



Georgia Emergency Management & Homeland Security Agency

Georgia EM Grants Manager User Guide for Homeland Security Grant Program and Nonprofit Security Grant Program

*Preparedness Grants
and Programs*
HSGrants@gema.ga.gov
(404) 635-7095



Georgia Emergency Management & Homeland Security Agency

Progress Payment Requests
Time Extensions
Budget Adjustments
Progress Reports



Georgia Emergency Management & Homeland Security Agency

Progress Payment Requests



- **Please access Georgia EM Grants Manager portal by following the link provided: <https://ga.emgrants.com>**
- **Enter your Email and Password**
- **Select Sign In**

ga.emgrants.com Home Open Grants



GA Emergency Management & Homeland Security Agency

ga.emgrants.com tracks Emergency Management grants in Georgia. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

Remember Me

[Sign In](#) [Register](#)

[Forgot Login?](#)

About

EMGrantsPro is the leading edge online grant management tool for State Emergency Management departments - such as Public Assistance, Hazard Mitigation, Homeland Security and other non-disaster grants. The system provides the necessary capabilities for managing these programs exclusively online from the initial application for assistance to the closing out of the disaster and/or grant.

News Releases

There is currently no news - please check back for updates.

Contact

Address:
GA Emergency Management & Homeland Security Agency
935 United Avenue SE
Atlanta, GA 30316-2590

Phone:
404-635-7200

ga.emgrants.com
GA Emergency Management & Homeland Security Agency
Version 4.39.401
System Requirements
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GA Emergency Management & Homeland Security Agency
935 United Avenue SE
Atlanta, GA 30316-2590

T 404-635-7200



- The page will open to the Account Level, indicated in red.
- Select Projects

Welcome, Mynicka Wilkerson [LOGOUT](#)

Preparedness Grants

[Create New Request](#) [Submit New Progress Payment Request](#) [More](#)

Summary

- Accounts
- Projects
- Payments
- Monitoring
- Progress Reports
- FFATA Reporting
- Contacts
- Notes
- Documents
- History

Applicant Details

Account Count:	3 Accounts Open
Project Count:	3 Projects 3 Obligated
Progress Report Count:	No Active QRs (View All)
Eligible Obligated:	\$10,003.00
Federal Obligated:	\$5,003.00 (50.01%) View Graph
State Obligated:	\$0.00 (0.00%)
Local Share:	\$5,000.00 (49.99%)

Apply for a Grant

There are currently 1 Grant open. If you wish to apply, please click the Apply Now button below.

[Apply Now](#)

Applications

Application
2019 - Emergency Management Performance Grant (EMPG)

An Application is now ready for you to fill out and submit. Please complete the form by clicking the button below.
Note: The submission deadline date for this Application is **May 1, 2020**.

[Complete Application](#)

Application
2019 - Emergency Management Performance Grant (EMPG)

An Application is now ready for you to fill out and submit. Please complete the form



Select the Project to process your Payment Request

Navigation bar: Home, Alerts, Accounts, PROJECTS, FINANCES, PERSONNEL, Logout. Welcome, Mynicka Wilkerson

Preparedness Grants

Buttons: Create New Request, Submit New Progress Payment Request, More

Summary

Accounts

Projects

- Projects
- Project Versions
- Applications
- Worksheets
- State Projects
- Time Extensions
- Project Closeouts
- Scope Changes
- Project Appeals

Payments

Monitoring

Progress Reports

FFATA Reporting

Contacts

Notes

Documents

Projects

Quick Search: 3 results

Program	Grant #	Proj F#	Proj S#	Project Title	Proj...	Eligible Amt	F %	Fede...	Status
EMPG	2018		27220	County Name_OEM19	Base	\$10,000.00	50%	0%	Open
EMPG	2019		4	COUNTY NAME_OEM19	Base	\$0.00	0%	n/a	Open
SHSP	2019		122	2019 Test Project	NC	\$3.00	100%	0%	Open
						\$10,003.00			

Select the corresponding project from the list.



- You will notice, once on the Project Level the screen is now blue.
- Select Create New Request

2019 State Homeland Security Program (...) > Preparedness Grants > Account for 2019 (SHSP) - Preparedness...

Project #122 - 2019 Test Project

Open

[Create New Request](#) More ▾

Summary >

- Funding
- Expenses
- Payments
- Progress Monitoring
- Contacts
- Notes
- Documents
- History

Project Details ▾

Number:	F# S# 122
Title:	2019 Test Project
Type:	NC - Building New Capabilities
Eligible Obligated:	\$3.00 Expand
Federal Obligated:	\$3.00 (100.00%) Expand
State Obligated:	\$0.00 (0.00%)
Local Share:	\$0.00 (0.00%)
Advances Requested:	\$0.00
Work Complete %:	0.00% Progress Report is 0.00% complete. Project Version 0 is 0.00% complete.
Work Deadline:	September 30, 2021 Due in 700 days

Process Checklist ▾

- ✓ **Initial Obligation**
Obligated on October 30, 2019
[View Initial Version](#)
- **Project Management**
Active for 0 days
Work Deadline on September 30, 2021 (Due in 700 days)

Grant ▾

2019 State Homeland Security Program
State Homeland Security Program
Declared: September 1, 2019
Work Deadline: September 30, 2021

Applicant ▾

Preparedness Grants
Statewide County
FIPS #:
Vendor #:
DUNS #: 0000000
Type: EMERGENCY MANAGEMENT AGENCY



- **Select New Progress Payment Request**

Welcome, Mynicka Wilkerson ★ [LOGOUT](#) ?

