FundingMT.org (WebGrants) - FFY 16-17 EMPG <u>quarterly report</u> guide

Sign into FundingMT.org

To access your account, visit www.fundingmt.org. Some components of the system do not work well with the Google Chrome browser, it is advised that you use Mozilla Firefox or Internet Explorer.

Input your user ID and Password, then click 'login'.

If you have forgotten your user name you can contact your Grant Program Manager at MT DES. If you forget your password, use the 'forgot password' link, MT DES staff cannot retrieve your password for you.

All users must have their own user name and password. Multiple users can be assigned to your grant, contact your Grant Program Manager at MT DES if you need assistance with registering users.

Once signed in to FundingMT.org, the main menu will appear:

Click on 'My Grants'

Montana Grants and Loans

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Welcome

Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.

- Grantee Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants

A screen similar to the one below will appear:

Under the 'title' heading you may see one or multiple grants, depending on your jurisdiction. Click on the name of the grant that you're working on. For this example we'll be using the 'Honzel Test EMPG' grant.

Montana Grants and Loans

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | Save

Grant Tracking

Current Grants   Closed Grants | Claims
Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
26836	Underway	2015	Next Gen Reverse 911 System, City of Helena	MTDES Homeland Security	Burke Honzel	$173,000.00
27214	Underway	2015	BH 3/11/15 Updated Budget Test	MTDES Homeland Security	Burke Honzel	$110,907.21
27447	Underway	2015	test 1	MTDES Emergency Management Performance Grant	Stevn Henke	$0.00
27465	Underway	2015	Test 2	MTDES Emergency Management Performance Grant	Stevn Henke	$135.05
24045	Underway	2015	Test of Budget 12/11 BH	MTDES Test Program Area	Angie Nelson	$92,925.00
32746	Underway	2015	Honzel Test 4	MTDES Emergency Management Performance Grant	Kent Atwood	$216,343.46
33131	Underway	2015	Honzel Test EMPG	MTDES Emergency Management Performance Grant	Kent Atwood	$79,998.00
36042	Underway	2015	TESTING Forms	MTDES Homeland Security	Burke Honzel	$81,977.40
					Total $755,286.12	

Showing 1 - 8 of 8

A screen similar to the one below will appear:

To begin a quarterly report, click on 'status reports'.

Grant Components	
You can define your own alerts in the Alerts section	
Component	**Last Edited**
General Information	07/15/2015
Claims	
Status Reports	
Site Visits	
Administrative and General Information	07/15/2015
EMPG Applicant Assessment	07/15/2015
EMPG Work Plan Projects	07/15/2015
Correspondence	
Grid Budget FY15-16	
Contract Documents	
Opportunity	-
Application	-

A screen similar to the one below will appear:

Status Reports				Copy Existing Status Report |	Return to Components	
ID	**Type**	**Date From-To**	**Due Date**	**Submitted Date**	**Arrived?**	**Status**
33131 - 01	Quarterly Report	08/03/2015-08/04/2015			-	Editing
33131 - 02	Quarterly Report	11/02/2015-12/04/2015		12/08/2015	-	Approved
33131 - 03	Quarterly Report	12/01/2015-12/04/2015		12/09/2015	-	Approved
33131 - 04	Quarterly Report	12/16/2015-12/17/2015			-	Editing

To continue select the quarter that corresponds to the dates of the quarter that you are submitting a report for and click on the blue report ID number. Note that the dates shown on this example are for testing only, you will see actual dates for each quarter.

Once you've selected the report you wish to edit, you'll see a screen similar to the screen below.

Note that on the example given below some of the components are already marked as 'complete'. If you're just beginning your report you may see a check mark next to 'general information', but you won't see checkmarks next to the other components yet. We'll go ahead and skip the 'general information' component for now as it should already be complete, let's get started by clicking into the 'Quarterly Report' component.

