



# INDIANA DEPARTMENT OF HOMELAND SECURITY

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## EQUIPMENT DOCUMENTATION WEBINAR





# Objectives

You will be able to:

- Define equipment
- Document federally funded equipment inventory
- Submit annual documentation requirements to IDHS
- Mark federally funded equipment when practicable



# What is equipment?

Equipment or property is defined as:

- Tangible, non-expendable property having a useful life of more than one year and an acquisition cost of **\$500** or more per unit acquired in whole or in part with grant funds.
- This definition includes software and software licenses.



# *Equipment documentation*

Equipment acquired with Federal Grant funds after November 1, 2014 ***must*** be tracked in the iGMS equipment tracking module.



Sold or disposed of? YES

Fair market value under \$500? YES

1. Remove it from your inventory tracking
2. Dispose or re-allocate it in any manner deemed appropriate.



# Uniqueness of the iGMS Equipment Inventory Module

- Track equipment re-issued by fiscal agent to another agency
- Automatic individual equipment verification process annually
- Ability to replicate entries
- Gives sub-recipients the ability to assign “read-only” access
- Gives user “issued to me” visibility



# IGMS INVENTORY PROCESS

- [Dashboard](#)
- [Change Password](#)
- [Contact Info](#)
- [Logout](#)

### My Proposals



- [HMEP 2008-LEPC](#)
- [Statewide Medical Triage Tagging](#)
- [See all proposals](#)
- [+ Create new proposal](#)

### General Budget Information



- [Complete Budget List](#)
- [Quarterly Reports](#)
- [Request for Expenditure](#)

### Agreement Tracking



Idle for More Than 7 Days

- [project id: C44P-9-603A Montgomery LEPC - 2008 HMEP \(09/09/2009\)](#)

Recent Activity This Week

- [view all agreements...](#)



### Applications



- [Agreement Tracking](#)
- [Equipment Inventory](#)

### References



- [IGMS Manual](#)
- [Authorized Equipment List](#)
- [Contact Us](#)
- [EHP Screening Form](#)
- [Indiana Strategy for Homeland Security 2008](#)
- [Training and Exercise Guidance](#)
- [2013-2015 Training and Exercise Plan and Multi-Year Calendars](#)
- [Debris Estimation Spreadsheet](#)



Dashboard | Equipment Inventory

## Equipment Inventory



**+ Create New Inventory** [Read Only](#) [to Pdf](#)

My Inventory

Issued to Me

Read Only

Search

Fund

[Get Inventory List](#)

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date
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Dashboard | Equipment Inventory

### Equipment Inventory



- + Create New Inventory
- Read Only
- to Pdf

#### Create New Inventory

cancel

**Description**

  
**Receiving Agency**  
**Type**  
**Manufacturer**  
**Model/Part #**  
**Serial #**  
**Purchased Date**

(mm/dd/yy)

Dashboard | Equipment Inventory

### Equipment Inventory

[+ Create New Inventory](#) [Read Only](#) [to Pdf](#)

#### Create New Inventory

[cancel](#)

Description

Receiving Agency

- EMA
- EMS
- Fire
- Law Enforcement
- Other

Type


- Communications and Accessories
- Computers and Accessories
- Mobile Command
- Cameras and Accessories
- Transportation
- Other

Manufacturer

Model/Part #

Serial #

Purchased Date

 (mm/dd/yy)

## Equipment Inventory #10094



[Edit](#) [Delete](#) [Replicate](#) [To PDF](#)

### AMATUER RADIO TNC MODEM

Contact	James Comer	Type	Communications and Accessories
Receiving Agency	EMA	Condition	good
Manufacturer	Kantronics	Serial #	920595
Model/Part #	Packet Comm 3 plus	Purchased Amount	\$244.00
Purchased Date	02/27/13		

Notes

[link to fund allocation](#)


[Reset](#)

% funded with grant

tracking id

Receiving Agency	EMA	Type	Communications and Accessories
Manufacturer	Kantronics	Condition	good
Model/Part #	Packet Comm 3 plus	Serial #	920595
Purchased Date	02/27/13	Purchased Amount	\$244.00
Notes			

### link to fund allocation


 Reset

- 1** % funded with grant 100.0
- 2** tracking id 75389

If tracking id is not known, explain the funding source.

