ESG Quarterly Report (all program types)

Emergency Solutions Grant sub-grantees, as of the start of program year 2016, are required to submit a ServicePoint report on a quarterly basis instead of the QPR form used in prior program years. The report will be the most recent CAPER report. Following is a screenshot with the appropriate settings identified.

Create the report, review the results, make corrections as needed and e-mail a copy of the report to your Lake County Grant Administration Specialist when you're satisfied with the numbers. The report will be printed and the document will go into your file as the quarterly report.

Each quarter, report on the cumulative results to date (as of May 1).

Quarter 1 (due Aug. 15): report on 5/1 – 7/31
Quarter 2 (due Nov. 15): report on 5/1 – 10/31
Quarter 3 (due Feb. 15): report on 5/1 – 1/31
Quarter 4 (due May. 15): report on 5/1 – 4/30

Organizations not currently using SerivcePoint may make separate arrangements with their Lake County Grant Administration Specialist as needed.