Components		Preview | Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.		
Name	**Complete?**	**Last Edited**
General Information	✓	
FY15-16 Quarterly Report		
EMPG Work Plan Projects		02/17/2016
LEPC/TERC		

You should now see a screen similar to the one below:

Click on 'edit' to continue.

🏠 **Menu** | 👤 **Help** | 📕 **Log Out**   ↩ **Back** | 🖨 Print | ➕ Add | ❌ Delete | 📝 **Edit** | 💾 Save

🖼 *Grant Tracking*

Status Report: Lincoln - 01

Grant:	**Lincoln-Lincoln County EMPG 15/16**
Status:	Editing
Program Area:	MTDES Emergency Management Performance Grant
Grantee Organization:	**Lincoln County Emergency Management Agency**
Program Manager:	Kent Atwood

Baseline Requirement Reporting   **Create New Version** | **Mark as Complete** | **Go to Status Report Forms**

Maintain Contact Information up to date with MT DES*

If contact information (work phone number, email, after hours contact number) has changed please include the changes in the provided block

New Contact Information

Did you participate in an LEPC/TERC meeting this quarter?*

Please list the date(s) of your LEPC/TERC meetings this quarter. If you had more than one, please separate the dates with a semi-colon (;)

Date of LEPC Meetings

Are Key Community Emergency Locations identified?*

Is the County EOP up to date?*

Date County EOP was last approved?

Date of the last/next risk assessment/review for Pre-Disaster Mitigation

Participated in THIRA/SPR development?*

Did you conduct/participate in an Exercise this quarter?*

All EMPG funded personnel shall participate in a minimum of three exercises within the twelve month Federal Fiscal Year and complete an After Action Report/Improvement Plan in compliance with the Homeland Security Exercise and Evaluation Program

If yes to Conduct/Participate in an Exercise did you complete the AAR/IP and send it in to MT DES?*

Does the county have a Training and Exercise Plan?*

Time Certification

Please upload your time certification

Time Certification* ➕Add

You should now see a screen similar to the one below:

Enter the information asked for in each field. Fields with a '*' are required fields, failure to enter information into these fields will result in the system not allowing you to save your work and progress to the next section.

Click save when you're finished.

🏠 **Menu** | 🧑 **Help** | 📕 **Log Out**   🔙 **Back** | 🖨 Print | ➕ Add | ❌ Delete | ✏ Edit | 💾 **Save**

🖼 *Grant Tracking*

Status Report: Lincoln - 01

Grant:	**Lincoln-Lincoln County EMPG 15/16**
Status:	Editing
Program Area:	MTDES Emergency Management Performance Grant
Grantee Organization:	**Lincoln County Emergency Management Agency**
Program Manager:	Kent Atwood

Baseline Requirement Reporting

Maintain Contact Information up to date with MT DES*   ○ Yes ○ No

If contact information (work phone number, email, after hours contact number) has changed please include the changes in the provided block

New Contact Information   [   ]

Did you participate in an LEPC/TERC meeting this quarter?*   ○ Yes ○ No

Please list the date(s) of your LEPC/TERC meetings this quarter. If you had more than one, please separate the dates with a semi-colon (;)

Date of LEPC Meetings   [   ]

Are Key Community Emergency Locations identified?*   ○ Yes ○ No

Is the County EOP up to date?*   ○ Yes ○ No

Date County EOP was last approved?   [   ] 📅

Date of the last/next risk assessment/review for Pre-Disaster Mitigation   [   ]

Participated in THIRA/SPR development?*   ○ Yes ○ No

Did you conduct/participate in an Exercise this quarter?*   ○ Yes ○ No

All EMPG funded personnel shall participate in a minimum of three exercises within the twelve month Federal Fiscal Year and complete an After Action Report/Improvement Plan in compliance with the Homeland Security Exercise and Evaluation Program

If yes to Conduct/Participate in an Exercise did you complete the AAR/IP and send it in to MT DES?*   ○ Yes ○ No

Does the county have a Training and Exercise Plan?*   ○ Yes ○ No

Time Certification

Please upload your time certification

Time Certification*

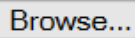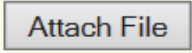Note that the 'time certification' field is required. You'll be able to complete this field after clicking 'save' above.

