

PROOF OF ENCUMBRANCES & EXPENDITURES | HOW-TO GUIDE

HOW TO SUBMIT PROOF OF ENCUMBRANCES

THIS GUIDE SHOWS HOW TO ADD PROOF OF ENCUMBRANCES

2

HOW TO CANCEL EXPENDITURE LINES

THIS GUIDE SHOWS HOW TO CANCEL EXPENDITURE LINES IN "NEEDS POE" &
IN "ON-ORDER" STATUS

23

HOW TO CHANGE EXPENDITURE ITEM DETAILS

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

15

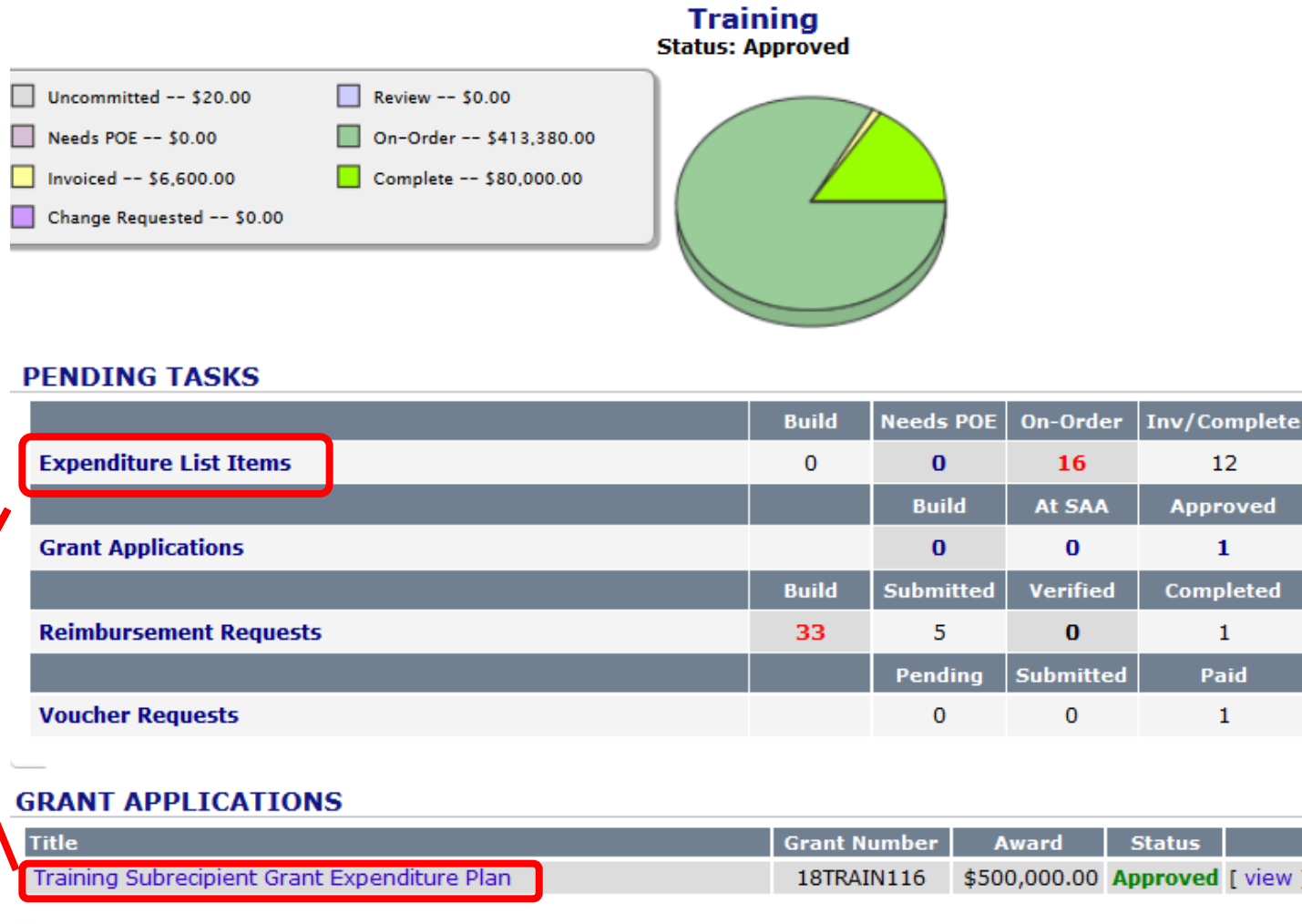
HOW TO SUBMIT PROOF OF ENCUMBRANCES

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 1: 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.



