



# **Georgia Emergency Management & Homeland Security Agency**

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

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***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**

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# Georgia Emergency Management & Homeland Security Agency


## Progress Payment Requests

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- **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

ACCOUNTS PROJECTS FINANCES PERSONNEL

Welcome, Mynicka Wilkerson

# 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 <a href="#">(View All)</a>
Eligible Obligated:	\$10,003.00
Federal Obligated:	\$5,003.00 (50.01%) <a href="#">View Graph</a>
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

ACCOUNTS PROJECTS FINANCES PERSONNEL

Welcome, Mynicka Wilkerson

Preparedness Grants

Create New Request

Submit New Progress Payment Request

More

Summary

Accounts

Projects >

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

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 <a href="#">Expand</a>
Federal Obligated:	\$3.00 (100.00%) <a href="#">Expand</a>
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**

Project #122 - 2019 Test Project

Create New Request

Summary

Funding

Expenses

Payments

Progress Monitoring

Contacts

Notes

Documents

History

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**

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.

**New Project Closeout**

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**

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.

**New Scope Change**

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 30 Days





- **Select Create New Expense**

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

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

No Uploaded Documents

Add Document

No Issues



## Create New Expense

Create Cancel

Form

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

### Equipment Cost:

AEL Code

Equipment Description

Amount

Add Equipment

Total:

\$0.00

Justification of Costs:



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

Welcome, Mynicka Wilkerson [Logout](#)

2019 State Homeland Security Progr...

Preparedness Grants

Account for 2019 (SHSP) - Prepared...

Project #122 - 2019 Test Project

Create New Expense

Create

Cancel

**Form**

Form

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:

State Use Only

Type:

Select One

Total Documented Amount:

\$

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

Project Cost	Amount Eligible	
<div>Add Project Cost</div>	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 | Accounts | Projects | Finances | Personnel | Logout

Welcome, Mynicka Wilkerson

Create Cancel

Form

Type: Equipment

Vendor: Type to Search

Invoice Number: |

Effective Date: to

Total Documented Amount: \$ 2.00

Project Cost

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	✗
<b>Add Project Cost</b>	<b>Total:</b>	<b>\$2.00</b>

Equipment Cost:

AEL Code	Equipment Description	Amount
<b>Add Equipment</b>	<b>Total:</b>	<b>\$0.00</b>

Justification of Costs: Payment Request



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

Welcome, Mynicka Wilkerson [Logout](#)

Back to Progress Payment Request

Save

Unlink Expense

New Expense

Copy Expense

More

Form

Notes

Documents

History

Equipment Cost:

AEL Code	Equipment Description	Amount	
<div>Add Equipment</div>		Total:	\$0.00

Justification of Costs:

Payment Request

Notes & Comments

Add Note

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

No Uploaded Documents

Add Document

No Issues



## Upload your supporting documents.

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

Home 1 Accounts Projects Finances Personnel Search Welcome, Mynicka Wilkerson Logout

Back to Progress Payment Request Save Unlink Expense New Expense Copy Expense More


Form Notes Documents History

Equipment Cost:

AEL Code	Equipment Description	Amount
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 Choose Files... Upload Cancel

Notes & Comments

Add Note

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

No Uploaded Documents

Add Document

No Issues



- **Select Back to Progress Payment Request**

ACCOUNTS

PROJECTS

FINANCES

PERSONNEL

Logout

Back to Progress Payment Request

SaveUnlink ExpenseNew ExpenseCopy ExpenseMore

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

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

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

Uploaded Documents

Atlanta Fire-Rescue Dept (Supporting Documentation)

No Issues



- **Select Submit**

Welcome, Mynicka Wilkerson [Logout](#)

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

Add Note

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

Document Templates

[Reimbursement Details](#)





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

Home 1 PROJECTS FINANCES PERSONNEL Welcome, Mynicka Wilkerson LOGOUT

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

## Project #122: Progress Payment Request

Draft

Submit Delete Expense Options More

Summary

Expenses

Notes

Documents

Workflow

History

### Expenses

Quick Search

#	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\***

The screenshot shows a web application interface for managing grants. At the top, there is a navigation bar with icons for Home, Accounts, Projects, Finances, Personnel, and a search icon. The user is logged in as 'Mynicka Wilkerson'. The main header area is green and displays the breadcrumb trail: '2019 State Homeland Security Program > Preparedness Grants > Account for 2019 (SHSP) - Prepared... > Project #122 - 2019 Test Project'. Below this, the title 'Project #122: Progress Payment Request #1' is shown, along with the status 'Routing in Progress: Initial Review (Step 2 of 4)'. A 'READ-ONLY' icon is visible on the right.

A modal window is centered on the screen, titled 'Successfully Submitted'. It features a large green checkmark icon. The text inside the modal reads: 'You have submitted this Progress Payment Request. You can see the workflow progress below.' Below the text is a progress bar with four steps: 'Submission' (completed, green checkmark), 'Initial Review' (current step, green circle with '2'), 'Approval' (grey circle with '3'), and 'Complete' (grey circle with '4'). At the bottom of the modal are two buttons: 'Close' and 'Go To Project'.

In the background, a table with 1 result is visible. The table has columns 'Amount' and 'Eligible A...'. The single row shows '\$2.00' for both columns.

At the bottom of the screen, there is a 'Notes & Comments' section with an 'Add Note' button. Below this, a comment is visible: 'Advance Explanation - Mynicka Wilkerson' dated 'Today at 4:49 PM'. To the right, there is a 'Document Templates' section with a link to 'Reimbursement Details'.