2019 State Homeland Security Program (...) > Preparedness Grants > Account for 2019 (SHSP) - Preparedness...

Project #122 - 2019 Test Project

Open READ-ONLY

Create New Request More ▾

Create a New Request

Select the request you would like to create by clicking on the name of the request below.

Note: For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen.

New Progress Payment Request	New Project Closeout
This form requests funding from the State on a given project. Please attach copies of invoices, receipts, checks or payroll documents to support the requested amount for reimbursement.	This form notifies the State that work on a given project is complete and a final inspection is needed. The approval of this request will close the project and remove the need for status reports on future Quarterly Reports.
New Time Extension	New Scope Change
This form notifies the State that the physical work on a project will not be completed by the work completion deadline. Typically this request for an extension should be made at least 30 days prior to an upcoming deadline.	This form notifies the State of a request for a Scope of Work Change should it be advantageous to make additional improvements to or necessary to change the scope of work on a project while restoring its pre-disaster design.
New Project Appeal	
This form notifies the State of a desire to Appeal a Federal	

[Cancel](#)

Grant

2019 State Homeland Security Program
State Homeland Security Program
Declared: September 1, 2019
Work Deadline: September 30, 2021

Applicant

Preparedness Grants
Statewide County
FIPS #:
Vendor #:
DUNS #: 0000000
Type: EMERGENCY MANAGEMENT AGENCY

Process Checklist

- Initial Obligation
Obligated on October 30, 2019
[View Initial Version](#)
- Project Management
Active for 9 Days



- **Select Create New Expense**

Home [1] [2] ACCOUNTS PROJECTS FINANCES PERSONNEL Welcome, Mynicka Wilkerson LOGOUT

2019 State Homeland Security Progr... > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project

Create New Progress Payment Request

Cancel

Expenses > Expenses

 To create a new RFR, you must associate an expense.

[Create new Expense](#)

Notes & Comments Add Note No Uploaded Documents Add Document

There are currently no notes.
[Be the first to add one](#)

No Issues



Create New Expense

Create Cancel

Form

State Use Only

Requested Amount: \$0.00

Amount Eligible Later: \$
Note: Eligible Later amounts require an amendment for additional funding. A new expense for the amount eligible later will be automatically created upon approval of this request for future payment.

Ineligible Amount: \$

Adjusted Amount: \$0.00

State Comments:

Type:

Total Documented Amount: \$
Project Eligible Obligated \$3.00, Federal Obligated \$3.00, Expended \$0.00

Project Cost	Amount Eligible
<input type="button" value="Add Project Cost"/>	Total: \$0.00

Equipment Cost:

AEL Code	Equipment Description	Amount
<input type="button" value="Add Equipment"/>		Total: \$0.00

Justification of Costs:



- **Select the Type from the Drop Down.**

2019 State Homeland Security Progr... > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project

Create New Expense

Create Cancel

Form

State Use Only

Requested Amount: \$0.00

Amount Eligible Later: \$ 0.00

Note: Eligible Later amounts require an amendment for additional funding. A new expense for the amount eligible later will be automatically created upon approval of this request for future payment.

Ineligible Amount: \$ 0.00

Adjusted Amount: \$0.00

State Comments:

Type: Select One

Total Documented Amount: \$ 0.00

Project Eligible Obligated \$3.00, Federal Obligated \$3.00, Expended \$0.00

Project Cost	Amount Eligible	
Add Project Cost		
Total:	\$0.00	



- Enter the Total Payment Request amount in the Total Documented Amount field
- Select Add Project Cost to select the Cost Line item, then enter the amount requested.
- Enter a comment in the Justification of Costs field.
- Select Create

Home | 1 | ACCOUNTS | PROJECTS | FINANCES | PERSONNEL | Welcome, Mynicka Wilkerson | LOGOUT

Create | Cancel

Form

Type: Equipment

Vendor: Type to Search

Invoice Number: |

Effective Date: | to |

Total Documented Amount: \$ 2.00
Project Obligated \$3.00, Federal Obligated \$3.00, Expended \$0.00

Project Cost	Amount Eligible	
Equipment - EOD (Cost: \$1.00, Balance: \$1.00)	\$ 1.00	✗
Cameras - Physical Security (Cost: \$1.00, Balance: \$1.00)	\$ 1.00	✗
Supplies - Training (TRG) (Cost: \$1.00, Balance: \$1.00)	\$ 0.00	✗
Add Project Cost	Total:	\$2.00

Equipment Cost:

AEL Code	Equipment Description	Amount
Add Equipment	Total:	\$0.00

Justification of Costs: Payment Request



- **Select Add Document and upload all supporting documentation.**

Navigation bar: Home, 1, Accounts, Projects, Finances, Personnel, Logout (Welcome, Mynicka Wilkerson)

Action bar: Back to Progress Payment Request, Save, Unlink Expense, New Expense, Copy Expense, More

Left sidebar: Form, Notes, Documents, History

Equipment Cost:

AEL Code	Equipment Description	Amount	
Add Equipment		Total:	\$0.00

Justification of Costs:

Notes & Comments: [Add Note](#) | [Add Document](#) (highlighted in red)

There are currently no notes. [Be the first to add one](#)

No Uploaded Documents

No Issues



Upload your supporting documents.

