OCRA
Office of
COMMUNITY &
RURAL AFFAIRS

INDIANA GMS MANUAL

May 2022

Table of Contents

PURPOSE AND INTENT OF MANUAL

The purpose of this technical guide is to assist grant administrators, sub-recipients, and stakeholders in using the GMS system for the purposes of administration. Any programmatic information will be found in the CDBG Handbook.

If there are any question related to the above, please contact OCRA staff or Grant Services.

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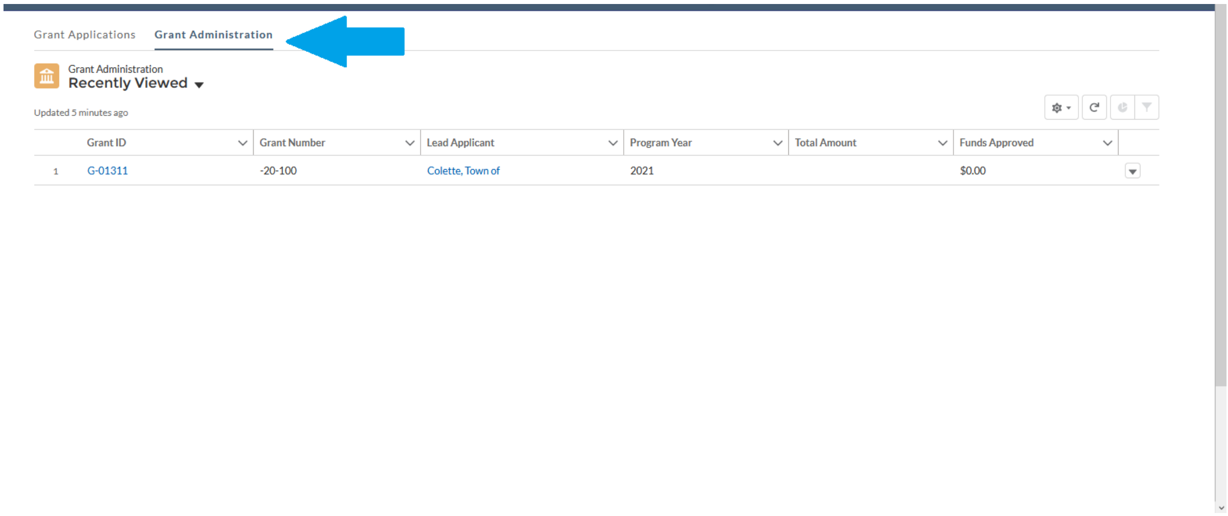
QUICK START GUIDE:

GENERAL TIPS FOR GMS

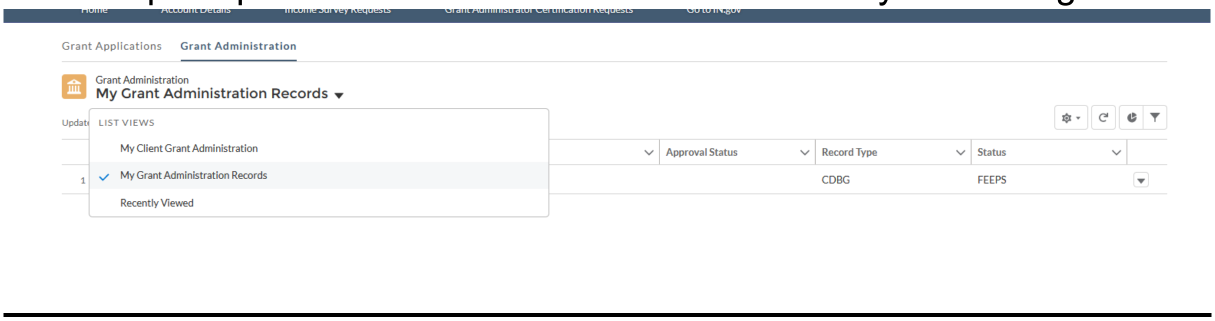
ACCESSING YOUR GRANT INFORMATION AFTER AWARD

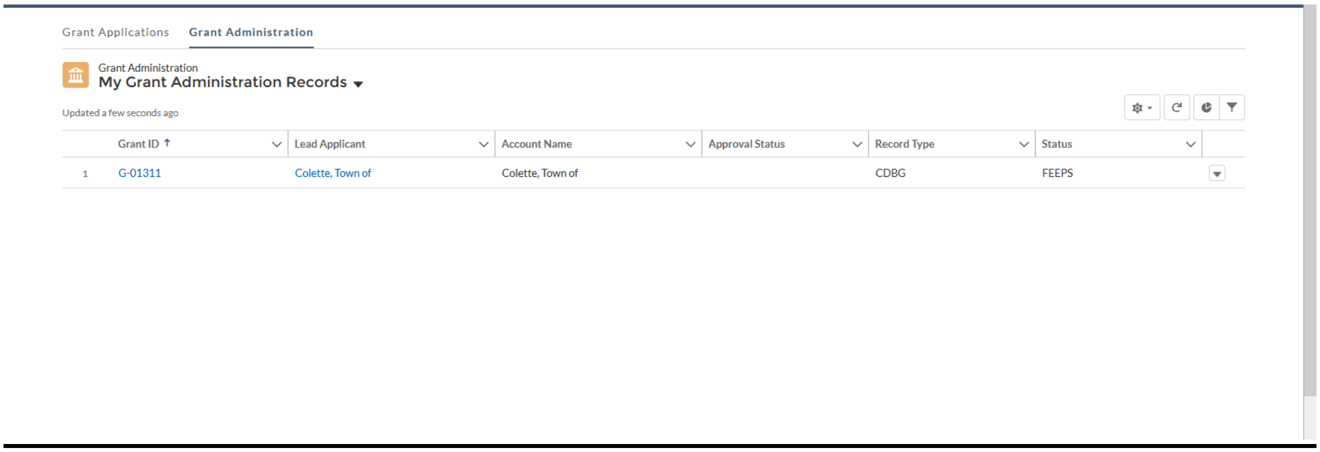
Click the **Account Details** tab on the **GMS Navigation Menu.**

1. Click the **Grant Administration Tab** under the **GMS Navigation Menu.**
   a. It will be underlined blue when it's selected.



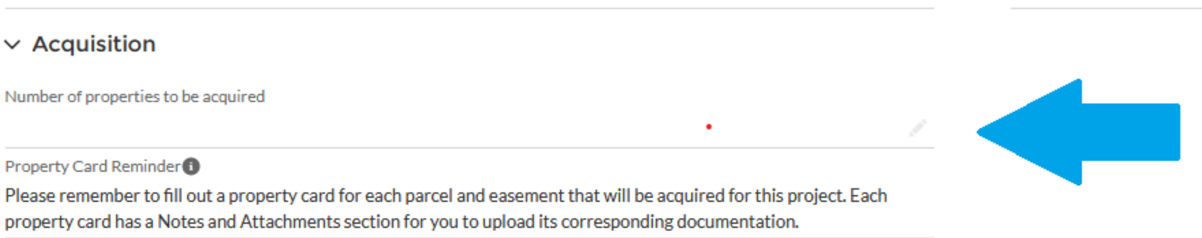
2. Click the down arrow under Grant Administration and click M**y Grant Administration Records**.
   a. This will pull up all the Grant Administration Records you're assigned.





ADDING INFORMATION TO SPACES

Most boxes contain a pencil on the right of it to add information to the space. The information will not be added unless it's saved.



UPLOADING FILES IN THE STATUS REPORTS

Note: This process is different when uploading files into a FEPS record. When uploading documents in a FEPS record, please refer to the FEPS record section of this document.

OPTION 1: UPLOADING NEW FILES

a. Select **Upload Files** in the **Files** window located in the upper-right of the report, to open the upload window.
b. Locate the files in the storage space on your device and press **Enter** on your keyboard or select **Open** at the bottom of the File Explorer.
c. Verify all documents needed are successfully uploaded.
d. Click **Done** to close the upload window.
    a. Because of system limitations, you may need to upload documents in multiple batches if you have more than ten files.

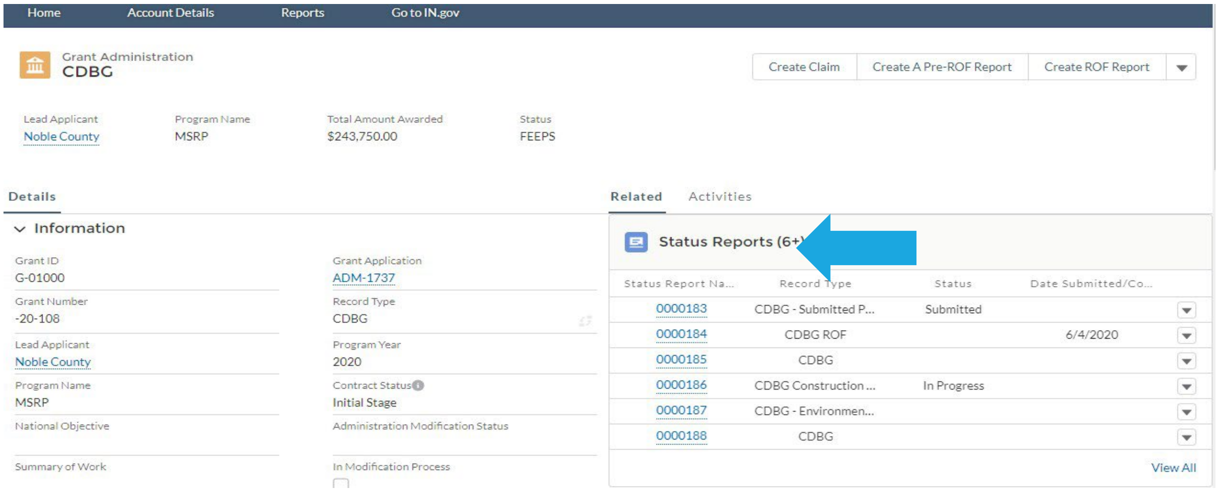
OPTION 2: SELECTING FILES FROM THE LIST OF PREVIOUSLY UPLOADED FILES

a. Click **Add Files** in the **Files** window found in the upper-right of the report.
    a. This will open the file selector window.
b. Scroll through the list of previously uploaded files and click the one you would like to upload.
c. Click Upload.

RECALLING YOUR INFORMATION

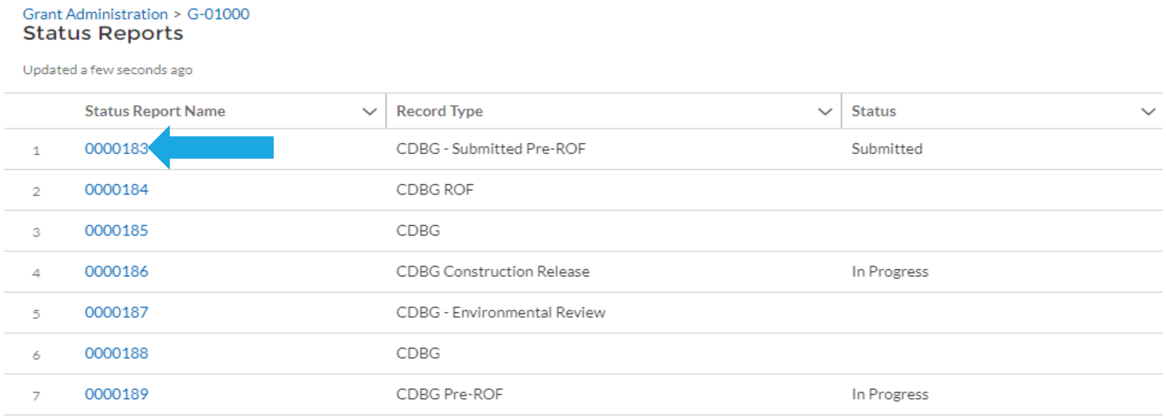
If you submitted the report but need to change a field or upload another document, you can recall the report. You will then be able to edit or upload any item and resubmit.

1. From the Grant Administration record (G-00000), click on Status Reports on the right side of the screen



b. Alternatively, if the Status Report is already shown in the list, you can click directly to it.

2. You will see a list of all Status Reports for this grant. Click on the Blue Status Report Name you would like to Recall.


Grant Administration > G-01000
Status Reports

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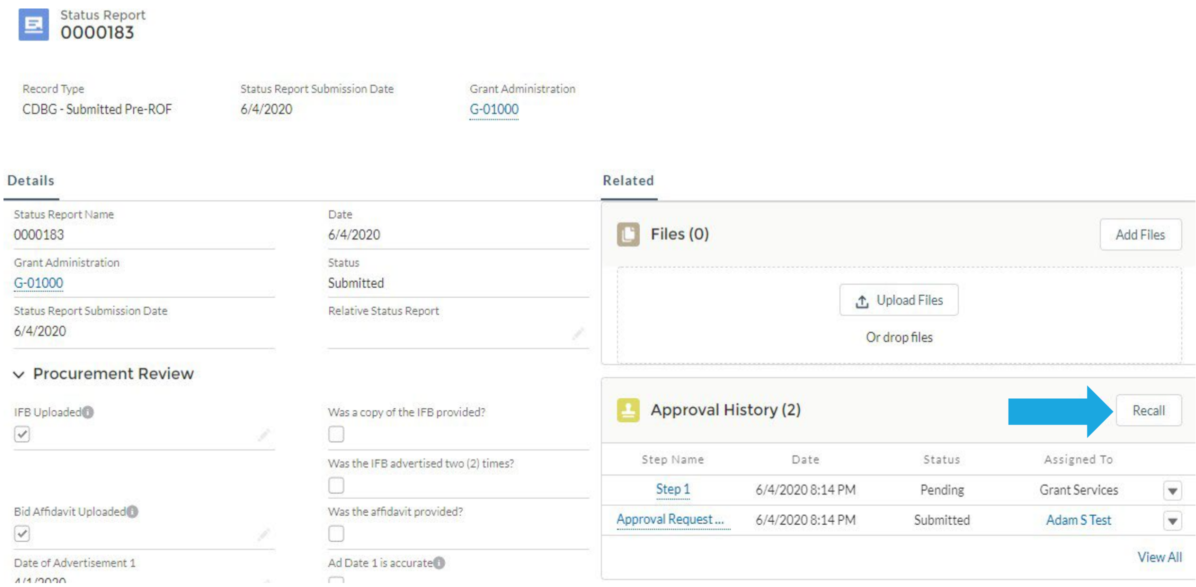
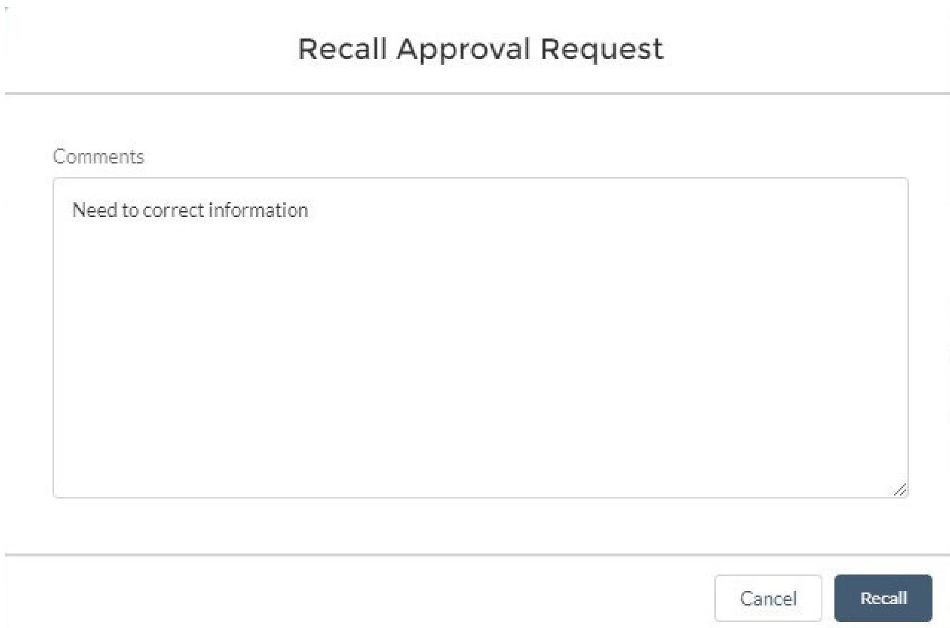
	Status Report Name	Record Type	Status
1	0000183	CDBG - Submitted Pre-ROF	Submitted
2	0000184	CDBG ROF	
3	0000185	CDBG	
4	0000186	CDBG Construction Release	In Progress
5	0000187	CDBG - Environmental Review	
6	0000188	CDBG	
7	0000189	CDBG Pre-ROF	In Progress

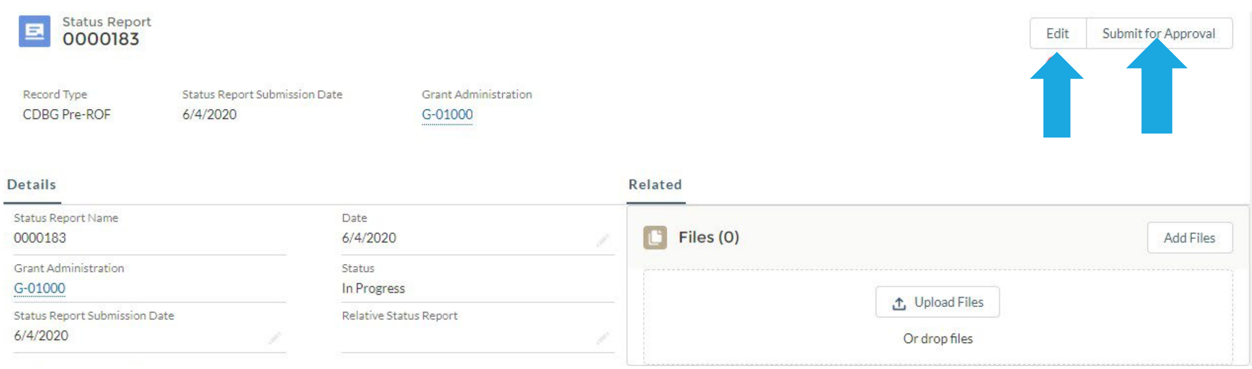
3. Once you are viewing the Status Report, on the right-hand side, there will be a button to Recall the report. This will only appear if the Status Report has been submitted and is still Pending.

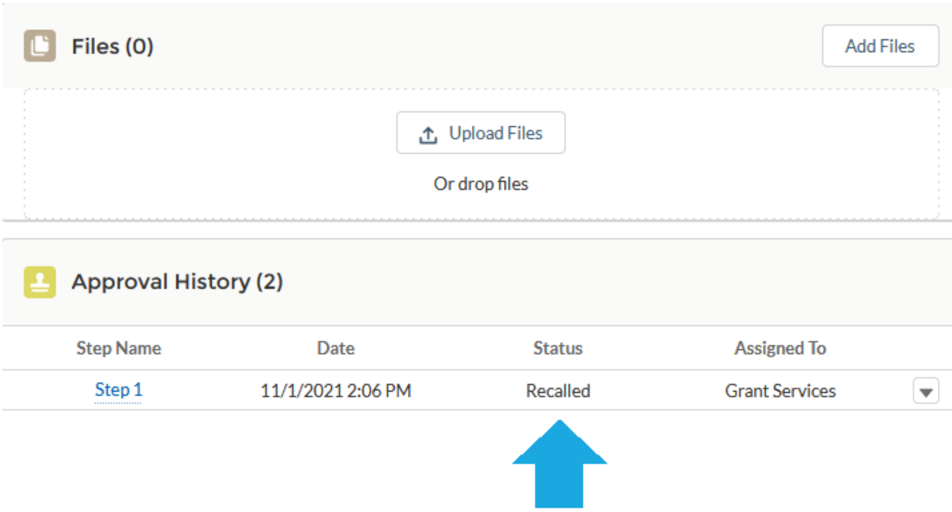


4. When you click on Recall, a screen will pop up for Comments. Enter the reason you are recalling the report and click on Recall in the bottom right corner.



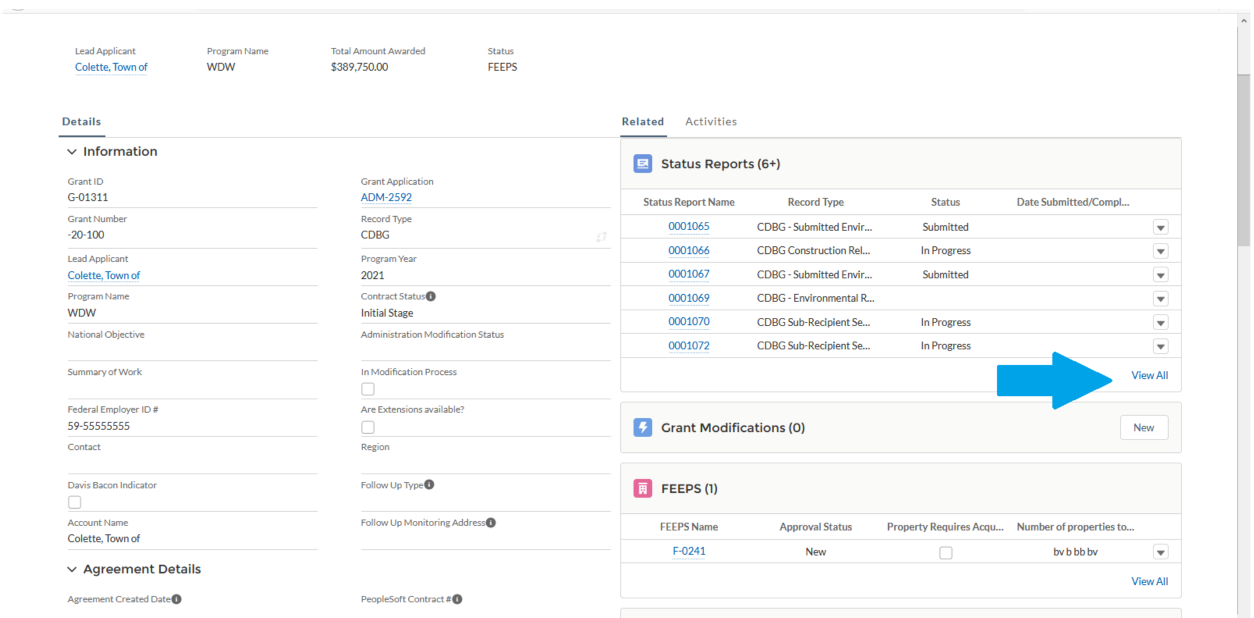
5. The Approval Process will show the Status Report has been Recalled. You will now be able to edit the Status Report and Submit for Approval again.



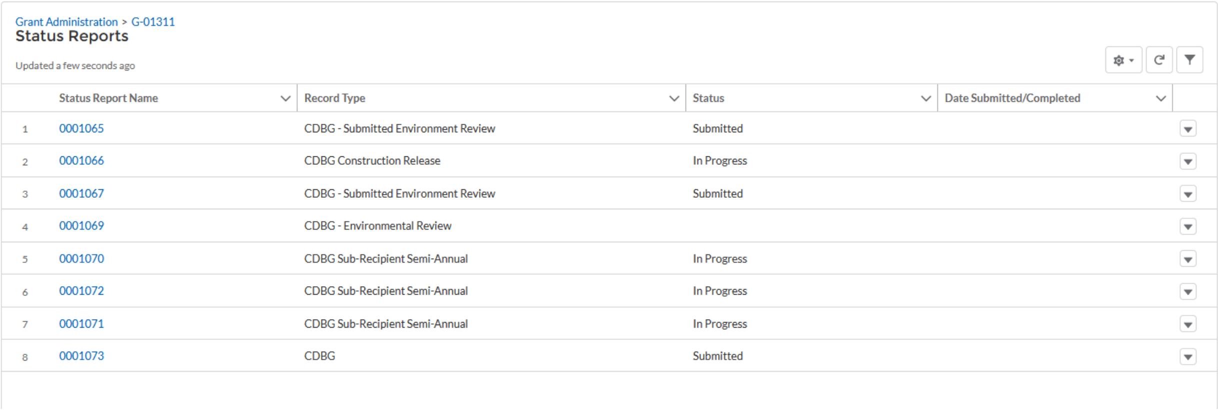


FINDING AN OPEN REPORT/ CHECKING THE STATUS OF A REPORT

1. All open reports will automatically show up on the first page after you click the Status Report button.



2. Click View All will give you more detail on all reports.



Grant Administration > G-01311

Status Reports

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	Status Report Name	Record Type	Status	Date Submitted/Completed
1	0001065	CDBG - Submitted Environment Review	Submitted	
2	0001066	CDBG Construction Release	In Progress	
3	0001067	CDBG - Submitted Environment Review	Submitted	
4	0001069	CDBG - Environmental Review		
5	0001070	CDBG Sub-Recipient Semi-Annual	In Progress	
6	0001072	CDBG Sub-Recipient Semi-Annual	In Progress	
7	0001071	CDBG Sub-Recipient Semi-Annual	In Progress	
8	0001073	CDBG	Submitted	

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GMS ADMINISTRATION

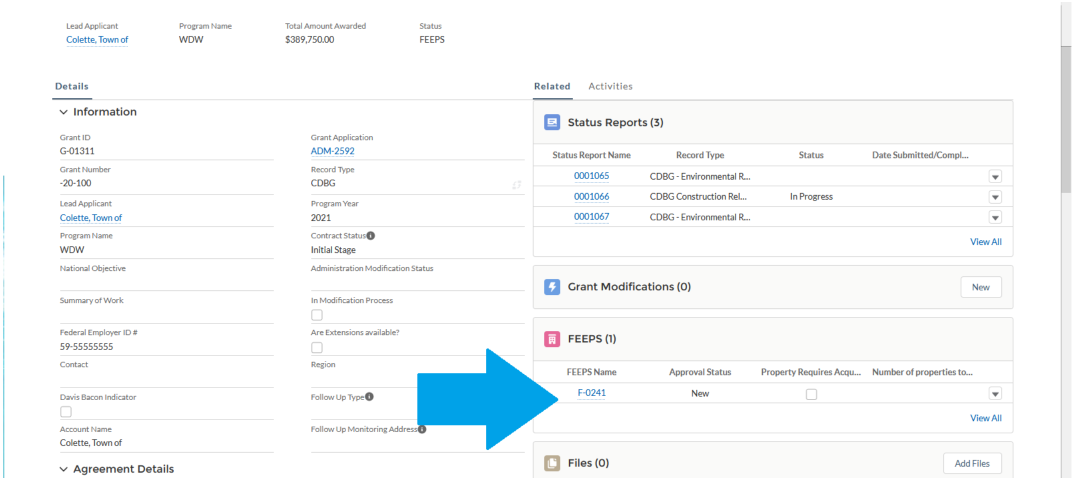
FEEPS

INTRODUCTION

GMS is currently updating the system to reflect the new administration changes. Throughout this document, FEEPS and FEPS will be used synonymously.

SUBMITTING A FEPS REPORT

1. Scroll down to locate the **FEEPS Widget**, located on the right side of the **Grant Administration** page.
2. To open the **FEEPS Record**, select the **FEEPS ID** (F-XXX).



3. Complete the required fields, Civil Rights Officer and Labor Standards Officer. Then, complete all other applicable fields.
4. Scroll down and review the **Threshold Comments**. If there are threshold comments, ensure documentation to address those comments in provided where it is appropriate to upload.
5. Once comments are reviewed, click **Save.**
6. For each applicable section, upload supporting documentation clicking **File Uploads**, scrolling down, and by doing either of the following:

   a. Clicking **Upload files** and selecting the appropriate file from your computer
   b. Selecting a file from your computer and moving over the files near the drop files button.
7. Once all applicable fields have been completed and all required documentation has been uploaded, select **Submit for Approval.**
8. To verify the **FEPS Record** was successfully submitted, navigate back to the **Grant Administration** page.

