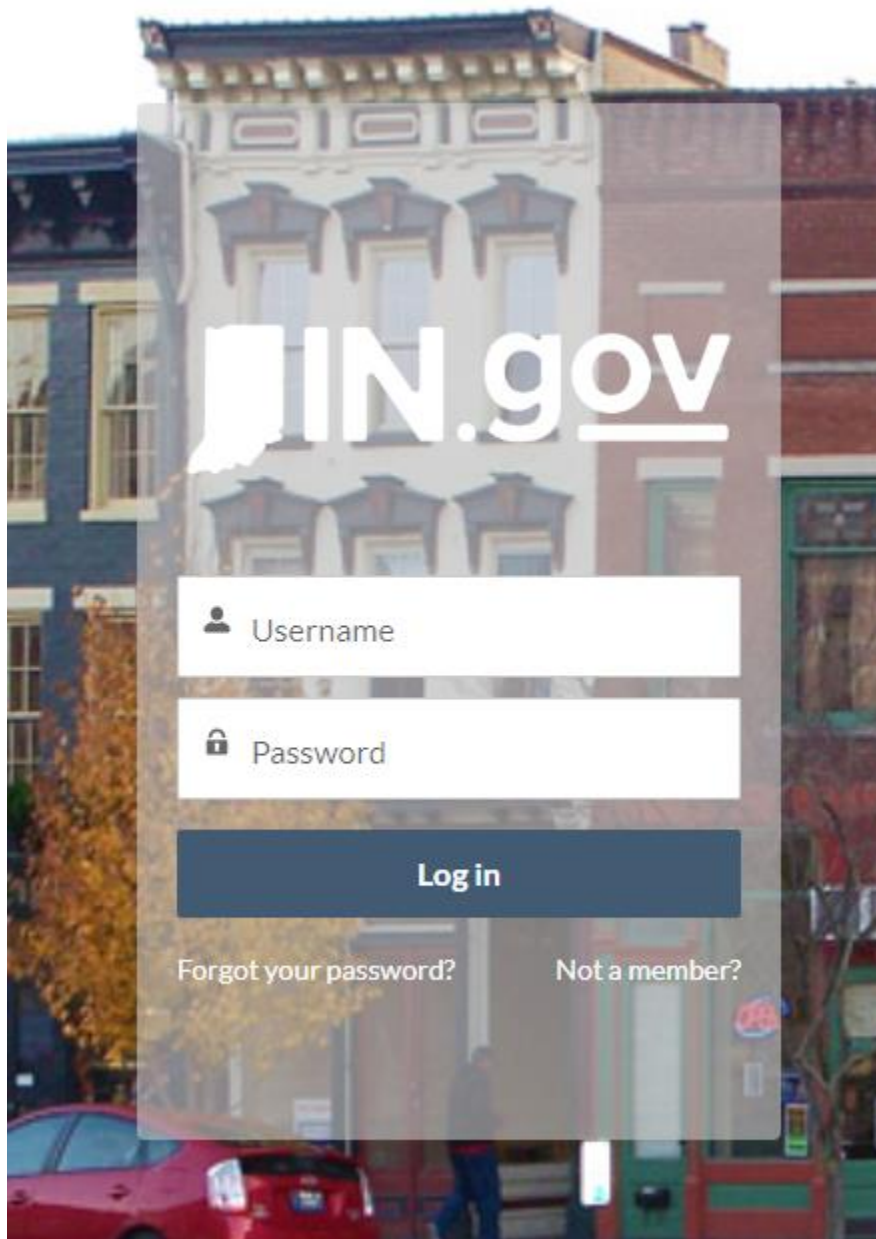
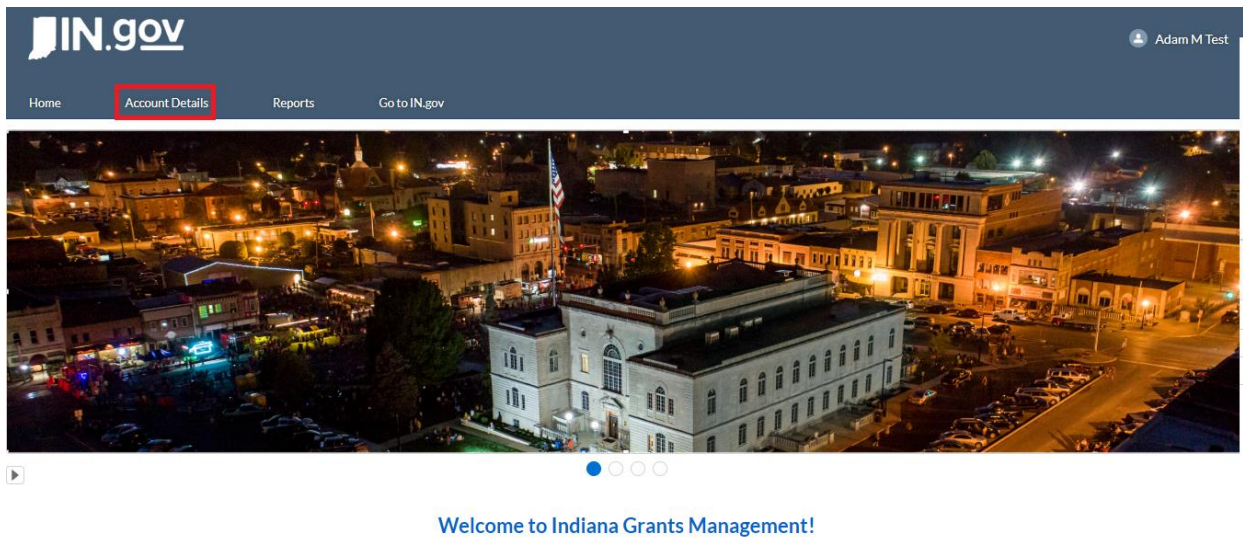