- **Select Supporting Documentation from the Drop Down**
- **Select Upload**

Equipment Cost:

AEL Code	Equipment Description	Amount
<input type="button" value="Add Equipment"/>		
Total:		\$0.00

Justification of C

Upload Files

 Atlanta Fire-Rescue Dept Supporting Documentation ×

Note: There is no limit to the number of files that can be uploaded, however the maximum size per file is 100MB. Documents containing unredacted personal identifiable information should not be uploaded. Personal identifiable information includes social security numbers, driver's license, passport, or other identification numbers, passwords or pass codes, and financial account or credit/debit card numbers.

Close dialog after upload completes

Notes & Comments

Add Note

No Uploaded Documents

There are currently no notes.
Be the first to add one

No Issues



- **Select Back to Progress Payment Request**

Navigation bar: ACCOUNTS, PROJECTS, FINANCES, PERSONNEL. User: Welcome, Mynicka Wilkerson. Logout button.

Buttons: Save, Unlink Expense, New Expense, Copy Expense. More dropdown.

Dropdown menu: **Back to Progress Payment Request** (highlighted), Add Project Cost, Add Equipment.

Supplies - Training (TRG) (Cost: \$1.00, Balance: \$1.00) \$ 0.00

Add Project Cost		Total:	\$2.00
------------------	--	--------	--------

Equipment Cost:

AEL Code	Equipment Description	Amount
Add Equipment		Total: \$0.00

Justification of Costs: Payment Request

Notes & Comments: Add Note. There are currently no notes. Be the first to add one.

Uploaded Documents: Add Document. Atlanta Fire-Rescue Dept (Supporting Documentation)

No Issues



- **Select Submit**

Navigation: Home, 1, PROJECTS, ACCOUNTS, FINANCES, PERSONNEL, Welcome, Mynicka Wilkerson, LOGOUT

Breadcrumbs: 2019 State Homeland Security Progr... > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project

Project #122: Progress Payment Request

Draft

EDITING

Submit Delete Expense Options More

- Summary
- Expenses
- Notes
- Documents
- Workflow
- History

Expenses

Quick Search: 1 results

#	Type	Contractor	Reference #	Amount	Eligible A...
1	Equipment			\$2.00	\$2.00

Notes & Comments: There are currently no notes. Be the first to add one

Document Templates: > Reimbursement Details



- **Leave a Note: Optional**
- **Then select Submit**

Project #122: Progress Payment Request

Draft

Submit Delete Expense Options More

Summary Expenses Notes Documents Workflow History

Expenses

Quick Search

1 results

#	Amount	Eligible A...
1	\$2.00	\$2.00

Submit this Progress Payment Request

Before Submitting this Progress Payment Request please fill out the necessary information below.

Leave a note:

Cancel Submit

Notes & Comments Add Note

Document Templates

> Reimbursement Details

There are currently no notes.



When you see **“Successfully Submitted”** your Payment Request has been submitted.
This will notify your GEMA/Homeland Security Grants Specialist

2019 State Homeland Security Progr... > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project

Project #122: Progress Payment Request #1

Routing in Progress: Initial Review (Step 2 of 4)

Summary

Expenses

Notes

Documents

Workflow

History

1 results

Amount	Eligible A...
\$2.00	\$2.00

Successfully Submitted

You have submitted this Progress Payment Request. You can see the workflow progress below.

Submission Initial Review Approval Complete

Close Go To Project

Notes & Comments

Advance Explanation – Mynicka Wilkerson Today at 4:49 PM

Document Templates

Reimbursement Details



Georgia Emergency Management & Homeland Security Agency

Time Extensions



- **Select Create New Request**

Navigation: Home, 1, Accounts, Projects, Finances, Personnel, Search

Welcome, Mynicka Wilkerson | LOGOUT

2019 State Homeland Security Program > Preparedness Grants > Account for 2019 (SHSP) - Preparedness...

Project #122 - 2019 Test Project

Open

Create New Request (highlighted with a red box and a blue arrow)

More

Summary

- Funding
- Expenses
- Payments
- Progress Monitoring
- Contacts
- Notes
- Documents
- History

Project Details

Number:	F# S# 122
Title:	2019 Test Project
Type:	NC - Building New Capabilities
Eligible Obligated:	\$3.00 Expand
Federal Obligated:	\$3.00 (100.00%) Expand
State Obligated:	\$0.00 (0.00%)
Local Share:	\$0.00 (0.00%)
Advances Requested:	\$0.00
Work Complete %:	0.00% Progress Report is 0.00% complete. Project Version 0 is 0.00% complete.
Work Deadline:	September 30, 2021 Due in 700 days