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ENVIRONMENTAL REVIEW RELEASE REPORT

INTRODUCTION

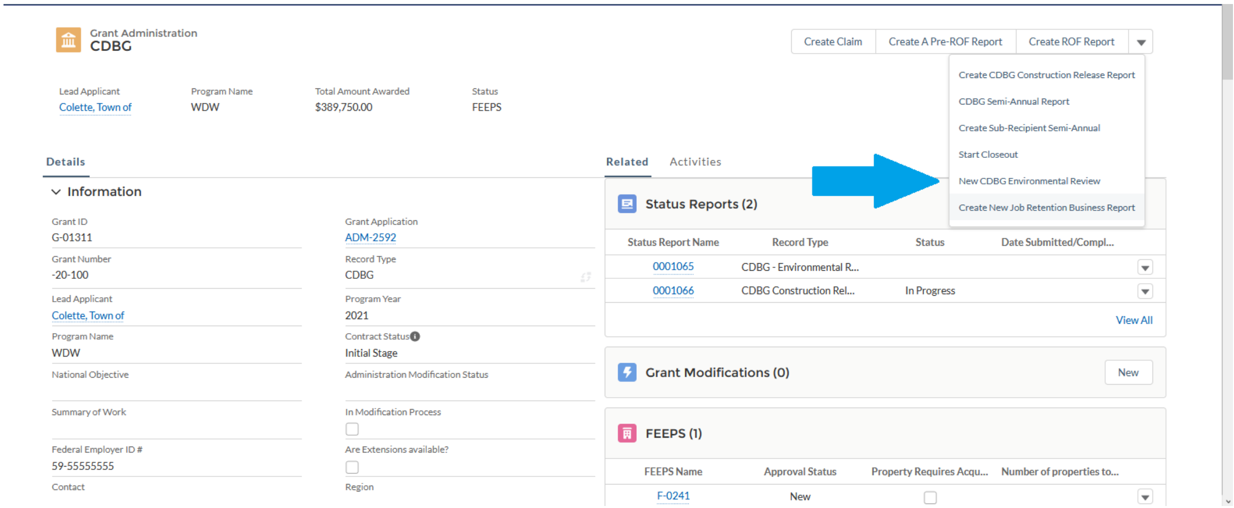
All ER documentation including maps, forms and supporting documentation are uploaded to the Environmental Review Report. Grant Services has compiled a list of HUD/Grant Services-preferred resources and tools for obtaining documentation for completing the environmental review. Grantees are not required to use the resources provided in the ERR, but they are highly encouraged to do so. OCRA created these resources and made these available to grantees by state and federal agencies to better aid grantees in completing their ERR.

OPENING AN ENVIORNMENTAL RELEASE REPORT

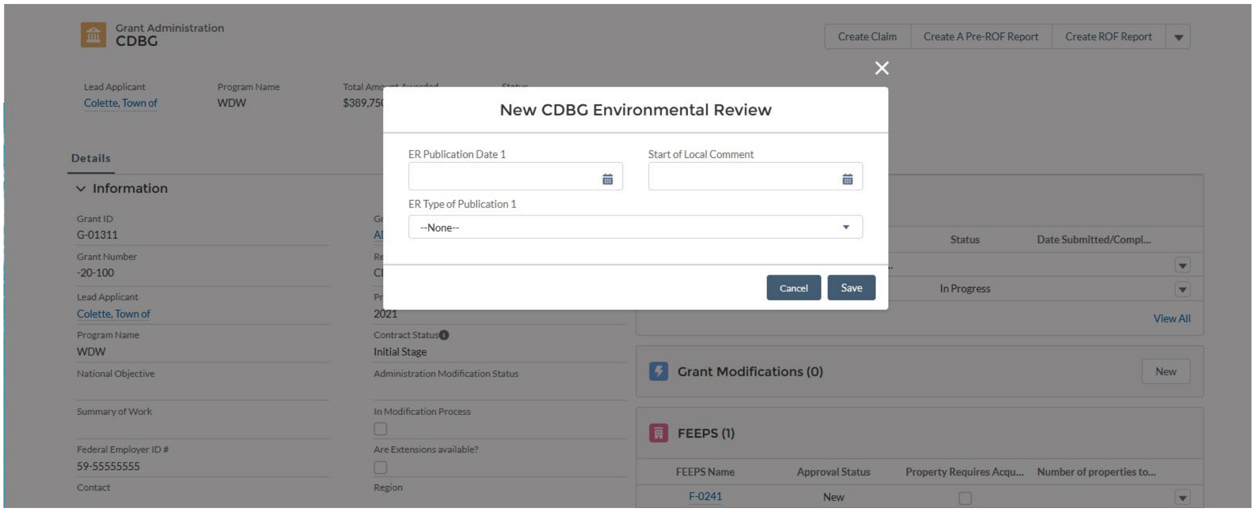
1. Select the Grant you need to create an **Environmental Review Report.**
2. Open the ER Report by using the Report dropdown Grant Administration Page OR Opening the FEPS record.

3A. **Option 1**: Opening an ERR with the **Report Drop Down**.

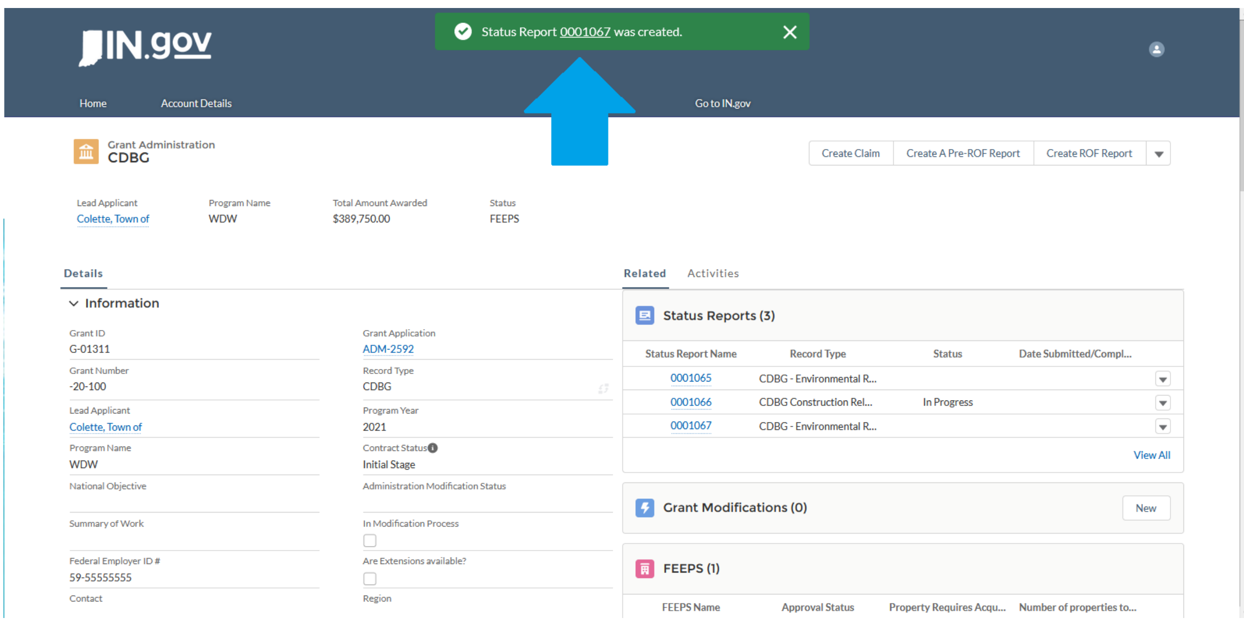
   b. Select the dropdown arrow next to Create ROF Report and click **New CDBG Environmental Review**.



   c. When a window titled "New CDBG Environmental Review" appears, fill out the fields and click save.

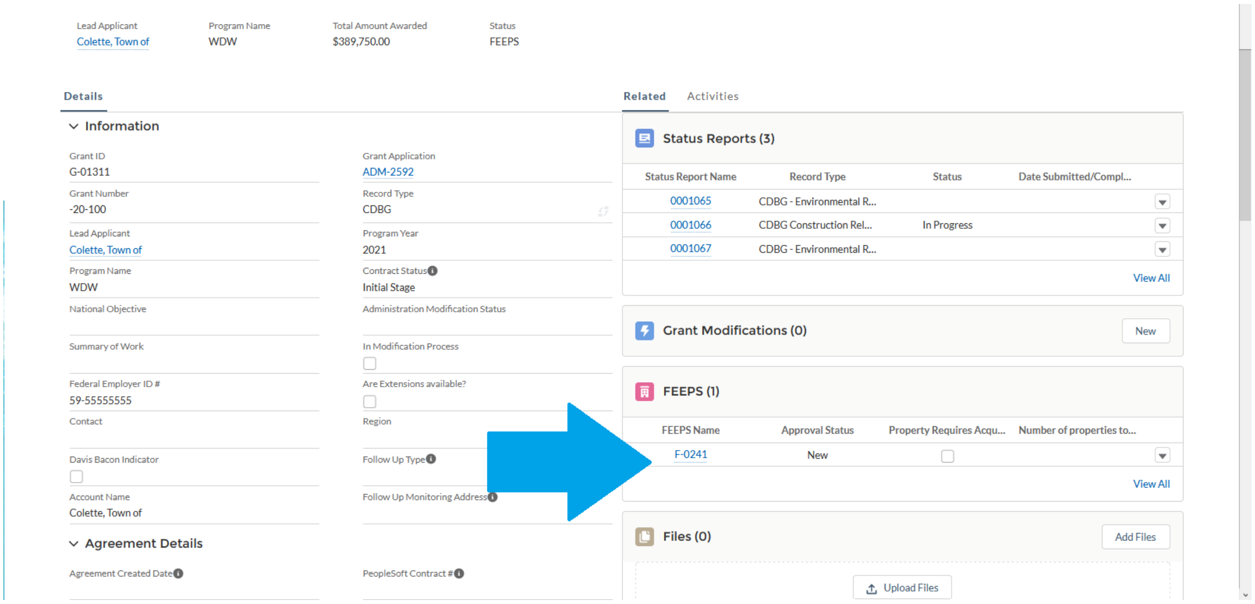


d. When the green status bar with the six-digit report ID appears, click it to open the full Environmental Review Report.

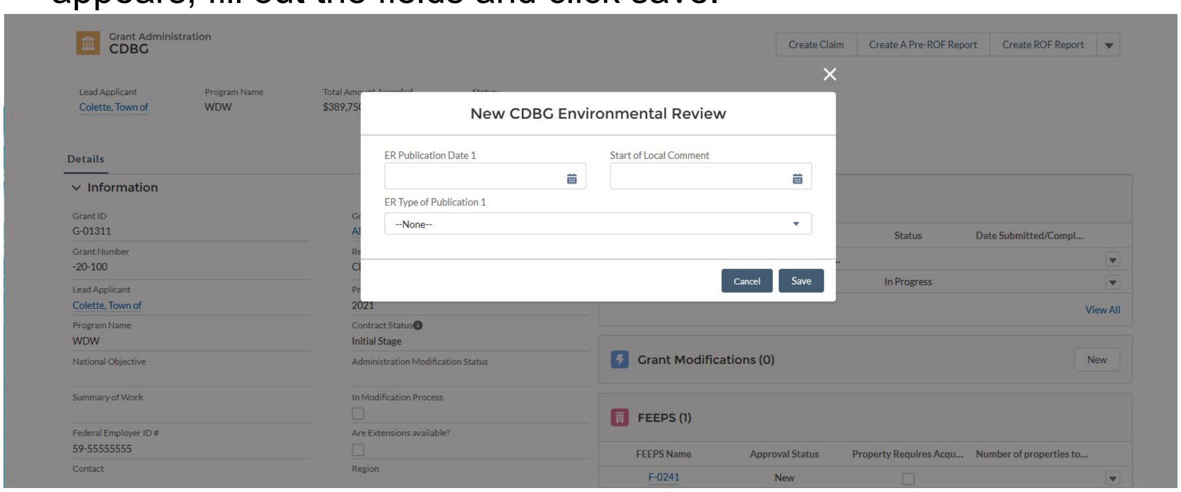


3B **Option 2:** Opening an Environmental Review Report with **The FEEPS Record.**

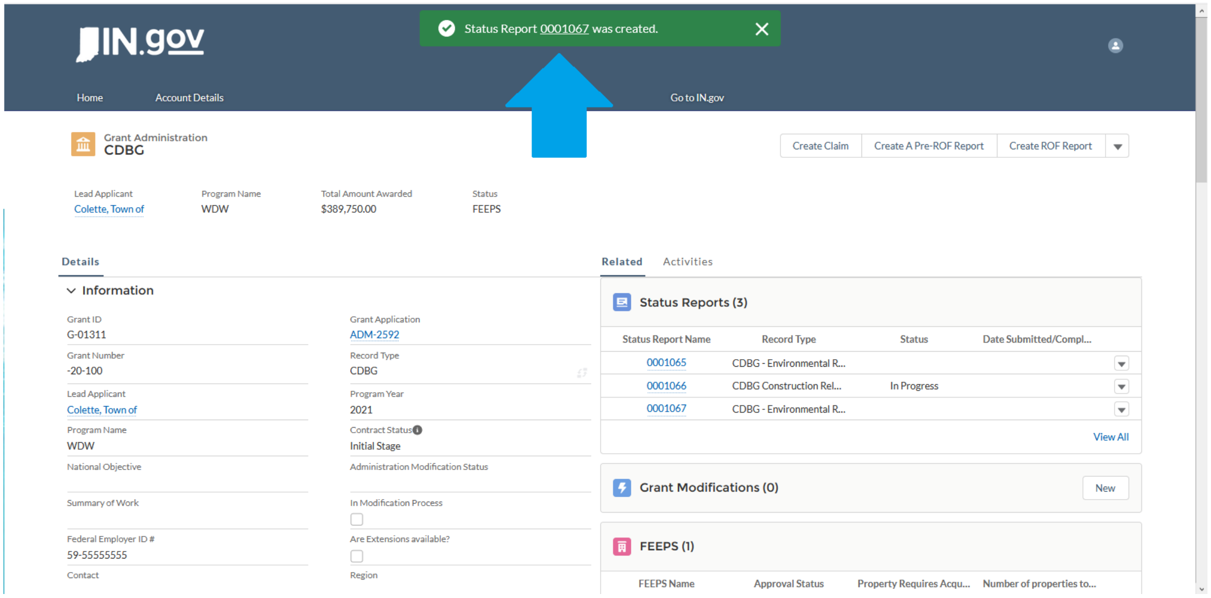
a. Scroll down to the FEPS widget.
b. Select the FEPS record you want to modify by clicking on the record # (F-####).



c. Once in the FEPS record, select ‘Create ER Report’.
d. When a window titled “New CDBG Environmental Review” appears, fill out the fields and click save.



e. When a green status bar with a six-digit report ID appears, click it to open the full ER Report.



FILLING OUT THE ER STATUS REPORT

1. Review the Form 6: RROF/C rule and upload Form 6 within a timely manner.
2. When Form 6 is uploaded, check the Form 6 uploaded box.
   a. The report will now find whether Form 6 was submitted timely or late.
   b. If late, you must submit an RROF/C Delayed Response Letter. *See RROF/C 10-Day Rule Guide.*
3. Enter the applicable date in the **Start of State Comment** field and click **Save**.

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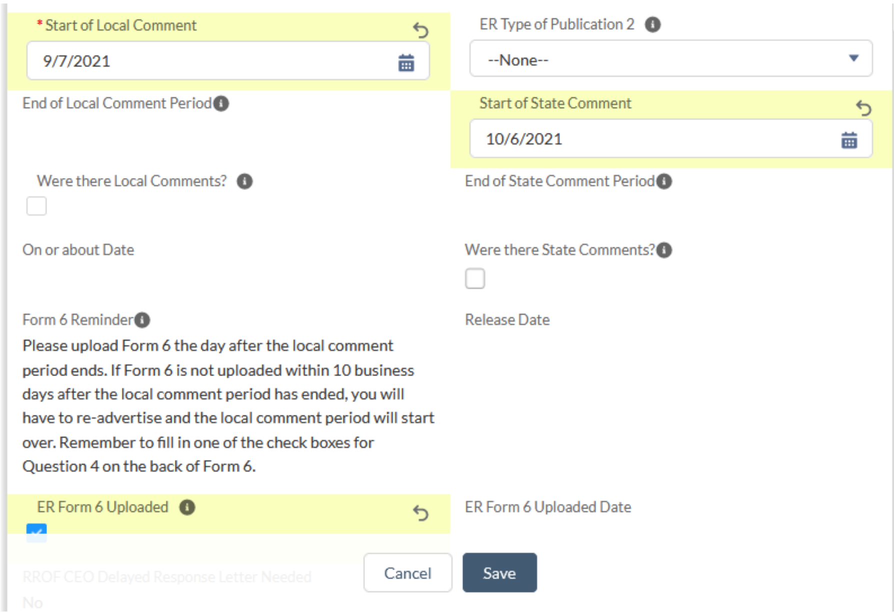

a. This date is one calendar day AFTER Form 6 has been uploaded to the report.
b. This will auto calculate the **End of State Comment Period** field.

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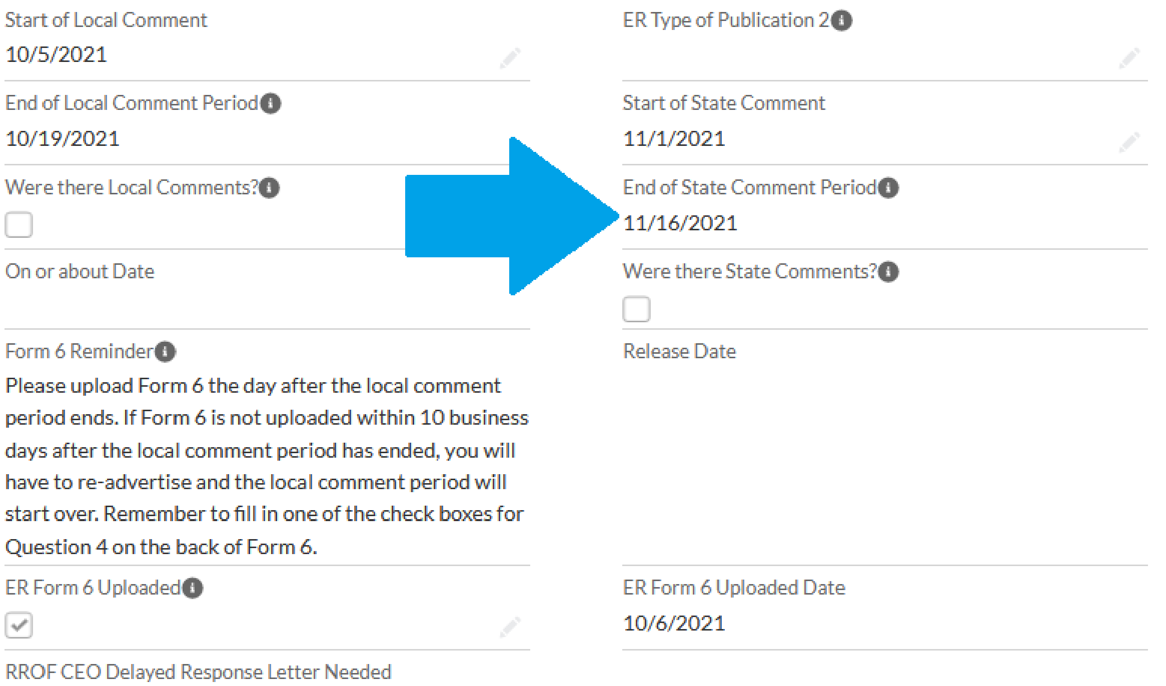
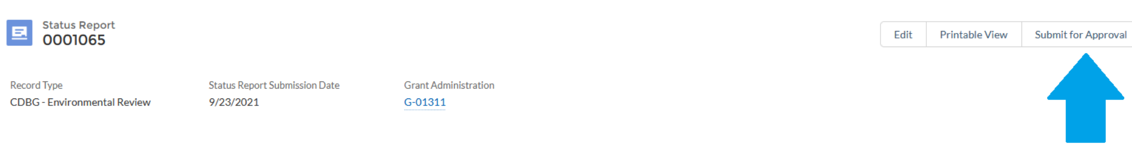
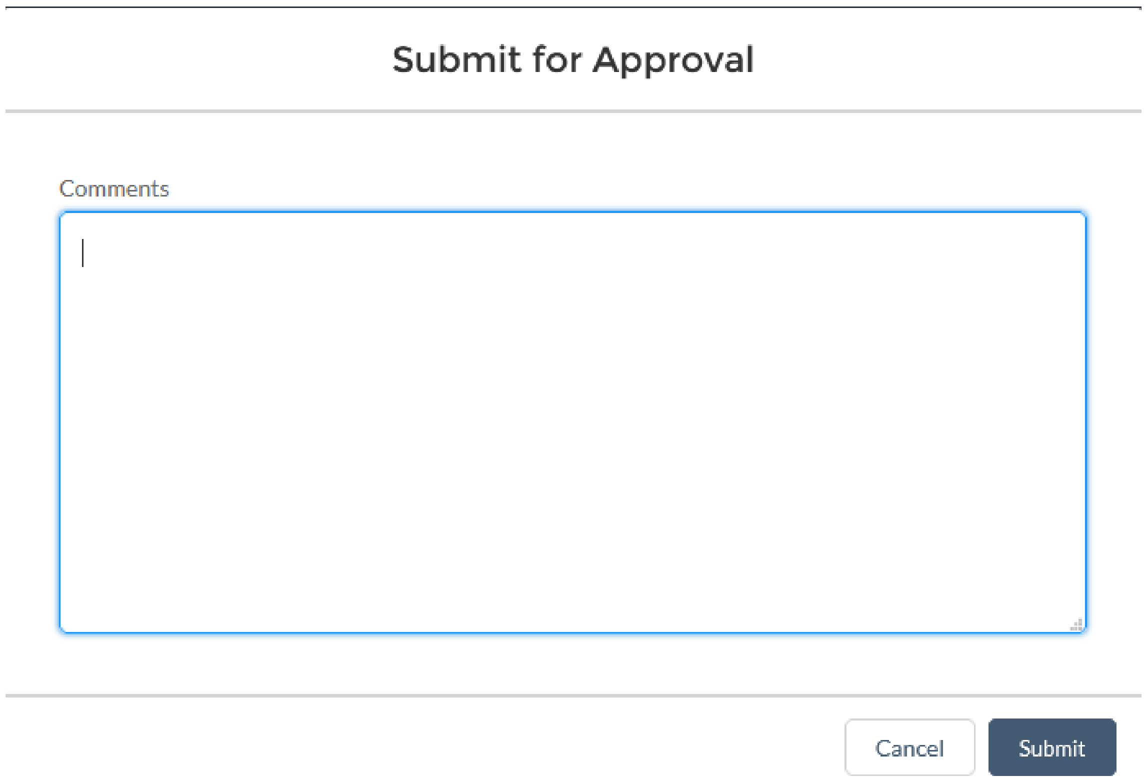


4. Indicate if there were local and/or state comments by checking the applicable boxes.
5. Upload copies of the local and/or state written comments.
6. Scroll down to the **Maps & Supporting Documentation** section.
   d. Check any/all files you want to add to the ER report.
   e. Submit the ER Report to Grant Services by selecting **Submit for Approval** in the upper-right corner of the report.



      a. A pop-up window will appear, allowing you to type any comments you may have for Grant Services.



f. Type any comments or leave the comment section blank and click **Save**.
   a. Once the report has been submitted, you will be taken to the completed report for your review.

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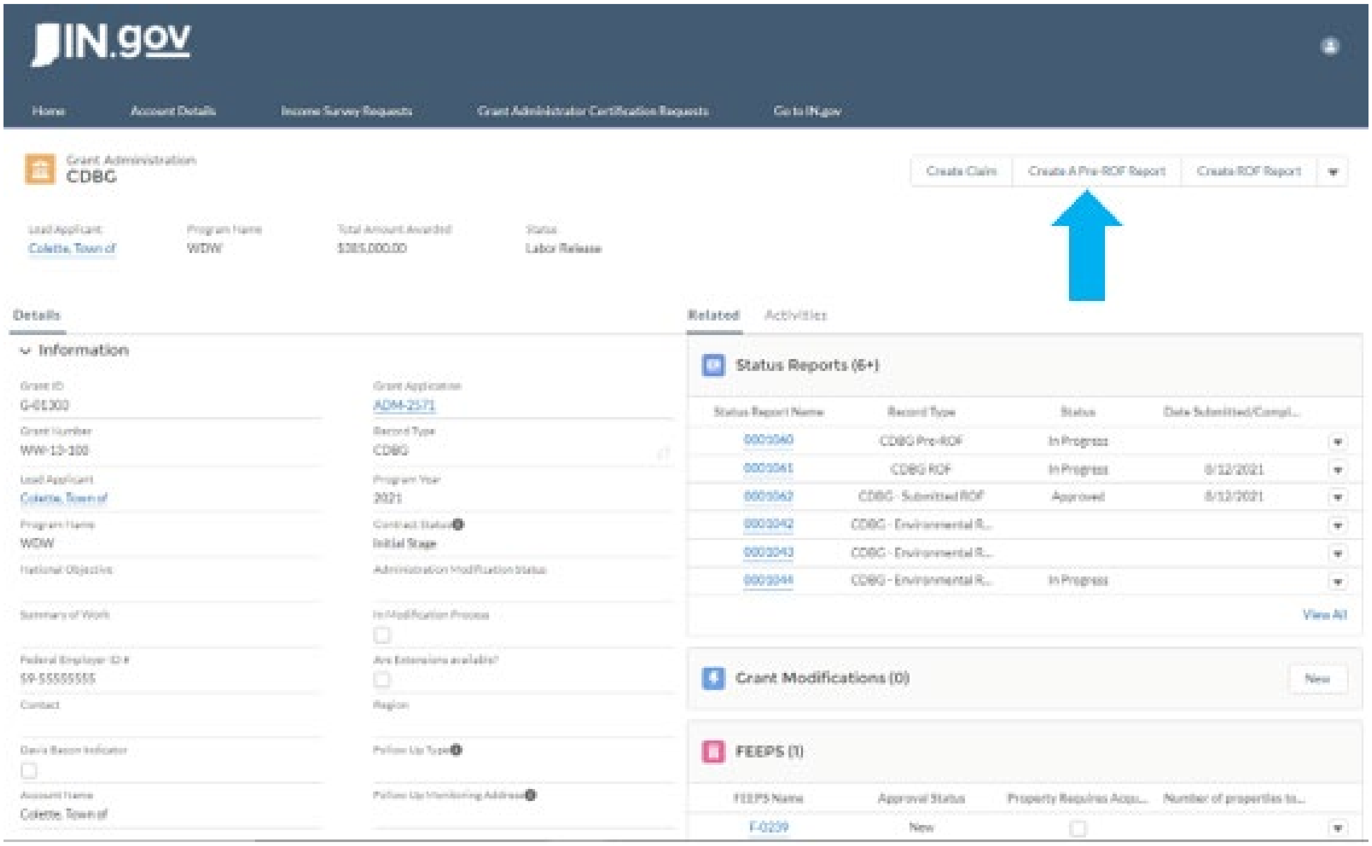
PRE-ROF

INTRODUCTION

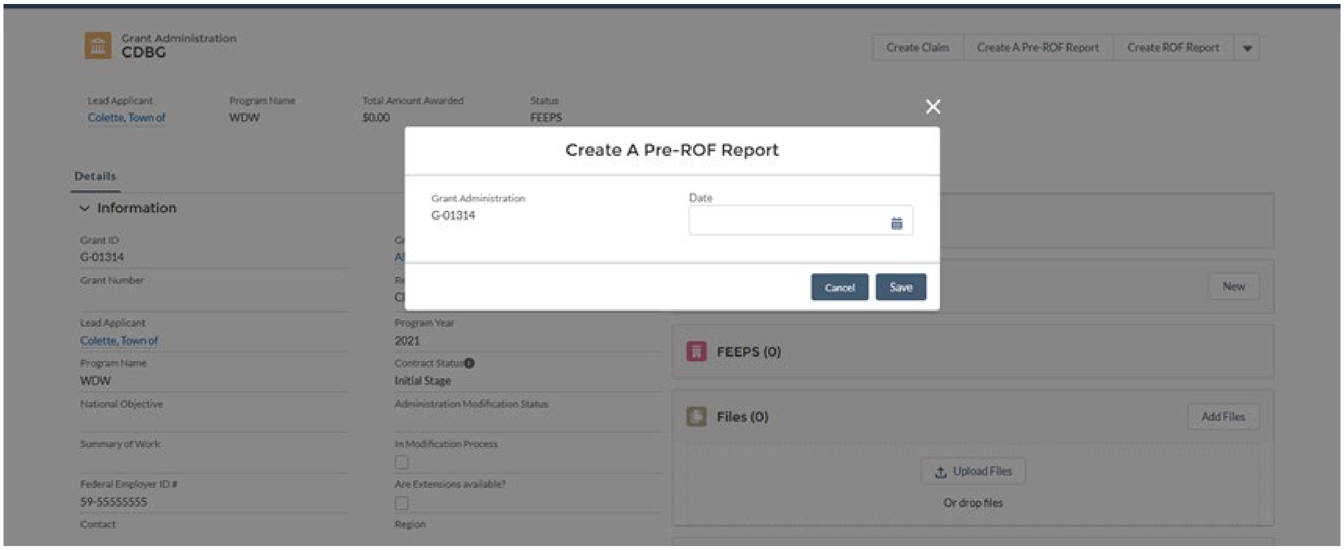
The Pre-ROF Report is used to collect procurement documentation and information, along with initial labor standards information for construction grants. Sub-Recipient Agreements, when applicable, are also collected with the Pre-ROF Report.

