EMGrantsPRO

Everything you need. In one place.

EMGrantsPro is the revolutionary grant management system for State EM departments. You can manage grants, applicants, projects, and the entire reimbursement process online, all while collaborating and having access to instant reports.

THE CONCEPT

A typical EM department has information scattered in many places - from filing cabinets scattered across offices, to Excel spreadsheets on multiple computers. We believe in gathering all of this information in one single location so that everything you need for managing grants can be done online.

CUSTOMER PROFILES

STATE OF LOUISIANA
The State of Louisiana has depended on EMGrantsPro to manage their Public Assistance program ever since Hurricane Katrina. The site, LouisianaPA.com, now manages the recovery of several disasters, tens of thousands of projects, and billions of dollars. More recently, LouisianaHM.com was also launched to manage the Hazard Mitigation Grant Program.

STATE OF FLORIDA
Florida was the first State to have a web-based Public Assistance system, launching FloridaPA.org after the 4 major hurricanes of 2004. The system now manages over 15 major Federal declarations and has become fully merged with the standard operating procedure of the State as an integral tool in their operation.

STATE OF MISSISSIPPI
The State of Mississippi has relied on EMGrantsPro since Hurricane Katrina for both Public Assistance (MississippiPA.org) and Hazard Mitigation (MitigationMS.org). In addition to managing these grants, MEMA relies on 3 customized support services tools at my.msema.org that were created by MB3: time records, purchase requisitions, and travel vouchers.

FEATURES AT A GLANCE

ADMINISTER GRANTS
Administer multiple grant programs
Maintain a centralized grant repository
Manage entire grant life-cycle through closeout

MANAGE APPLICANTS
Maintain a centralized Applicant repository
Give Applicants direct access
Manage the entire application process
Manage the closeout process

TRACK PROJECTS
Manage the entire application process
Maintain a centralized project repository
Log obligations and amendments
Collect Quarterly Reports
Monitor milestones & extensions
Manage the closeout process
Track changes to the project scope
Manage the appeal process
Track cost line items

PROCESS PAYMENTS
Manage multiple funding sources
Track expenses
Process fund requests
Organize triggers for payment
Create payment transactions
Route payable & receivables
State Financial System Integration

COLLABORATE
Route items through workflow paths
Comment on almost anything
Enter meetings & contact logs
Manage the resolution of issues
Create messages
Send email broadcasts
My Inbox brings everything together

GENERATE REPORTS & MORE...
Generate reports
Search for items
Filter, sort & export lists
View an audit trail (Audit trail auto-logged)
Manage documents (including versions)
Post resources and website content
Administer users/groups, assignments, and more

Detailed Features

ADMINISTER GRANTS

With EMGrantsPro, you can administer the entire grant process through closeout. It works with FEMA's PA program, FMAGs, State-only PA, HMGP, other HMA programs, and more.

ADMINISTER MULTIPLE GRANT PROGRAMS

EMGrantsPro lets you manage various grant programs in one single location. You can combine PA and HMA programs in one system or keep them separate with unique access-points (i.e. YourStatePA.org vs. YourStateHMA.org).
Currently the system is being used for FEMA PA, State-only PA, FMAGs and HMGP, but has been designed for simple expansion into other HMA grants, Homeland Security grants and more.

MAINTAIN CENTRALIZED GRANT REPOSITORY

All grant information can be stored in one place for quick, centralized access. Your system administrators may key in identifying information such as the name, number and dates, documentation can be uploaded, and funding sources allocated (i.e. State share distributed to projects based on advanced rules). This data then forms the basis for creating accounts during the Applicant application process.

MANAGE GRANT LIFE-CYCLE THROUGH CLOSEOUT

You can manage the entire lifecycle of a grant. You'll always know how many open Applicants exist in a grant at any point in time. To expedite the closeout process, various global reports help to highlight the delays and issues, reducing the possibility of things falling through the cracks.

EMGrantsPro stores all grant information in one central place.

Program	Grant #	Grant Name	Declared Date
PA	3322	Ice Storm	Jan 31, 2012
PA	4015	Spring Flooding	Dec 31, 2011
SPA	3289	Northwest Fire	Nov 23, 2011
PA	1863	Severe Storms, Tornadoes, and Flooding	Feb 9, 2010
PA	1786	Hurricane Gustav	Nov 30, 2008

MANAGE APPLICANTS

All Applicant data and contacts are in a single repository. You can then manage the entire process for grant application and then closeout.