Process Checklist

- ✓ Initial Obligation
Obligated on October 30, 2019
[View Initial Version](#)
- Project Management
Active for 0 days
Work Deadline on September 30, 2021 (Due in 700 days)

Grant

2019 State Homeland Security Program
State Homeland Security Program
Declared: September 1, 2019
Work Deadline: September 30, 2021

Applicant

Preparedness Grants
Statewide County
FIPS #:
Vendor #:
DUNS #: 0000000
Type: EMERGENCY MANAGEMENT AGENCY



- **Select New Time Extension (be sure you are on the Project Level, blue)**

The screenshot displays a web application interface for project management. At the top, a navigation bar includes icons for home, accounts, projects, finances, and personnel, along with a user profile for Mynicka Wilkerson and a logout button. Below this, a breadcrumb trail shows the path: 2019 State Homeland Security Program > Preparedness Grants > Account for 2019 (SHSP) - Preparedness... The main header area features the title 'Project #122 - 2019 Test Project' and a 'READ-ONLY' icon. A sidebar on the left contains a menu with items like Summary, Funding, Expenses, Payments, Progress Monitoring, Contacts, Notes, Documents, and History. A central modal window titled 'Create a New Request' is open, displaying a list of request types. The 'New Time Extension' option is highlighted with a red rectangular box. The modal also includes a 'Cancel' button at the bottom right. On the right side of the main interface, there are panels for 'Grant' and 'Applicant' details, including program names, declared dates, and deadlines.



- **Enter New Requested Completion Date**
- **Enter the justification in the Justification box**
- **Select Add Document**
- **Select Submit**

2019 State Homeland Security Prog... > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project

Project #122: Time Extension

Draft

Save **Submit** Delete More

- Summary
- Form**
- Notes
- Documents
- Workflow
- History

Form

State Use Only

Approved Completion Date:

Requested Completion Date:

Work Performed By:

Justification:

Provide a detailed timeline of delays in conjunction with documented justification describing the extenuating circumstances or unusual project requirements that are beyond the control of the applicant. This must be provided for approval consideration. Add attachments as necessary for a complete request description.

Current Percent Complete: %
No Progress Report Percent Complete available.

Milestones

Detailed timeline for completing the remainder of the work on this project.

Task Type / Description	Is Construction Related	Due Date	New Due Date
No available Milestones.			

Notes & Comments No Uploaded Documents



- **Leave a Note: Optional**
- **Then select Save & Submit**

2019 State Homeland Security Prog... > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project

Project #122: Time Extension

Draft

Save Submit Delete More

Summary Form Notes Documents Workflow History

Save & Submit this Time Extension

Before Submitting this Time Extension please fill out the necessary information below.

Leave a note:

Cancel Save & Submit

Milestones

Detailed timeline for completing the remainder of the work on this project.

Task Type / Description	Is Construction Related	Due Date	New Due Date
-------------------------	-------------------------	----------	--------------

No available Milestones.



When you see **“Successfully Submitted”** your Time Extension has been submitted.
This will notify your GEMA/Homeland Security Grants Specialist

2019 State Homeland Security Progr... > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project

Project #122: Time Extension #1

Routing in Progress: Initial Review (Step 2 of 4)

Summary
Form
Notes
Documents
Workflow
History

State Use Only

Successfully Submitted

You have submitted this Time Extension. You can see the workflow progress below.

Submission Initial Review Program Manager Review Complete

Close Go To Project

Milestones

Detailed timeline for completing the remainder of the work on this project.

Task Type / Description	Is Construction Related	Due Date	New Due Date
-------------------------	-------------------------	----------	--------------



Georgia Emergency Management & Homeland Security Agency

Budget Adjustments



- **Select Create New Request**

Navigation: Home, 1, Accounts, Projects, Finances, Personnel, Search

Welcome, Mynicka Wilkerson | LOGOUT

Breadcrumbs: 2019 State Homeland Security Program > Preparedness Grants > Account for 2019 (SHSP) - Preparedness...

Project #122 - 2019 Test Project

Open

Create New Request (highlighted with a red box and a blue arrow)

More

Summary

- Funding
- Expenses
- Payments
- Progress Monitoring
- Contacts
- Notes
- Documents
- History

Project Details

Number:	F# S# 122
Title:	2019 Test Project
Type:	NC - Building New Capabilities
Eligible Obligated:	\$3.00 Expand
Federal Obligated:	\$3.00 (100.00%) Expand
State Obligated:	\$0.00 (0.00%)
Local Share:	\$0.00 (0.00%)
Advances Requested:	\$0.00
Work Complete %:	0.00% Progress Report is 0.00% complete. Project Version 0 is 0.00% complete.
Work Deadline:	September 30, 2021 Due in 700 days

Process Checklist

- ✓ Initial Obligation
Obligated on October 30, 2019
[View Initial Version](#)
- Project Management
Active for 0 days
Work Deadline on September 30, 2021 (Due in 700 days)

Grant

2019 State Homeland Security Program
State Homeland Security Program
Declared: September 1, 2019
Work Deadline: September 30, 2021

Applicant

Preparedness Grants
Statewide County
FIPS #:
Vendor #:
DUNS #: 0000000
Type: EMERGENCY MANAGEMENT AGENCY