CREATING A PRE-ROF REPORT

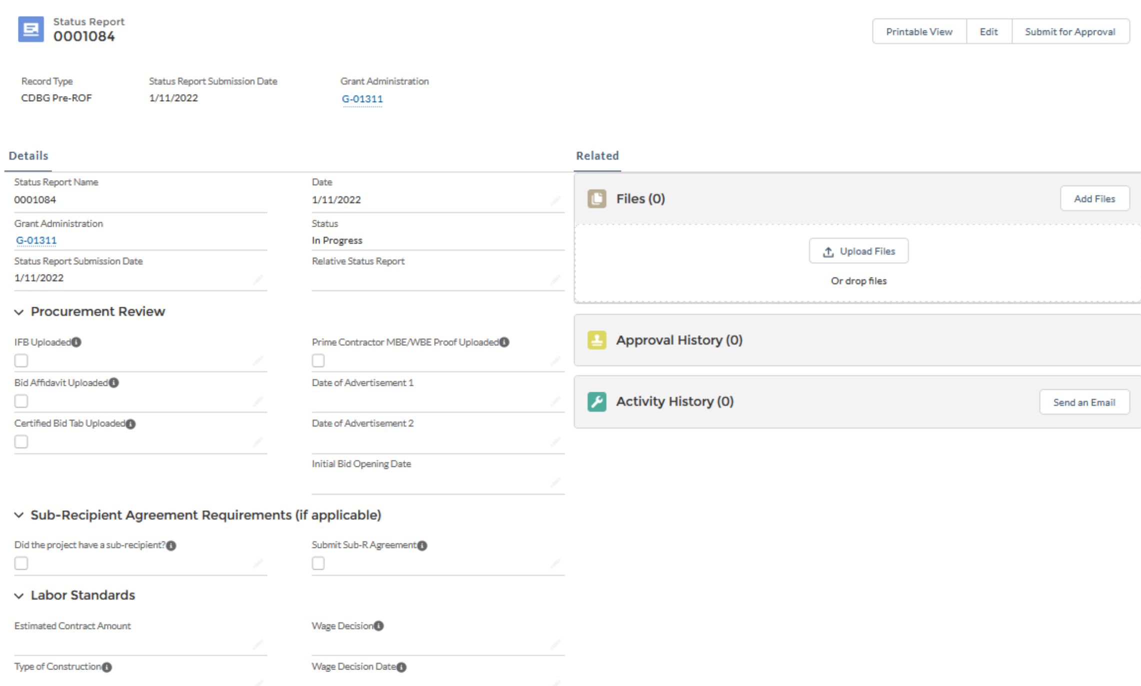
1. Select the Grant you need a Pre-ROF Report.
2. Click **Create a Pre-ROF Report** in the upper-right corner.



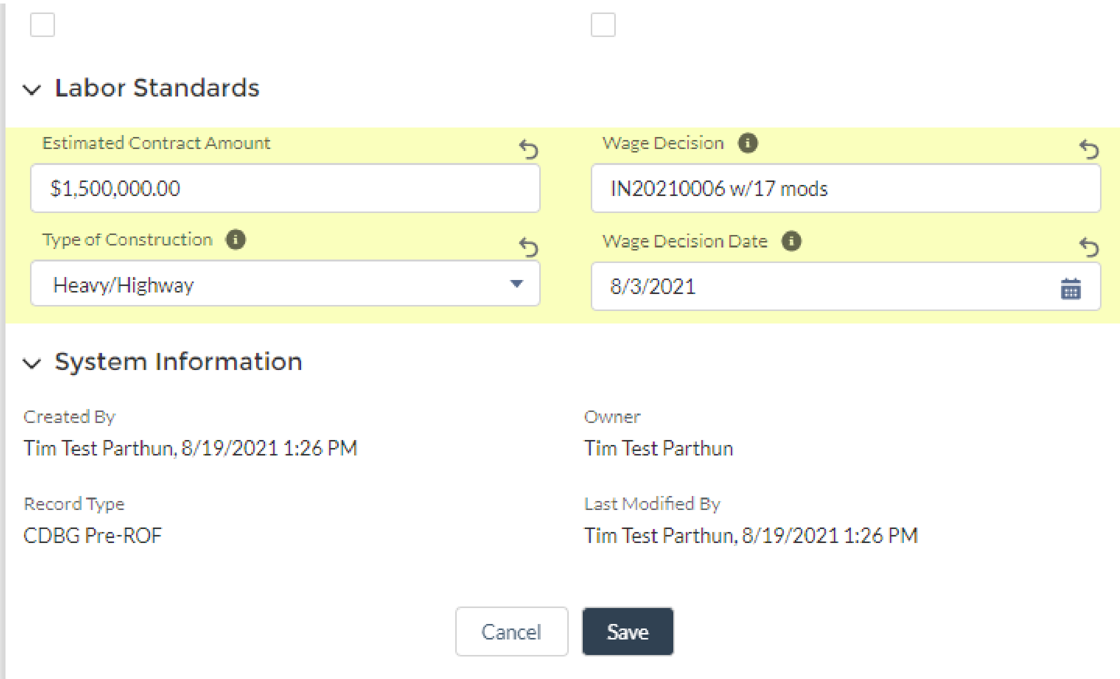
3. When the Create a Pre-ROF Report button is clicked, a box titled “Create A Pre-ROF Report” will appear.
4. Fill out the date, then click **Save**.



a. When you click save, you will be given access to the Pre-ROF Status Report.



5. Fill out the procurement section of the report.
6. If the Sub-Recipient section are applicable, fill out the Sub-recipient fields and upload a signed copy of the Sub-R Agreement.
7. Complete the Labor Standards section of the report.



8. Once you have completed all the applicable fields, click **Save**.
9. Upload the Procurement and Sub-R documentation to the files section. Please follow the applicable instructions to upload on the Quick Start section of this guide.

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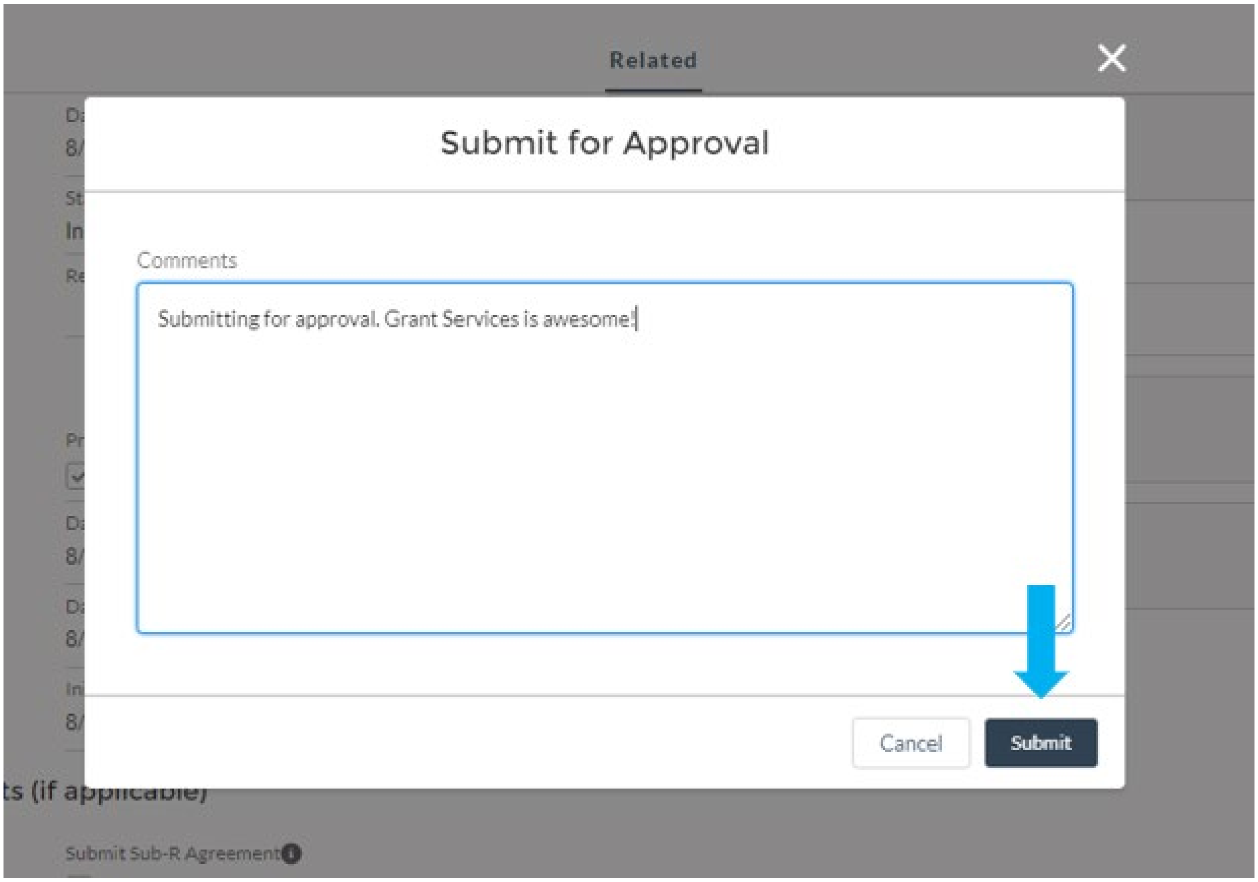
10. When you are finished filling out the report, click “Submit for Approval”. If you didn’t already click **Save** at the bottom of the report before submitting, please do so.
11. Enter any comments that you may have for Grant Services and hit **Submit** in the lower, right corner of the submission window.



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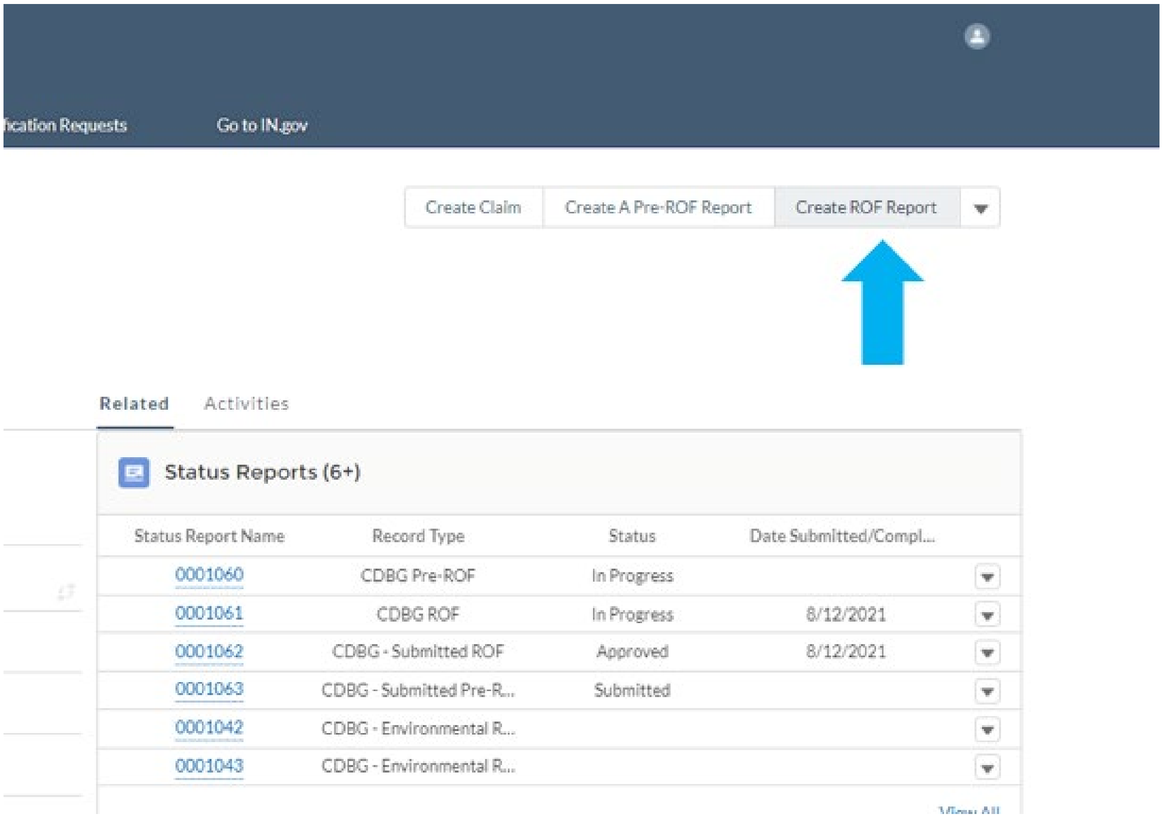
ROF

INTRODUCTION

The ROF Report is used to confirm final budgets, review all contracts, and establish the official wage determination and final labor standards information for the project.

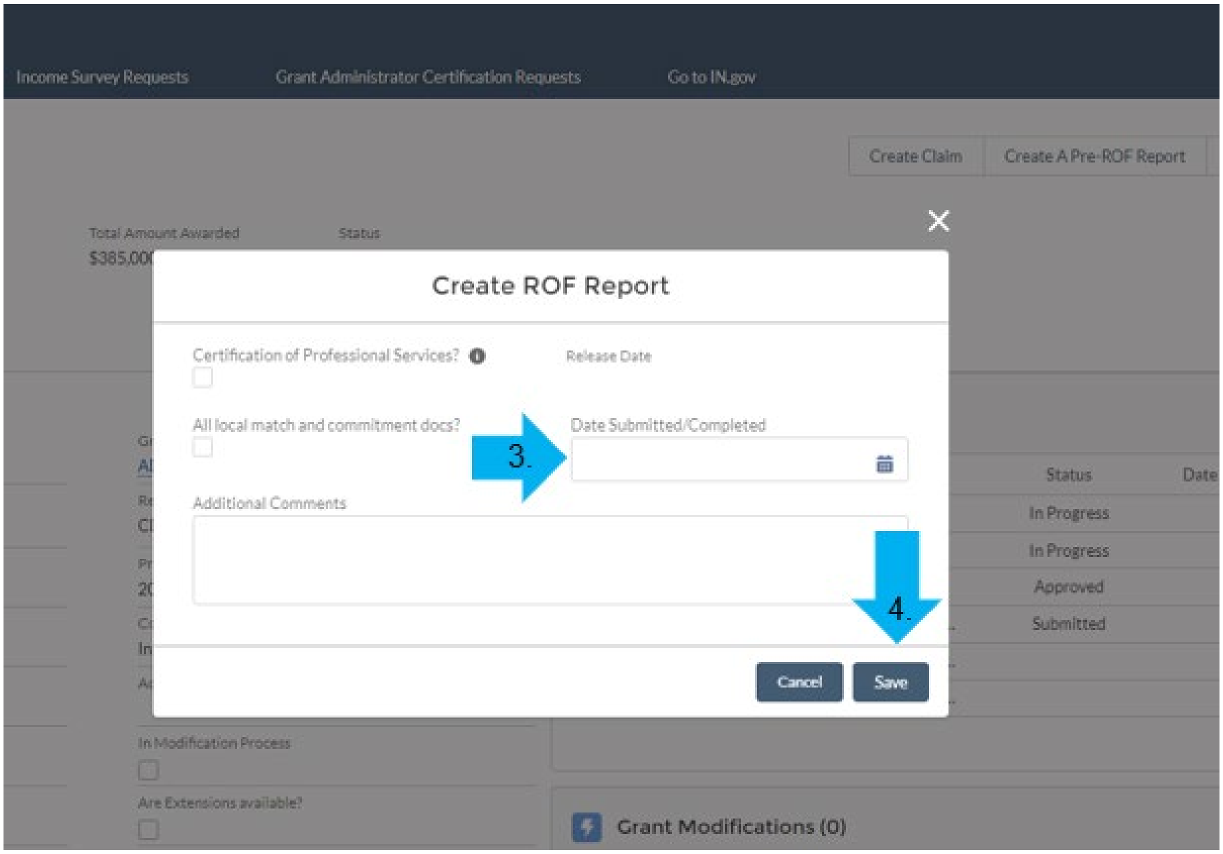
CREATING A ROF REPORT

1. Select the Grant you need a ROF Report for.
2. Click **Create ROF Report** in the upper-right corner**.**



   a. A box will pop up on the screen that says, “Create a ROF Report.”

3. Enter the date in the **Date Submitted/Completed** field.
4. Click save to begin the report.



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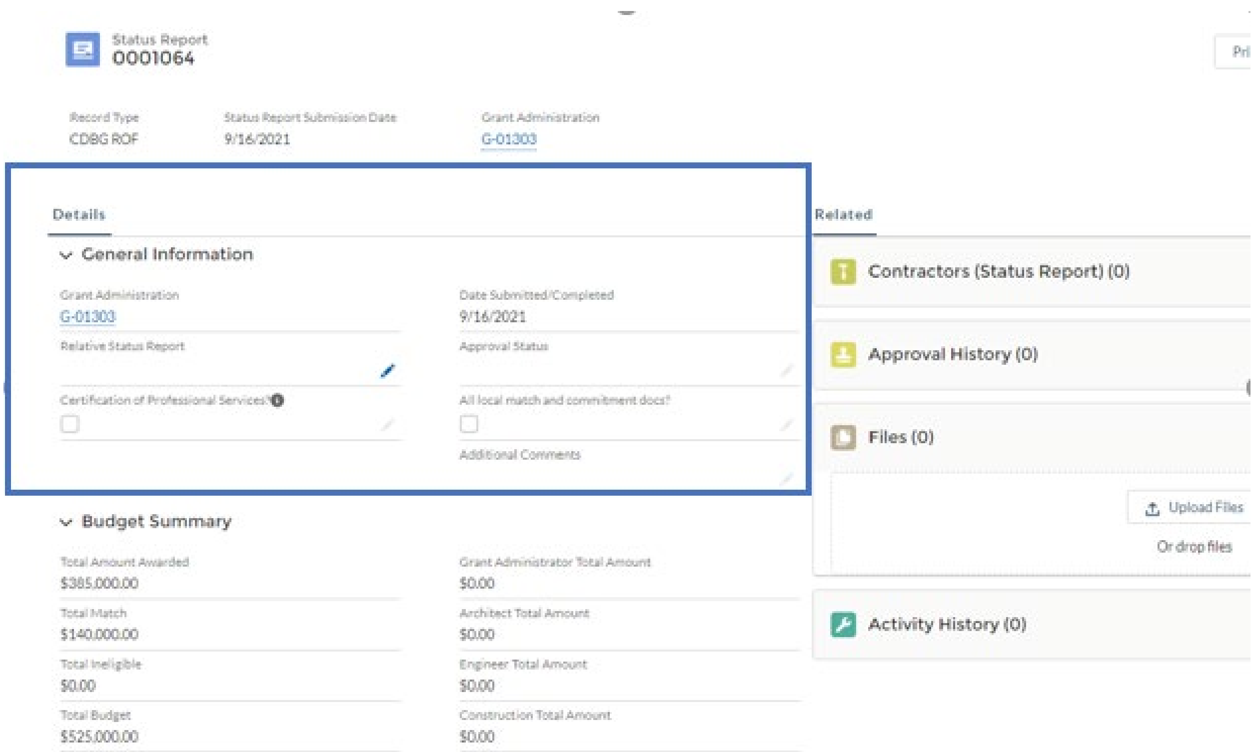
SUBMITTING A ROF REPORT

1. Fill Out the **General Information** section. **Note:** The Budget Summary is pre-populated and should not require edits.



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2. Fill Out the **Labor Standards** or **Labor Form #** Sections of the report. Upload any applicable supporting documentation.

Labor Form 3 - Pre-Bid Conference Sign-In Sheet

Pre-Bid Sign-In Sheet Uploaded?

Labor Form 4 - Pre-Bid Conference Guide Acknowledgement

Pre-Bid Conference Date

Current Wage Decision

Pre-Bid Conf Acknowledgment Language

All parties have been advised that: 1. The Davis-Bacon Wage Determination that is in effect on the day of bid opening will be applicable to this project and will be, provided by an addendum to the bid specifications unless it can be justified that there was not sufficient time (72 hours) to provide the modified wage decision to prospective bidders. 2. If the contract is not awarded within 90 days of bid opening, the Davis-Bacon Wage Determination that is in effect on the date that contracts are signed becomes the applicable wage decision for the entire project. 3. It is understood that no change orders may be made as a result of increased wage rates, if applicable. 4. It is understood that the Pre-Bid Conference Guide explains the various requirements and regulations for construction projects funded in whole or in part with Community Development Block Grant (CDBG) funds awarded through the Indiana Office of Community and Rural Affairs (OCRA). The information contained in this Guide was addressed at the Pre-Bid meeting.

Pre-Bid Conference Certification

Labor Form 5 - Wage Determination Lock-In Notice

County

Bid Opening Date

Wage Decision in effect on Bid Open Date

90 Days From Bid Opening

Do all parties understand that this is the applicable wage decision for the duration of this project as long as the construction contract is awarded within 90 days of bid opening? Check the box below if yes. Note: If the contract is not awarded within 90 days of bid opening, the wage decision that is in effect on the date the contract is executed becomes applicable to the entire project.

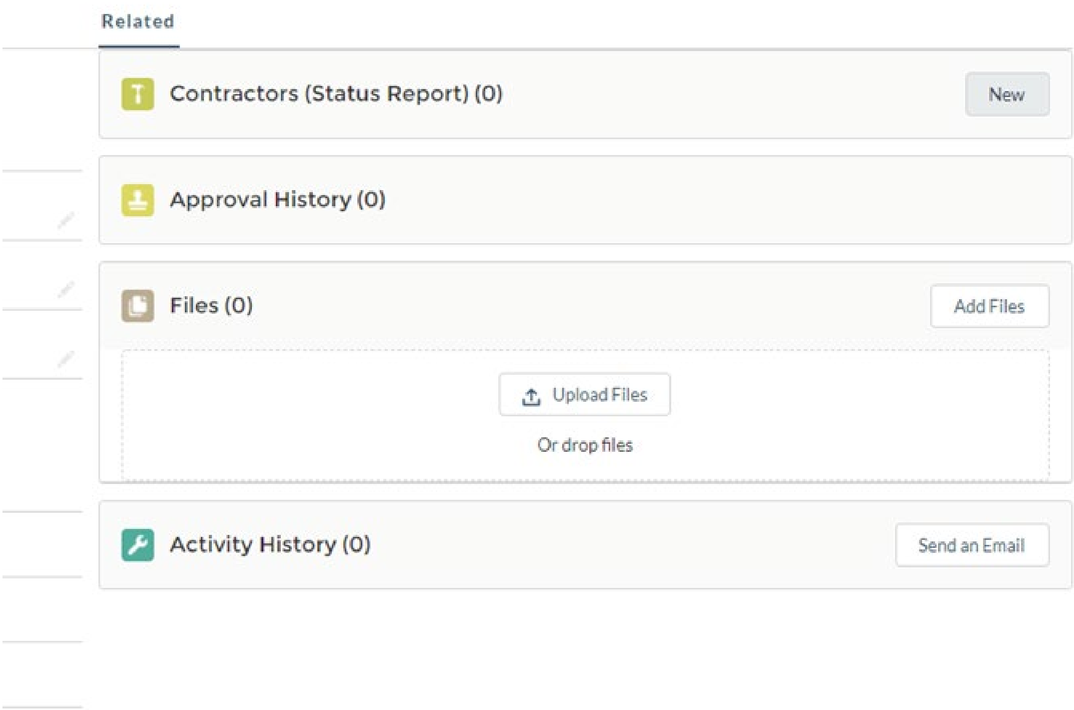
Wage Decision if no reasonable time

All Parties Acknowledgment

Wage Decision Date

OPENING A CONTRACTOR CARD

1. Click **New** in the widget titled, “Contactors (Status Report).”



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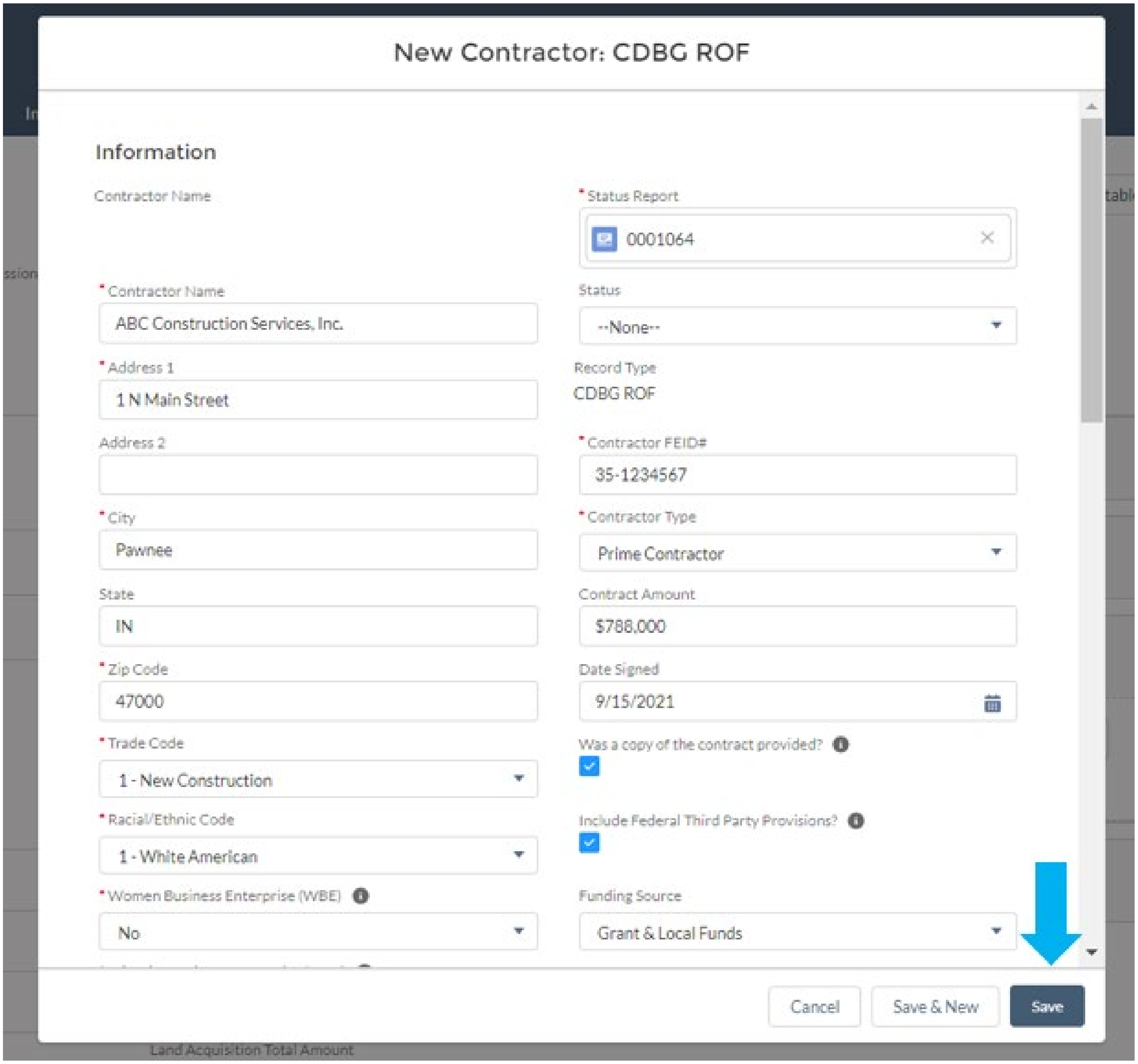
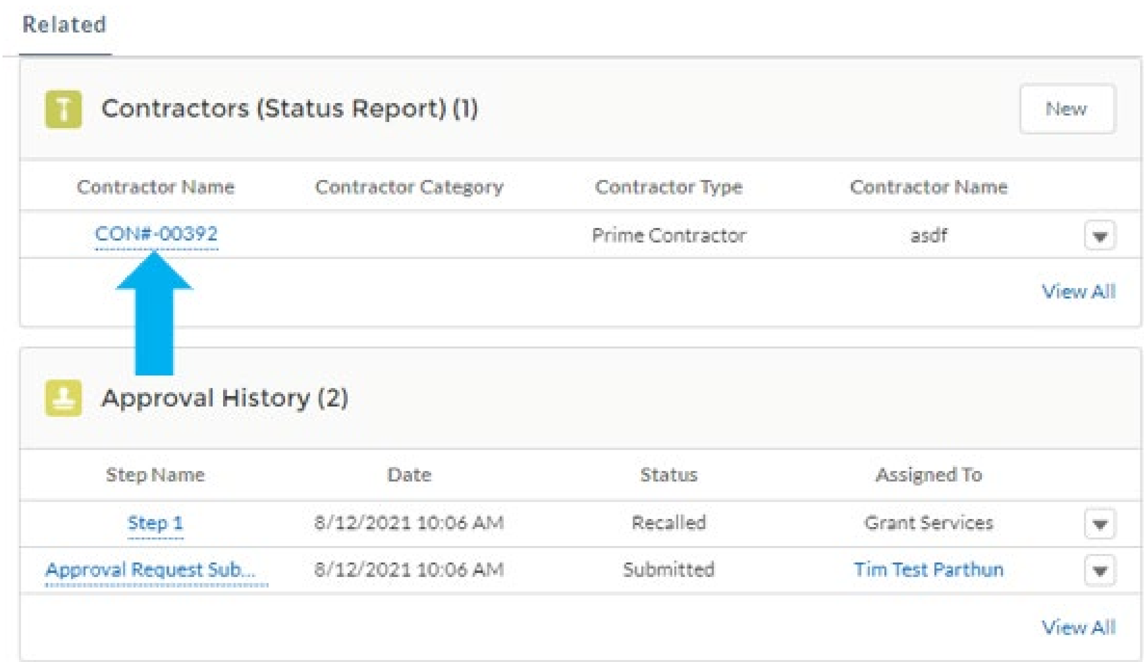
2. A box will pop up on the screen that is titled, "New Contractor: CDBG ROF."