You should now see a screen similar to the one below:

Baseline Requirement Reporting   Mark as Complete | Go to Status Report Forms

Maintain Contact Information up to date with MT DES*	Yes

If contact information (work phone number, email, after hours contact number) has changed please include the changes in the provided block

New Contact Information

Did you participate in an LEPC/TERC meeting this quarter?*	No

Please list the date(s) of your LEPC/TERC meetings this quarter. If you had more than one, please separate the dates with a semi-colon (;)

Date of LEPC Meetings

Are Key Community Emergency Locations identified?*	Yes
Is the County EOP up to date?*	Yes
Date County EOP was last approved?	12/07/2015
Date of the last/next risk assessment/review for Pre-Disaster Mitigation	12/1/2015
Participated in THIRA/SPR development?*	Yes
Did you conduct/participate in an Exercise this quarter?*	Yes

All EMPG funded personnel shall participate in a minimum of three exercises within the twelve month Federal Fiscal Year and complete an After Action Report/Improvement Plan in compliance with the Homeland Security Exercise and Evaluation Program

If yes to Conduct/Participate in an Exercise did you complete the AAR/IP and send it in to MT DES?*	Yes
Does the county have a Training and Exercise Plan?*	Yes

Time Certification

Please upload your time certification

Time Certification*	✚Add

You can now add your time certification by clicking the 'add' button.

You'll now see a pop up window similar to the one below:

Attach File

Upload File:		Browse...
	Attach File	

Click the 'browse' button to find the appropriate file on your computer.

Once you've selected the appropriate file on your computer, click the 'attach file' button to attach your form.

Attach File

Upload File: Y:\Sample time certification.docx   Browse...

Attach File

You should now see your time certification attached at the bottom of this page. If you attached the wrong file you can delete the attachment and start again.

Click 'Mark as Complete' to continue.

Baseline Requirement Reporting   Mark as Complete | Go to Status Report Forms

Maintain Contact Information up to date with MT DES*   Yes

If contact information (work phone number, email, after hours contact number) has changed please include the changes in the provided block

New Contact Information

Did you participate in an LEPC/TERC meeting this quarter?*   No

Please list the date(s) of your LEPC/TERC meetings this quarter. If you had more than one, please separate the dates with a semi-colon (;)

Date of LEPC Meetings

Are Key Community Emergency Locations identified?*   Yes

Is the County EOP up to date?*   Yes

Date County EOP was last approved?   12/07/2015

Date of the last/next risk assessment/review for Pre-Disaster Mitigation   12/1/2015

Participated in THIRA/SPR development?*   Yes

Did you conduct/participate in an Exercise this quarter?*   Yes

All EMPG funded personnel shall participate in a minimum of three exercises within the twelve month Federal Fiscal Year and complete an After Action Report/Improvement Plan in compliance with the Homeland Security Exercise and Evaluation Program

If yes to Conduct/Participate in an Exercise did you complete the AAR/IP and send it in to MT DES?*   Yes

Does the county have a Training and Exercise Plan?*   Yes

Time Certification

Please upload your time certification

Time Certification*   Sample time certification.docx   Delete

You should now be taken back to the 'component's page, as exampled below:

Now you're ready to begin working on the next component, click the 'LEPC/TERC' option.

Components			Preview | Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name		**Complete?**	**Last Edited**
General Information		✓	02/18/2016
FY15-16 Quarterly Report TEST		✓	02/18/2016
LEPC/TERC			01/12/2016
EMPG Work Plan Projects			

You should now see a screen similar to the one below:

On this page you'll add your LEPC or TERC membership roster and meeting minutes. Click the 'add' button to continue.

