

**PAPERWORK REDUCTION ACT BURDEN DISCLOSURE NOTICE**

Public reporting burden for this spreadsheet is estimated to average 60 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 (1660-0076) **NOTE: Do not send your completed form to this address.**

**Instructions to Recipients for Quarterly Progress Reports for FEMA's Building Resilient Infrastructure and Communities (BRIC), the Pre-Mitigation Disaster (PDM), and Flood Mitigation Assistance (FMA)**

The Quarterly Progress Report form is designed to provide the information required by FEMA under 2 CFR 200.329 and 44 CFR § 77.3(b) (FMA only) and any issued NOFO.

The following fields must be completed by the Grantee/Recipient for ongoing BRIC, PDM and FMA projects and in accordance with any corresponding law, regulation, NOFO, and the instructions outlined below

*Instructions and definitions for each data field is listed below.*

<b>Field Name</b>	<b>Field Description</b>
Region	Populate the Region # your State/Tribe/Territory is affiliated to. (i.e., 01, 02, 03... 10)
Recipient	Enter your State/Tribe/Territories. NOTE: Please use the abbreviation, if applicable (i.e. AZ, LA, MD)
Fiscal Year	Populate or confirm the Fiscal Year for this reporting period.
Program	Populate or confirm that the Program associated with this project is accurate.
Award #	Populate or confirm that the Award # associated with this project is accurate.
Subaward #	Populate or confirm that the Subaward # associated with this project is accurate.
Subrecipient Application ID	Populate or confirm that the Application ID associated with this project is accurate.
Project Title	Populate or confirm the name of the project that was awarded.
QTR	Populate or confirm the quarter number for this reporting period.
Status	On Schedule:

All work within the sub-award should align with the Scope of Work (SOW), budget and milestones.

**Work Completed:**

100% work completion is based on sub-recipient's report to the recipient, the date on which all work associated with the approved Scope of Work is complete, including meeting all compliance requirements (e.g., EHP, code and permit certifications, obtain insurance). This does not include associated grant administrative activities (e.g., submitting payments of claims or certifications to the recipient for project closeout, financial reconciliation, or recipient site inspections). If a subsequent recipient site visit does not verify work was actually completed in compliance with the terms of the award, status is not 100 percent. On its next progress or performance report, the recipient should correct the report of work completion. FEMA may choose to treat the work as still ongoing under the grant award, in which case closeout timeframes will essentially reset on the corrected date of work completion, as reported by the recipient. Alternatively, the recipient or FEMA may determine that any non-compliance with the approved scope of work identified during closeout will result in disallowed costs under the grant award.

For planning-related activities, 100 percent work completion is also when all work within the approved scope of work (SOW) is complete.

For HMA mitigation planning grants, 100 percent work completion is on the date FEMA issues the approval letter to the sub-recipient. Program staff should make an effort not to delay closeout in cases where some jurisdictions are not actively pursuing plan adoption and approval under a multijurisdictional plan.

The overall project closeout process begins upon completion of the project work. The recipient must enter in its progress or performance report the date on which the project is 100 percent complete. The work completion date also triggers the respective 120-day project closeout reporting time frames for the sub-recipient and recipient.

**Reporting Completed:**

This phase is when all financials have been reconciled and the sub-award is ready for closeout.

**Closed:**

A project will be noted as closed when all eligible project costs are reconciled, final payment is made, and the project is closed in the appropriate electronic grants system. NOTE: Until the project is officially closed in the appropriate electronic grants system, a QPR will be required even if a project is 100% work complete.