3. Complete the applicable information and all required fields in the Contractor Card. When done, hit **Save** in the bottom right corner of the Contractor Card.

4. For each Contractor Card, upload any procurement files and a copy of the contract.

5. After a Contractor Card has been created, it will appear in in the widget titled, “Contactors (Status Report).”



6. To navigate back to the ROF Report to upload files for other Contractor Cards or to submit the complete ROF Report, click on the Status Report ID #.

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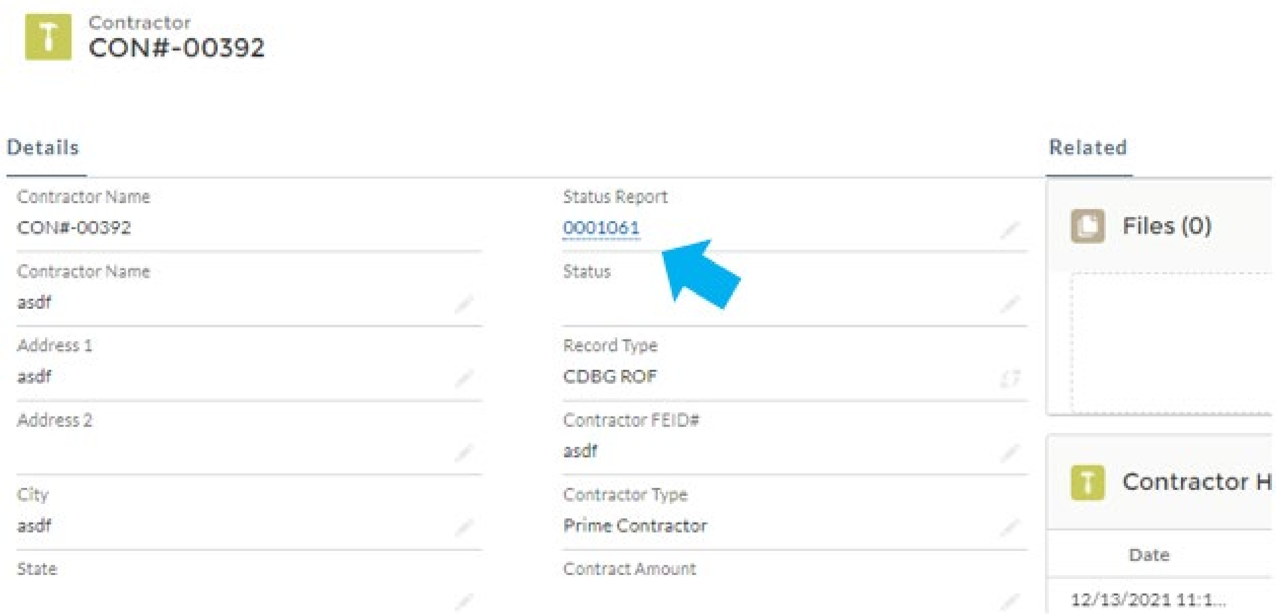
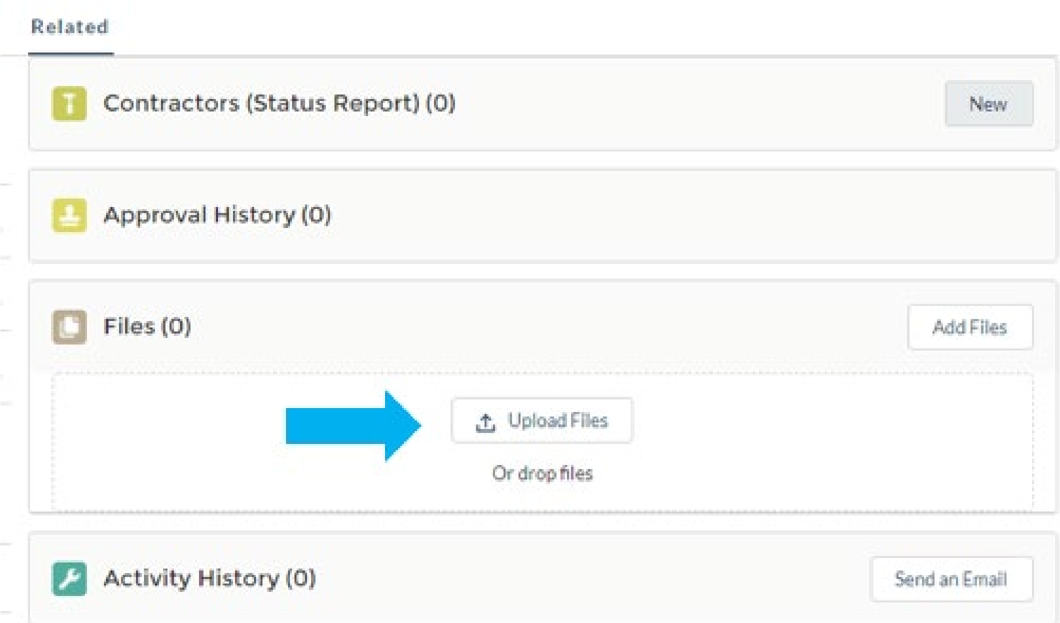
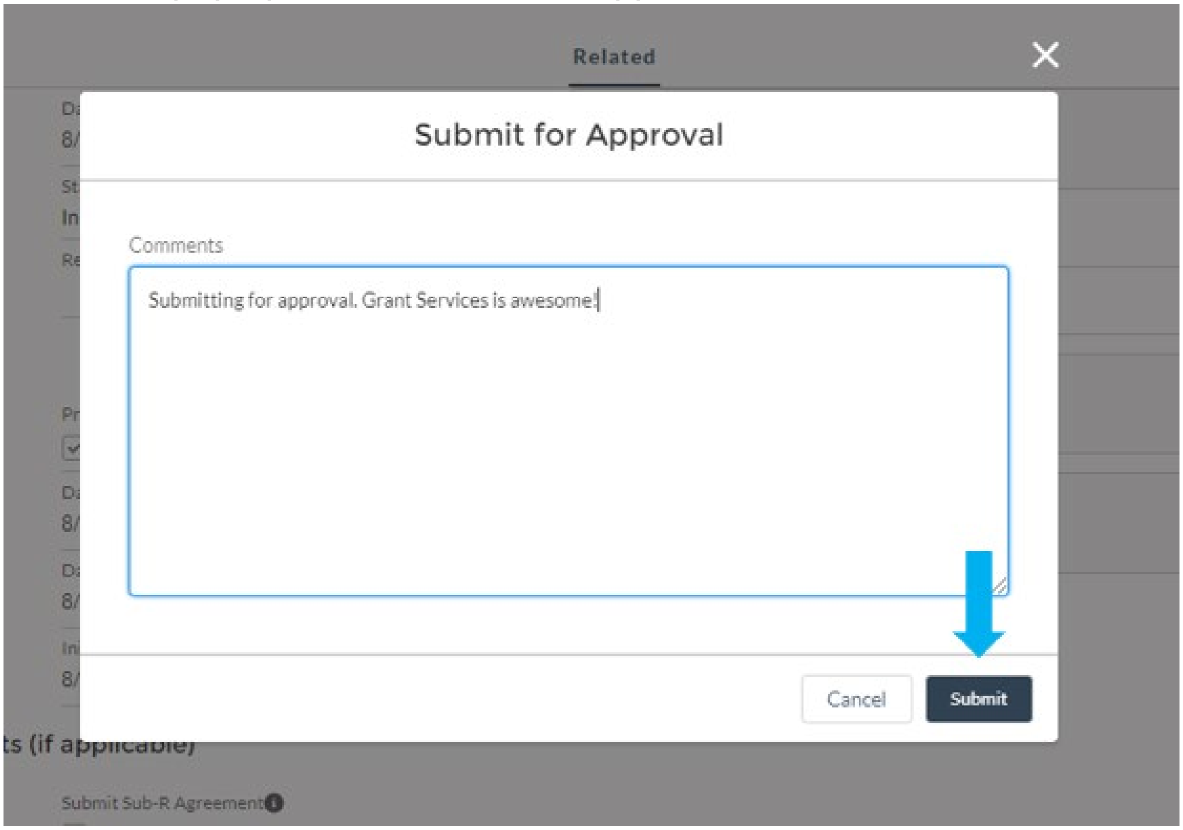


7. For assistance on uploading documents, please refer to the Quick Start Guide section of this document.



8. Once all uploads have been added to the status report, click save at the bottom of the report. Then, click Submit for Approval.
9. A box will pop up titled, “Submit for Approval.”



10. Enter any comments you may have for Grant Services.
11. Click Submit in the lower, right corner of the submission window.

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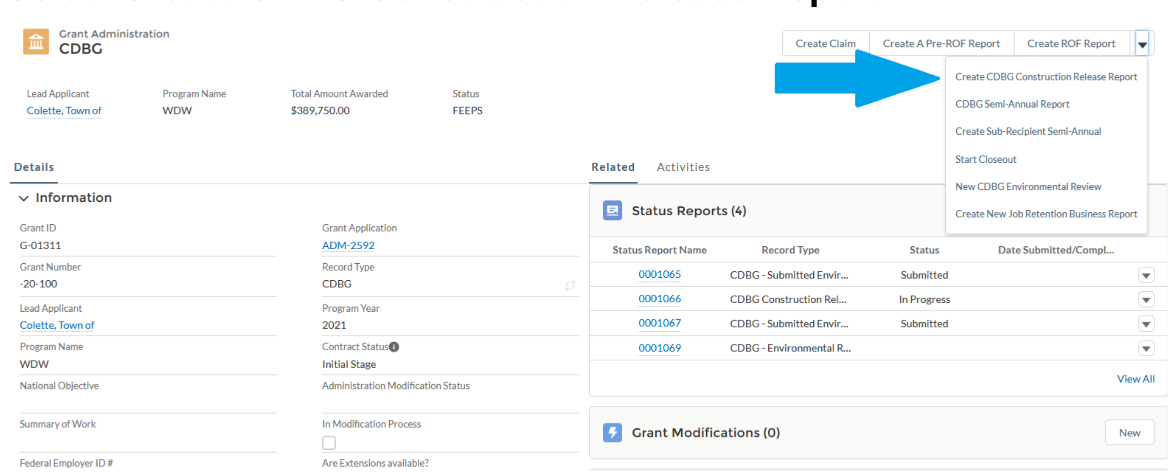
CONSTRUCTION RELEASE

INTRODUCTION

The Construction Release Report is an in-depth review of contractor/subcontractor verification and Davis-Bacon labor standards for the approval and release of construction funds.

SUBMITTING A CONSTRUCTION RELEASE REPORT

1. Select the Grant you need to submit a Construction Release report for.
2. Click the down arrow to see more options.
3. Select **Create CDBG Construction Release Report.**

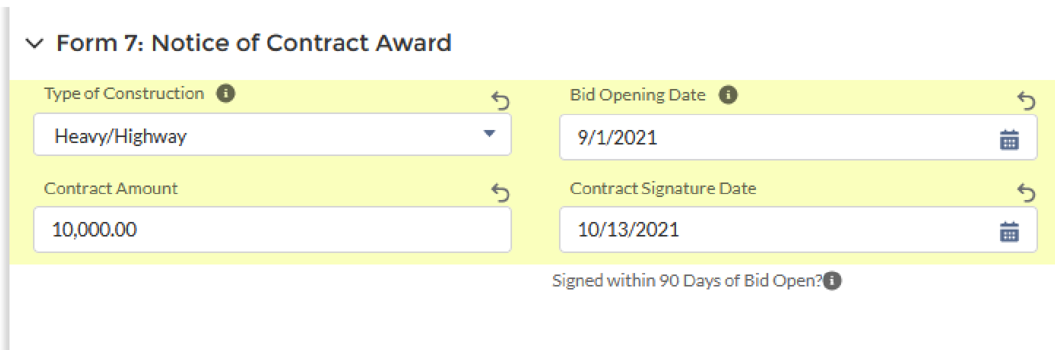


a. A screen will pop up that says, "Create CDBG Construction Release Report.

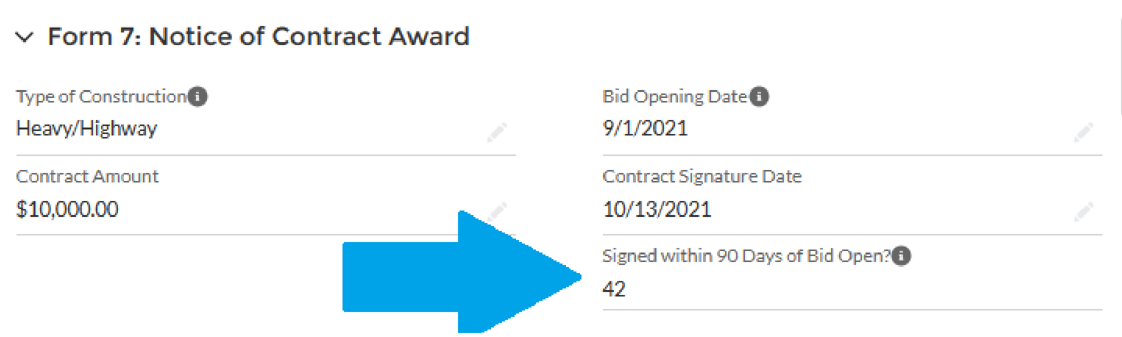
4. Select the date.

5. Click Save.
    a. A success message will appear at the top of the screen. You can now access the report.
6. Click on the **Status Report Name** (the blue underlined number) under "Status Reports" to open the Construction Release report.
7. Click on one of the pencil icons to begin filling out the report.
    a. **The Construction Release report** will consist of information from the Labor Standards forms 6, 7, 8, 9, and 12.
    b. Form 6 includes the SAM Registration and HUD Limited Denial screening, which should be uploaded in the files section.

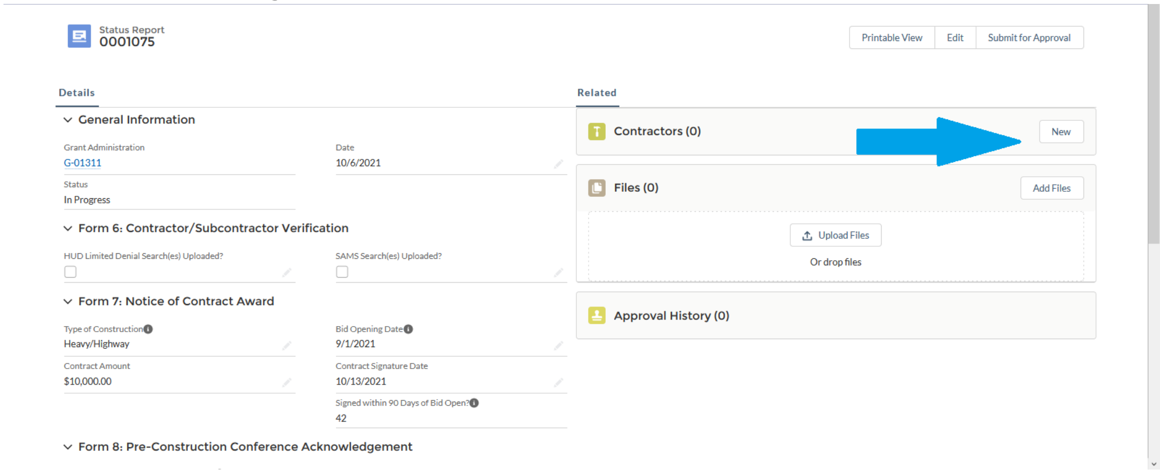
8. Fill out the 4 fields under **Form 7: Notice of Contract Award** and the two fields under **Notice to Start Construction.**



9. Click **Save** at the bottom of the screen.
10. The **Signed within 90 Days of Bid Open** field will calculate the days between **Bid Opening Date** and **Contract Signature date** after you click **Save.**

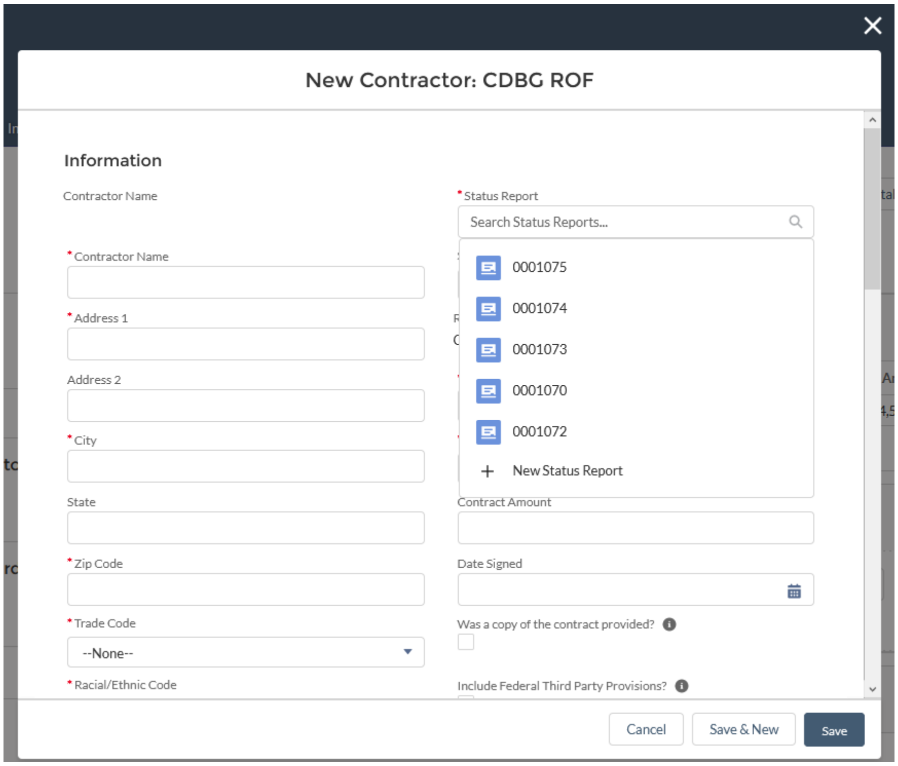


11. Upload a copy of Form 8, Form 9, and any supporting documents for wages or fringes under **Files**. Either click **Add Files** or drag the file over the **Upload Files** button.
12. After you have uploaded Form 8, Form 9 and any supporting documents, check the boxes to signify that.
13. Click **Save** at the bottom of the screen.
14. ***If***, and only ***if***, you have any additional contractors/subcontractors working on the project that were not reported in the ROF report, please add a contractor card for each of them. Do not duplicate contractor cards already created in ROF.
15. For each new Contractor Card created, upload the Wage/Fringe Certification, HUD Limited Denial Search, and any additional supporting documentation.
16. Click **New** to begin.

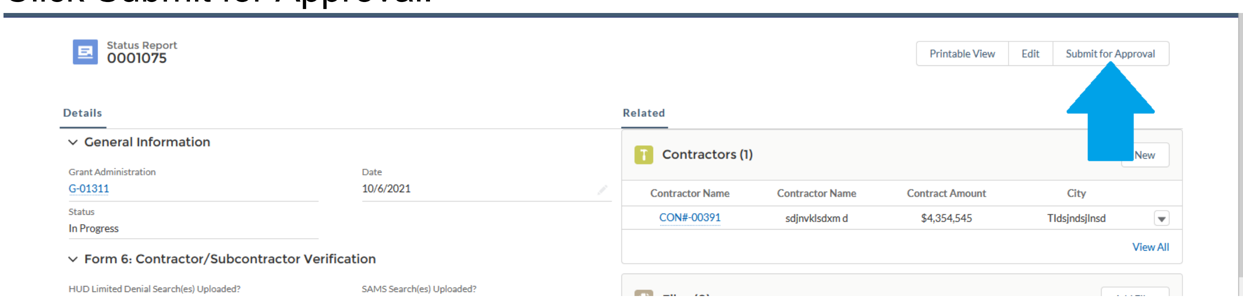


   a. It is very important that you fill in the **Status Report field.** This will be the same number of the Construction Release report you were just working on. You may receive a system error if you do not fill this out.

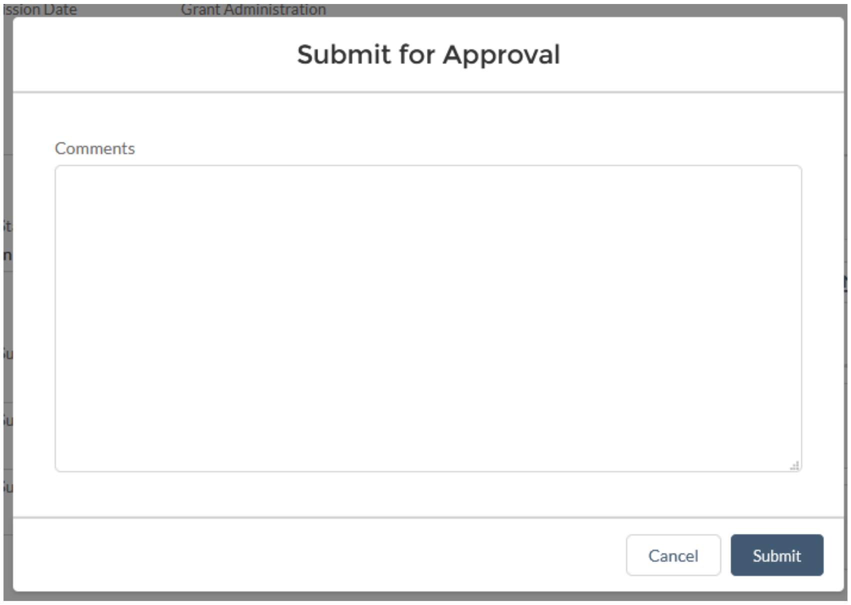
17. Fill out the remaining fields with the contractor's information.
   a. You can leave **Status** blank.
   b. Check the Minority Business Enterprise and/or the Women Business Enterprise boxes if applicable for the contractor.
   c. For construction contractors, you do not need to fill out anything from **Solicitation Mailing** and below.



18. Click **Save.**
    a. You will be brought back to the Construction Release report and have a success message at the top of screen.
19. Click Submit for Approval.



    a. A pop-up window will appear, allowing you to type any comments you may have for Grant Services.



20. Type any comments or leave the comment section blank and click **Save**.
    a. Once the report has been submitted, you will be taken to the completed report for your review.
21. Refresh the web page.
    a. The status will now say “Submitted” and the Approval History will show it is "Pending" review.

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GMS CLAIMS

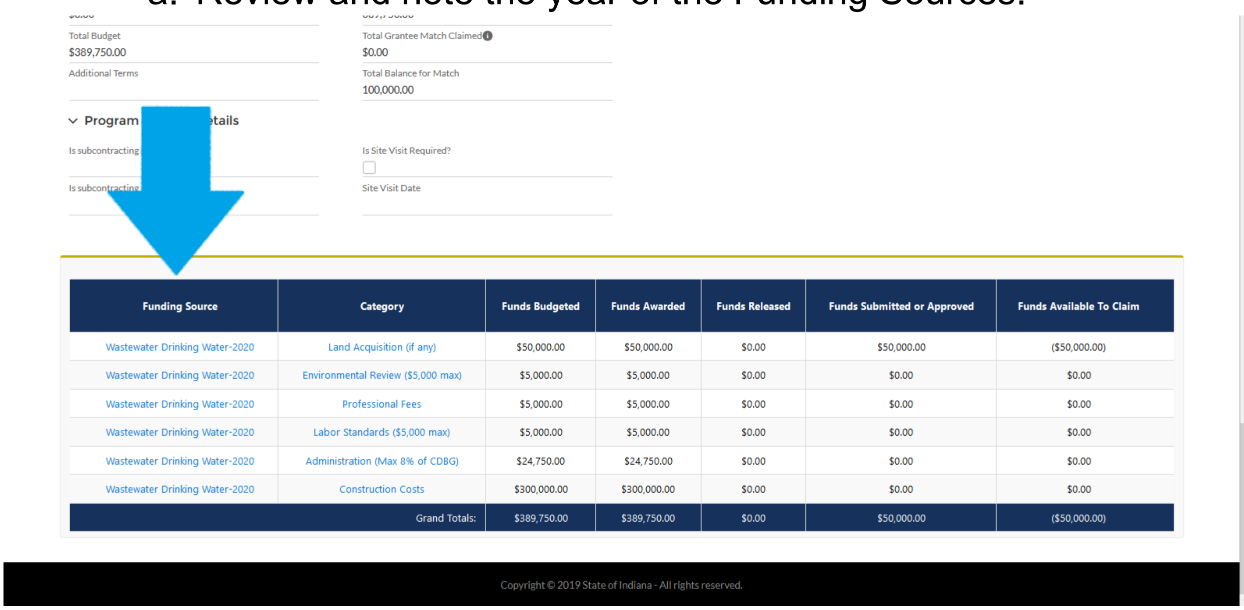
INTRODUCTION

The purpose of a claim is to receive funds. Once a claim has been approved, a grantee will have five business days to spend the funds received. Claims are only permitted after Release of Funds. The Grant Administrator will receive notification. A letter is drafted, and the project is moved along in GMS. When your grant is closed, you will not be able to request any other additional funds.

Note: You will also need approval from the grantee before submitting a claim. Have the grantee send you an email stating their approval to submit this claim This Grantee Approval Email will be uploaded to the claim before submitting it.

SUBMITTING A CLAIM WITHIN THE GRANTS MANAGEMENT SYSTEM (GMS)

1. Select the grant you need to submit a claim for.
2. Scroll down to the bottom of the screen to review the budget table.
    a. Review and note the year of the Funding Sources.

