

# EMGRANTS GUIDANCE

## NORTH CAROLINA EMERGENCY MANAGEMENT – RECOVERY – PUBLIC ASSISTANCE PROGRAM

### Submitting a Quarterly Progress Report

This process outlines the directions of how to complete a Quarterly Progress Report for large projects in EMGrants. Quarterly Progress Reports are required to be submitted quarterly for **incomplete large projects** and all **Category Z**, Management Costs, projects. Quarterly Progress Reports must be completed within 15 days of the quarter end.

Quarter	Dates
1	October 1 – December 31
2	January 1 – March 31
3	April 1 – June 30
4	July 1 – September 30

To complete a Quarterly Progress Report, navigate to the **Progress Reports** section on the home page. Select the Quarterly Progress Report for your **Grant #** and the current **Period**. If you have more than one active disaster, then you will see multiple Quarterly Progress Reports listed for completion.

The screenshot displays the EMGrants system interface. At the top, there is a navigation bar with icons for Home, Accounts, Projects, and Finances, along with a search icon and a Logout button. Below this is a red header area with the text "Any Town" and a "READ-ONLY" button. Under the header, there are two buttons: "Create New Request" and "Submit New Reimbursement Request". The main content area is divided into a left sidebar and a right pane. The sidebar contains a list of menu items: Summary, Accounts, Projects, Payments, Progress Reports (highlighted with a red circle and a right arrow), Contacts, and Notes. The right pane shows the "Progress Reports" section with a "Quick Search" bar and a table of results. The table has columns for Program, Grant #, Period, Proj Count, Proj F#, Submitted D..., Workflow Step, and Days. One result is shown for Program PA, Grant # 4487, Period FFY2020 Q4: Jul 2020 - Sep 2020, with a Proj Count of 1, Submitted Date of Sep 16, 2020, Workflow Step of 1) Submission, and Days of 0.

Program	Grant #	Period	Proj Count	Proj F#	Submitted D...	Workflow Step	Days
PA	4487	FFY2020 Q4: Jul 2020 - Sep 2020	1		Sep 16, 2020	1) Submission	0



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Then click on either **Projects** or **Form**.

4487 COVID-19 (PA) > Any Town > Account for 4487 (PA) - Any Town

### FFY2020 Q4: Jul 2020 - Sep 2020

Routing in Progress: Submission (Step 1 of 3)

Advance Set on Hold Deny Delete More

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

**Progress Report Details**

This form is to report the progress of projects on a monthly or quarterly basis, depending on the requirements of the Grant Program. Complete form for each Project listed, and submit to State before the due date of each reporting period.

Period:	2020 Q4 (Jul 1, 2020 - Sep 30, 2020)
Project Count:	1
Viewed Count:	1 Project (100.0%)
100% Complete Count:	0 Projects (0.0%)
Fully Closed Count:	0 Projects (0.0%)

**Workflow Summary**

**Grant**

4487 COVID-19  
Public Assistance  
Declared: March 25, 2020

**Applicant**

Any Town  
County Jurisdiction: Pitt Alamance County  
FIPS #:  
Vendor #:  
Type: Local Government  
Physical/Mailing: 123 Main St  
Any Town, NC, 12345

If you select **Projects**, then you will need to click on the applicable project. If you select **Form**, then you will navigate to the form that will be completed for each incomplete large project that is listed.

The Form will provide project information for the **Category** and **Eligible Amount**. Additionally, you will have selections to initiate a time extension, scope modification, or closeout request if needed.

4487 COVID-19 (PA) > Any Town > Account for 4487 (PA) - Any Town

### FFY2020 Q4: Jul 2020 - Sep 2020

Routing in Progress: Submission (Step 1 of 3)

Save Submit More

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

**Form**

F # - Emergency Protective Measures [View Project](#)

Category:	B Emergency Protective Measures	Last Viewed By: John Smith ( Sep 21, 2020 )
Eligible Amount:	\$200,000.00	Last Saved By: John Smith ( Sep 21, 2020 )
Work Deadline:		

**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](#)).



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Enter the **Current Percent Complete**, **Total Funds Expended to Date**, **Anticipated Final Amount**, and **Anticipated Completion Date**. Note that for Category Z projects the Anticipated Completion Date will be the anticipated completion date of your last project.

Form

F # - Emergency Protective Measures (View Project)

Category: B Emergency Protective Measures

Last Viewed By: Meghan Hicks ( Sep 21, 2020 )

Eligible Amount: \$200,000.00

Last Saved By: John Smith ( Sep 21, 2020 )

Work Deadline:

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).

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).

Total Funds Expended to Date:

\$

The amount that has been spent on the project to date.

Anticipated Final Amount:

\$

Under Budget By \$200,000.00

Anticipated Completion Date:

The date you expect the work to be completed.



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Enter the **Projected Funds to be Requested for Reimbursement** for the next quarter, **Work Status**, **Project Status Comments**, **Cost Status**, and **Comments**. Then certify that the information entered is accurate by checking the box in **Submission Consent**.

**Projected Funds to be Requested for Reimbursement**

Estimated Oct 1, 2020 - Dec 30, 2020: \$

**Status**

Work Status:

Project Status Comments:

Cost Status:

Comments:

Please provide any important information regarding the progress of this project

**Submission Consent**

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

Add any attachments necessary to support this request by navigating to **Add Document**.

No Uploaded Documents

Add Document

If there are multiple projects for your grant, then you will click on **Next Project** to navigate and complete the Form for each incomplete large project.

Save Submit More

Summary Projects

Form

1 of 2 - #1

Large Project Filter: ☐ < 100% Complete ☐ 100% Complete

Next Project



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Next click on **Save**. Then click on **Submit** on the left-hand side and then click **Submit** in the note box. A note is not required but may be left if pertinent information needs to be transmitted.

The screenshot displays the EMGRANTS web application interface. At the top, there is a navigation bar with icons for Home, Accounts, Projects, and Finances, along with a search bar and a Logout button. Below this, the main header shows the current session: '4407 COVID-19 (PA)' and 'Any Town'. The main content area is titled 'FFY2020 Q4: Jul 2020 - Sep 2020' and indicates 'Routing in Progress: Submission (Step 1 of 3)'. On the left sidebar, there are buttons for 'Save' and 'Submit', both of which are circled in red. The 'Submit' button is highlighted with a green circle. In the center, a modal dialog box titled 'Submit this Progress Report' is open. It contains the text 'Before Submitting this Progress Report please fill out the necessary information below.' and a section labeled 'Leave a note:' with a large text area and a circular icon. At the bottom of the dialog, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red. On the right side of the dialog, there is a 'More' dropdown menu. Below the dialog, the background shows a list of items with columns for 'F #', 'Cat', 'Elig', and 'Wor'. At the bottom right, there is a section for 'Last Viewed By: John Smith ( Sep 21, 2020 )' and 'Last Saved By: John Smith ( Sep 21, 2020 )'.