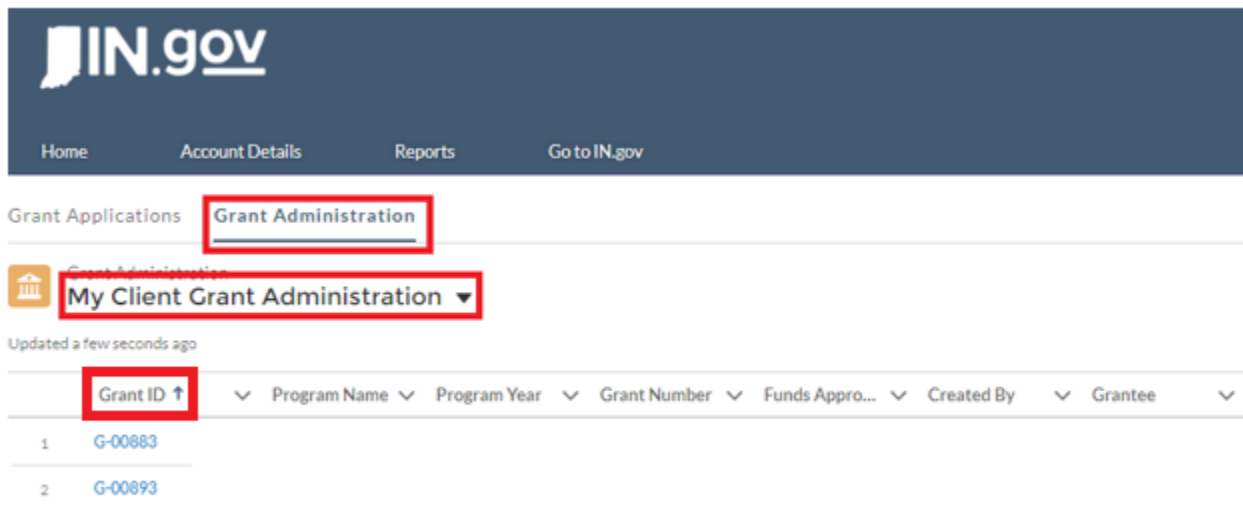
1. Log in to the Grants Management System:  
<https://indianaegms.force.com/Grants/s/login/>



2. Select **Account Details** at the top of the page.



3. Select **Grant Administration** and then choose **My Client Grant Administration** from the drop-down list. Next, select the **Grant ID (G-#####)** for the grant which you would like to create a report.