MAINTAIN A CENTRALIZED APPLICANT REPOSITORY

Everything to do with an Applicant can be stored in the system. Codes and identifying data form the foundation to the data repository. The physical and mailing addresses can be maintained to help with mapping and letter generation. Contacts are kept up-to-date including designation of the authorized agent, primary, and alternate contacts.

GIVE APPLICANTS DIRECT ACCESS

You can give Applicants direct access to the system to allow collaboration in one place. They may research projects, submit any requests such as project closeout, and track the approval status of submitted items or payments. When your highest volume Applicants use the system, calls to check status will be reduced and data entry of submitted forms will be eliminated, saving your staff time and reducing workload.

MANAGE THE ENTIRE APPLICATION PROCESS

The entire application process can be managed by the system. Initially, the Request for Assistance (if applicable) can be submitted by the Applicant and then approved by the State. Your custom State-local agreement template can then be populated by the system for signature by the Applicant. If the Applicant chooses to withdraw from the event for whatever reason, this request may also be submitted and managed. Finally, should the assistance request be deemed ineligible, the appeal process can also be managed.
With all application functions managed by the system, you have instant access to information like the number of eligible Applicants in an event.

MANAGE THE CLOSEOUT PROCESS

Requests to close an account may be submitted, allowing the Applicant to tell the State they have completed all projects in a given event. The State then has a powerful review process to take the necessary steps to properly close the account - including performing inspections, producing documentation, and notifying the proper personnel. A closeout checklist also helps to show any outstanding issues, such as pending payments, undocumented projects, and more. Reports may also be generated at any given moment to see the closeout progress of Applicants in an entire event, or multiple events combined.

With all EM-related information in one central spot, summary or detailed data is available with the click of a button.

Projects
- Projects
  - Projects
  - Project Versions
  - Pre-Applications
  - Applications
  - State Projects
  - Time Extensions
  - Project Closeouts
  - Scope Changes
  - Project Appeals
  - Netting Requests
  - Project Version Requests

Payments
- Payables
  - Receivables
  - Payments by Transaction
  - Pending Triggers
  - Advance Requests
  - Reimbursement Requests
  - Expenses

🏠 | 📥 MY INBOX | 🏛 ACCOUNTS ▾ | 🔧 PROJECTS ▾ | $ FINANCES ▾ | 🔑 ▾ | 🔍

1603 Hurricane Katrina › Example Applicant

Account for 1603 - Example Applicant
Active

⊖ Set on Hold | 🗑 Delete | ▶ New Meeting | ↪ Send Email | 💵 Create Payment

✎ **Summary**	›
📄 **Advanced Edit**	
✂ **Projects**	
📠 **Payments**	
📅 **Quarterly Reports**	
🖼 **Contacts**	
🗐 **Documents**	
🖨 **History**	

Account Details

Project Count:	14 Projects
	2 Obligated – Large (All Open)
	12 Obligated – Small (All Open)
Eligible Obligated:	$369,612.35
	$245,689.00 Expended
	$134,758.38 Small Projects
Federal Obligated:	$378,004.60 (100% Paid)
	$378,004.60 Paid
State Obligated:	$0.00 (0% Paid)
EPS Certification:	Not Required (since not enrolled)

Process Checklist

- ✓ **Eligibility Approval**
  Approved on October 18, 2005 (View Request for Assistance)
- ✓ **Memorandum of Understanding Execution**
  Approved on March 11, 2006 (View Memorandum of Understanding)
- ● **Project Management**
  Active for 2121 days
- ○ **Account Closeout**

TRACK PROJECTS

All project information is stored in the system allowing quick web-based access. You can monitor deadlines, compile quarterly reports, and close projects with ease.

MANAGE THE ENTIRE APPLICATION PROCESS

EMGrantsPro helps you manage the project application process, especially for HMA and State-only PA events. An optional pre-application form allows the State to get an idea from the Applicant on initial eligibility. This is then followed by the full application that may be customized and can even be unique per project type. This application can then go through as many workflow steps as necessary to ensure proper approval. The final approved application then generates an obligated project and can be managed as needed. A custom agreement that is populated by the system may also be included in the process.

MAINTAIN A CENTRALIZED PROJECT REPOSITORY

All core project data can be managed, bringing together information from many locations. FEMA data on projects can be supplemented with State-specific information to form a complete picture. This information includes identifying numbers, site locations, documents, descriptions, costs, and more. Since all project data resides in one place, reporting is then easy in pulling the information together.