- 3** RFE Item TNC Modem.
- 4** RFE #47173 - TNC Modem.
- 5** Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations


### issued to

 Reset

- organization EMA EOC
- email
- firstname


RFE Item TNC Modem.  
RFE #47173 - TNC Modem.  
Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

### issued to

 [Reset](#)

organization EMA EOC  
email  
firstname James  
lastname Comer  
issued date 02/27/13

### re-issued to

 [Edit](#)

Has this item been disposed of?


NO  [Edit](#)

*According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.*

RFE Item TNC Modem.  
RFE #47173 - TNC Modem.  
Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations


**issued to**

**Reset to add or change information**

 [Reset](#)

organization EMA EOC  
email  
firstname James  
lastname Comer  
issued date 02/27/13

**re-issued to**

 [Edit](#)

Has this item been disposed of?

NO  [Edit](#)

*According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.*


RFE Item TNC Modem.  
RFE #47173 - TNC Modem.  
Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

### issued to

 Reset


organization EMA EOC  
email  
firstname James  
lastname Comer  
issued date 02/27/13

### re-issued to

 Edit

Adding new fields here- Organization, email, fist name, last name, issued date.

department

 Cancel

contact

Save



### Equipment Inventory #10094



- Edit
- Delete
- Replicate**
- To PDF

#### AMATUER RADIO TNC MODEM

Contact	James Comer	Type	Communications and Accessories
Receiving Agency	EMA	Condition	good
Manufacturer	Kantronics	Serial #	920595
Model/Part #	Packet Comm 3 plus	Purchased Amount	\$244.00
Purchased Date	02/27/13		














Notes

#### link to fund allocation

Reset

% funded with grant

tracking id

10083	James Comer	Yaesu 2 meter radio	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Yaesu	\$129.00 06/02/2009	07/19/2013	  Validate
10082	James Comer	 Amateur radio Alinco DR-235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alinco	\$266.00 06/02/2009	07/19/2013	  Validate
10081	James Comer	 Amateur radio Alinco DR-235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alinco	\$266.00 06/02/2009	07/19/2013	  Validate
9232	James Comer	Lectern (EOC)	EMA	Other 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	Amplivox	\$999.00 01/08/2013	02/08/2013	  Validate
9231	James Comer	Power inverter EMA 1Command Truck	EMA	Mobile Command 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	GO 600 Watt Power Inverter	\$650.00 01/07/2013	02/08/2013	  Validate
9230	James Comer	HP6570B Laptop	EMA	Computer and Accessories 2011 Emergency	HP	\$870.61 01/02/2013	02/08/2013	  Validate

Dashboard | Equipment Inventory

### Equipment Inventory



+ Create New Inventory

Read Only

to Pdf

My Inventory

Issued to Me

Read Only

Search

Fund

Get Inventory List

1

2

3

4

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comer	Amatuer radio TNC modem	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	<a href="#">Validate</a>
10093	James Comer	Amatuer radio UPS unit for TNC	EMA	Computer and Accessories 2011 State Homeland	Cyber Power	\$111.44 03/05/2013	07/19/2013	<a href="#">Validate</a>

Dashboard | Equipment Inventory

### Equipment Inventory



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My Inventory

Issued to Me

Read Only

Search

Fund

Get Inventory List

1

2

3

4

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comer	Amatuer radio TNC modem	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	<a href="#">Validate</a>
10093	James Comer	Amatuer radio UPS unit for TNC	EMA	Computer and Accessories 2011 State Homeland	Cyber Power	\$111.44 03/05/2013	07/19/2013	<a href="#">Validate</a>

[Dashboard](#) | Equipment Inventory

## Equipment Inventory



[+ Create New Inventory](#) [Read Only](#) [to Pdf](#)

[Hide](#)

**i** Please specify the email of the user you want to assign read only access?

Email

Submit

### Users with Read Only Access to this Inventory

My Inventory  Issued to Me  Read Only

Search

Fund

### Equipment Inventory



[+ Create New Inventory](#) [Read Only](#) [to Pdf](#)

My Inventory

Issued to Me

Read Only

Search

POWER

Fund

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[Get Inventory List](#)