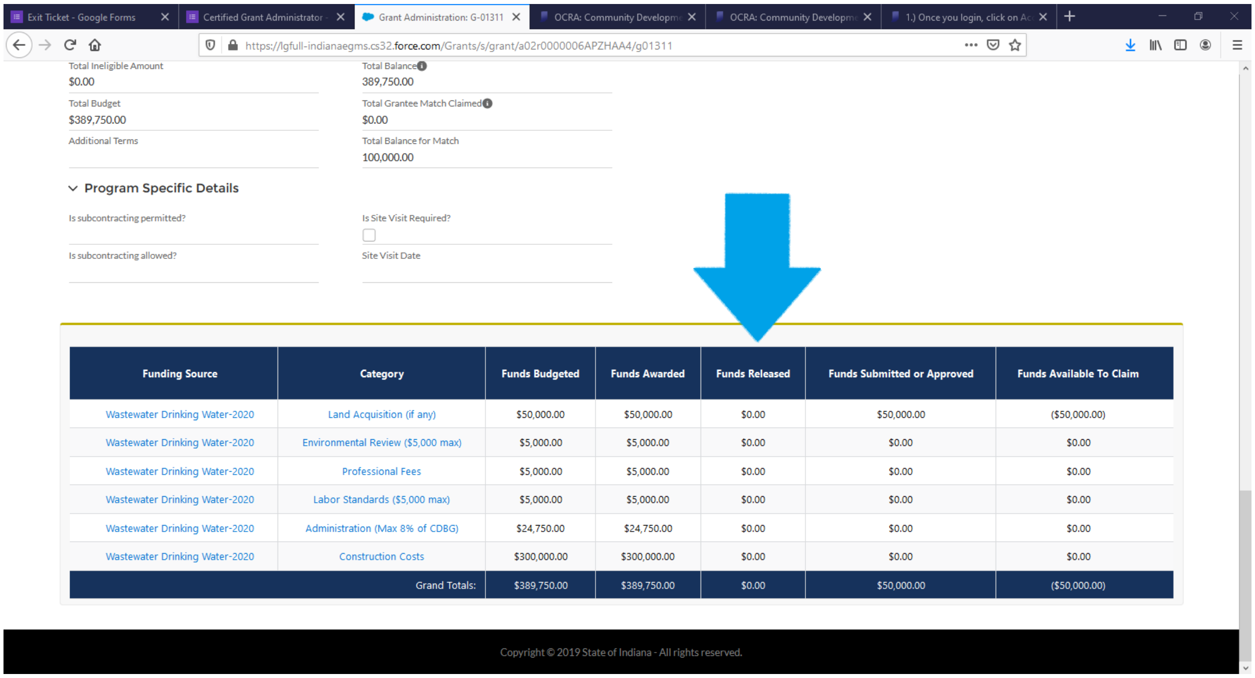


Funding Source	Category	Funds Budgeted	Funds Awarded	Funds Released	Funds Submitted or Approved	Funds Available To Claim
Wastewater Drinking Water-2020	Land Acquisition (if any)	$50,000.00	$50,000.00	$0.00	$50,000.00	($50,000.00)
Wastewater Drinking Water-2020	Environmental Review ($5,000 max)	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Professional Fees	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Labor Standards ($5,000 max)	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Administration (Max 8% of CDBG)	$24,750.00	$24,750.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Construction Costs	$300,000.00	$300,000.00	$0.00	$0.00	$0.00
	Grand Totals:	$389,750.00	$389,750.00	$0.00	$50,000.00	($50,000.00)

    b. Select a row you are wanting to submit a claim for and note it.

i. When there are funds from multiple years of the same category, request funds from the oldest year first.
ii. Acquisition funds cannot be requested.

c. Review and note the column titled “Funds Released.”



Funding Source	Category	Funds Budgeted	Funds Awarded	Funds Released	Funds Submitted or Approved	Funds Available To Claim
Wastewater Drinking Water-2020	Land Acquisition (if any)	$50,000.00	$50,000.00	$0.00	$50,000.00	($50,000.00)
Wastewater Drinking Water-2020	Environmental Review ($5,000 max)	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Professional Fees	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Labor Standards ($5,000 max)	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Administration (Max 8% of CDBG)	$24,750.00	$24,750.00	$0.00	$0.00	$0.00
Wastewater Drinking Water-2020	Construction Costs	$300,000.00	$300,000.00	$0.00	$0.00	$0.00
	Grand Totals:	$389,750.00	$389,750.00	$0.00	$50,000.00	($50,000.00)

i. You will only be able to submit a claim for the Funds Released.
ii. Verify if the row you are wanting to submit a claim has funds released available and note it.
iii. If there are no funds available, contact Grant Services or verify if your account was closed.
iv. If there are funds available, move to the next step.

3. Scroll back up to the top of the page to submit a claim.
4. Click on **Create Claim.**

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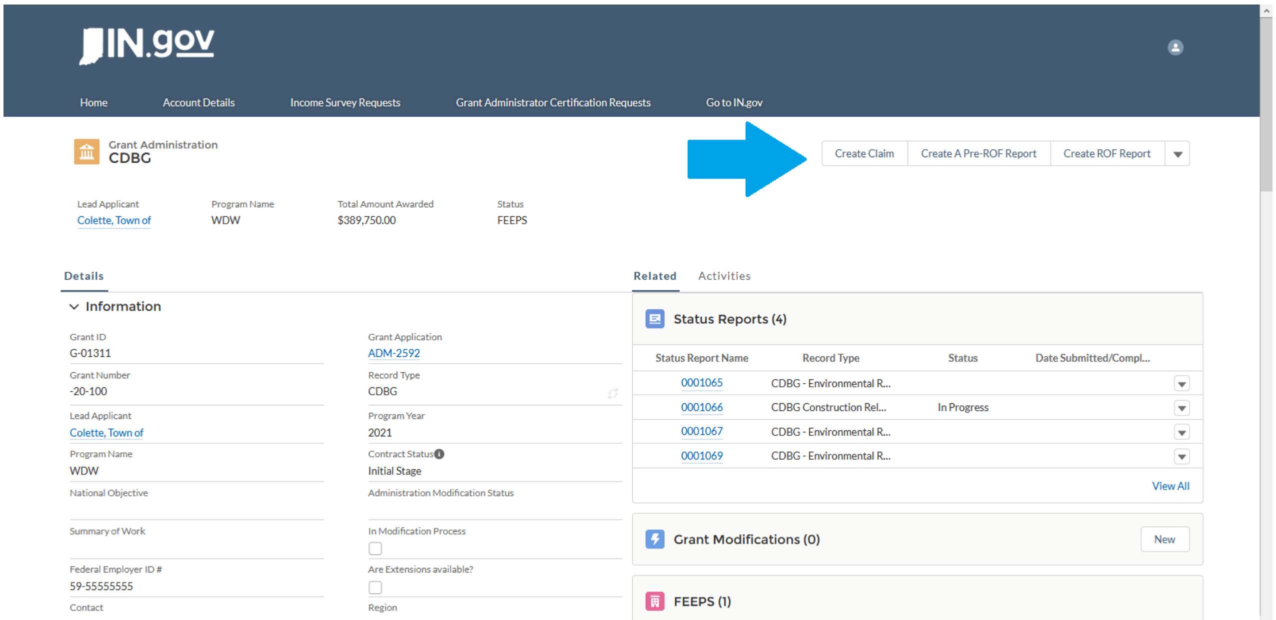
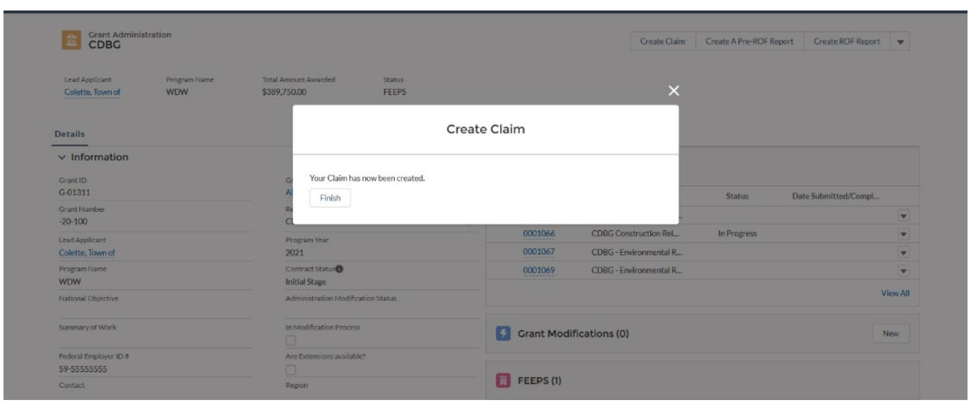
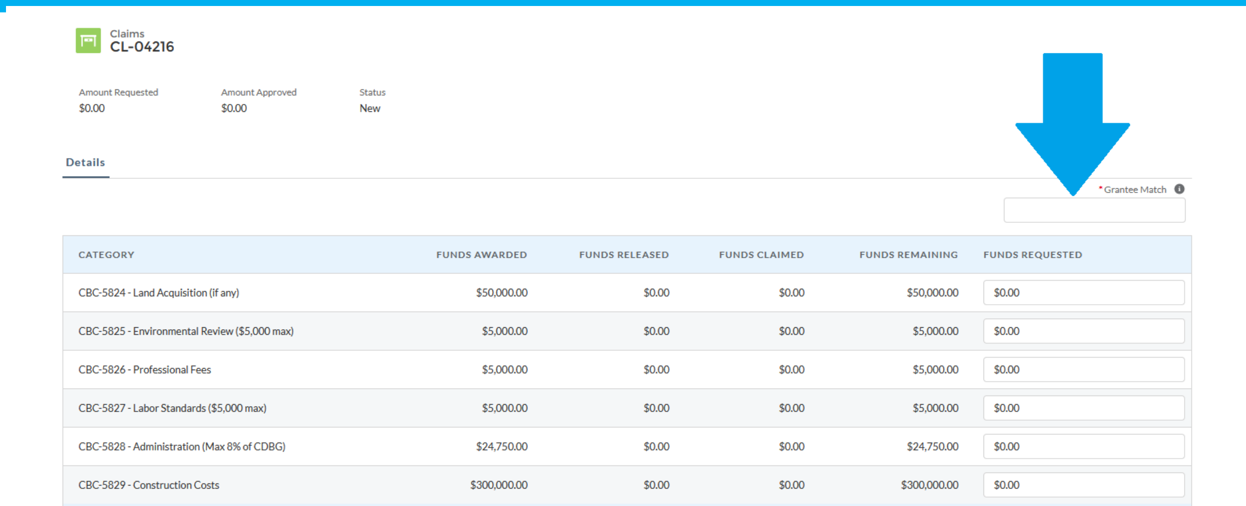


a. A screen will pop up that says, “Your Claim has now been Created.”



5. Click **Finish.**
6. Fill in the **Grantee Match field.**



Claims
CL-04216

Amount Requested $0.00 | Amount Approved $0.00 | Status New

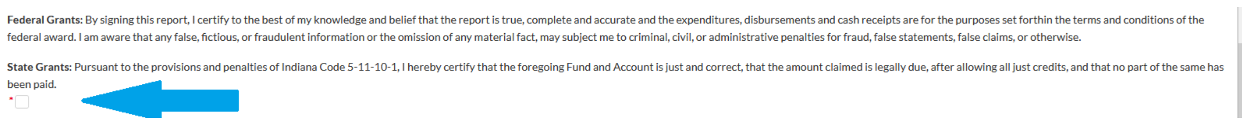
Details

*Grantee Match

CATEGORY	FUNDS AWARDED	FUNDS RELEASED	FUNDS CLAIMED	FUNDS REMAINING	FUNDS REQUESTED
CBC-5824 - Land Acquisition (if any)	$50,000.00	$0.00	$0.00	$50,000.00	$0.00
CBC-5825 - Environmental Review ($5,000 max)	$5,000.00	$0.00	$0.00	$5,000.00	$0.00
CBC-5826 - Professional Fees	$5,000.00	$0.00	$0.00	$5,000.00	$0.00
CBC-5827 - Labor Standards ($5,000 max)	$5,000.00	$0.00	$0.00	$5,000.00	$0.00
CBC-5828 - Administration (Max 8% of CDBG)	$24,750.00	$0.00	$0.00	$24,750.00	$0.00
CBC-5829 - Construction Costs	$300,000.00	$0.00	$0.00	$300,000.00	$0.00

a. Total all the match dollars for all the funds you will be requesting and put that amount in the box.
b. Be sure that you only request funds on categories that have funds released. (You would not be able to request funds for Acquisition)

7. Read and Check the Affirmation checkbox.



Federal Grants: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes set forthin the terms and conditions of the federal award. I am aware that any false, fictious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.

State Grants: Pursuant to the provisions and penalties of Indiana Code 5-11-10-1, I hereby certify that the foregoing Fund and Account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

8. If any items are incorrect, you will not be able to submit.
9. The incorrect items will be listed for you to know what to change.
10. Email the grantee and request an approval to submit the claim.
    a. Copy the email via any of the following file types
        i. JPEG;
        ii. PDF;
        iii. Word Doc; or
        iv. Etc.
    b. Click **Add Files** to upload it.
    c. When the claim has been approved, the status will update and will say, "Approved".

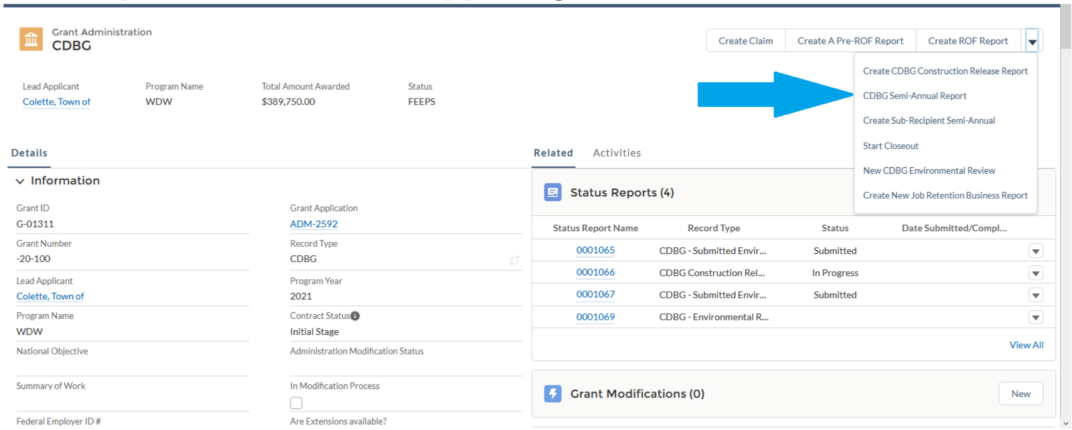
SEMI-ANNUAL REPORT

INTRODUCTION

The purpose of the Semi-annual Report is to provide updates on the status of the project and must be submitted by the Grantee. The semi-annual reporting requirement begins when the Grantee receives a copy of the fully executed grant agreement from Grant Services and continues until the Grantee has reached financial and administrative closeout of the grant. Claim vouchers will not be processed and no additional funds will be awarded if semi-annual reports are delinquent.

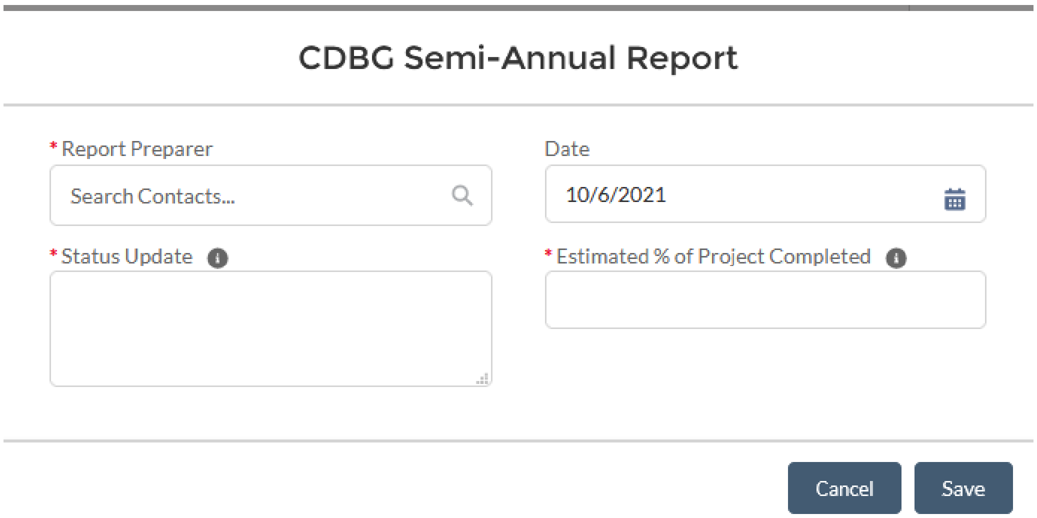
SUBMITTING THE SEMI-ANNUAL REPORT

1. Select you the grant you need to create a Semi-Annual Report for.
2. At the top of the page, select **CDBG Semi Annual Report** from the drop-down list on the upper right side of the screen.



a. The **CDBG Semi-Annual Report** will appear.

b. Fill out the four required boxes of information.



c. Click **Save**.

i. To assist with ease of development, utilize Word (or other text application) when drafting language for Status Update.

ii. At the top of the screen in a green box the message, “Status Report ######## was created,**”** will appear to confirm successful completion of the **semi-annual report**.

3. Information entered in the report will appear in a screen.
4. A **Files** window appears on the right side of the **status report.**
5. Upload the new Section 3 Report form there.
6. When you have finished filling out the report, you can hit the **Submit for Approval** button in the top right of the page.

a. A pop-up window will appear, allowing you to type any comments you may have for Grant Services.

7. Type any comments or leave the comment section blank and click **Save**.
   a. Once the report has been submitted, you will be taken to the completed report for your review.

8. Then Grant Services will review the report.

9. To verify the report was successfully submitted, you can check the status field under **General Information**.

10. You can also check the status of a report by selecting **Status Reports** on the right side of the Grant Administration page. This takes you to a full list of status reports and their current status.

SUB-RECIPIENT SEMI-ANNUAL REPORT

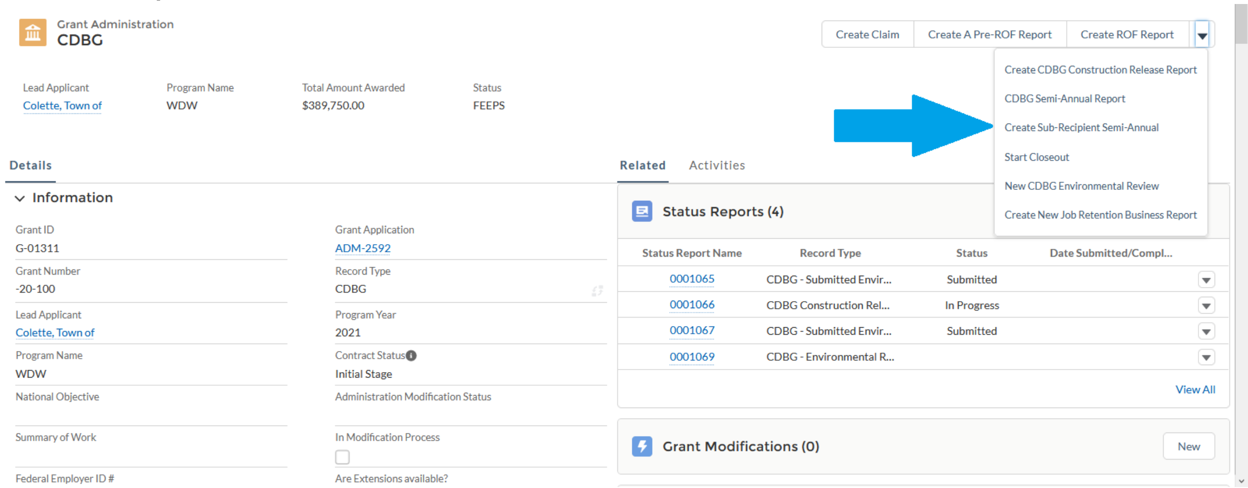
INTRODUCTION

The purpose of the sub-recipient Semi-Annual Report is to monitor the performance of the Subrecipient during the five-year period to ensure that the federally assisted facility continues to meet all of the stated grant goals and objectives.

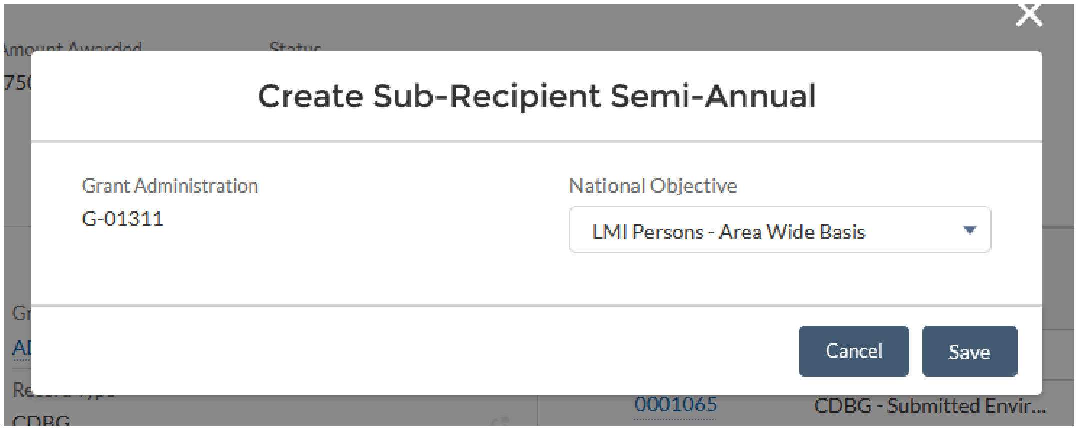
Whenever a Subrecipient is involved in the federally assisted project, a Subrecipient semi-annual report must be submitted for a period of five years after administrative closeout of the grant. The Subrecipient reporting requirement begins when the Grantee's semi-annual reporting period ends, at administrative closeout.

SUBMITTING THE SUB-RECIPIENT SEMI ANNUAL REPORT

1. Select the grant you need to submit a sub-recipient semi-annual report for.
2. At the top of the page, click the drop-down arrow and select Create Sub-Recipient Semi- Annual.

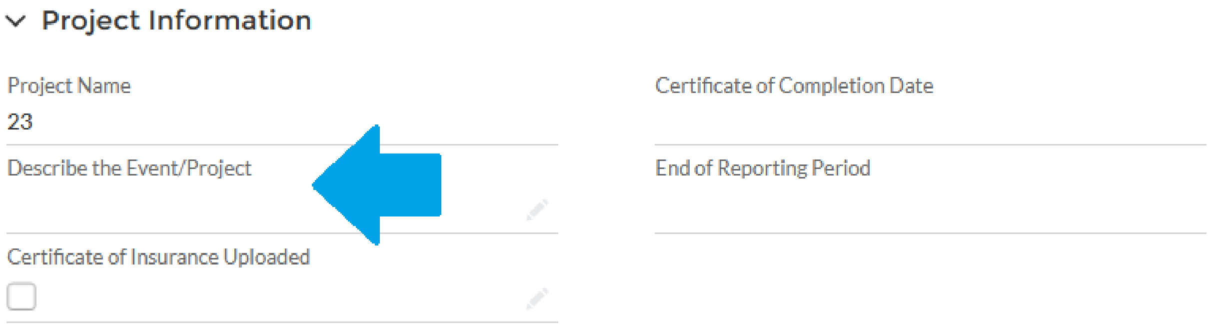


3. Select the National Objective.



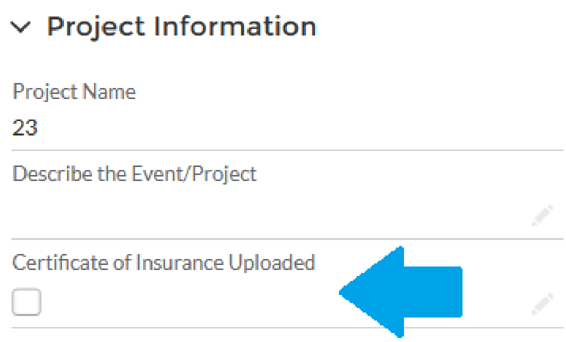
4. Click **Save**.
    a. A message will state the Sub-Recipient Semi-Annual Report has been created.
    b. Click on the underlined report number to open it.

5. Fill out the contact information with whomever you work with at the Sub- Recipient organization, along with the physical address of the organization.
6. Provide any updates on the Sub-Recipient's grant progress or activities in **Describe the Event/Project.**



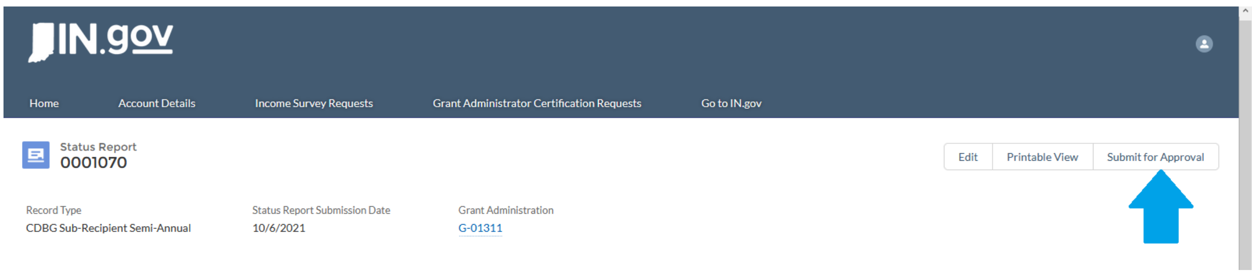
7. Upload a copy of the Sub-Recipient's Certificate of Insurance for the building/property.
    a. To upload the Certificate of Insurance, click on **Add Files** in the upper right of the screen and select a file to upload or drag and drop the file over the **Upload Files** button.

8. Once uploaded, check the box under **Certificate of Insurance Uploaded.**

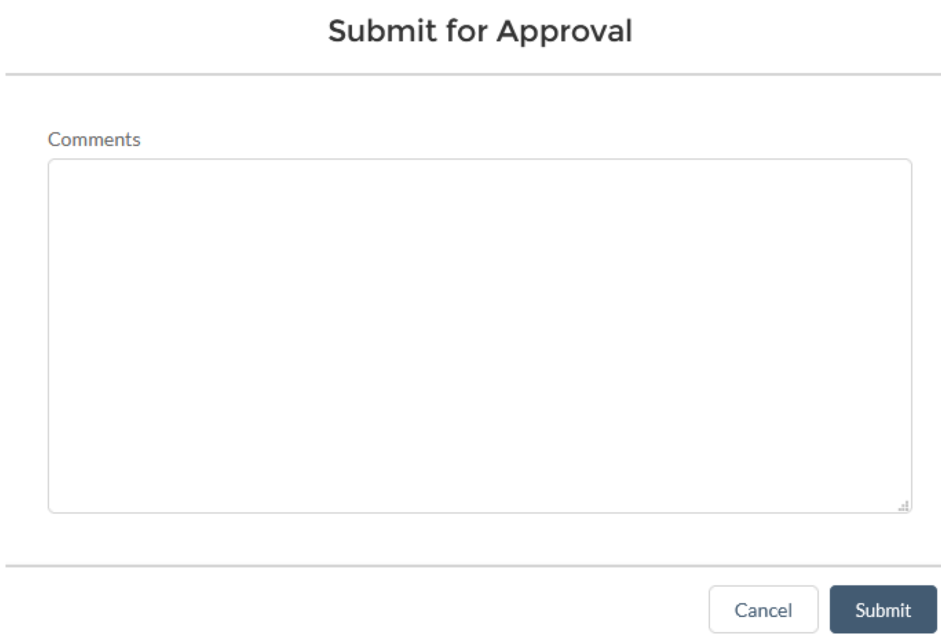


9. Enter the beneficiaries total for the project.
    a. The number from the Final Beneficiaries is supplied above.
    b. Often these numbers are the same.
10. Read the **Grantee & Sub- Recipient Certification.**
    a. Check the box below to certify it.
    b. You may need to inform or remind the Sub-Recipient of these responsibilities.

11. Click **Submit for Approval** button at the top right of the screen.



    a. A pop-up window will appear, allowing you to type any comments you may have for Grant Services.



12. Type any comments or leave the comment section blank and click **Save**.
    a. Once the report has been submitted, you will be taken to the completed report for your review.