- **Select New Scope Change (be sure you are on the Project Level, blue)**

The screenshot displays the 'Project #122 - 2019 Test Project' interface. At the top, there is a navigation bar with icons for Home, Accounts, Projects, Finances, and Personnel. The user is logged in as 'Mynicka Wilkerson'. The breadcrumb trail shows '2019 State Homeland Security Program > Preparedness Grants > Account for 2019 (SHSP) - Preparedness...'. The main header reads 'Project #122 - 2019 Test Project' with a 'READ-ONLY' icon. Below the header, there is a 'Create New Request' button and a 'More' dropdown. A modal window titled 'Create a New Request' is open, displaying several request options: 'New Progress Payment Request', 'New Project Closeout', 'New Time Extension', 'New Scope Change' (highlighted with a red box), and 'New Project Appeal'. Each option includes a brief description of the request type. The 'New Scope Change' option states: 'This form notifies the State of a request for a Scope of Work Change should it be advantageous to make additional improvements to or necessary to change the scope of work on a project while restoring its pre-disaster design.' The modal also includes a 'Cancel' button at the bottom right. On the left side of the interface, there is a sidebar menu with options: Summary, Funding, Expenses, Payments, Progress Monitoring, Contacts, Notes, Documents, and History. On the right side, there are panels for 'Grant' (2019 State Homeland Security Program) and 'Applicant' (Preparedness Grants, Statewide County).



- **Select the Type Drop Down**
- **Select Budget Amendment**

2018 State Homeland Security Progr... > Georgia Emergency Management And H... > Account for 2018 (SHSP) - Georgia ... > Project #121 - GEMAHS Exercise

Create New Scope Change

Save Advance Cancel

* Form

Form

Type: 

Description:

Funding Change:

Federal Share: \$

State Share: \$

Local Share: \$

Anticipated Cost: \$

Source of Additional Funds:
Non-Federal Funds

Work Performed By:

Anticipated Completion Date:

Additional Comments:



- Provide a detail description about the scope change request in the Description field.
- Enter the new amount in the New Cost field by Cost Type
- Select Add Cost Line if adding a new items to your Cost Lines.

2020 State Homeland Security Progr... > Fitzgerald-ben Hill County Develop... > Account for 2020 (SHSP) - Fitzgera... > Project #3 - GEMAHG

Create New Scope Change

Save Advance Cancel

* Form > Form

Type: Budget Amendment

Description:

Cost Line Summary

To edit an existing Cost Line, enter the New Cost for the appropriate Cost Line. To add a new Cost Line, click the Add Cost Line button.

Cost Type	Cost Description	Current Cost	Expended To-Date	Current Balance	New Cost	New Balance	Cost Change
CBRNE Operations & Search & Rescue	CBRNE	\$250.00	\$0.00	\$250.00	250.00	\$250.00	\$0.00
Training (TRG)	Training	\$250.00	\$0.00	\$250.00	250.00	\$250.00	\$0.00
EOD	EOD	\$9,500.00	\$9,000.00	\$500.00	9,500.00	\$500.00	\$0.00
Net Change							\$0.00

Add Cost Line

Work Performed By: Choose One

Anticipated Completion Date:

Additional Comments:



- **Select Save**
- **Select Advance**

2020 State Homeland Security Progr... > Fitzgerald-ben Hill County Develop... > Account for 2020 (SHSP) - Fitzgera... > Project #3 - GEMA/HS

Project #3: Scope Change

Draft

Save Advance Set on Hold Delete More

Summary Form Notes Documents Workflow History

Type: Budget Amendment

Description: Items are on backorder with the vendor, we would like to request different available items instead.

Cost Line Summary

To edit an existing Cost Line, enter the New Cost for the appropriate Cost Line. To add a new Cost Line, click the Add Cost Line button.

Cost Type	Cost Description	Current Cost	Expended To-Date	Current Balance	New Cost	New Balance	Cost Change
CBRNE Operations & Search & Rescue	CBRNE	\$250.00	\$0.00	\$250.00	250.00	\$250.00	\$0.00
Training (TRG)	Training	\$250.00	\$0.00	\$250.00	250.00	\$250.00	\$0.00
EOD	EOD	\$9,500.00	\$9,000.00	\$500.00	9,500.00	\$500.00	\$0.00
Net Change							\$0.00

Add Cost Line

Work Performed By: Choose One

Anticipated Completion Date: Nov 30, 2020

Additional Comments:



- **Leave a note: Optional**
- **Select Advance**

2020 State Homeland Security Progr... > Fitzgerald-ben Hill County Develop... > Account for 2020 (SHSP) - Fitzgera... > Project #3 - GEMA/HS

Project #3: Scope Change

Draft

Save Advance Set on Hold Delete More

Summary Form Notes Documents Workflow History

Advance this Scope Change

Before Advancing this Scope Change please fill out the necessary information below.