1

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10089	James Comer	<b>Amatuer radio Power supply</b>	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Astron	\$150.00 02/27/2013	07/19/2013	<a href="#">Validate</a>
9231	James Comer	<b>Power inverter EMA</b>	EMA	Mobile Command 2011 Emergency	GO 600 Watt Power	\$650.00 01/07/2013	02/08/2013	<a href="#">Validate</a>

### Equipment Inventory



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My Inventory  Issued to Me  Read Only

Search

Fund

2011 Emergency Manag > LOCAL > EMA Competitive > 1680€ ▾

[Get Inventory List](#)

1

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
6844	James Comer	iPAD EMA2	EMA	Computer and Accessories 2011 Emergency Management Performance Grant > LOCAL > EMA Competitive	Apple	\$737.69 03/08/2012	04/25/2012	✗ Validate
6843	James Comer	iPAD EMA1	EMA	Computer and Accessories 2011 Emergency Management Performance Grant > LOCAL >	Apple	\$737.69 03/08/2012	04/25/2012	✗ Validate

Dashboard | Equipment Inventory

### Equipment Inventory



+ Create New Inventory

Read Only

to Pdf

My Inventory

Issued to Me

Read Only

Search

Fund

Get Inventory List

“Validate” hyperlink will appear magically in March of each year.  
Simply hit Validate by April 15 (annually) if this piece of your equipment inventory is exactly the same as previous year.

Click into the inventory item and use the edit button to change any information regarding a certain item.

- 1
- 2
- 3
- 4

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comer	Amatuer radio TNC modem	EMA	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	Validate
10093	James Comer	Amatuer radio UPS unit for TNC	EMA	Computer and Accessories 2011 State Homeland	Cyber Power	\$111.44 03/05/2013	07/19/2013	Validate



### Equipment Inventory



[+ Create New Inventory](#) [Read Only](#) [to Pdf](#)

My Inventory  Issued to Me  Read Only

Search

Fund

[Get Inventory List](#)

1 2 3 4

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comerford jcomerford@co.monroe.in.us	Amatuer radio TNC modem	EMA Monroe County	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	VALIDATED Reset

Dashboard | Equipment Inventory

## Equipment Inventory



[+ Create New Inventory](#)

[Read Only](#)

[→ to Pdf](#)

PDF to create printable list of equipment or individual equipment item.

My Inventory

Issued to Me

Read Only

Search

Fund

[Get Inventory List](#)

1

2

3

4

inventory #	contact	description	receiving agency	type/funding	manufacturer	purchase amount/date	created date	
10094	James Comerford jcomerford@co.monroe.in.us	Amatuer radio TNC modem	EMA Monroe County	Communications and Accessories 2011 State Homeland Security Program > LOCAL > Amateur Radio Stations	Kantronics	\$244.00 02/27/2013	07/19/2013	VALIDATED Reset



# Annual Documentation Requirements

- Validate/Reconcile records
- Control system sent to IDHS Grants Management



# Validate/Reconcile Records Annually

- If you have kept your records on a spreadsheet:
  - Verify what equipment you still have. Sign and date.
  - Send to IDHS
- If you have kept your records in the iGMS:
  - Validate box next to each equipment item.



# Control System

- A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and fully documented and made a part of the official project records.
- Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.
- A sub-recipient must submit a description of its control system and send a copy to IDHS grants management every year, no later than April 15.



# Required Equipment Marking

- Federally funded equipment must be marked prominently when practicable.
- According to the Homeland Security Grant Program (HSGP) grant guidance – equipment must be marked with the following phrase:
  - *Purchased with funds provided by the U.S. Department of Homeland Security*



# Equipment

- In case of any ambiguity, conflict or inconsistency between any IDHS Information Bulletins and the Grant Agreement between IDHS and the recipient, the provisions of the grant agreement take precedence.
- Federal guidance varies for different grant years.
- Increased values in smaller items creates need for strict oversight.



# Contact

Thank you for your participation!

Cindy Battiato (317) 234-5959 [cbattiato@dhs.in.gov](mailto:cbattiato@dhs.in.gov)

Or contact a member of the IDHS Grants management staff at: (317) 234-5917 or [grants@dhs.in.gov](mailto:grants@dhs.in.gov)

## Resources:

- IB 12.G002 Revised
- 44 CFR 13.32(e)





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