

Instructions for EMPG AK-PPR-B, Progress Indicators

Item	Data Elements	Line Item Instructions for EMPG AK-PPR-B
1	Grantee Name	Enter the name of the jurisdiction as identified on the grant award document.
2	State Grant Number	Enter the State Grant Number as identified on the jurisdictions grant award.
3a	DUNS	Enter the jurisdiction's Data Universal Numbering System (DUNS) or Central Contract registry extended DUNS number. DUNS must remain active during grant performance period.
3b	EIN	Enter the jurisdiction's Employer Identification Number (EIN) provide by the Internal Revenue Service (IRS).
4	Reporting Period	Enter the reporting period date for which the report is prepared. The reporting quarters are 7/1-9/30, 10/1-12/31, 1/1-3/31, and 4/1-6/30, and for each calendar year. For final reports the reporting dates are from the beginning of the jurisdiction's grant performance period to the end. This can be found on the grant award document.

Progress Indicators

Indicate percentage of completion towards Work Plan Activities

Each section of the report represents activities identified on the EMPG application Work Plan. Jurisdictions are required to report the amount of progress towards completion of that activity each quarter. Jurisdictions are only required to report on the activities approved in their respective Work Plan. A jurisdiction may report on any or all activities. Those activities reported not on the current Work Plan will require approval from the DHS&EM Project Manager before the next reporting period.

Select the appropriate level of completion for each activity. The level of completion relates to the percentage of progression toward achieving completion of the work plan activity. The jurisdiction goal is to achieve 100% completion of that activity by completion of the grant performance period. Even though some activities are on-going from year-to-year the objective is to close-out that activity each year. Failure to achieve close-out (100%) may result in the withholding of grant funds.

The below matrix is provided to assist the jurisdiction in determining the level of completion for each work plan activity reported.

Phase/Step	Description	Level of Completion
Initiate	The authorization to begin work or resume work on any particular activity; involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.	5% - 10%
Plan	Establish the parameters of the project to be worked on; delineate specifics and/or peculiarities to the project; involves working out and extending the theoretical, practical, and/or useful application of an idea, concept or preliminary design; involves a plan for moving a project concept to a viable project.	15% - 70%
Execute	Period within the project lifecycle during which the actual work of creating the project's deliverables is carried out; involves, directing, accomplishing, and managing, up to final review/completion of all phases and aspects of work for a given project.	75% - 90%
Close Out	The completion of all work on a project; Involves final review and formally terminating/concluding all tasks, activities, and component parts of a particular project, or phase of a project.	95% - 100%

Additional Comments

Briefly explain the level of effort accomplished during the reporting period towards completion of the activities. This could include meetings, workshops, plan develop, other related activities, etc.