Submit on Behalf of:

Leave a note:

Cancel **Advance**

	New Balance	Cost Change
	\$250.00	\$0.00
	\$250.00	\$0.00
	\$500.00	\$0.00
Net Change		\$0.00

Work Performed By: Choose One

Anticipated Completion Date: Nov 30, 2020

Additional Comments:



When you see **“Successfully Advanced”** your **Scope Change Request** has been submitted.
This will notify your GEMA/Homeland Security Grants Specialist

Project #3: Scope Change #4
Routing in Progress: Initial Review (Step 2 of 4)

Save Advance Return Set on Hold Deny

Summary Form Notes Documents Workflow History

Successfully Advanced

You have advanced this Scope Change. You can see the workflow progress below.

Submission Initial Review Program Manager Review Complete

	New Balance	Cost Change
	\$250.00	\$0.00
	\$250.00	\$0.00
	\$500.00	\$0.00
Net Change		\$0.00

Work Performed By: Choose One
Anticipated Completion Date: Nov 30, 2020
Additional Comments:



- **Select the Type Drop Down**
- **Select Scope of Work Change**

2018 State Homeland Security Progr... > Georgia Emergency Management And H... > Account for 2018 (SHSP) - Georgia ... > Project #121 - GEMAHS Exercise

Create New Scope Change

Save Advance Cancel

* Form

Form

Type: 

Description:

Funding Change:

Federal Share: \$

State Share: \$

Local Share: \$

Anticipated Cost: \$

Source of Additional Funds:
Non-Federal Funds

Work Performed By:

Anticipated Completion Date:

Additional Comments:



- In the Description field, provide a detail description about the scope of work change request.
- Complete all fields
- Select Save and Advance.

2020 State Homeland Security Progr... > Fitzgerald-ben Hill County Develop... > Account for 2020 (SHSP) - Fitzgera... > Project #3 - GEMA/HS

Project #3: Scope Change #4

Routing in Progress: Initial Review (Step 2 of 4)

Save Advance Return Set on Hold Deny More

Summary

Form

Notes

Documents

Workflow

History

Type: Scope of Work Change

Description: Items are on backorder with the vendor, we would like to request different available items instead.

Anticipated Cost: \$ 0.00

Work Performed By: Choose One

Anticipated Completion Date: Nov 30, 2020

Additional Comments:

Notes & Comments

Add Note

No Uploaded Documents

Add Document

There are currently no notes.
[Be the first to add one](#)

No Issues



When you see **“Successfully Advanced”** your **Scope Change Request** has been submitted.
This will notify your GEMA/Homeland Security Grants Specialist

The screenshot displays a web application interface for managing projects. At the top, there is a navigation bar with icons for Home, Accounts, Projects, Finances, and Personnel. The user is identified as Sheneka Turner. The main content area shows the details for 'Project #3: Scope Change #4', which is currently in the 'Initial Review' stage of a 4-step routing process. A modal window is open in the center, displaying a green checkmark and the text 'Successfully Advanced'. Below this, it states: 'You have advanced this Scope Change. You can see the workflow progress below.' The progress indicator shows four steps: 1. Submission (completed), 2. Initial Review (current step), 3. Program Manager Review, and 4. Complete. At the bottom of the modal, there are 'Close' and 'Go To Project' buttons. The background interface includes a sidebar with options like Summary, Form, Notes, Documents, Workflow, and History, and a bottom section for 'Notes & Comments'.



Georgia Emergency Management & Homeland Security Agency

Progress Reports



- **Select Progress Monitoring, you are given this option on the Project Level (blue).**

2018 State Homeland Security Program (...) > Georgia Emergency Management And Homel... > Account for 2018 (SHSP) - Georgia Emer...

Project #120 - GEMA/HS Training

Open

New Meeting Create New Request

- Summary
- Manage
- Funding
- Expenses
- Payments
- Progress Monitoring**
- Contacts
- Notes
- Documents
- History

Project Details

Number:	F# S# 120
Title:	GEMA/HS Training
Type:	Training - Training
Eligible Obligated:	\$417,600.00 Expand
Federal Obligated:	\$417,600.00 (100.00%) Expand
State Obligated:	\$0.00 (0.00%)
Local Share:	\$0.00 (0.00%)
Advances Requested:	\$0.00
Work Complete %:	0.00% Progress Report is 0.00% complete. Project Version 0 is 0.00% complete.
Anticipated Completion Date:	
Work Deadline:	November 30, 2019 (override)
In Process Requests:	Progress Reports (4) Expand



- **Select the Progress Report due for completion**

2018 State Homeland Security Program (...) > Georgia Emergency Management And Homel... > Account for 2018 (SHSP) - Georgia Emer...

Project #120 - GEMA/HS Training

Open

New Meeting | Create New Request | More ▾

- Summary
- Manage
- Funding
- Expenses
- Payments
- Progress Monitoring** >
 - Progress Reports
 - Time Extensions
 - Scope Changes
 - Project Appeals
 - Project Closeouts
- Contacts
- Notes
- Documents

Progress Monitoring » **Progress Reports**

Quick Search: 4 results

Period	% Complete	Completion D...	Submitted ...	Workflow Step	Days
FFY2019 Q2: Jan 2019 - Mar 2019	0			1) Applicant Submiss...	285
FFY2019 Q3: Apr 2019 - Jun 2019	0			1) Applicant Submiss...	212
FFY2019 Q4: Jul 2019 - Sep 2019	0			1) Applicant Submiss...	120
FFY2020 Q1: Oct 2019 - Dec 2019	0			1) Applicant Submiss...	28

Select the corresponding report from the list



- **Select Form**

Navigation: Home, Accounts, Projects, Finances, Personnel, Search

Breadcrumbs: 2018 State Homeland Security Program (...) > Georgia Emergency Management And Homel... > Account for 2018 (SHSP) - Georgia Emer...