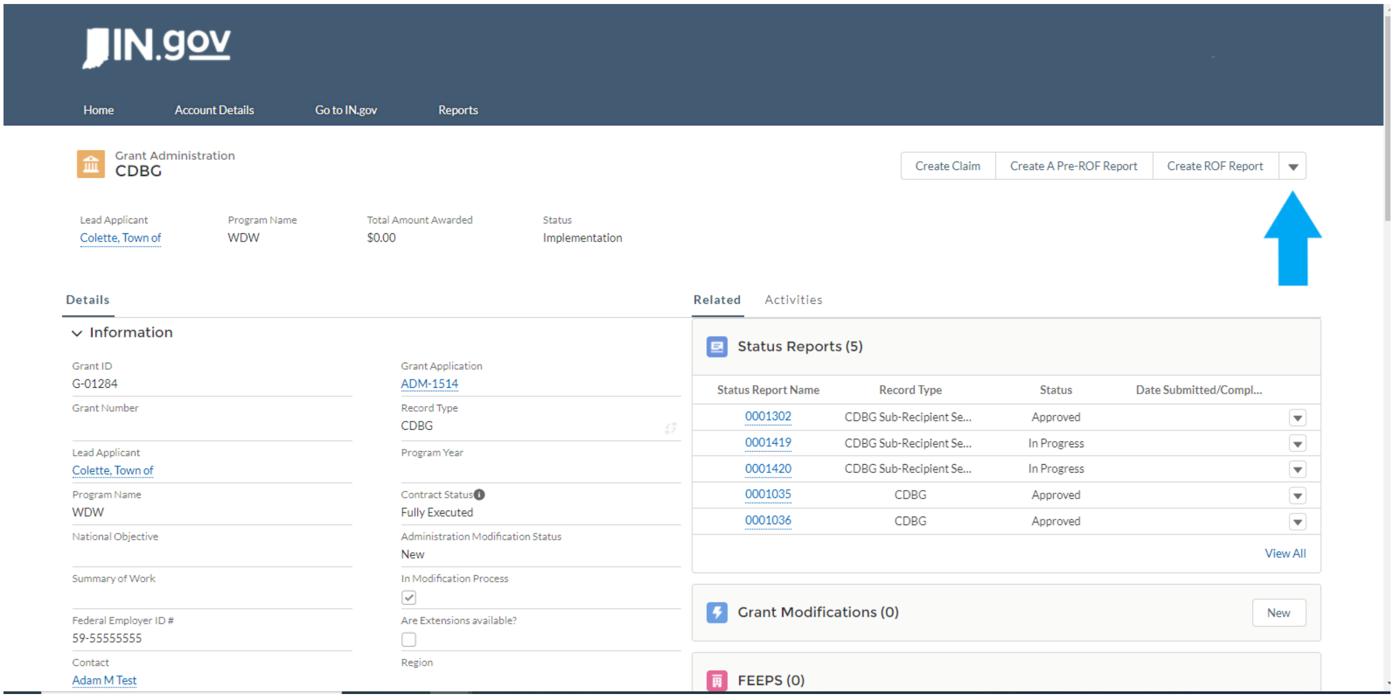
CLOSEOUT PROCESS

INTRODUCTION

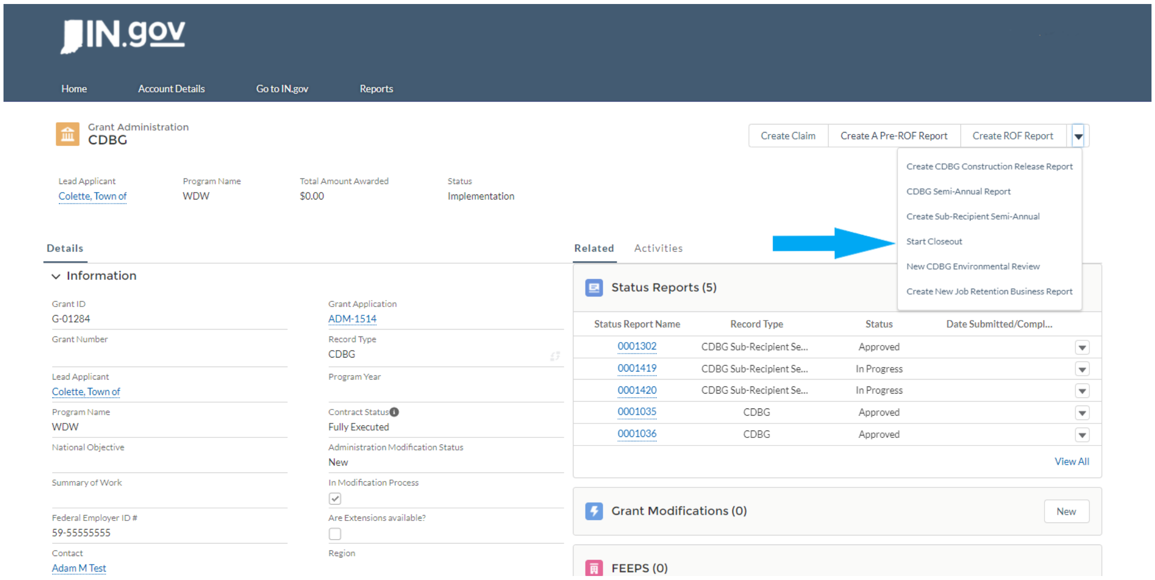
The closeout process is the final phase of the Community Development Block Grant (CDBG) project administration. It is the responsibility of the Grantee, with the assistance of the grant administrator, to initiate the closeout process no later than 30 days after project completion and the last CDBG claim has been processed. (If CDBG funds were simply used for the acquisition of property, the Grantee should wait to initiate the closeout process until the project is complete and all stated objectives have been met.)

COMPLETING THE CLOSEOUT PROCESS

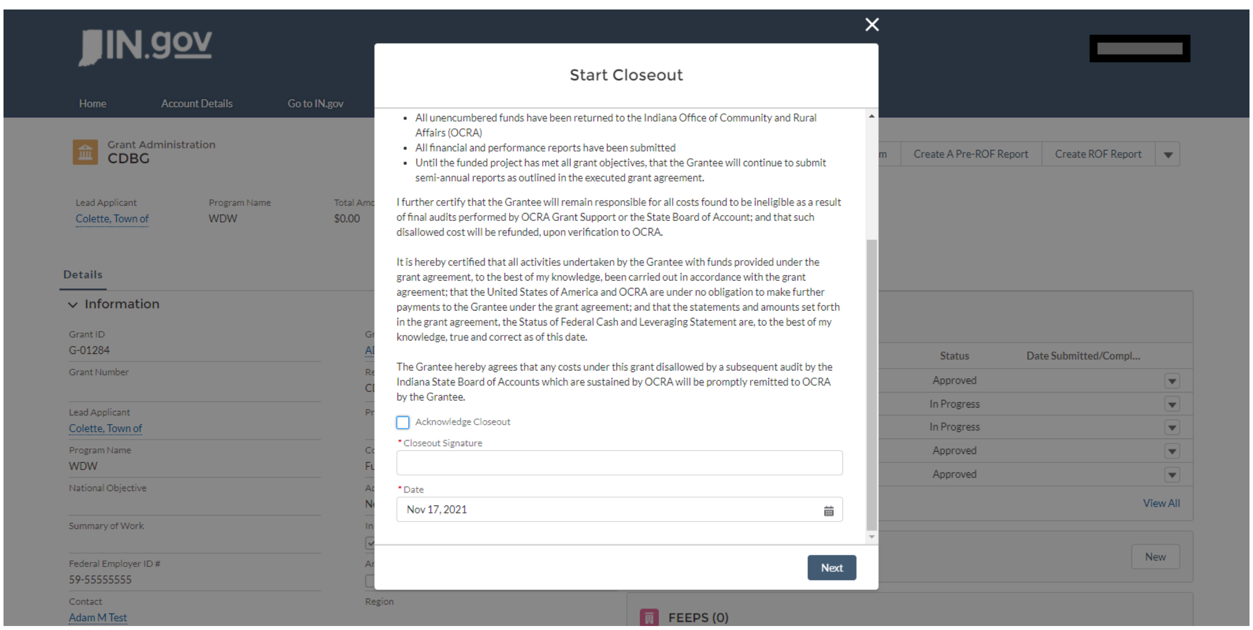
1. On the Grant Administration page, click the drop-down arrow in the upper right-hand corner of the page.



2. After clicking the drop-down arrow a list of options will appear. Choose ‘Start Closeout’.

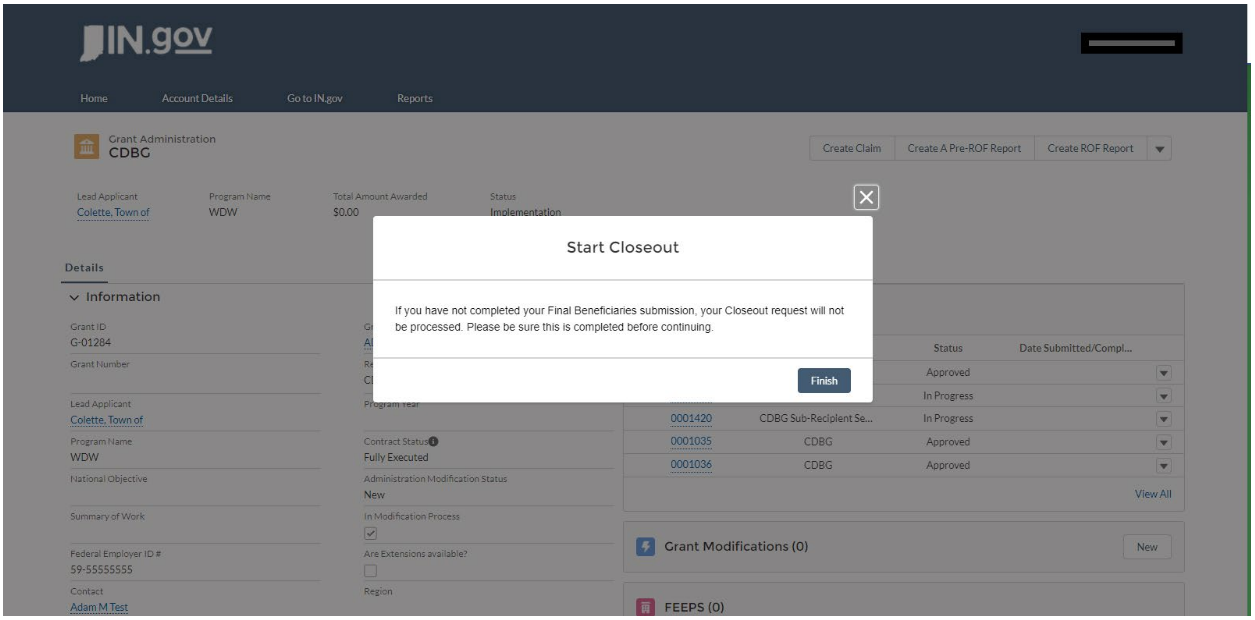


3. **(If Final Beneficiaries has been completed):** A window certifying the grant close out will pop up (pictured below). The Grant Administrator will check the box for 'Acknowledge Closeout' and sign by typing their name in the text box. Then click next.

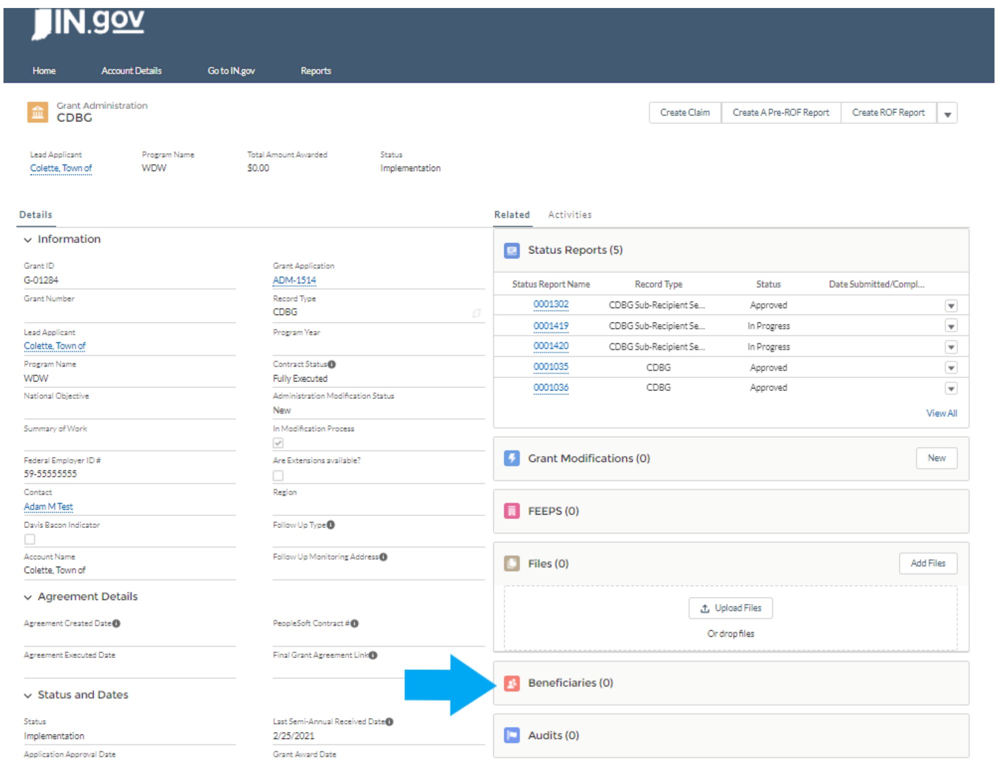


4. **(If Final Beneficiaries has NOT been completed):** A window stating that the closeout request cannot be processed without the Final Beneficiaries will pop up (pictured below). This closeout process

will not be able to move forward until the Final Beneficiaries record is complete.



5. Once you are able to identify the final beneficiaries, you can enter them in the area labeled **Beneficiaries** and finalize the closeout process.



INCOME SURVEY

INTRODUCTION

The purpose of an income survey is to determine whether the service area of a proposed activity meets the LMI (Low – Moderate Income) Area Benefit National Objective criteria. It provides local CDBG Grant Administrators and applicants who have no substantial survey research background with the basic survey techniques to make a determination of the income status of residents in the service area. The Area-Wide Benefit category is the most commonly used National Objective for CDBG-funded activities. Income surveys are used to ensure that at least 51% of the residents in the service area, who will benefit from the project, live in households earning 80% or less that the area's Median Family Income as determined by HUD.

A request to conduct an Income Survey should only be initiated for one of the following reasons:

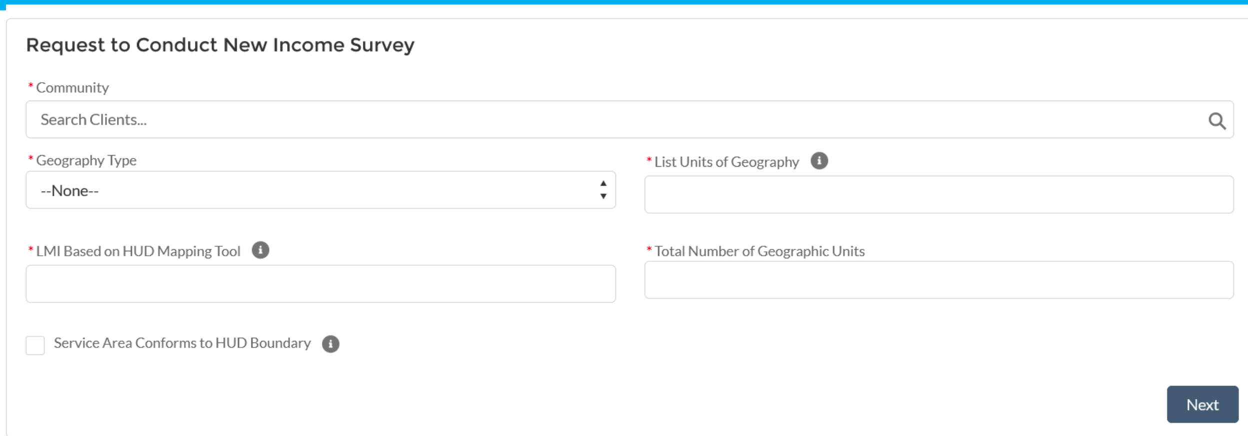
- The census boundaries do not coincide sufficiently with the service area of the activity to use census data and the service area does not qualify by Census using the HUD Mapping Tool.

  or

- The applicant believes the HUD LMISD (Low to Moderate Income Summary Data) does not reflect current relative income levels in an area…i.e., the margin of error of the LMI of the service area is reasonably inaccurate or different when compared to the HUD census data. Reasonable justification for why the HUD census data is inaccurate must be provided and signed by the community's CEO, along with a map of the service area and its boundaries.

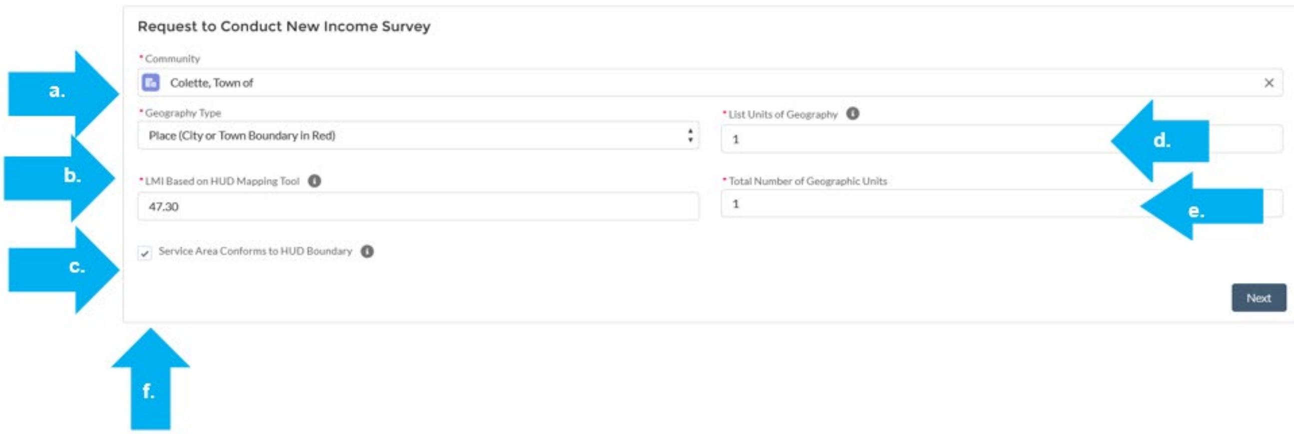
SUBMITTING AN INCOME SURVEY REQUEST

1. After logging into GMS, scroll down on the home page.

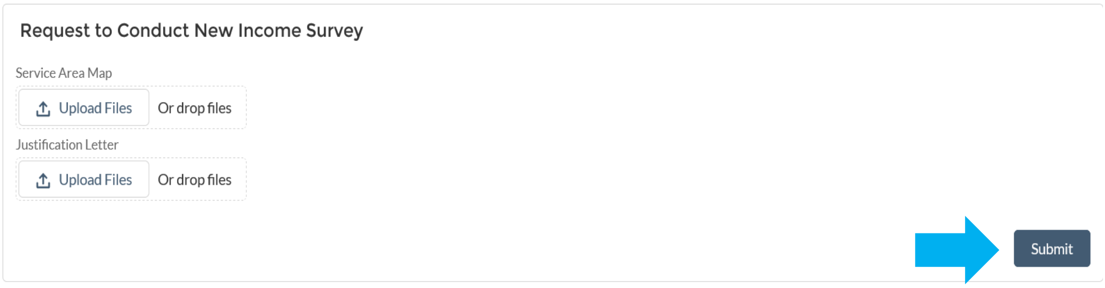


2. Then, fill each of the boxes based on the community and its service areas.
    a. **Search the community** that is requesting to conduct an Income Survey. If you are unable to find the community, please contact the Community Liaison and request that the community's information be added.
    b. Then, **enter the geography type needed**. This will vary based on the survey area and the total number of low to moderate income individuals in the service area.
        i. The available geography types ae the following:
            1. Place (City or Town)
            2. Block Group
            3. County Subdivision (Township)
            4. County
    c. **Enter the exact percentage of low to moderate income individuals within the service area using the HUD Mapping Tool.** Round to the second decimal place. For EX: 53.91.
    d. **Enter the name of the geographic units that the fit within the service area**. For EX. If the income survey is for the town limits only, enter "the name of the community." If the Income Survey involves several block groups, list out the exact block group number from the HUD Mapping Tool in this box. For EX. "Block group 6 and Block group 7."
    e. **Enter the total Number of Geographic Units**. For EX. If the service area is only the within the town's limits, enter "1." If the service area involves block groups, enter the total number of block groups.

f. **Select the box if it the service area conforms to the HUD boundaries.**
   i. Conforms to HUD boundaries means the service area aligns with a particular geography (e.g., town limits or the boundaries of the blocks groups used). For EX. “The City of Colette.”

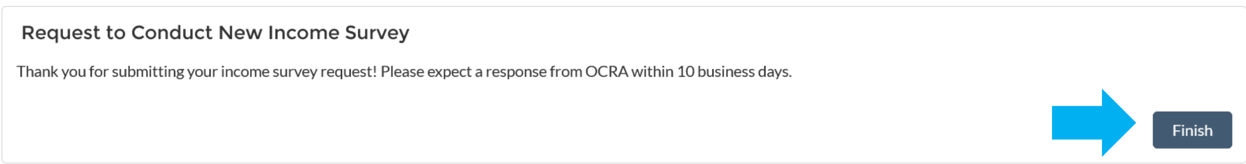


3. When finished, click **Next**. Then, a second box will appear. This is where you will upload the justification letter and the map of the service area.
   i. Note: When uploading documents, make sure to title them appropriately using easy to understand naming conventions. For Ex: “Justification Letter for Town of Colette.



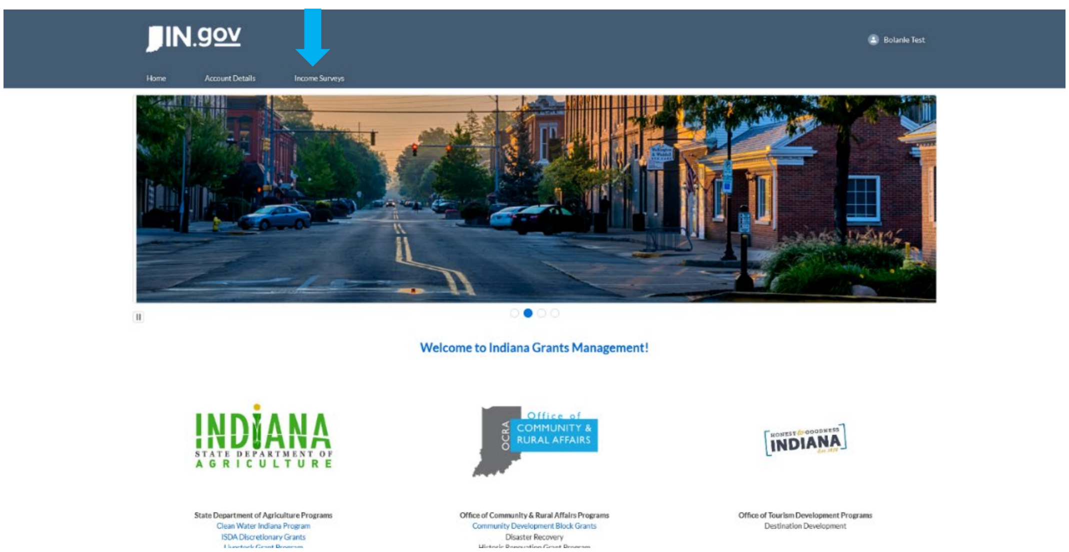
4. After uploading, click **Submit**.
    i. Note: The screen will not change after each document is uploaded.

6. Once the submit button is clicked, the screen will change. Then, click finish.

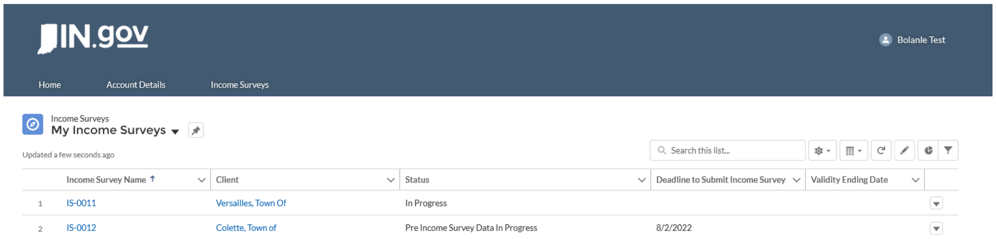


FINDING AN INCOME SURVEY IN GMS

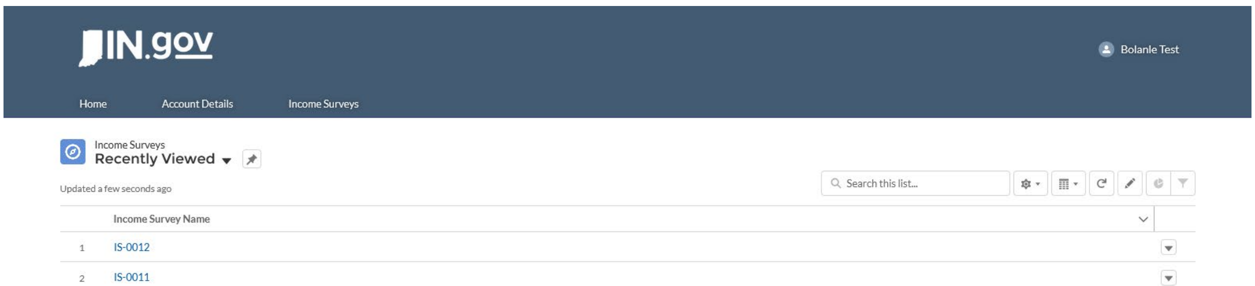
1. Log into GMS.
2. Click the **Income Surveys** tab on the **GMS Navigation Menu.**



3. After clicking the **Income Surveys** tab, a list of Income Surveys will appear. Once the corresponding IS-#### is clicked, the corresponding page will appear based on its status.



4. Use the dropdown, to toggle between the **My Income Surveys** view and the **Recently Viewed** view.



Note: This is also where you can view the status of your Income Surveys. The statuses in eGMS for Income Surveys are as follows:

a. Denied
    i. If this status is initiated, the Income Survey information cannot be edited, and a new Income Survey Request will need to be created.
b. Request Submitted for Review
    i. If this status is initiated, a CDBG program manager is reviewing the Income Survey Request.
c. Pre-Income Survey Data in Progress
    i. If this status is initiated, a CDBG program manager has approved your request to conduct an Income Survey. You should enter the calculations for the number of individuals to survey for OCRA approval and submit it prior to making first contact for your income survey.
d. Pre-IS Data Submitted for Review

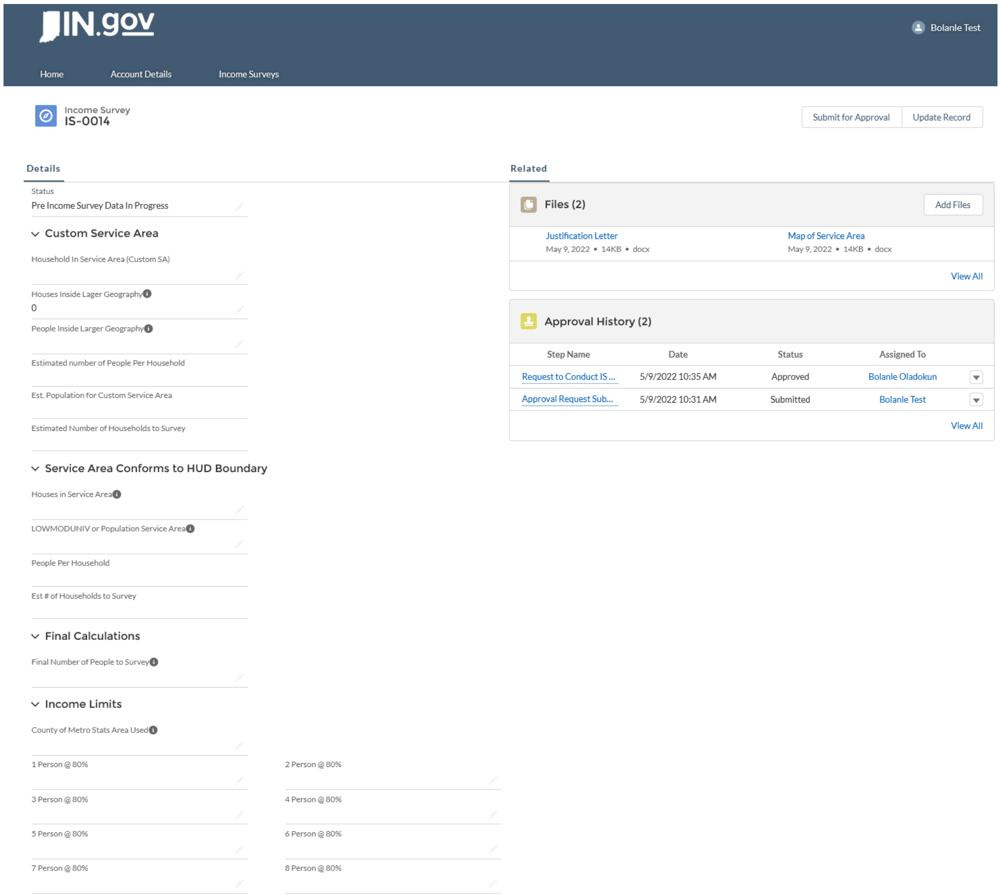
        i. If this status is initiated, a CDBG Program Manager/ member of Grant Services is reviewing your Pre-Income Survey Data.

   e. Income Survey in Progress
      i. If this status is initiated, a CDBG Program Manager/ member of Grant Services has approved your Pre-Income Survey Data. And you should begin conducting the income survey.
   f. Income Survey Results Submitted for Approval
      i. If this status is initiated, a CDBG Program Manager/ member of Grant Services is reviewing the results of the Income Survey.
   g. Income Survey Approved
      i. If this status is initiated, a CDBG Program Manager/ member of Grant Services has approved your Income Survey data.