- At the top of the page, select **CDBG Semi Annual Report** from the drop-down list on the upper right side of the screen.

The screenshot shows the IN.gov Grant Administration CDBG interface. At the top, there is a navigation bar with the IN.gov logo and user information for Adam M Test. Below the navigation bar, there are links for Home, Account Details, Reports, and Go to IN.gov. The main content area is titled "Grant Administration CDBG" and includes a dropdown menu with options: "Create Claim", "Create A Pre-ROF Report", "Create ROF Report", and "CDBG Semi-Annual Report" (which is highlighted with a red box). Other options in the dropdown include "Create New Labor Standards Report", "Start Closeout", and "New CDBG Environmental Review".

Below the dropdown, there is a summary table with the following data:

Lead Applicant	Program Name	Total Amount Awarded	Status
<a href="#">Clinton, City Of</a>	WDW	\$600,000.00	5-year Follow Up/Audit

The "Details" section is expanded to show "Information" with the following fields:

Grant ID	G-00538	Grant Application	<a href="#">ADM-0225</a>
Grant Number	WW-16-115	Record Type	CDBG
Lead Applicant	<a href="#">Clinton, City Of</a>	Program Year	2016
Program Name	WDW	Contract Status	Fully Executed
National Objective	LMI - Area	Administration Modification Status	
Summary of Work		In Modification Process	<input type="checkbox"/>

The "Related" section shows "Activities" with three categories:

- Status Reports (1)**: A table with columns for Status Report Name, Record Type, Status, and Date Submitted/Compl... The table contains one entry with Status Report Name [0000165](#) and Record Type CDBG. A "View All" link is present.
- Grant Modifications (0)**: A "New" button is visible.
- FEEPS (0)**: No items are listed.

5. The **CDBG Semi-Annual Report** will appear. Please complete the four required boxes of information. Once complete, select **Save**.

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

The screenshot shows a modal window titled "CDBG Semi-Annual Report" overlaid on a background interface. The modal contains four required fields, each marked with an asterisk (\*):


- \* Report Preparer:** A search box with the placeholder text "Search Contacts..." and a magnifying glass icon.
- \* Date:** A date input field containing "3/10/2020" and a calendar icon.
- \* Status Update:** A large text area with a small information icon (i) to its left.
- \* Estimated % of Construction Completed:** A text input field with a small information icon (i) to its left.

At the bottom right of the modal are two buttons: "Cancel" and "Save".

6. 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.

The screenshot shows the top of the IN.gov dashboard. A green notification box with a checkmark icon and a close button (X) is highlighted with a red border. The message inside the box reads: "Status Report 0000102 was created." Below the notification, the dashboard header includes the IN.gov logo, navigation links (Home, Account Details, Reports, Go to IN.gov), and a user profile for Adam M Test. The main content area shows a "Grant Administration CDBG" section with a dropdown menu containing "Create Claim", "Create A Pre-ROF Report", and "CDBG Semi-Annual Report". Below this, a table header is visible with columns for "Lead Applicant", "Program Name", "Total Amount Awarded", and "Status Implementation".

7. Information entered in the report will appear in a screen similar to the one below.

 **Status Report**  
0000106 Edit Clone

Record Type: CDBG      Status Report Submission Date: 3/11/2020      Grant Administration: [G-00871](#)

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**Details** **Related**

**General Information**

Grant Administration <a href="#">G-00871</a>	Date 3/11/2020
Report Preparer <a href="#">Mike Kleinpeter</a>	Grantee Name Kingsford Heights, Town of
Primary Contact Name Mike Kleinpeter	Grantee Address 504 GRAYTON RD, PO BOX 330, KINGSFORD HEIGHTS, IN 46346

**Grant Progress**

Status Update test	Estimated % of Construction Completed 26%
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**Reminder**

Contractor Reminder  
If any contractors have joined the project since you submitted the ROF Status Report, please return to that report and add the new contractors.

No related lists to display