

**PAPERWORK REDUCTION ACT BURDEN DISCLOSURE NOTICE**

Public reporting burden for this spreadsheet is estimated to average 100 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the spreadsheet. This collection of information is required to obtain or retain a benefit. You are not required to respond to this collection of information unless it displays a valid OMB control number near the title of the electronic collection instrument, or for on-line applications, on the first screen viewed by the respondents. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. §§ 5170 and 5172.

**PRINCIPAL PURPOSE(S):** This information being collected via Excel Spreadsheet is for the primary purpose of monitoring status of Grantees' disaster Public Assistance projects.

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under the Freedom of Information Act and 5 U.S.C. 552, and 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by routine uses published in DHS/FEMA-004 Grant Management Information Files System of Records, 74 Fed. Reg. 39705 (August 7, 2009) and upon written request, by agreement, or as required by law.

**DISCLOSURE:** The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving disaster services and/or assistance.

**Instructions to Grantees and Sub-Grantees for completing Quarterly Progress Reports for FEMA Public Assistance (PA) Program**

The PA Quarterly Progress Report tool is designed to provide the information required by the FEMA PA under 44 C.F.R. §§ 206.200-206.205 and any corresponding FEMA/State Agreement(s).

The following fields are completed by FEMA personnel and no action is required by the Grantee:

*Region, State, Disaster Number, Sub-grantee Name, Applicant ID (FIPS #), Project Number, Latest Version Number (PA), Category or Project Type, Project Title, Total Eligible, Federal Share Obligated, Date Obligated, Calculation of UDO, Excess funds Yes-No, Deobligation Amount and FEMA Comments.*

The following fields must be completed by the Grantee and/or Sub-Grantee, for ongoing PA LARGE projects (as defined by 44 C.F.R. § 206.204) and in accordance with any corresponding FEMA/State Agreement(s). *For acquisition projects under HMGP, each Quarterly Report must include information, listed by property, for all properties acquired within the reporting period.*

Grantee Expenditures To Date	Total amount paid by the Applicant to accomplish the work described in the Project Worksheet (PW) or HMGP application.
Total Grantee Drawdown	Per project, Federal funds drawn down by Grantee
Date of Last Drawdown	Per project, date of last drawdown of Federal funds.
Federal Funds Disbursed	Per project, disbursed to the Subgrantees by the Grantee
Date Final Payment Made to Applicant	Per project, final payment made, if applicable. Project is ready for closeout.
Approved Completion Date	Latest approved Period of Performance/Project completion including time extension.
Time Ext.	Has a time extension been granted? Yes/No.
Pct Work Complete	Description of the status of the project. Examples; In Design, In Bid Process, 10%, 25% etc.
Actual Completion Date	Date project completed, if applicable.

This portion will be completed in electronic, Excel spreadsheet format. The Excel Spreadsheet has two TABS; one for PA and one for HMGP. There may be other TABS added to the spreadsheet as a reference, but Grantees are only required to populate the data elements as described above.