# Georgia Emergency Management & Homeland Security Agency

## Time Extensions

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- **Select Create New Request**

Navigation bar: 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** 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 <a href="#">Expand</a>
Federal Obligated:	\$3.00 (100.00%) <a href="#">Expand</a>
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

**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 0 days  
Work Deadline on September 30, 2021 (Due in 700 days)



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

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

## Project #122 - 2019 Test Project

Open

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

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.

#### New Project Closeout

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

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.

#### New Scope Change

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 30 Days



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

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

Welcome, Mynicka Wilkerson [Logout](#)

## 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

[Add Note](#)

No Uploaded Documents

[Add Document](#)



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

2019 State Homeland Security Program > 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

State Use Only

Request Description

Work Description

Justification

Current Status

circumstances or unusual project requirements that necessary for a complete request description.

### 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
-------------------------	-------------------------	----------	--------------

No available Milestones





# Georgia Emergency Management & Homeland Security Agency

## Budget Adjustments

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- **Select Create New Request**

Navigation bar: 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** 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 <a href="#">Expand</a>
Federal Obligated:	\$3.00 (100.00%) <a href="#">Expand</a>
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

**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 0 days  
Work Deadline on September 30, 2021 (Due in 700 days)



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

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

## Project #122 - 2019 Test Project

Open

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.  
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#### 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 #: 00000000  
Type: EMERGENCY MANAGEMENT AGENCY

Process Checklist

- Initial Obligation  
Obligated on October 30, 2019  
View Initial Version
- Project Management  
Active For 90 Days



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

Home 1 PROJECTS FINANCES PERSONNEL Welcome, Sheneka Turner LOGOUT

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: Select One

Description:

Funding Change: Choose One

Federal Share: \$

State Share: \$

Local Share: \$

Anticipated Cost: \$ 0.00

Source of Additional Funds:

Non-Federal Funds

Work Performed By: Choose One

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.

Home 55 PROJECTS FINANCES PERSONNEL Welcome, Sheneka Turner LOGOUT

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

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

ACCOUNTS

PROJECTS

FINANCES

PERSONNEL

Welcome, Sheneka Turner

LOGOUT

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 Program > Fitzgerald-ben Hill County Develop... > Account for 2020 (SHSP) - Fitzgerald... > Project #3 - GEMA/HS

## Project #3: Scope Change

Draft

Save Advance Set on Hold Delete More

Summary

Form

Notes

Documents

Workflow

History

Type:

Description:

Cost:

To edit:

Cost Line:

CBR:

Res:

Tran:

EO:

	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:

### 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



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

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

Successfully Advanced

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

Submission Initial Review Program Manager Review Complete

Close Go To Project

	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**


Home 1 Accounts Projects Finances Personnel Search Welcome, Sheneka Turner Logout

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: Select One 

Description:

Funding Change: Choose One

Federal Share: \$

State Share: \$

Local Share: \$

Anticipated Cost: \$

Source of Additional Funds:   
Non-Federal Funds

Work Performed By: Choose One

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.

ACCOUNTS PROJECTS FINANCES PERSONNEL

Welcome, Sheneka Turner

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

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

No Uploaded Documents

Add Document

No Issues



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

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: Desc: Antici: Work: Antici: Additi:

### Successfully Advanced

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

Submission Initial Review Program Manager Review Complete

Close Go To Project

Notes & Comments Add Note No Uploaded Documents Add Document



# Georgia Emergency Management & Homeland Security Agency

## Progress Reports

---



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	Project Details
	Summary	
	Manage	
	Funding	
	Expenses	
	Payments	
	Progress Monitoring	<b>Number:</b> F# S# 120 <b>Title:</b> GEMA/HS Training <b>Type:</b> Training - Training <b>Eligible Obligated:</b> \$417,600.00 <a href="#">Expand</a> <b>Federal Obligated:</b> \$417,600.00 (100.00%) <a href="#">Expand</a> <b>State Obligated:</b> \$0.00 (0.00%) <b>Local Share:</b> \$0.00 (0.00%) <b>Advances Requested:</b> \$0.00 <b>Work Complete %:</b> 0.00% Progress Report is 0.00% complete. Project Version 0 is 0.00% complete. <b>Anticipated Completion Date:</b> <b>Work Deadline:</b> November 30, 2019 (override) <b>In Process Requests:</b> Progress Reports (4) <a href="#">Expand</a>
	Contacts	
	Notes	
	Documents	
	History	



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

Home 50 Accounts Projects Finances Personnel Search

Welcome, Homeland Security [LOGOUT](#)

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**

Home

ACCOUNTS

PROJECTS

FINANCES

PERSONNEL

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

Q

Welcome, Homeland Security

LOGOUT

Save

Submit

Set on Hold

More

Summary

Projects

Form

Notes

Documents

Workflow

History

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

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

Eligible Amount: \$417,800.00

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: 0 %

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: \$ 0.00

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: \$ 0.00

Under Budget By \$417,800.00

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:

The value in this field will export to the FEMA QR Export File

State Use Only

Submission Consent

☐ I agree the information entered in this form is accurate.





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

FFY2020 Q1: Oct 2019 - Dec 2019

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

Save Submit Set on Hold

Summary Projects Form Notes Documents Workflow History

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\*

FFY2020 Q1: Oct 2019 - Dec 2019

Routing in Progress: Grants Specialist Review (Step 2)

Save Advance Return

Summary Projects Form Notes Documents Workflow History

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

Reviewed By: Homeland Security ( Jan 14, 2020 )  
Saved By: Homeland Security ( Jan 14, 2020 )

on bar to navigate to all Projects.



# **Georgia Emergency Management & Homeland Security Agency**

## **Access Memorandum of Understanding (MOU)**

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- 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 662 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. 95-124) (42 U.S.C. 7731 *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)

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# 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](mailto: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](mailto:HSGrants@gema.ga.gov)**

***(404) 635-7095***