Either link will take you to the same page.

[Click here for Information 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).

TRAINING SUBRECIPIENT EXPENDITURE LIST

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

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	Firewall, Network	Needs POE	1	\$80,000.00	\$80,000.00	No Invoice	No Invoice	[edit]
{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]
Project Expense Total:					\$200,000.00			
Project Total Award:					\$200,000.00			
Project Uncommitted Funds:					\$0.00			
Project: Interoperable Communications Infrastructure (ICI) (Continuation) [details]								
{140.HF.01.PDSA} Program Director	Program Director	Needs POE	1	\$115,000.00	\$115,000.00	No Invoice	No Invoice	[edit]
{140.MP.01.CPBL} Cell phones/Blackberry expenses required to directly support planning activities	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 directly related to the conduct or attendance of training	Expenses directly related to the conduct or attendance of training	Needs POE	1	\$5,000.00	\$5,000.00	No Invoice	No Invoice	[edit]
{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 Full or Part-Time Staff or Contractors/Consultants to Assist with Training Activities	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	[edit]
{120.OE.01.OBFT} Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	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 Costs	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 Full or Part-Time Staff or Contractors for Emergency Management Activities	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	[edit]
Project Expense Total:					\$300,000.00			
Project Total Award:					\$300,000.00			
Project Uncommitted Funds:					\$0.00			

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

PROOF OF ENCUMBRANCE

Subgrantee: **Training Subrecipient**
Grant Number: **18TRAIN116**
POE Number:
POE Date:
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.

<input type="checkbox"/>	Check the checkbox indicating a copy of the POE will be faxed to SAA
<input checked="" type="checkbox"/>	Attach an electronic copy of the Proof of Encumbrance (POE) document

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> Firewall, Network	{05.NP.00.FWAL} Firewall, Network	1	\$80,000.00	\$80,000.00
			Shipping/Handling:	\$0.00
			Taxes/Fees:	\$0.00
POE Total:				\$80,000.00

ACTIONS

Do not click fax POE.

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

PROOF OF ENCUMBRANCE

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 DOCUMENT >> denotes required

File Description: >> **Electronic Copy of POE**
Document: >> **Browse...** No file selected.

ACTIONS

Upload Document Upload and attach this document to this POE
Cancel

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
Firewall, Network	(05.NP.00.FWAL) Firewall, Network	1	\$80,000.00	\$80,000.00
			Shipping/Handling:	\$0.00
			Taxes/Fees:	\$0.00
POE Total:				\$80,000.00

Step 5: Next, the POE Screen will appear.

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
6 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.

PROOF OF ENCUMBRANCE

Subgrantee: **Training Subrecipient**
Grant Number: **18TRAIN116**
POE Number:
POE Date:
Request Date: 06/04/2019 10:26 AM EST

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
<input checked="" type="checkbox"/> <input type="checkbox"/> Firewall, Network	(05.NP.00.FWAL) Firewall, Network	<input type="text" value="1"/>	<input type="text" value="\$80,000.00"/>	<input type="text" value="\$80,000.00"/>

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

A

B

Shipping/Handling:

Taxes/Fees:

POE Total:

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.

PROOF OF ENCUMBRANCE

Subgrantee: **Training Subrecipient**
Grant Number: **18TRAIN116**
POE Number: >> Contract #1240
POE Date: >> Mar 1 2019

Project: Cybersecurity Regional Coordination

Vendor/Payee: >> Atlas, LLC

Address:
City, St, Zip:
Phone:

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
6 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

All fields that have the red double arrows (>>) must be completed.

