1. Log in to the Grants Management System:
https://indianaegms.force.com/Grants/s/login/
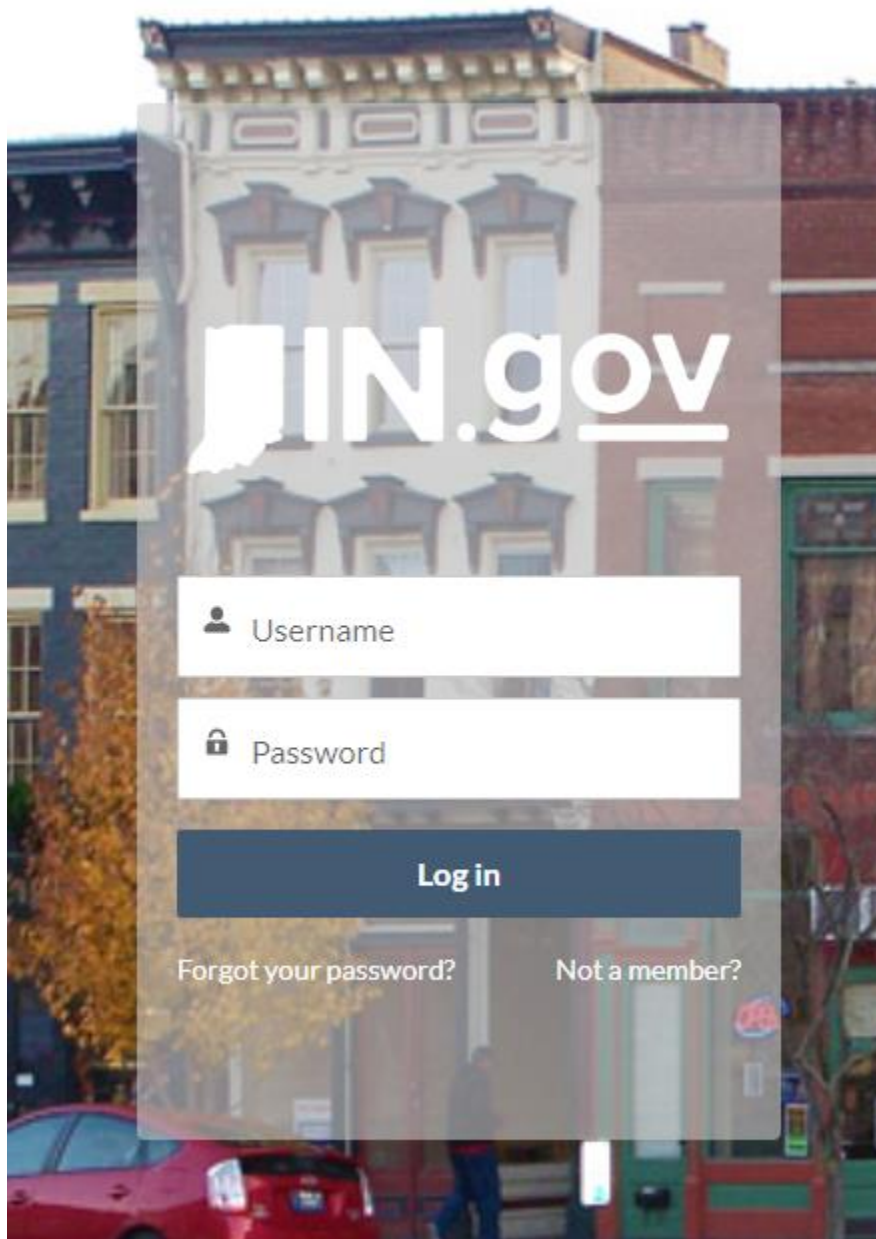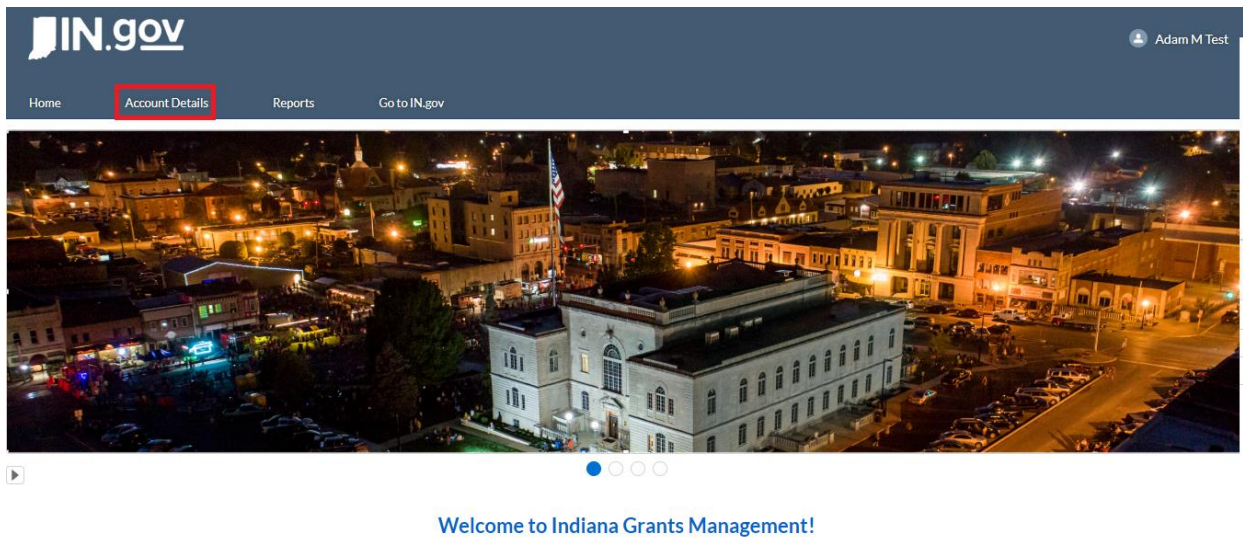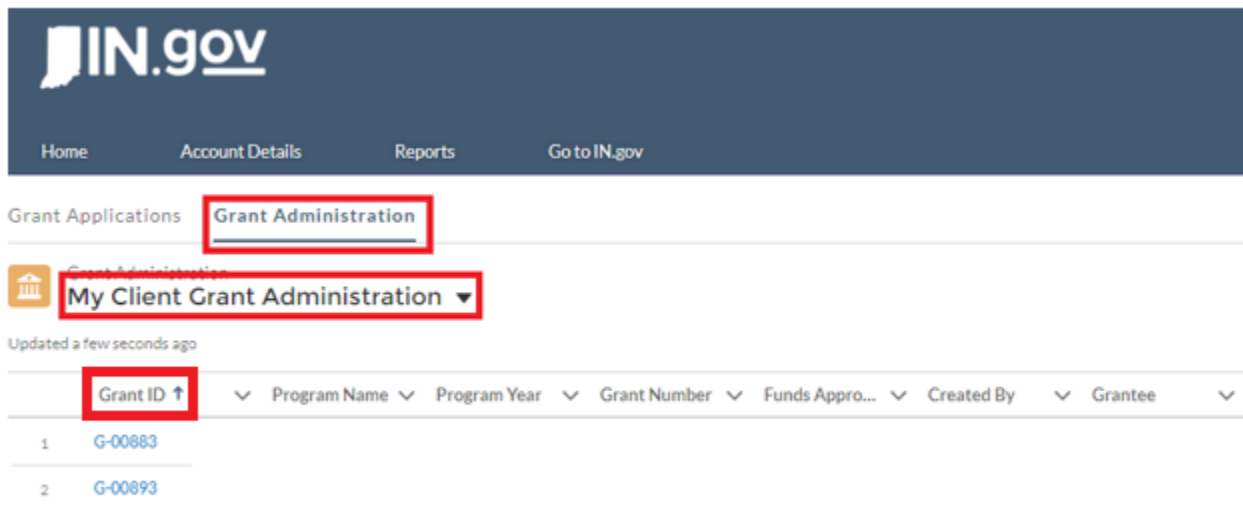
2. Select **Account Details** at the top of the page.

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.

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

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.

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.

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

Status Report
0000106

Edit   Clone

Record Type	Status Report Submission Date	Grant Administration
CDBG	3/11/2020	G-00871

Details   **Related**

∨ **General Information**

Grant Administration	Date
G-00871	3/11/2020

No related lists to display

Report Preparer	Grantee Name
Mike Kleinpeter	Kingsford Heights, Town of

Primary Contact Name	Grantee Address
Mike Kleinpeter	504 GRAYTON RD. PO BOX 330, KINGSFORD HEIGHTS, IN 46346

∨ **Grant Progress**

Status Update ⓘ	Estimated % of Construction Completed ⓘ
test	26%

∨ **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.