FFY2020 Q1: Oct 2019 - Dec 2019

Routing in Progress: Applicant Submission (Step 1 of 4)

Submit | Set on Hold

- Summary
- Projects
- Form**
- Notes
- Documents
- Workflow
- History

Progress Report Details

This form is to report the progress of projects.

Period:	2020 Q1 (Oct 1, 2019 - Dec 31, 2019)
Project Count:	9
Viewed Count:	0 Projects (0.0%)
100% Complete Count:	0 Projects (0.0%)
Fully Closed Count:	0 Projects (0.0%)

Workflow Summary

Current Step:	1) Applicant Submission Description: Applicant completes Progress Report, then submits to State for review
Submission:	Dec 16, 2019 at 2:27 AM by System Admin 29 days ago



- Please complete all fields and Certify the information entered in the form is accurate.
- Select Save and Submit

ACCOUNTS PROJECTS FINANCES PERSONNEL

Welcome, Homeland Security

Save Submit Set on Hold

F # S #120 - GEMA/HS Training (View Project)

Category: Training Training Last Viewed By: Homeland Security (Jan 14, 2020)

Eligible Amount: \$417,600.00

Work Deadline: November 30, 2019

Note

If the Estimated Completion Date is greater than the Work Deadline, a Time Extension may be required (Create New).
If the project scope of work has deviated from the original as approved by FEMA a Scope Change may be required (Create New).
If this project is 100% complete a Project Closeout is required (Create New).

This Progress Report contains 9 Projects. Ensure that all projects are reported on before submitting this Progress Report. Use the above navigation bar to navigate to all Projects.

General

Current Percent Complete: %
The percentage of actual work that has been completed at the end of the reporting period (not a % of funds expended).
Last Quarter: 0%

Total Funds Expended to Date: \$
The amount that has been spent on the project from award date through quarter end. If match required, include Federal and Non-Federal expenses.
Last Quarter: \$0.00

Anticipated Final Amount: \$
Under Budget By \$417,600.00

Anticipated Completion Date:
The date you expect the work to be completed.

Status

Comments:
Please provide any important information regarding the progress of this project

State Comments: **State Use Only**
The value in this field will export to the FEMA QR Export File

Submission Consent

I agree the information entered in this form is accurate.



- **Leave a note for your Grant Specialist**
- **Select Submit**

2018 State Homeland Security Program (...) > Georgia Emergency Management And Homel... > Account for 2018 (SHSP) - Georgia Emer...

Welcome, Homeland Security ★ LOGOUT ?

FFY2020 Q1: Oct 2019 - Dec 2019

Routing in Progress: Applicant Submission (Step 1 of 4)

Save Submit Set on Hold More ▾

Submit this Progress Report

Before Submitting this Progress Report please fill out the necessary information below.

Leave a note:

Cancel Submit

This Progress Report contains 9 Projects. Ensure that all projects are reported on before submitting this Progress Report. Use the above navigation bar to navigate to all Projects.

General



When you see **“Successfully Submitted”** your Progress Report has been submitted.
This will notify your GEMA/Homeland Security Grants Specialist

2018 State Homeland Security Program (...)

Georgia Emergency Management And Homel...

Account for 2018 (SHSP) - Georgia Emer...

Welcome, Homeland Security ★ LOGOUT ?

FFY2020 Q1: Oct 2019 - Dec 2019

Routing in Progress: Grants Specialist Review (Step 2)

Save Advance Return

Summary

Projects

Form

Notes

Documents

Workflow

History

Next Project ▶

Reviewed By: Homeland Security (Jan 14, 2020)

Saved By: Homeland Security (Jan 14, 2020)

Note

If the

If the

If this

This

on bar to navigate to all Projects.

Successfully Submitted

You have submitted this Progress Report. You can see the workflow progress below.

Applicant Submission

Grants Specialist Review

Final Review

Complete

Close Go To Account



Georgia Emergency Management & Homeland Security Agency

Access Memorandum of Understanding (MOU)



- **There are two Memorandum of Understandings designated for the Homeland Security Grant Program (HSGP) and/or Nonprofit Security Grant Program (NSGP) and one for the Emergency Management Performance Grant (EMPG).**
- **The MOU is required to gain access to the grants portal... Georgia EM Grants Manager. <https://ga.emgrants.com>**

Memorandum of Understanding (MOU)

BY and BETWEEN

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

AND

WARREN COUNTY EMERGENCY MANAGEMENT

This Memorandum of Understanding (Agreement) made and entered into between the Georgia Emergency Management and Homeland Security Agency, hereinafter referred to as the "GEMA/Homeland Security" and Warren County EMA

officially domiciled at 109 Highway 80 North, Warrenton, Ga. 30828

hereinafter referred to as Subgrantee relating to application for grants under the U. S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Emergency Management Performance Grant (EMPG).