LOG OBLIGATIONS AND AMENDMENTS

Initial obligations and subsequent amendments (or versions) are all managed in EMGrantsPro. In PA these obligations are imported from an import process based on FEMA data (in NEMIS and EMMIE or Data Warehouse). When obligations come through, a review process may be used to ensure the right actions are taken, such as initializing a payment, verifying key information, or generating a custom notification to an Applicant.

Project Versions

▼ #	Size	Bundle	Eligible Amount	Fed %
0	L	3	$267,517.60	75%
1	L	13	-$36,248.73	
			$231,268.87	

COLLECT QUARTERLY REPORTS

Using programmed rules in the system, only the projects that require reporting are flagged in a given quarterly report. Applicants can then simply fill-in-the-blanks for the required projects to give a status update, significantly reducing the time it takes to complete Quarterly Reports and ensuring deadlines are met. Email notifications are available to remind Applicants of reports due and deadlines approaching. The State can then route each submission before packaging into one single compilation report for FEMA.

MONITOR MILESTONES & EXTENSIONS

EMGrantsPro keeps track of dates starting with Event-based global ones, down to the individual project level. This allows proper monitoring of deadlines such as project work deadlines and overdue projects are flagged for easy identification. Applicants may also request a time extension on projects that will not be done on time. These requests may be routed by the State and then granted on an individual bases or even as a batch extension.

MANAGE THE CLOSEOUT PROCESS

When a project is ready to be closed a Request for Closeout may be submitted. This request may then be routed by the State before a project becomes officially closed. A dynamic checklist highlights key problem areas that may need to be resolved before closing. Reports may also be generated showing the closeout status of any selection of projects.

Process Checklist

✓ Initial Obligation
Obligated on July 21, 2006 (View Initial Version)

✓ Project Management
Project Management Phase Complete

✓ Project Closeout
Closed on November 4, 2010 (View Project Closeout)

TRACK CHANGES TO THE PROJECT SCOPE

Any changes to the scope of a project may be managed, whether requested by an Applicant or initiated by the State/FEMA. Workflow exists to route scope change requests to ensure all approvals are obtained. In the end, an amendment on a project may even link back to the request that generated that version.

MANAGE THE APPEAL PROCESS

Requests may be submitted by an Applicant to appeal the eligibility determination made on a given project (or group of projects). The request may then be routed through an approval process to manage the status. Should you want to make summary information of appeals open to the public, the option exists to publish selected appeals.

TRACK COST LINE ITEMS

Individual project cost line items can be either imported from FEMA data or data entered. This allows quick reference on a break-down of the eligible amount of a project, adds reporting capabilities, and helps as a reference for determining the eligibility of documented costs. As costs are actually incurred by the Applicant, these cost line items may even be linked to expenses.

Cost Lines

Description	Code	Unit Cost	Qty	Cost
OVERTIME LABOR WITH …	9007	$14,027.17	1	$14,027.17
FORCE ACCOUNT EQUIPM…	9008	$3,299.70	1	$3,299.70
MATERIALS-LESS HESCO…	9009	$12,844.22	1	$12,844.22

PROCESS PAYMENTS

Payments are automatically triggered when projects are obligated or funds requested. Transactions can then be compiled in a payment for routing and processing.

MANAGE MULTIPLE FUNDING SOURCES

Both Federal and State dollars can be managed in EMGrantsPro. These shares can be applied at the Grant level, Applicant level, or right down to a specific project. For example, an event could have a 75% Federal share and 12.5% State share, but State agencies could have no State share while a couple projects could have a 25% State share. The system takes the custom rules that you provide and does all calculations to ensure each project is funded properly.

TRACK EXPENSES

As costs are actually incurred by the Applicant, expenses may be entered. These expenses can have an amount (both original, modified, and eligible amount), type, optional vendor, date(s), an associated document, and more. When Applicants submit a Request for Reimbursement, these expenses can be used as tangible justification for the amount being requested for payment.

🖩 Expenses			
▾ #	Type	Reference #	Amount
1	Contract Work Summary	Check # 85913	$1,750.00
2	Contract Work Summary	Check #85624	$22,800.00
4	Contract Work Summary	Check # 85872	$56,467.36
5	Contract Work Summary	Check # 86220	$12,397.98
6	Contract Work Summary	Check # 86676	$39,805.00

PROCESS FUND REQUESTS

Applicants can submit fund requests as needed - both Requests for Reimbursement (RFRs) if actual expenses are provided or Requests for Advance (RFAs) if money is needed in advance of incurring the costs. Both requests have a customizable review process which generates a payment trigger upon final approval. When reviewing a payment request, you will know exactly how much money has been advanced or expended to date, giving you all the information you need to make a decision.

