi	oject E	xpense Total:	\$180,000.00			
			Project	t Total Award:	\$200,000.00			
		Project	Uncom	mitted Funds:	\$20,000.00			

Change Request rejected by SAA Inbox ×			ē	Ø
Equipment_items@ncrgms.com via k2share.com	Mon, Apr 29, 9:52 PM	☆	4	:
Your SAA has rejected the following Change Request:				
Item: 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019) Purchase Order: POE12116-190429092513 Grant: Training Grant Number: 18TRAIN116				
Reason: Must Change PMP				
National Capital Region GMS				

Tip: The Change Request will display in the SAA's queue for approval. Your program manager will approve or disapprove your Change Request. If not approved, the subgrantee will be notified via email that the request is denied.

Step 6: This screen shows that the Change Request is approved and is now **On-Order**.

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cest	Local Invoice State	SAA Invoice State	
roject: Cybersecurity Regional Coordination								[details
05.NP.00.SEIM) System, Security Event/Incident Management	System, Security Event/Incident Management	Needs POE	1	\$120,000.00	\$120,000.00	No Invoice	No Invoice	[edit]
05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	<u>On-Order</u>	1	\$50,000.00	\$60,000.00	Needs Invoice	No Invoice	[edit
		Pi	vject E	xpense Total:	\$180,000.00			
			Project	Total Award:	\$200,000.00			
		Project	Uncom	mitted Funds:	\$20,000.00			

Tip: If you are decreasing the expenditure line, no approvals are needed from the SAA. The change will appear automatically.

HOW TO CANCEL EXPENDITURE LINES

This guide shows how to cancel expenditure lines in "Needs poe" & in "ON-Order" status

Step I: From the Subrecipient Expenditure List screen, click the **[edit]** hyperlink for the expenditure item you want to Cancel.

					Cost	State	State	
Project: Cybersecurity Regional Coordination								[details
05.NP.00.SEIM) System, Security Event/Incident Management System, Security Event/Incident Mana	ement	Needs POE	1	\$120,000.00	\$120,000.00	No Invoice	No Invoice	[<u>edit</u>]
05.NP.00.FWAL) Firewall, Network Firewall, Network		Needs POE	1	\$80,000.00	\$80,000.00	No Invoice	No Invoice	[edit]

Grant Application: Approved [view grant application] Grant Period: 01-Sep-2018 to 31-Dec-2069				3				
RAINING SUBRECIPIENT EXPENDITURE LIST	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	request new SAA Invoice State	
Project: Cybersecurity Regional Coordination								[details
(05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	On-Order	1	\$50,000.00	\$60,000.00	Needs Invoice	No Invoice	[edit]
				List Total:	\$60,000.00			

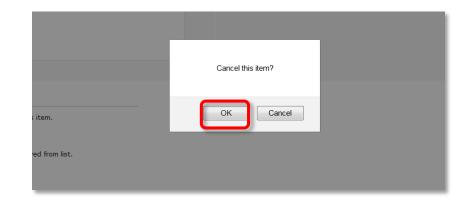
Step 2: Next, scroll to the bottom and click "Cancel Item"

EXPENDITURE ITEM

Cancel Item

EXPENDITOR	
Project:	Interoperable Communications Infrastructure (ICI) (Continuation)
Expenditure:	Hiring of Full or Part-Time Staff or Contractors for Emergency Management Activities
AEL category:	(130.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors for Emergency Management Activities
Request Date:	03/13/2019 03:27 PM EST
Is this request a package:	Ves No
Grant Number:	18TRAIN116
Item Status:	Needs POE
	Discipline Quantities Qty Total Unit Cost Total Cost
AG	LE EMS-NF EMS-F FS HZ PW PSC 1 \$4,000.00 \$4,000.00
1	
нс	EMA PH GA CYB NP RTS
0	
	Grant Total Allocated Available Assigned
Train	ing \$300,000.00 \$300,000.00 \$0.00 \$4,000.00
Subg	rantee Funds \$ 0.00
	Required: \$4,000.00
	Delta: \$0.00
capability or bi	erea. An asset that is physically mobile and can be used anywhere in the United States and termifories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements. formation: if this item is sustaining/maintaining an existing uilding a new capability: the primary capability this item supports: $\boxed{Ommon: Planning}$
Expenditure It	em Notes:
Add Note	
ACTIONS	
Return	Return to the expenditure list.

Request that this item be cancelled and removed from list.



Step 3: Enter the Reason for Cancelation and Click the **"Confirm"** button to complete the request.

If Approved, t	a cancellation request to your SAA for review. he item will remain in your list with a quantity of 0 . Also the currently allocated \$60,000.00 available for other use.
Item:	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)
Reason: »	To close out grant award.
CTIONS	
Confirm	n Confirm cancellation request for the above item

Step 4: Once returned to the expenditure list screen, the item will appear like below. This means the request is at the SAA.

IST]	request new expendit
Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
						[deta
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	Change Request	1 0	\$50,000.00 \$60,000.00	\$60,000.00 \$0.00		[<u>ed</u>
	Expenditure	Expenditure Status	Expenditure Status Qty	Expenditure Status Qty Unit Cost 6 Month Contract for Atlas, LLC Network Firewal Maintenance (April - Sept 2019) Change Request 1 \$60,000.00	Expenditure Status Qty Unit Cost Total Cost 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019) Change Request 1 \$60,000.00 \$60,000.00	Expenditure Status Qty Unit Cost Total Local Invoice Cost State 6 Month Contract for Atlas, LLC Network Firewal Maintenance (April - Sept 2019) Change Request 1 \$60,000.00 \$60,000.00

Step 5: Once approved, the item will remain on the expenditure list with a quantity of zero and the funds are made available for reallocation.

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
Project: Cybersecurity Regional Coordination								[details
(05.NP.00.SEIM) System, Security Event/Incident Management	System, Security Event/Incident Management	Needs POE	1	\$120,000.00	\$120,000.00	No Invoice	No Invoice	[edit
05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	Cancelled	0	\$60,000.00	\$0.00	No Invoice	No Invoice	
		Project Expense Total:		xpense Total:	\$120,000.00			
	Project Total Aw		t Total Award:	\$200,000.00				
		Project	lincom	mitted Funds:	\$80,000.00			