This Expenditure Description will appear in the expenditure item list and on reimbursements

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

PROOF OF ENCUMBRANCE

Subgrantee: **Training Subrecipient**
Grant Number: **18TRAIN116**
POE Number: >> POE12116-190604124106
POE Date: >> Jun 4 2019

Project: Cybersecurity Regional Coordination

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

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)	(05.NP.00.FWAL) Firewall, Network	1	\$80,000.00	\$80,000.00

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	NZ	PW	PSC	1	\$ 80,000.00	\$80,000.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	1	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
Training	\$ 200,000.00	\$200,000.00	\$0.00	\$80,000.00
Subgrantee Funds	-	-	-	\$0.00
				[auto adjust]
				Required: \$80,000.00
				Delta: \$0.00

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: >> 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)
(255 max characters)
Vendor/Mfg:
Part #/Model:
URL of product:
Contact Name:
Contact E-mail:
Contact Phone:
Notes:
Supporting Files:

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**
POE Number: >> Contract #1240
POE Date: >> Mar 1 2019

Project: Cybersecurity Regional Coordination

Vendor/Payee: >> Atlas, LLC
Address:
City, St, Zip:
Phone:

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
6 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

POE NOTES

POE Notes:
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)

Attached Documents

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

- Electronic Copy of POE [remove]
- Electronic Copy of POE [remove]

OTHER ITEMS

Expenditure	Qty	Cost	
System, Security Event/Incident Management	1	\$120,000.00	[add to POE]

ACTIONS

[Save POE](#) Save POE changes to database.

[Cancel](#) Cancel any changes.

A) Verify that the **Unit Cost** matches the amount budgeted in your PMP spend plan and/or documentation.

B) Enter any POE notes like the example below.

C) Click **Save POE** in the Actions section to save changes to database.

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 activity. Repeat Steps 1-9.

SUBGRANTEE EXPENDITURE LIST [Excel] [PDF] [FoI Report] [Process Report]

Keywords:

Region: District of Columbia

Subgrantee: Training Subrecipient

Project: Cybersecurity Regional Coordination

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 [request new expenditure]

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
(05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)	On-Order	1	\$80,000.00	\$80,000.00	Needs Invoice	No Invoice
Project Expense Total:					\$200,000.00		
Project Total Award:					\$200,000.00		
Project Uncommitted Funds:					\$0.00		

LEGENDS

Status	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
At SAA	Item is awaiting upload of POE document by SAA
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

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

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

Keywords:

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

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

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
Project: Interoperable Communications Infrastructure (ICI) (Continuation)							
(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
(140.MP.01.CPBL) Cell phones/Blackberry expenses required to directly support planning activities	Comcast- phone, internet and support services	On-Order	1	\$3,600.00	\$3,600.00	Needs Invoice	No Invoice
(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	On-Order	1	\$5,000.00	\$5,000.00	Needs Invoice	No Invoice
(06.CP.01.BASE) Radio, Base	Motorola Services, Radio Base System	On-Order	1	\$36,000.00	\$36,000.00	Needs Invoice	No Invoice
(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)	On-Order	1	\$50,400.00	\$50,400.00	Needs Invoice	No Invoice
(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	On-Order	1	\$10,000.00	\$10,000.00	Needs Invoice	No Invoice
(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
(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
(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)	On-Order	1	\$14,000.00	\$14,000.00	Needs Invoice	No Invoice
(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
(140.OP.01.OTHE) Other project areas with prior approval from FEMA	M&A Costs @ 5%	On-Order	1	\$6,000.00	\$6,000.00	Needs Invoice	No Invoice
Project Expense Total:					\$300,000.00		
Project Total Award:					\$300,000.00		
Project Uncommitted Funds:					\$0.00		

LEGENDS

Status	Description	Local Invoice State	SAA Invoice State	Description
Cancelled	Item has been cancelled	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

HOW TO CHANGE EXPENDITURE ITEM DETAILS

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

Step 1: From the Subgrantee Expenditure List screen, click the **On-Order** hyperlink for the appropriate item.