ORGANIZE TRIGGERS FOR PAYMENT

Payment triggers are one of the most powerful functions in EMGrantsPro. Specified actions in the system tell the finance department that a payment may be necessary. These triggers for payment are fully customizable but typically come from these actions:
- Requests for Reimbursement approval
- Requests for Advance approval
- New Obligations
- Requests for Closeout financial review
- Global share changes
When any of these triggers happens, an inbox item is added for the finance department to optionally process for payment. These items can also be delayed to be scheduled to re-examine at a specified time.

CREATE PAYMENT TRANSACTIONS

Transactions may be compiled on a specific project to generate a payable or receivable. These transactions may come directly from a payment trigger or as a custom entry. The specific Federal, State, and Subgrantee admin pools of money may all be drawn from in a transaction, as each balance is available on the given project.

ROUTE PAYABLE & RECEIVABLES

When transactions are compiled and finalized, this forms either a payable (if a net positive amount) or receivable (if negative). Both payables and receivables have a custom workflow process, allowing as many approvals and reviews as necessary.
At specific points in the process, payables allow for input of voucher/warrant information and also add to a SmartLink draw (which groups batches of payments). A custom request for payment document may be generated by the system for printing if necessary (which matches your current exact format).
Receivables allow for input of an invoice date/number which populates a document to invoice the Applicant for the funds (if money is to be requested back from the Applicant). If there is a payable to offset an outstanding receivable, an offset entry may be used to balance out the funds and avoid invoicing the Applicant.

STATE FINANCIAL SYSTEM INTEGRATION

Should the option exist to send payment information to your State financial system, the system is well-equipped to export the key payment data which streamlines the payment process entirely. Even if your State finance department will not allow this, we can use an export file from their system to import back into EMGrantsPro to reflect the payments that have been physically paid (which avoids that manual step, saving time and eliminating possible entry errors).

💲 Transactions				
Projects		Federal	Admin	
Project #15	⚙	$66,120.17	$1,836.54	▾
RFR Approval		$ 65,120.17	$ 1,736.54	💾 📇 ⊝
Other Adjustment ▾		$ 1,000.00	$ 100.00	💾 📇 ⊝

EMGrantsPro organizes all triggers to payment and lets you customize transactions.

COLLABORATE

With your operation entirely centralized, collaboration can happen on virtually anything. You can easily manage issues, route forms, send messages, schedule meetings, and more.

"My Inbox" centralizes all items requiring your attention – from requests to approve to messages and issues.

ROUTE ITEMS THROUGH WORKFLOW PATHS

EMGrantsPro has powerful workflow capabilities, allowing the routing of many forms and requests. This allows for the sequential review of items in a multi-step process. When you are the recipient of an item, you then have the ability to do your work and/or review before either advancing to the next step or returning to the previous one. While working on an item, you have it "locked" to prevent multiple people from taking action at the same time. Items may also be denied, deleted, restored, and placed on hold, with all actions adding to the history log. The workflow path may be given a due date and optionally marked as high priority.

Each type of form can have its own custom workflow path, with each step having a single recipient or group of recipients. System administrators have the full ability to edit these steps and recipients at any point.


COMMENT ON ALMOST ANYTHING

Notes or comments can be added to almost anything in the system, including payments, quarterly reports, requests, and more. These notes can be addressed to a specific person or multiple people which sends notification. Replies may be added to notices allowing a conversation to be logged regarding a given item.

ENTER MEETINGS & CONTACT LOGS

Meetings may be scheduled in the system, allowing invitation of the key participants. Even if the meeting wasn't scheduled in advance, after the fact the minutes, or a contact log may be entered to keep everyone informed on the key points. For example, any activities with Applicant contacts may be logged to form a complete picture of any conversation that ever took place.

MANAGE THE RESOLUTION OF ISSUES

EMGrantsPro makes it easy to report and manage the resolution of issues. An issue may be added to most items in the system although typically on Applicants or Projects. When logging an issue, details can be entered including the people responsible for resolving and a reasonable timeline. This information can then be used in reporting to show outstanding issues that are either soon due or overdue.
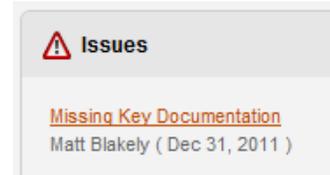
CREATE MESSAGES

Messages between two people or groups of people may be created in the system. These messages can even link to items in the system for quick reference such as payments or projects.