🏠 **Menu** | 👤 **Help** | 📇 **Log Out**   ↩ **Back** | 🖨 Pri... | ➕ **Add** | ✖ Delete | ✏ Edit | 💾 Save

📋 **Grant Tracking**

Status Report: 33131 - 01

Grant:	**33131-Honzel Test EMPG**
Status:	Editing
Program Area:	MTDES Emergency Management Performance Grant
Grantee Organization:	Test MTDES Organization
Program Manager:	Kent Atwood

LEPC/TERC Membership & Minutes	**Mark as Complete** | **Go to Status Report Forms**
Description	**File Name**

You should now see a screen similar to the one below:

Click 'browse' to find the appropriate files on your computer. Be sure to enter in the description what the file is (either LEPC/TERC membership roster or meeting minutes).

Attach File	
Upload File:	[ ] Browse...
Description:*	[ ]

Once you've attached a file you should now see a screen similar to the one below:

Click 'add' to attach another file if you have multiple documents.

Once you've attached all of the files you need on this screen click 'Mark as Complete.

You'll now be taken back to the 'Components' screen, which will look similar to the screen below.

You're now ready to work on the final component, click on 'EMPG Work Plan Projects'

Components		Preview | Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.		
Name	**Complete?**	**Last Edited**
General Information	✔	02/18/2016
FY15-16 Quarterly Report TEST	✔	02/18/2016
LEPC/TERC	✔	02/18/2016
EMPG Work Plan Projects		

You'll now see a screen similar to the one below, your screen will show your work plan that was submitted with your original application. Your screen will likely look different than the example shown as it will be unique to your work plan.

To begin click on the blue heading of each work plan project.

Once you click on a project heading on the previous screen, you'll see a screen similar to the screen below:

Be careful to only enter information applicable to the quarter that you're reporting for.

Also note that your work plan doesn't pass through to this page, you may want to copy and paste the individual project plans into another document so that you can reference it while you type your narrative.

Click 'save' when you've finished typing your narrative.

Once you've clicked 'save' after typing your narrative you'll return to the work plan screen, which again will look similar to the screen below:

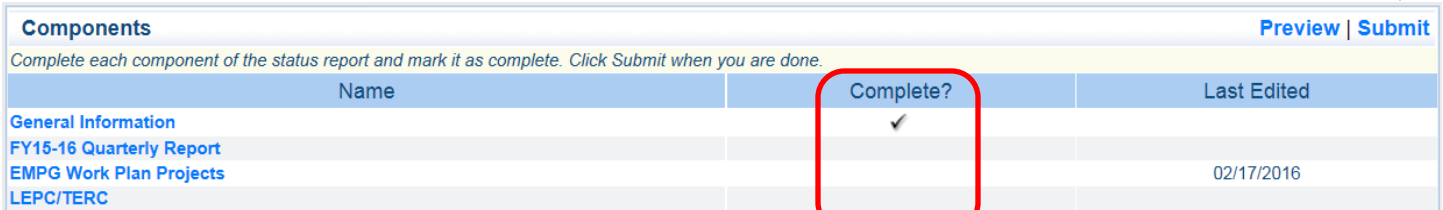Be sure to click on each Project Name and enter a narrative.

Click 'Mark as Complete' when you're finished.

Work Plan   Create New Version | Mark as Complete | Go to Status Report Forms | Add

Add Projects/Planned Activities for FY15/16 EMPG.