RAINING SUBRECIPIENT EXPENDITURE LIST

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

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
Project: Cybersecurity Regional Coordination								
(05.NP.00.FWAL) Firewall, Network	6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)	On-Order	1	\$80,000.00	\$80,000.00	Needs Invoice	No Invoice	[edit]
(05.NP.00.SEIM) System, Security Event/Incident Management	Global Systems, Contract for 12 months for Video Monitors 1/1/19 -12/31/2019	On-Order	1	\$118,000.00	\$118,000.00	Needs Invoice	No Invoice	[edit]
Project Expense Total:					\$198,000.00			
Project Total Award:					\$200,000.00			
Project Uncommitted 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**
POE Number: >> POE12116-190429082049
POE Date: >> Apr 2 2019

Project: Cybersecurity Regional Coordination

Vendor/Payee: >> Atlas, LLC
Address: _____
City, St, Zip: _____
Phone: _____

POE ITEM(s)

Expenditure	Category	Qty	Unit Cost	Total
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	(05.NP.00.FWAL) Firewall, Network	1	\$50,000.00	\$50,000.00

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$50,000.00	\$50,000.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	1	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
Training	\$ 200,000.00	\$170,000.00	\$30,000.00	\$50,000.00
Subgrantee Funds	-	-	-	\$0.00
				[auto adjust]
			Required:	\$50,000.00
			Delta:	\$0.00

Shipping/Handling: \$0.00 \$0.00
Taxes/Fees: \$0.00 \$0.00
POE Total: **\$50,000.00**

A) Update Vendor/Payee information as needed.

B) Click the green arrow to the left of the POE Item Table to expand the expenditure details.

C) Enter your cursor in the unit cost box to change Unit Cost field.

D) If you have changed the cost, click the [\[auto adjust\]](#) hyperlink.

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	Unit Cost	Total
6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)	(05.NP.00.FWAL) Firewall, Network	1	\$60,000.00	\$60,000.00

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:

- 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.

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.

A Reason for change request:

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$60,000.00	\$60,000.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	1	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
Training	\$ 200,000.00	\$170,000.00	\$30,000.00	\$50,000.00
Subgrantee Funds	-	-	-	\$0.00
				Required: \$60,000.00
				Delta: \$10,000.00

B [auto adjust]

A) If you are increasing a line by 10 percent, You will need to enter a reason for the change request and the SAA will need to approve. If you are decreasing the unit cost, a reason is not needed the SAA does not need to approve.

B) Verify amounts and click **[auto adjust] again**

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 Firewall Maintenance (April-Sept2019)	(05.NP.00.FWAL) Firewall, Network	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							Qty Total	Unit Cost	Total Cost	
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$60,000.00	\$60,000.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	1	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
Training	\$ 200,000.00	\$178,000.00	\$22,000.00	\$60,000.00
Subgrantee Funds	-	-	-	\$0.00
Required:				\$60,000.00
Delta:				\$0.00

[auto adjust]

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

Save item detail

Description: >> 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April-Sept2019)
(255 max characters)

Vendor/Mfg:

Part #/Model:

URL of product:

Contact Name:

Contact E-mail:

Contact Phone:

Notes:

Supporting Files:

Shipping/Handling:	\$0.00	\$0.00
Taxes/Fees:	\$0.00	\$0.00
POE Total:	\$60,000.00	

Click Save **ONLY** if you changed item description

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

[\[remove \]](#)

 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.

TRAINING SUBRECIPIENT EXPENDITURE LIST								[request new expenditure]
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)	Change Request	1	\$50,000.00	\$50,000.00			[edit]
			1	\$60,000.00	\$60,000.00			
Project Expense Total:					\$180,000.00			
Project Total Award:					\$200,000.00			
Project Uncommitted Funds:					\$20,000.00			

Change Request rejected by SAA Inbox x

Equipment_items@ncrgms.com via k2share.com
to me

Mon, Apr 29, 9:52 PM

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**.