SEND EMAIL BROADCASTS

Mass emails can be sent out in the system, typically only by system administrators. It's as easy as selecting the users you wish to send to (i.e. Applicants in a given county or entire disaster, or even all Applicants), composing the email, and sending. A log of this contact is also automatically generated when sending these emails through the system, to keep a record of the communication.

MY INBOX BRINGS EVERYTHING TOGETHER

Communication in EMGrantsPro is centralized around My Inbox. Available from any page in the system, My Inbox is a quick view of anything that requires your attention. The following things may show in the inbox:
- Items where you are a recipient
- Items you have been tracking for a specific action
- Unresolved issues where you are a recipient
- Meetings that require minutes to be added
- Notes related to a specific item where you are a recipient
- Messages where you are a recipient

REPORT & MORE

EMGrantsPro gives you a birds-eye view of your organization with countless real-time reports. Other features include Excel exporting, quick search, document management, and many administrative tools.

GENERATE REPORTS

Since EMGrantsPro has all data related to the grants you are managing, this data can instantly be drawn upon in reports. These reports are also in real-time, meaning you'll get data as of that exact second. Here are some examples of system reports that are available:
- Financial overview: breaks down overall financial totals
- Project work type: breaks down amounts by work category
- Grant listing: shows all key grant information, including dates and financial totals

SEARCH FOR ITEMS

Grants, Applicants, Projects, and Payments may be accessed from any screen in the system with quick search. The grant may be selected and search criteria entered to jump right to the item. Advanced search also exists to find virtually anything in the system in a couple clicks. Since EMGrantsPro manages everything to do with grants, this information can be quickly recalled.
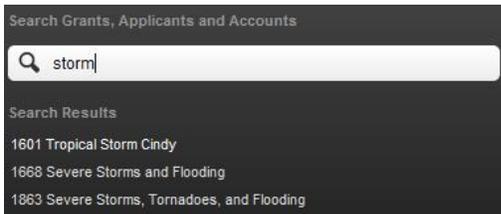
FILTER, SORT & EXPORT LISTS

Every detailed list in the system has consistent, powerful functionality:
- Quick search allows for typing in a small amount of text to instantly narrow down the list
- Advanced filters allow for reducing a list to just the data you want
- Sorting can be done by clicking a column
- Exporting to Excel often provides more columns of data and allows further manipulation
- Printing lists can be done per page or an entire list
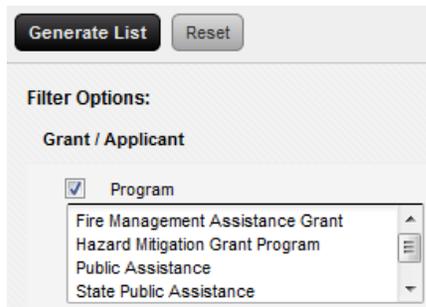
VIEW AN AUDIT TRAIL (AUTOMATICALLY LOGGED)

From logins, to workflow approvals, practically every action in the system is fully tracked to provide a solid audit trail. For example, if a payment is placed on hold, the person who did this action is stored along with the exact date and time. Many items in the system have a History section to view this log, showing the latest actions at the top of the list. Global reports may also be generated based on this history data.

MANAGE DOCUMENTS (INCLUDING VERSIONS)

EMGrantsPro includes document management capability to ensure all pertinent documentation can be stored in one location. Documents can be categorized and linked to Applicants, projects, payments, or many other items as required. If edits are made to a document, the history of these edits is logged, even allowing rolling-back to a past document version. Official versions of online forms are also produced to meet audit requirements for long-term storage.

POST RESOURCES AND WEBSITE CONTENT

Since the product is also a State EM website, external content may easily be modified. This content can range from custom pages, downloadable resources, and news articles. An easy-to-use interface allows for formatting content without knowing any HTML code.

ADMINISTER USERS/GROUPS, ACCOUNT ASSIGNMENTS, AND SYSTEM SETTINGS

System administrators can setup users and groups, assigning the proper permissions to limit access as needed. People who don't have login information can even submit an Access Request to make the job easier for adding new people. Users may optionally be limited to certain Applicants or Grants versus complete access to all information. Advanced administration also exists for system settings, to customize a lot of features such as payment triggers, workflow steps, email notifications, and document types.