WHEREAS, GEMA/Homeland Security as the State Administrative Agency (SAA) on behalf of the State of Georgia, is the Grantee receiving funding under the DHS FEMA EMPG as authorized under Section 652 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. 5121 *et seq.*); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-24) (42 U.S.C. 7701 *et seq.*); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. 4001 *et seq.*) and has the fiduciary responsibility to ensure those funds are spent on eligible Subgrantee facilities and activities, and are properly reimbursed to the Subgrantee; and

WHEREAS, the agreement is part of the referenced Subgrantee's application and profile record in the Georgia EMGrantsPro system and will become effective and binding upon approval by GEMA/Homeland Security;

NOW, THEREFORE, in consideration thereof, the parties hereby agree as follows:

Responsibilities of the Subgrantee

The Subgrantee is primarily responsible for compliance with and agrees to obtain a working knowledge of the above-mentioned Acts and all applicable DHS FEMA regulations as provided in all applicable Subparts of 2 Code of Federal Regulations (CFR) Part 200 and 44 CFR that govern the EMPG and shall adhere to the application of those above-mentioned

Memorandum of Understanding (MOU)

BY and BETWEEN

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

AND

ATLANTA POLICE DEPARTMENT

This Memorandum of Understanding (Agreement) made and entered into between the Georgia Emergency Management and Homeland Security Agency, hereinafter referred to as the "GEMA/Homeland Security" and ATLANTA POLICE DEPARTMENT

officially domiciled at 226 PEACHTREE STREET ATLANTA, GA 30303

hereinafter referred to as Subgrantee relating to application for grants under the U. S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Homeland Security Grant Program (HSGP) and/or Nonprofit Security Grant Program (NSGP).

WHEREAS, GEMA/Homeland Security as the State Administrative Agency (SAA), on behalf of the State of Georgia, is the Grantee receiving funding under the DHS FEMA HSGP and/or NSGP as authorized under Section 2002 of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 U.S.C. 603) and has the fiduciary responsibility to ensure those funds are spent on eligible Subgrantee facilities and activities, and are properly reimbursed to the Subgrantee; and

WHEREAS, the agreement is part of the referenced Subgrantee's application and profile record in the Georgia EMGrantsPro system and will become effective and binding upon approval by GEMA/Homeland Security;

NOW, THEREFORE, in consideration thereof, the parties hereby agree as follows:

Responsibilities of the Subgrantee

The Subgrantee is primarily responsible for compliance with and agrees to obtain a working knowledge of the Homeland Security Act and all applicable DHS FEMA regulations as provided in all applicable Subparts of 2 Code of Federal Regulations (CFR) Part 200 and 44 CFR that govern the HSGP and NSGP and shall adhere to the application of the Homeland Security Act of 2002 and those applicable regulations and policies as a condition for acceptance of and expenditure of said DHS FEMA funding.



- **Chief Elected/Appointed Official or Chief Executive Officer must sign the MOU. (Chairman of the Board of Commissioners, Mayor, Sheriff, Executive Director (NSGP)).**
- **Please list Contact Agents accordingly.**

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

WITNESSES:

State's Witness

Name: Sheneka Turner

State Coordinating Officer

Name: Ceporia McMillian

Date

Telephone Number: (404) 635-7095

Subgrantee's Witness

Name: Click or tap here to enter text.

Chief Elected/Appointed Official
or Chief Executive Officer

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Exhibit A

Designation of Applicant's Agent

Provide the information below for 1 primary, 1 alternate (optional), 1 authorized and 1 financial individual that will be designated as agents. Changes to the below authorized agents must be communicated to GEMA/Homeland Security in the manner as detailed above within fourteen (14) days of such change.

Primary Agent's Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Alternate Agent's Name (Optional): Click or tap here to enter text.

Title: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Agent's Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Financial Agent's Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.



Georgia Emergency Management & Homeland Security Agency

Frequently Asked Questions (FAQ)



Frequently Asked Questions (FAQ)

- **Are we required to complete a MOU for all grants?**
 - *No, you are required to complete an access MOU for all Homeland Security Grants and the Emergency Management Performance Grant to gain access to the grants portal.*
- **How do we update our MOU with new contacts?**
 - *Please email an updated Exhibit A to hsgrants@gema.ga.gov. This request must come from one of the contact agents already listed on the MOU.*
- **Can the County Manager or County Administrator sign the MOU?**
 - *If the County Manager or County Administrator has signatory authority, “YES” they can sign the MOU, providing supporting documentation of this authority.*
- **Do we have to use EM Grants Manager to apply for grants?**
 - *Yes, you are required to use EM Grants Manager to apply for Homeland Security Grants and the Emergency Management Performance Grant.*
- **When do we start using the system in its entirety (Payment Requests, Advance Requests, Progress Reports, Time Extensions, Budget Adjustments, etc.)?**
 - *Enter all data related to the 2019 Homeland Security Grant Program, Nonprofit Security Grant Program, and Emergency Management Performance Grants into EM Grants Manager.*



Preparedness Grants & Programs

HSGrants@gema.ga.gov

(404) 635-7095