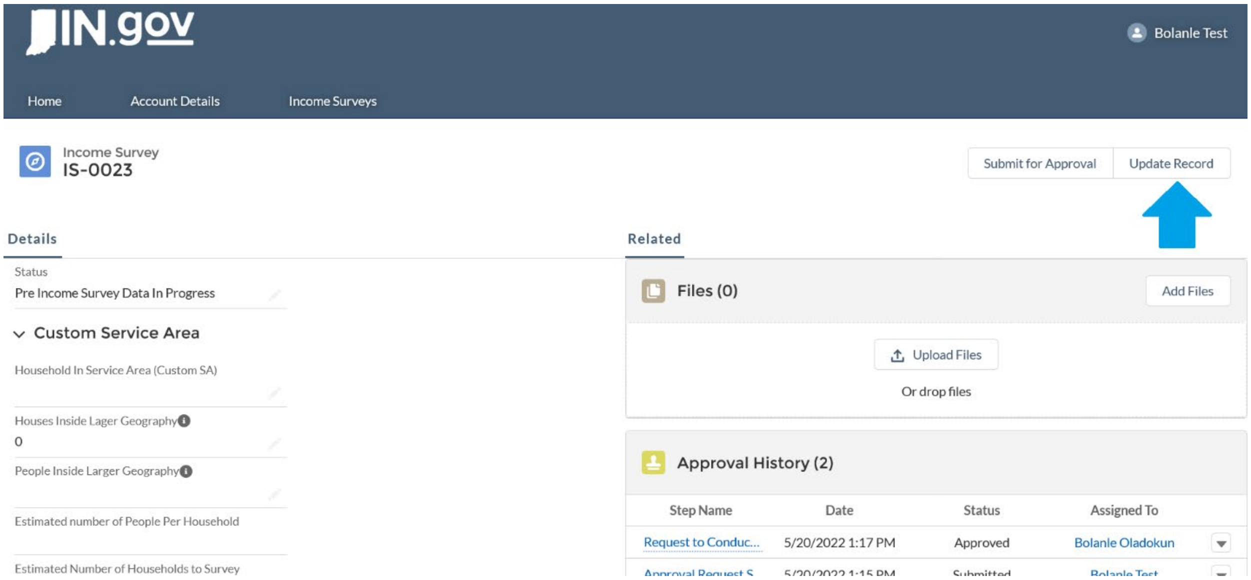
Note: You can also find an Income Survey via Email. A confirmation email will be sent out to you with an approval/ denial email at each step with an active direct link to it. Double check spam folders to make sure that the system notification is in your email inbox.

SUBMITTING THE PRE-INCOME SURVEY DATA

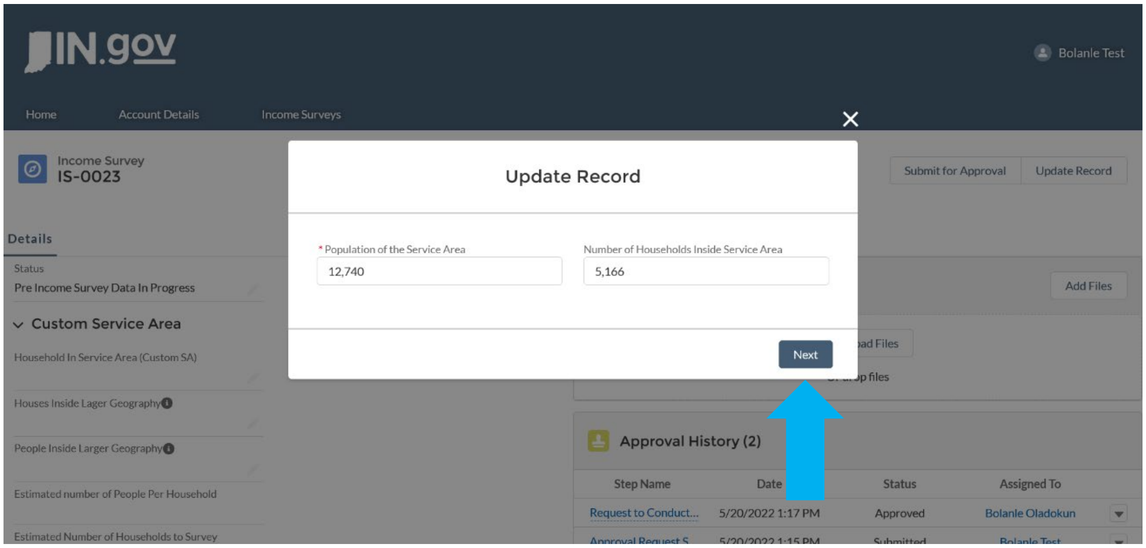
1. After an Income Survey Request is submitted, it will then be approved or denied. If denied, a new request will need to be created. If approved, the next step will be to fill out the pre-income survey data.
2. After an Income Survey request has been approved, find the **Pre-Income Survey Data** page by following the steps on this page. If denied, OCRA will reach out to you with next steps.



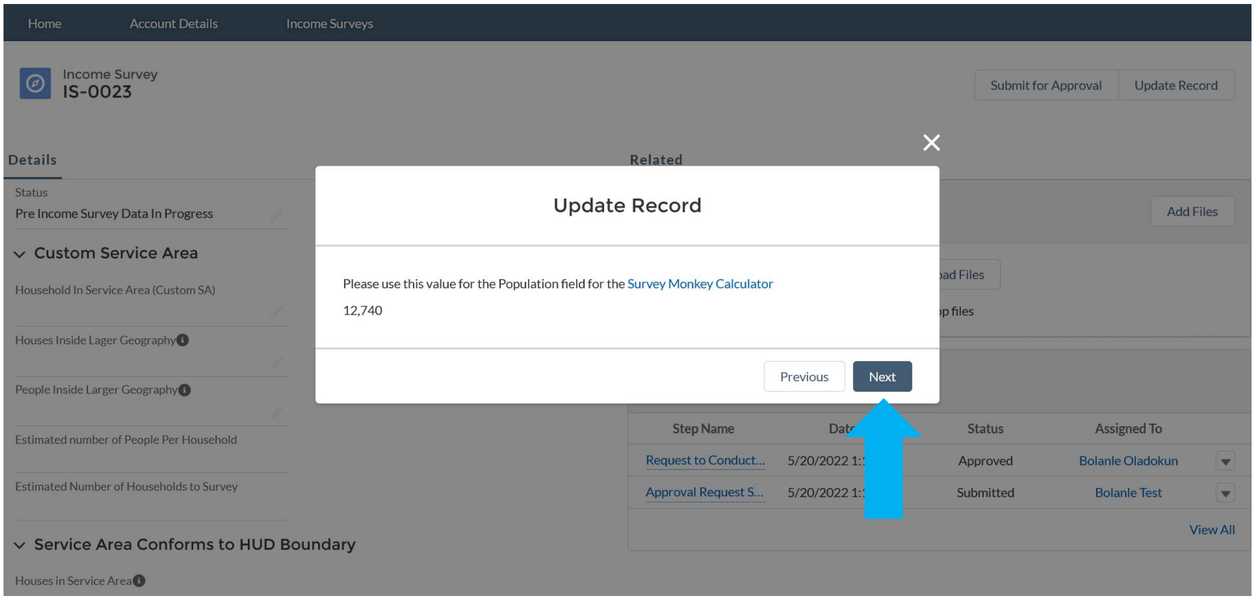
3. **Fill out the corresponding data field based on the service area by clicking update record.** If the Service Area conforms to the HUD boundaries and it was selected on the initial request, the data for that field will be filled out ONLY instructions on how to fill out this information can be found on **this page**. If the service area is a custom service area, the data for that field will be populated ONLY. Instructions on how to fill out this information can be found on **page 66**. As your following these steps, it is important to keep the Income Survey manual located on the CDBG Resources page close by to ensure compliance with these steps.
    a. **Option 1: The Service Area conforms to the HUD Boundary.**
        i. Click “Update Record.”



ii. Once "Update Record" is selected a box will appear.
iii. First, fill out the following:
   a. Population of the Service Area – This is the LOWMODUNIV for the area found in the HUD Mapping Tool.
   b. Number of Households in the Service – This is the number of households based on the place data in census.gov
   c. When you're done entering this data, click next. Note: This will not save your information. If you exit out at any time, you will need to restart the Pre-Income Survey Data process over.

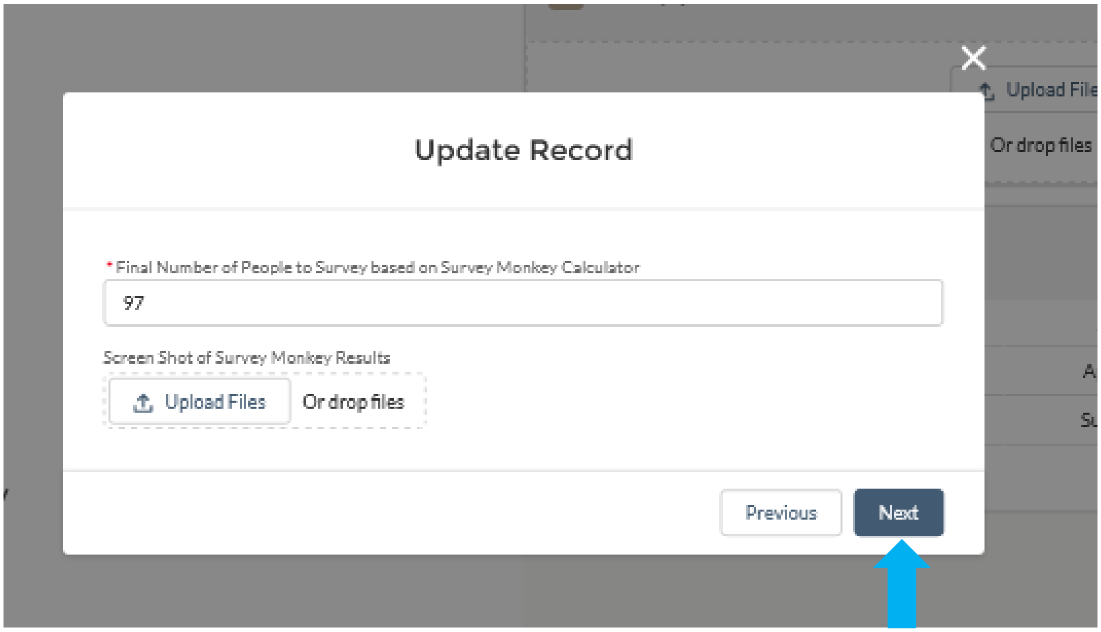


iv. After **Next** is clicked, the screen will prompt you with the population value field for the Income Survey calculator. Calculate the number of people to survey utilizing the [Survey Monkey Sample Size Calculator](). The margin of Error for the community can be found on the CDBG Resources page.

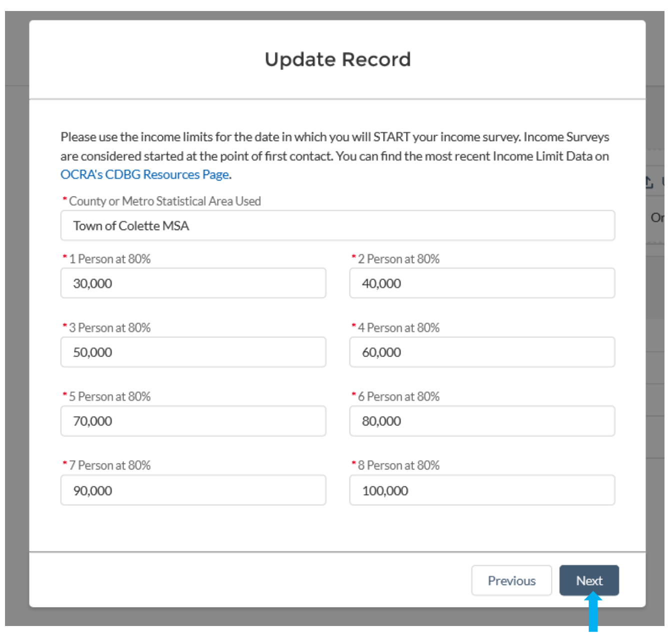


v. Then, find the number of people to survey, screenshot your results and save them on your computer. Then, click

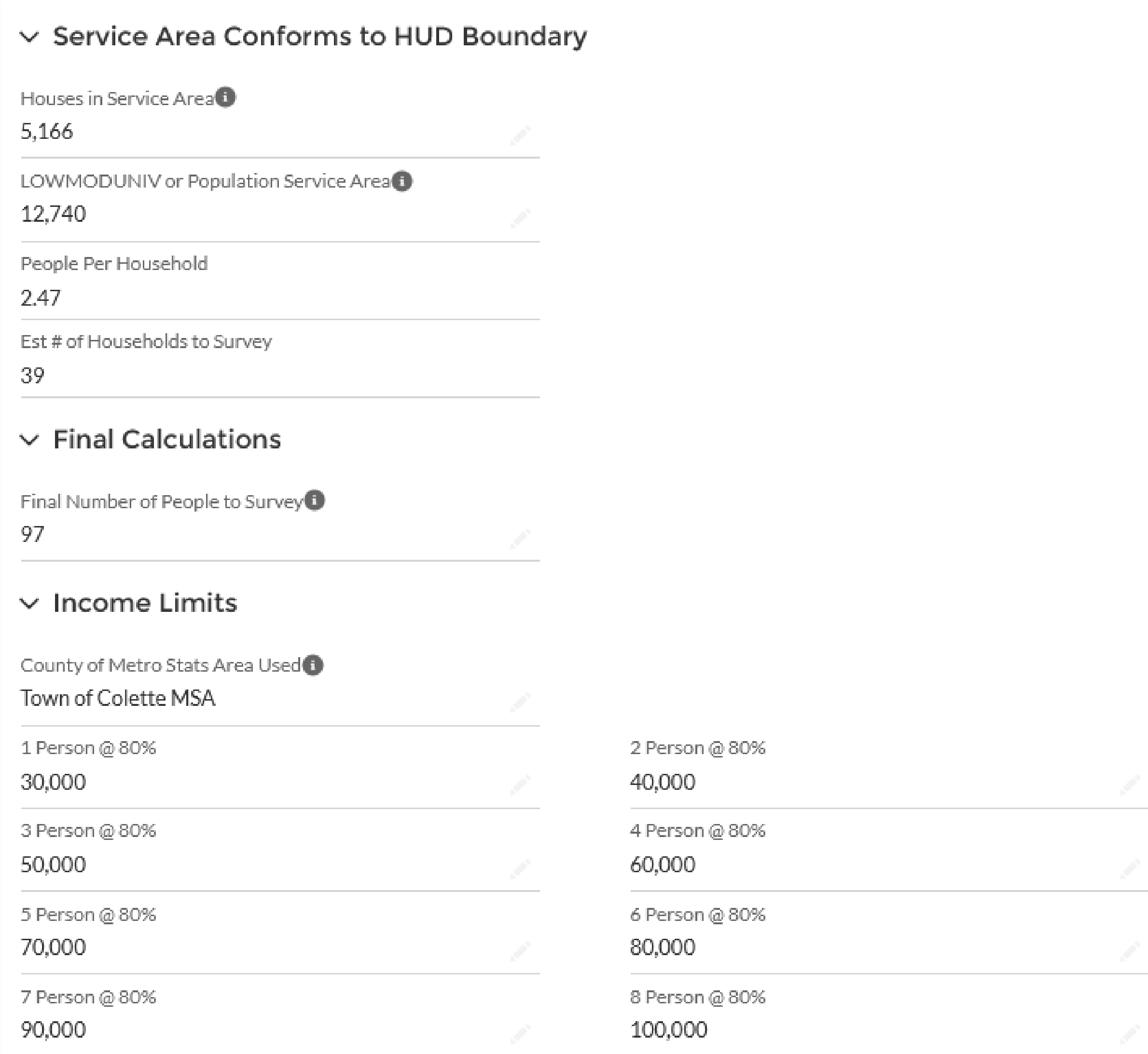
vi. **Next**. enter this data and upload the results and click **Next. Note: T**he screen will not change once you upload.



vii. After clicking **Next,** enter the Income Limits for the area. The Income Limits can be found on the CDBG Resources page under the Income Survey Information header. When finished entering the information, click **Next.**



viii. After clicking Next, the information provided will be saved and will show up in the Service Area Confirms to HUD boundary section of the Pre-Income Survey Data Request page.



Service Area Conforms to HUD Boundary

Houses in Service Area
5,166

LOWMODUNIV or Population Service Area
12,740

People Per Household
2.47

Est # of Households to Survey
39

Final Calculations

Final Number of People to Survey
97

Income Limits

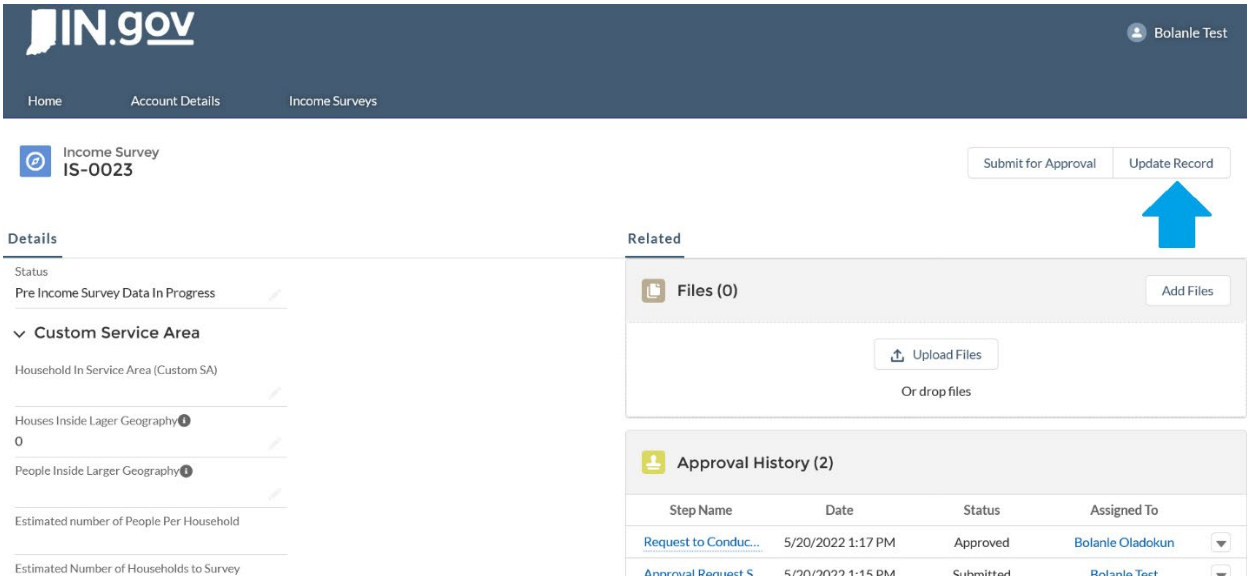
County of Metro Stats Area Used
Town of Colette MSA

1 Person @ 80% 30,000	2 Person @ 80% 40,000
3 Person @ 80% 50,000	4 Person @ 80% 60,000
5 Person @ 80% 70,000	6 Person @ 80% 80,000
7 Person @ 80% 90,000	8 Person @ 80% 100,000

ix. Then, confirm the information. Once the information is confirmed skip to step 3 of this process to Submit the Pre-Income Survey Data Request on **page 66**.

b. Option 2: Fill out the data for a Custom Service Area:

i. First, click **"**Update Record**."**



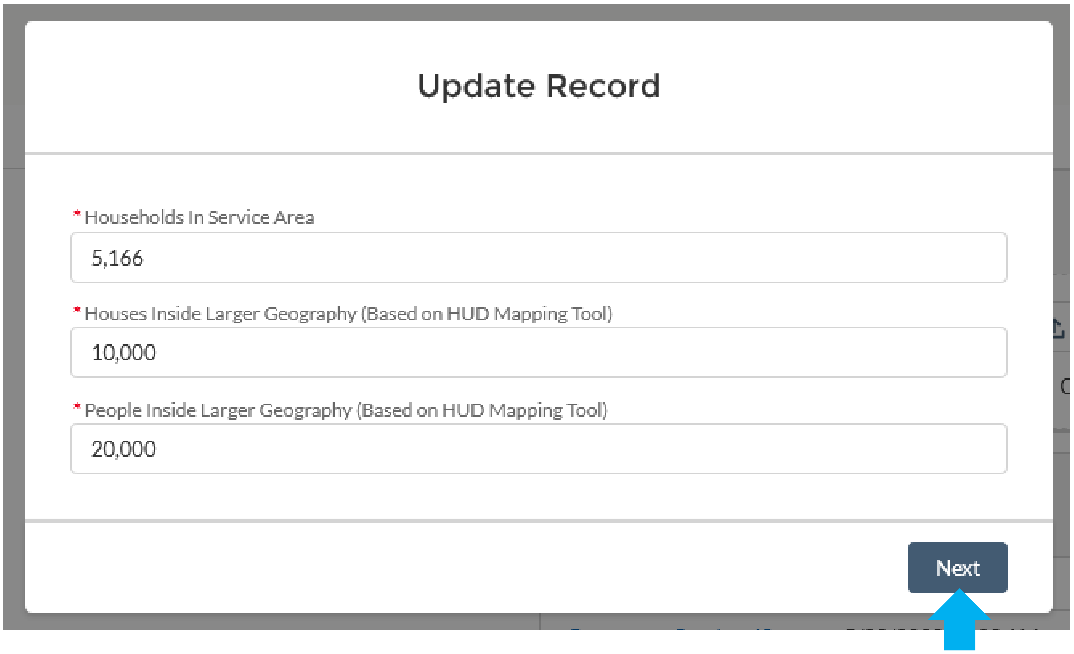
ii. Once "Update Record" is selected a box will appear.

iii. Then fill out the following utilizing census.gov and the HUD Mapping Tool:

a. Households in Service Area -Use the houses estimate from the census.gov table to total the number of estimated houses within the larger geography you utilized to show the service area didn't qualify by LMI.

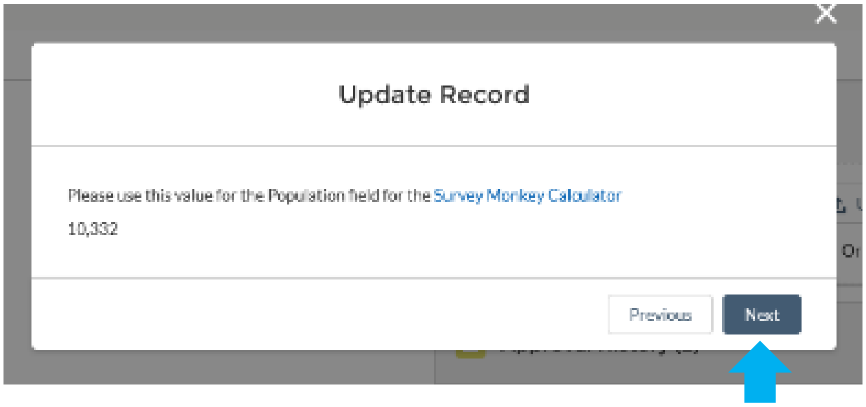
b. Houses inside the Larger Geography – The number of houses based on the Census of the largest geography within the selected service area.

c. People Inside Larger Geography – This is the LOWMODUNIV of the total amount of people in the largest geography within the selected service area.

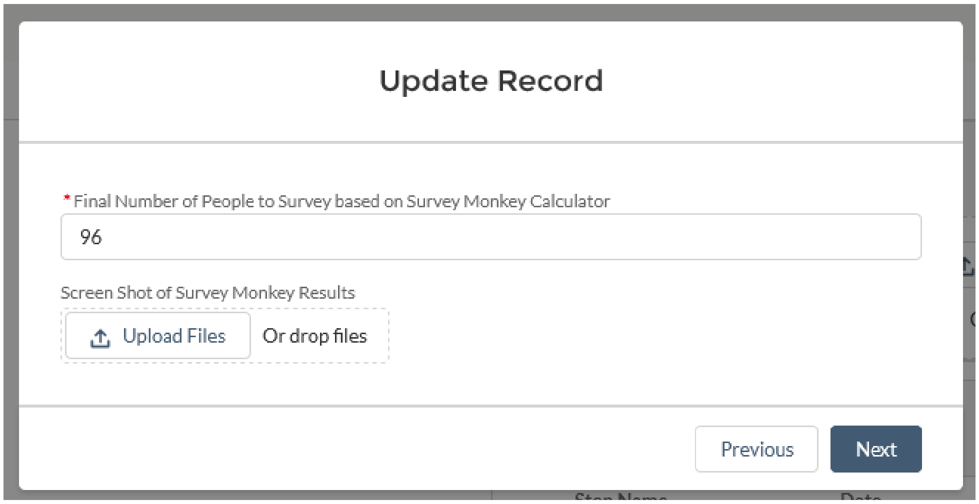


iv. Once this information is entered, click **Next**.

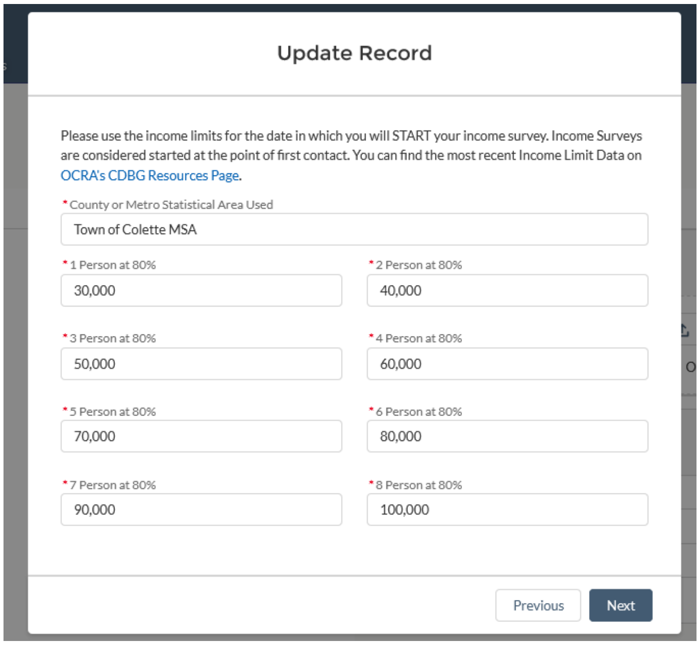
v. After **Next** is clicked, the screen will prompt you with the population value field for the Income Survey calculator. Calculate the number of people to survey utilizing the Survey Monkey Sample Size Calculator. The margin of Error for the community can be found on the CDBG Resources page.



vi. Then, find the number of people to survey, screenshot your results and save them on your computer. Click **Next**. After saving the information, enter this data and upload the results and click **Next**. **Note:** The screen will not change once you upload.

