Summary and Timeline for Report Submittals

Phase 1: Starting Point

Letter of Intent
To be submitted for low priority projects before an application to let EMPG Coordinator know of project.
[CLICK for LINK]

Application
To be submitted for every project.
[CLICK for LINK]

Federal Funding Accountability & Transparency Act Report (FFATA)
To be submitted for every project over $25,000.
[CLICK for LINK]

Phase 2: After Award

Quarterly Progress Reports
Reports to be completed for monitoring due on January 15, April 15, July 15 and October 15 while grant is open.
[CLICK for LINK]

Change Request Form
To be submitted IF you would like to change the original scope of work for the grant/project.
[CLICK for LINK]

Reimbursement Request
To be completed once reimbursement is needed; include reimbursement letter on City/Town Letterhead.
[CLICK for LINK]

Phase 3: Closeout*

Reimbursement Request
To be completed once reimbursement is needed; include reimbursement letter on City/Town Letterhead.
[CLICK for LINK]

Equipment Inventory Form
To be completed for each item of equipment purchased for $250 or more.
[CLICK for LINK]

Audit Certification Form
Also available in the Final P&E Report (only needs to be completed once) to let HSEM know if your community needs a single audit.
[CLICK for LINK]

Final Performance and Expenditure Report
The final report needed for the completion of project, similar to QPRs.
[CLICK for LINK]

*If reimbursement is for full amount of grant or for the final installment, all reports in this section need to be completed for reimbursement to be requested.

These forms/reports may not apply to each project - submit as needed.
These forms/reports must be submitted for each subrecipient.

Please contact your assigned HSEM Field Representative or the EMPG Coordinator at 603-271-2231 for any questions or assistance.