TRAINING SUBRECIPIENT EXPENDITURE LIST								[request new expenditure]
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)	On-Order	1	\$60,000.00	\$60,000.00	Needs Invoice	No Invoice	[edit]
Project Expense Total:					\$180,000.00			
Project Total Award:					\$200,000.00			
Project Uncommitted 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 1: From the Subrecipient Expenditure List screen, click the **[edit]** hyperlink for the expenditure item you want to Cancel.

TRAINING SUBRECIPIENT EXPENDITURE LIST [\[request new expenditure \]](#)

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	Firewall, Network	Needs POE	1	\$80,000.00	\$80,000.00	No Invoice	No Invoice	[edit]
List Total:					\$200,000.00			

Grant number: **101KAIN110**

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

Grant Period: 01-Sep-2018 to 31-Dec-2069

TRAINING SUBRECIPIENT EXPENDITURE LIST [\[request new expenditure \]](#)

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 - Sept 2019)	On-Order	1	\$60,000.00	\$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

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: Yes 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	0	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
Training	\$ 300,000.00	\$300,000.00	\$0.00	\$ 4,000.00
Subgrantee Funds	-	-	-	\$ 0.00
			Required:	\$4,000.00
			Delta:	\$0.00

Please identify if this item is deployable or shareable:

- Deployable**
Identifies the availability and utility of an asset to multiple jurisdictions, regions, and the Nation; provides information on mobility of assets in an area. An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.
- Shareable**
Provides information on the utility of a non-deployable shared asset in a region; identifies the asset's ability to augment and sustain a reinforced response within a region. An asset that can be utilized as a local, state, regional, or national capability, but is not physically deployable (i.e., fusion centers).

THIRA/SPA Information:

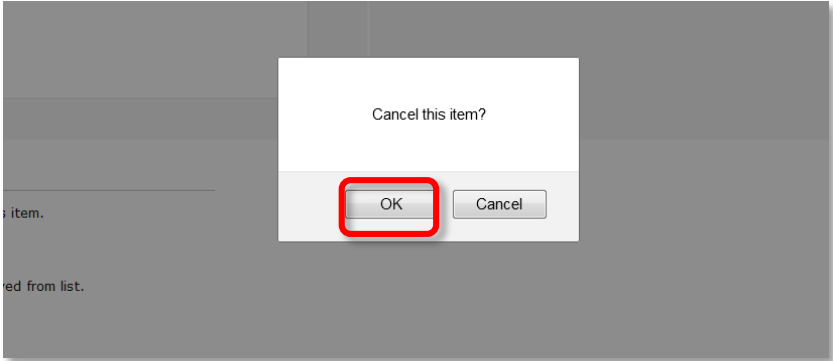
Please identify if this item is sustaining/maintaining an existing capability or building a new capability: Sustain/maintain Build new capability
Please identify the primary capability this item supports: Common: Planning

ITEM NOTES

Expenditure Item Notes:

ACTIONS

- Return to the expenditure list.
- Request that this item be cancelled and removed from list.



Step 3: Enter the Reason for Cancellation and Click the “Confirm” button to complete the request.

ITEM CANCELLATION

This will send a cancellation request to your SAA for review.

If Approved, the item will remain in your list with a quantity of **0**. Also the currently allocated **\$60,000.00** will be made available for other use.

Item: 6 Month Contract for Atlas, LLC Network Firewall Maintenance (April - Sept 2019)

Reason: >> To close out grant award.

ACTIONS

Confirm

Confirm cancellation request for the above item

Cancel

Cancel request

Step 4: ONCE RETURNED TO THE EXPENDITURE LIST SCREEN, THE ITEM WILL APPEAR LIKE BELOW. THIS MEANS THE REQUEST IS AT THE SAA.

TRAINING SUBRECIPIENT EXPENDITURE LIST								[request new 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 - Sept 2019)	Change Request	1	\$60,000.00	\$60,000.00			[edit]
			0	\$60,000.00	\$0.00			

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.

TRAINING SUBRECIPIENT EXPENDITURE LIST								[request new expenditure]
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:					\$120,000.00			
Project Total Award:					\$200,000.00			
Project Uncommitted Funds:					\$80,000.00			