Project Name	Project Priority	Core Capabilites	Objective/Endstate	QTR 1 Milestone/Activities	QTR 1 Narrative	QTR 2 Milestone/Activities	QTR 2 Narrative	QTR 3 Milestone/Activities	QTR 3 Narrative	QTR 4 Milestone/Activities	QTR 4 Narrative
Enhance Countywide Notification Systems	1	Operational Communications, Public Information and Warning	Effective public information notifications during events	Renew CodREd system		Add to database / public meetings		Add to database / Public meetings		Test system in a drill	
Increase Communication for Response Capabilities	2	Operational Communications, Operational Coordination	To have trunking abilities for EVA & TVA Ambulances; Have GPS capabilities for 1st responders toughbooks; Generator for Marston co-habitate with USBP; Replace batteries on mtn tops for communication	Purchase AVL's & Trunking systems for Ambulances		Training for AVL's/Responders		Order Mtn Top Equipment		Install & Test commuincation (including Trunking)	
Manage EMPG Program	1	Operational Communications, Planning, Public Information and Warning, Operational Coordination, Threats & Hazard Identification	Successfully complete projects	Attend MADSEC fall conference, Attend qtrly mtg; report & submitted grant documentation, conduct qtrly LEPC mtgs, etc...		Attend MACO/DES Association Mid-winter conference, attend qtrly mtg; report & submitted grant documentation, conduct qtrly LEPC mtgs, etc...		Attend MADSEC fall conference, Attend qtrly mtg; report & submitted grant documentation, conduct qtrly LEPC mtgs, etc...		Attend qtrly mtg; report & submitted grant documentation, conduct qtrly LEPC mtgs, etc...	
Identify & Develop Vulnerable areas for Response & Develop Plan	3	Intelligence and Information Sharing*, Longterm Vulnerability Reduction*, Operational Communications, Economic Recovery*, Planning, Operational Coordination, Access Control and Identity Verification, Community Resilience, Threats & Hazard Identification, Critical Transportation	YO have a list of areas that have been prone to disaster & develop a plan to mitigate for then as funding becomes available	Identify Hazards & Work on Plan		Identify Hazards & Work on Plan		Identify Hazards & Work on Plan		Finish Hazard & Implement Plan	
Continue Planning for Trunking	4	Cyber Security*, Intelligence and Information Sharing*, Operational Communications, Planning, Operational Coordination	To get Trunking installed & on the road to operational in our area; plan and collaborate with partners to coordinate effective communication under objective/end state and in the Continue Monthly Northern Tier Meeting	Continue Monthly Northern Tier Mtgs		Continue Monthly Northern Tier Mtgs		Continue Monthly Northern Tier Mtgs; plan trunking test exercise		Continue Monthly Northern Tier Mtgs; actual test testing the trunking	
Plans Review & Update	5	Operational Communications, Planning, Operational Coordination	Have select sections updated	Review Plans & give appropriate agency their ESF to review; review the base EOP plan, EOC SOPs		Review Plans & give appropriate agency their ESF to review		Gather plans, sop's, etc... and work on amending; update TEP (plan revision/update)		Gather plans, sop's, etc... and work on amending; send all updates to the DFO for review	
Training & Exercise	3	Operational Communications, Planning, Public Information and Warning, Operational Coordination, Threats & Hazard Identification	Comply with Required Training & Exercise Programs	Complete NIMS Quals, Attend EMI, Schedule, Participate in 3 exercises, Plan/Attend 1 Full Scale Exercise; Complete NIMS Survey; Attend new coordinator training		Complete NIMS Quals, Attend EMI, Schedule, Participate in 3 exercises, Plan/Attend 1 Full Scale Exercise		Complete NIMS Quals, Attend EMI, Schedule, Participate in 3 exercises, Plan/Attend 1 Full Scale Exercise		Complete NIMS Quals, Attend EMI, Schedule, Participate in 3 exercises, Plan/Attend 1 Full Scale Exercise	

You should now see a screen similar to the one below:

At this point you should have a check mark next to each of your components. The screen shot below doesn't show these check marks but you need to ensure that the components are all complete on your individual grants.   If you're missing any check marks click back into that component to revisit any missing items.

Once you have all check marks, click 'submit'.

Components			Preview | Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name		Complete?	Last Edited
General Information		✓	
FY15-16 Quarterly Report			
EMPG Work Plan Projects			02/17/2016
LEPC/TERC			

Congratulations, you're now finished with your report!

Your District Field Officer and the MT DES Grant Program Managers will review your report and will contact you if they need any further information.