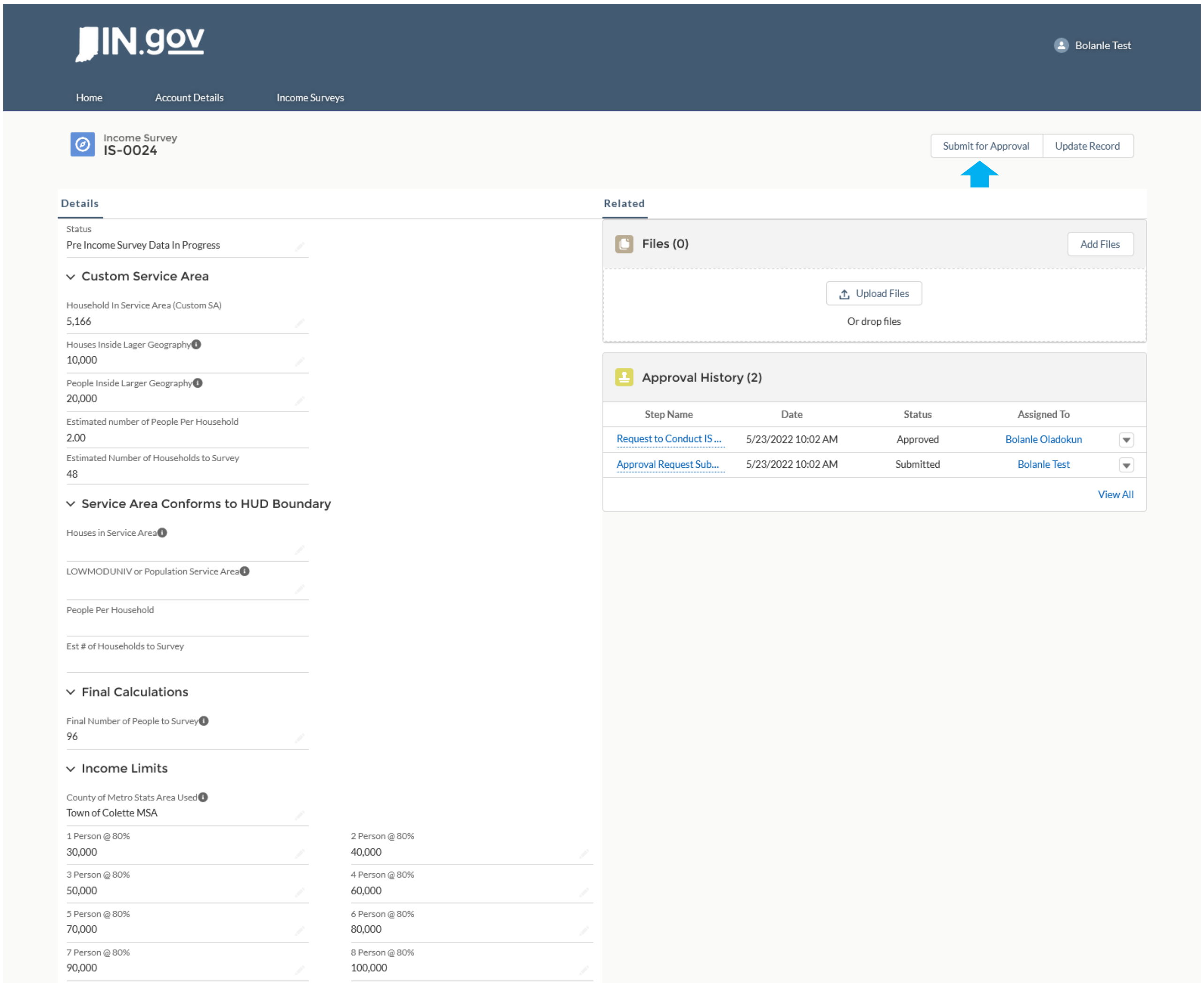


vii. After the service area information has been entered, enter the Income Limits for the area. The Income Limits can be found on the CDBG Resources page under the Income Survey Information header.

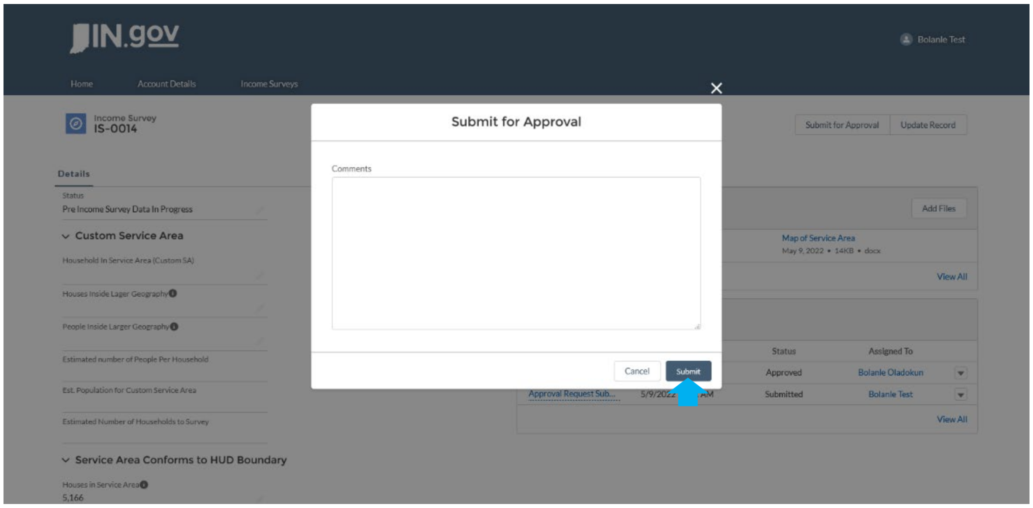


viii. After the Income Limits for the community are entered click **Next**. After clicking Next, the information provided will be saved and will show up in the Custom Service Area section of the Pre-Income Survey Data Request page. Then, confirm the information.

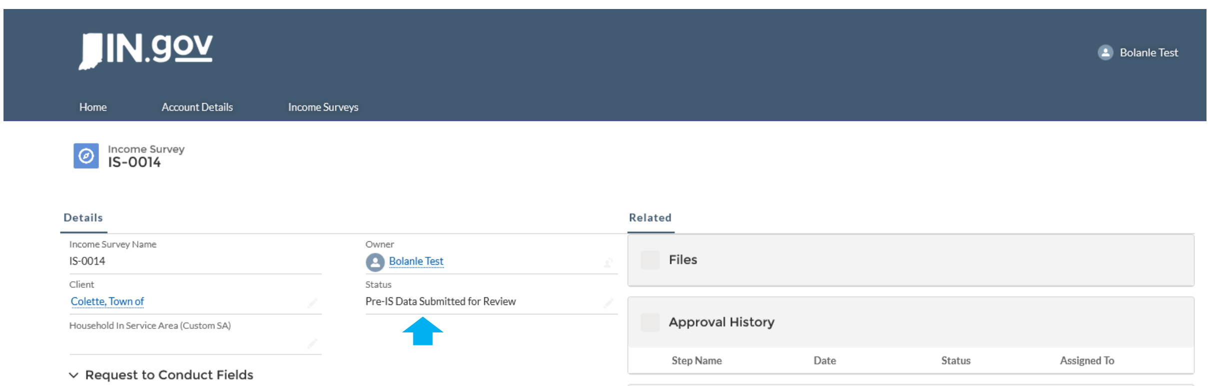
4. Click “Submit for Approval.”



5. After you click **Submit for Approval**, a box will appear, enter any additional comments related to the Income Survey and then click **Submit.**

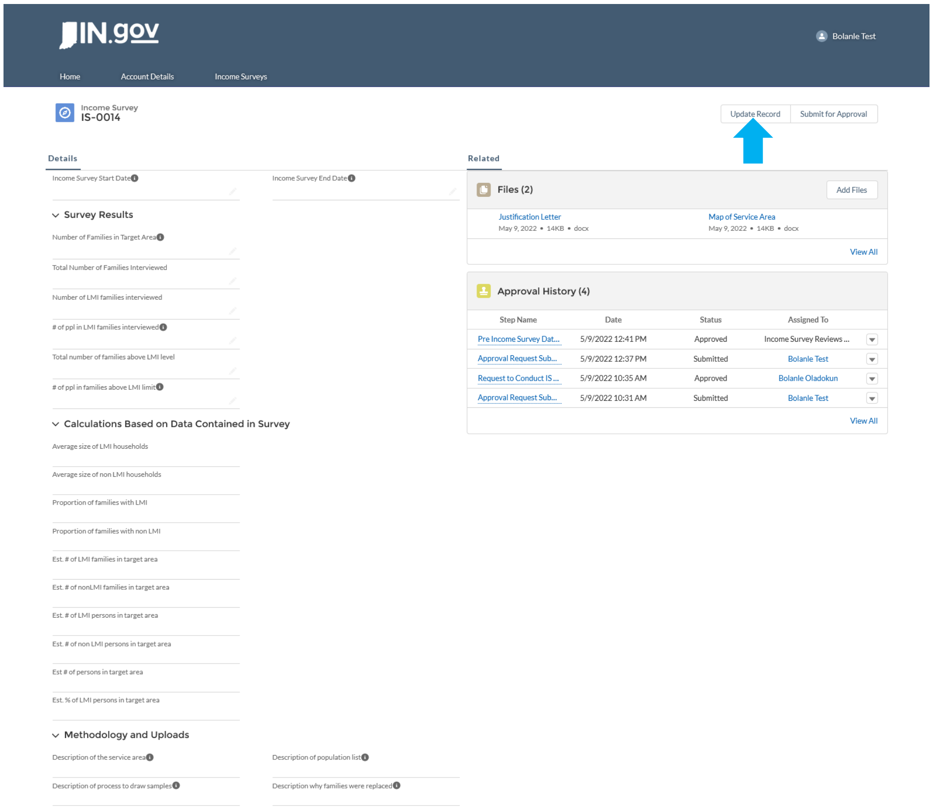


6. Once the form is submitted, the status will change to “Pre-IS Data Submitted for Review.”

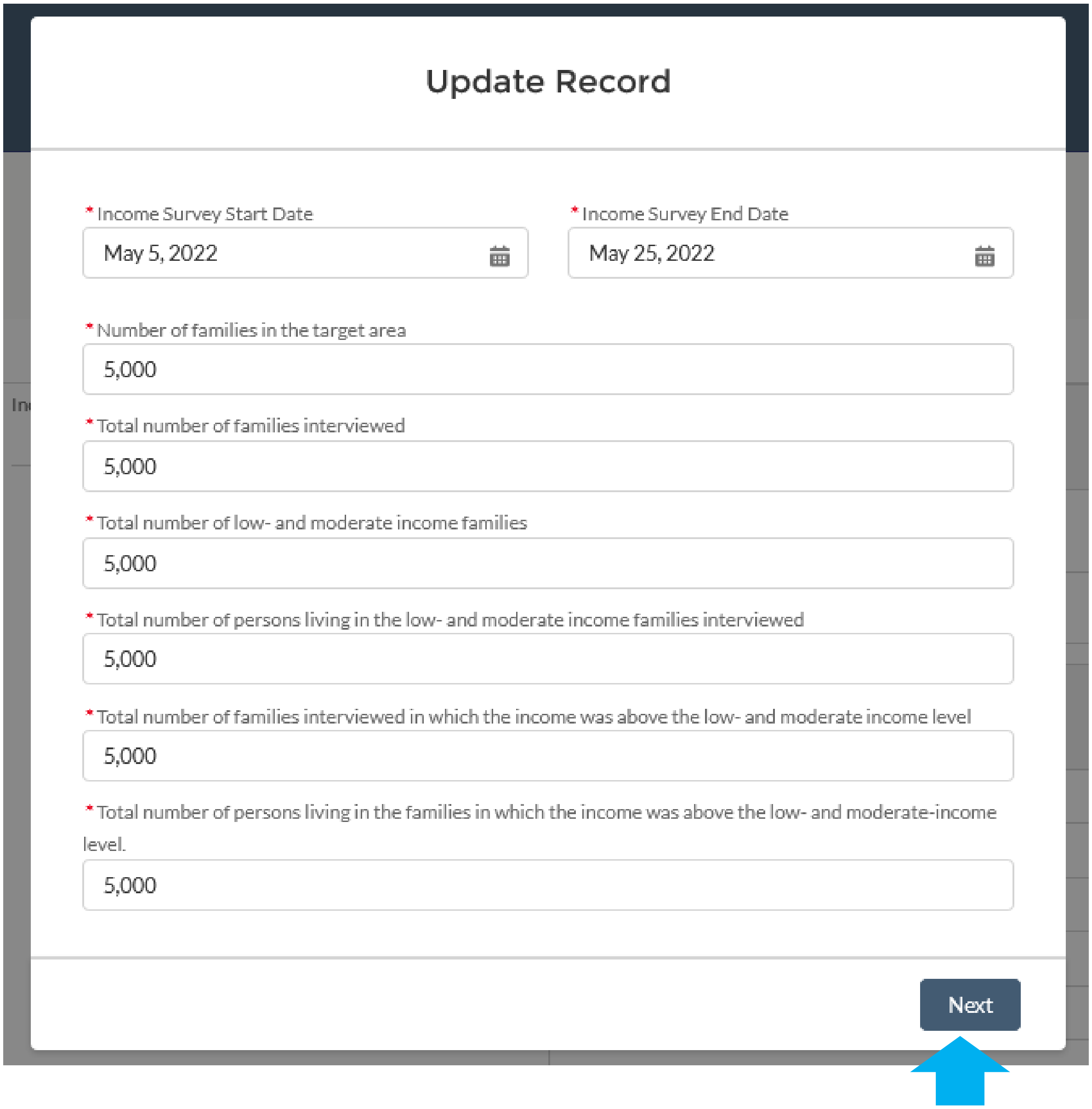


SUBMITTING THE INCOME SURVEY

1. Once the Pre-Income Survey data is approved, you will then be able to submit the Income Survey results. If it is rejected, you will need to create a new Income Survey request and follow the process on page 53. “To find the Income Survey, please follow the Finding an Income Survey Instructions on page 55.”

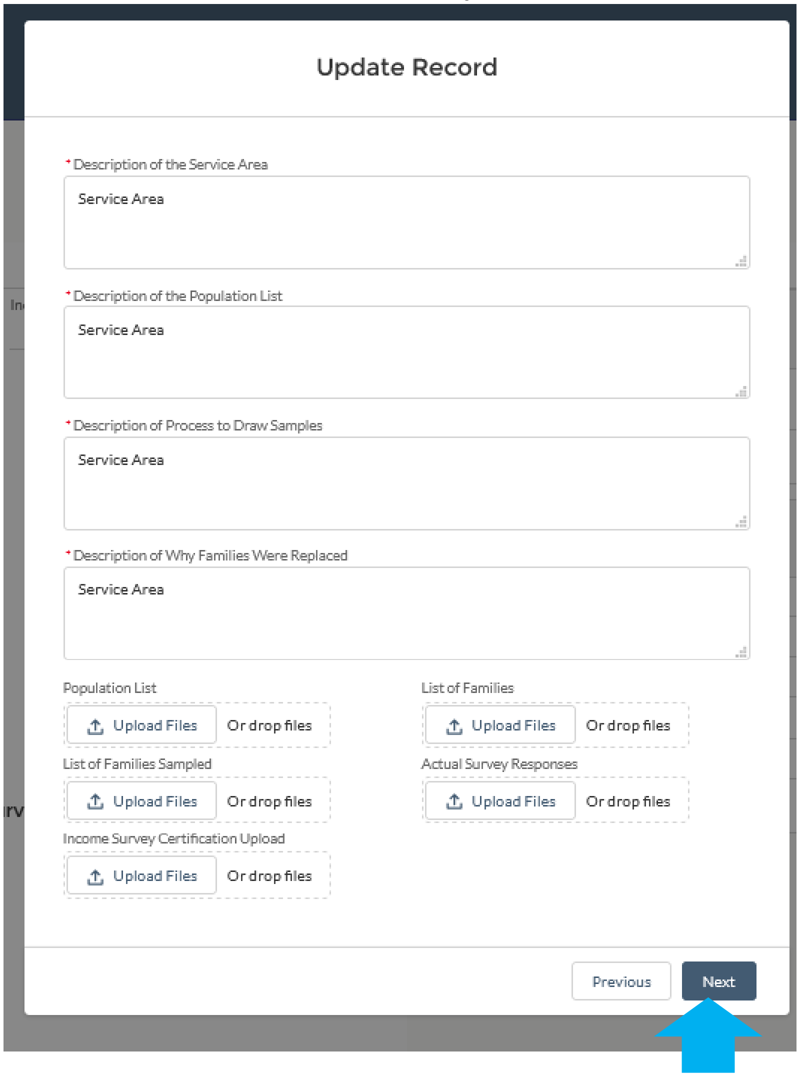


2. After conducting the Income Survey, fill out the corresponding information in by clicking the “Update Record” button. Once you click “Update Record”, a box will appear. The box will ask for information related to the Income Survey requested. When you are finished entering the information, click **Next**. For assistance, please follow the Income Survey Manual located on the CDBG Resource page.

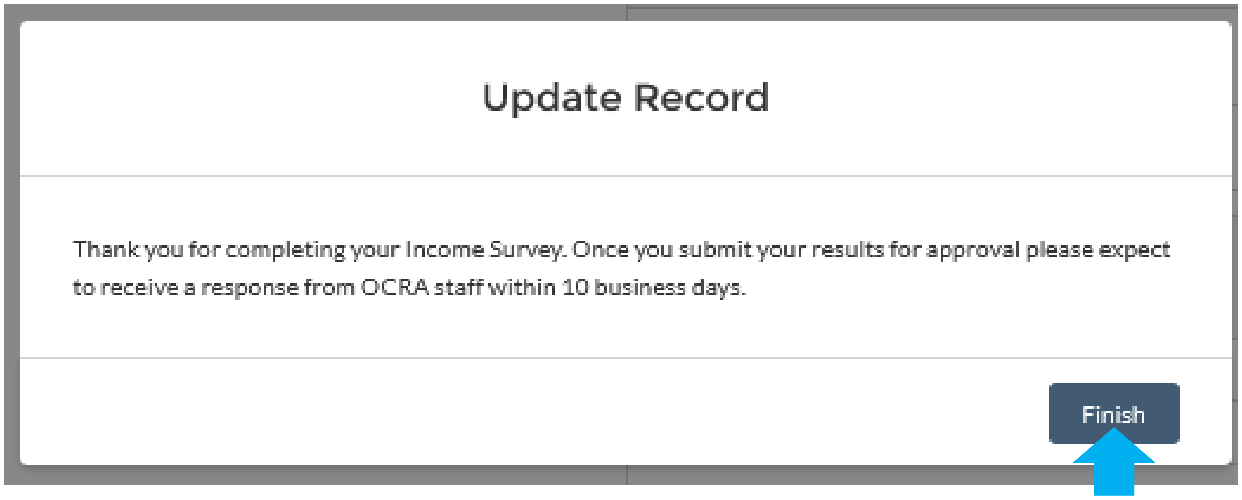


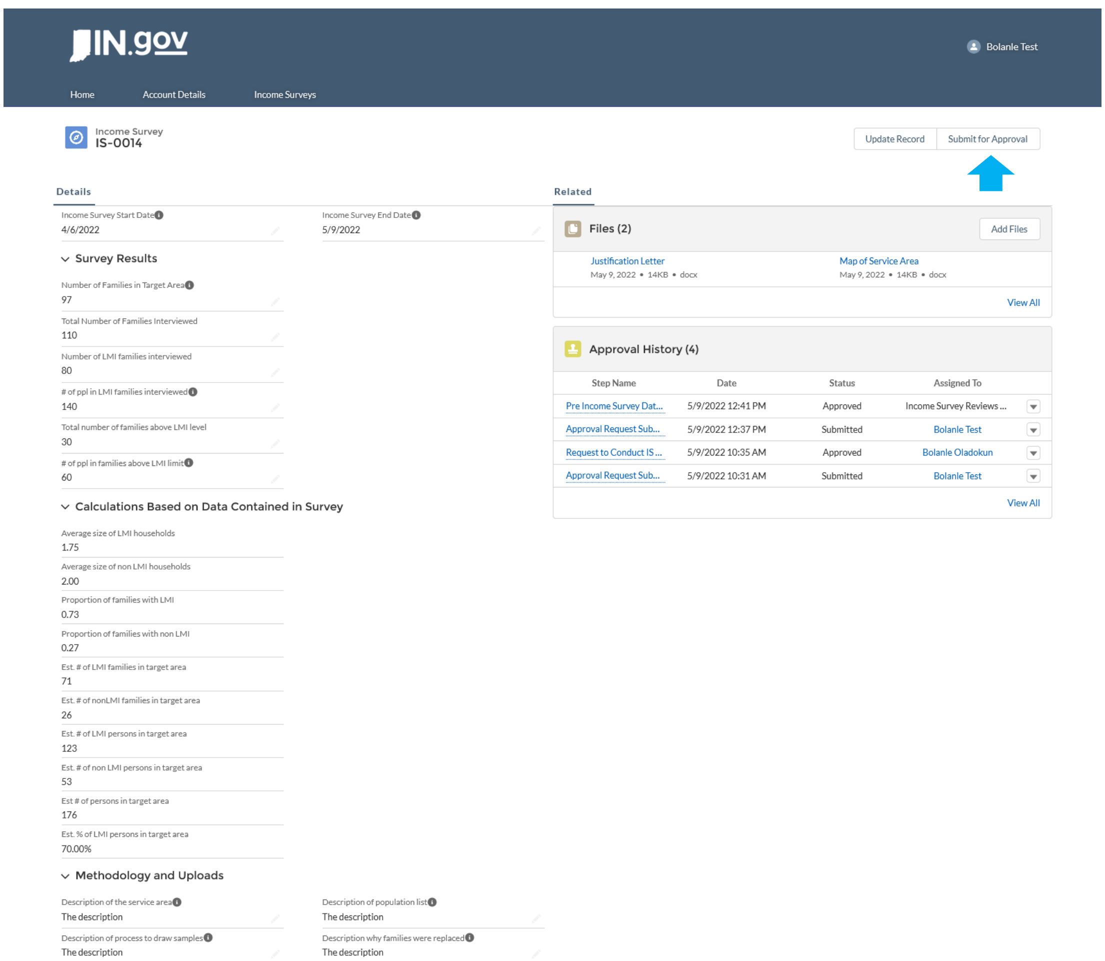
3. After Next is clicked, you will the be prompted to prompted to provide descriptions of the following:
    a. Service Area
    b. Population List
    c. Process to Draw Samples
    d. Why Families Were Replaced

4. And upload the following:
    a. Population List
    b. List of Families
    c. List of Families Sampled
    d. Actual Survey Responses
    e. Income Survey Certification Upload

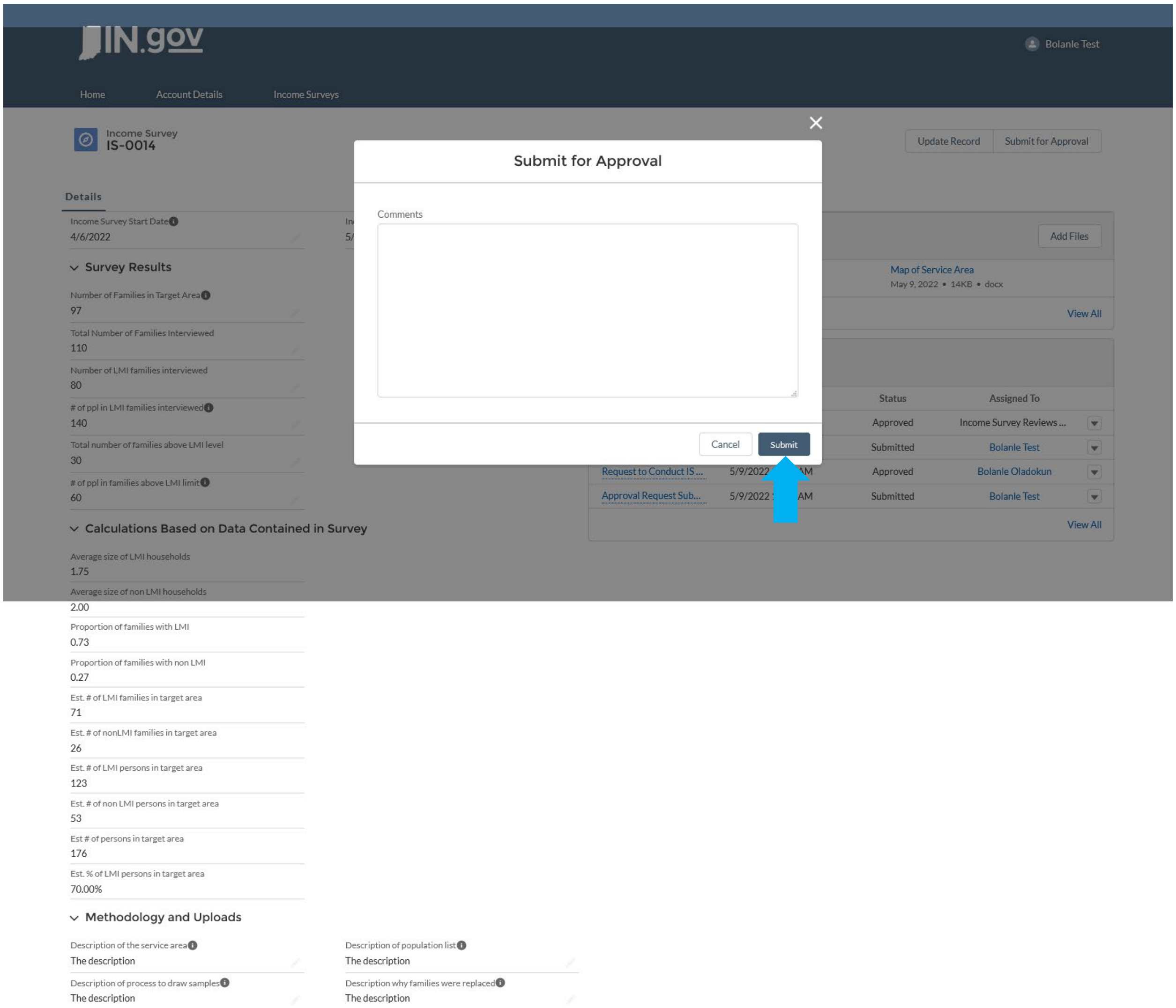


5. Once all the data is entered, click **Next.** Then, read the confirmation box and click **Finish**.


Update Record
Thank you for completing your Income Survey. Once you submit your results for approval please expect to receive a response from OCRA staff within 10 business days.
Finish


IN.gov
Bolanle Test
Home
Account Details
Income Surveys
Income Survey
IS-0014
Update Record
Submit for Approval
Details
Income Survey Start Date
4/6/2022
Income Survey End Date
5/9/2022
Survey Results
Number of Families in Target Area
97
Total Number of Families Interviewed
110
Number of LMI families interviewed
80
# of ppl in LMI families interviewed
140
Total number of families above LMI level
30
# of ppl in families above LMI limit
60
Calculations Based on Data Contained in Survey
Average size of LMI households
1.75
Average size of non LMI households
2.00
Proportion of families with LMI
0.73
Proportion of families with non LMI
0.27
Est. # of LMI families in target area
71
Est. # of nonLMI families in target area
26
Est. # of LMI persons in target area
123
Est. # of non LMI persons in target area
53
Est # of persons in target area
176
Est. % of LMI persons in target area
70.00%
Methodology and Uploads
Description of the service area
The description
Description of population list
The description
Description of process to draw samples
The description
Description why families were replaced
The description
Related
Files (2)
Add Files
Justification Letter
May 9, 2022 • 14KB • docx
Map of Service Area
May 9, 2022 • 14KB • docx
View All
Approval History (4)
Step Name
Date
Status
Assigned To
Pre Income Survey Dat...
5/9/2022 12:41 PM
Approved
Income Survey Reviews ...
Approval Request Sub...
5/9/2022 12:37 PM
Submitted
Bolanle Test
Request to Conduct IS ...
5/9/2022 10:35 AM
Approved
Bolanle Oladokun
Approval Request Sub...
5/9/2022 10:31 AM
Submitted
Bolanle Test
View All

6. After you **Click Submit for Approval**, a box will appear. Enter any additional comments related to the Income Survey and then click **Submit.**



7. Once the Income Survey has been approved, you will be able to review it and it will be in the system to use for future applications. To view an income survey, follow the steps on page 55 for “Finding an Income Survey.”

GLOSSARY

GMS NAVIGATION MENU

The GMS navigation menu is the blue bar at the top of the website.

GRANT APPLICATION TAB

This is the second option after clicking account details. This will lead you to all records provided before the grant is awarded.

GRANT ADMINISTRATION TAB

This is the second option after clicking account details. This will lead you to all records provided after the grant is awarded.