**Suspended:**

A suspended sub-award is a temporary hold preventing further expenditure

	<p>of funds.</p> <p><b>Delayed:</b> Any sub-award that has been delayed due to things beyond your control (i.e., Weather, Procurement, Design Error, Cost Overrun, etc.)</p> <p><b>Cancelled:</b> A cancelled sub-award means the end of the Federal award prior to the planned end of the Period Of Performance (POP). Some reasons a sub-award might be cancelled: High budget costs Contractors cannot meet milestones, Unrealistic timeframes Lack of material, tools, staff</p>
Date Obligated/Approved	Enter the date the grantee was awarded
POP Start Date	Enter the date of POP official start date (date recipient accepts award.)
POP End Date	Enter the date of POP proposed end date
POP Time Extension	Has the POP been extended beyond the approved, initial POP? If yes, complete the 'POP Time Extension Date' field in the next column.
POP Time Extension Date	Enter the new, approved date of the POP.
Comments	Add any comments relevant to the project. List your accomplishments or activities for this period of performance and indicate how these accomplishments assist in the fulfillment of your project's objective(s), identifying the specific objective(s) from the Accepted Project Proposal. Provide any challenges to the completion of your project (to include problems and/or delays) or any positive developments (success stories/lessons learned) outside of the project's original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those here.
Actual Project Completion Date	<p>The overall project closeout process begins upon completion of the project work. The recipient must enter in its progress or performance report the date on which the project is 100 percent complete.</p> <p>The work completion date also triggers the respective 90-day project closeout reporting time frames for the sub-recipient and recipient. Leave blank if it does not apply.</p>
Federal Share Obligated	Enter Federal Share Obligated
Cost Code	From the drop-down menu, select whether the project's costs are: Unchanged, Overrun, Underrun.
Federal Funds Dispersed	Enter the total Federal funds provided to the sub-recipient.
Percentage Work Complete	You are measuring the estimated percentage between where the project currently is in relation to the Scope of Work. 100 percent work completion is, based on sub-recipient's report to the recipient, the date on which all work associated with the approved Scope of Work is complete, including meeting all compliance requirements (e.g., EHP, code and permit certifications, obtain

	<p>insurance). This does not include associated grant administrative activities (e.g., submitting payments of claims or certifications to the recipient for project closeout, financial reconciliation, or recipient site inspections).</p> <p>If a subsequent recipient site visit does not verify work was actually completed in compliance with the terms of the award, status is not 100 percent. On its next progress or performance report, the recipient should correct the report of work completion. FEMA may choose to treat the work as still ongoing under the grant award, in which case closeout timeframes will essentially reset on the corrected date of work completion, as reported by the recipient. Alternatively, the recipient or FEMA may determine that any non-compliance with the approved scope of work identified during closeout result in disallowed costs under the grant award.</p> <p>For planning-related activities, 100 percent work completion is also when all work within the approved scope of work (SOW) is complete.</p> <p>For HMA mitigation planning grants, 100 percent work completion is on the date FEMA issues the approval letter to the sub-recipient. Program staff should make an effort not to delay closeout in cases where some jurisdictions are not actively pursuing plan adoption and approval under a multijurisdictional plan.</p> <p>NOTE: Until the project is officially closed in appropriate electronic grants system, a QPR will be required even if a project is 100% work complete.</p>
Sub-grantee Expenditures To Date	Current funding paid to the vendors by the sub-recipient.
Total Grantee Drawdown	The Federal obligations the recipient has drawn down from Smartlink.
Date Final Payment Made to Sub-grantee	Enter the date the final amount of funding was given by the recipient to the sub-recipient.
Date of Last Drawdown	Enter the date the recipient last drew down funds
<b>Go/No Go Milestone (Check Work Schedule for Task Name)</b>	If applicable, please list the project tasks provide in your application for the duration of the performance period. Please identify the Go/No-Go Milestone(s) you designated within the work schedule for mitigation activities that FEMA accepted in your application, and identify the task name.
<b>Go/No Go Milestone Delay</b>	If applicable, has the Go/No Go Milestone been extended beyond the approved, initial POP? If yes, complete the 'Go/No Go Time Extension Date' field in the next column.
<b>Go/No Go Milestone Time Extension Date</b>	If applicable, enter the new, approved date of the Go/No Go POP.
<b>Go/No Go Milestone Comments</b>	If applicable, add any comments relevant to the Go/No Go Milestone Task(s). List your accomplishments or activities for this period of performance and indicate how these accomplishments assist in the fulfillment of your project's objective(s), identifying the specific objective(s) from the Accepted Project Proposal. Provide any challenges to the completion of your project (to include problems and/or delays) or any positive developments (success

	stories/lessons learned) outside of the project's original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those here.
<b># of Properties Mitigated this Quarter</b>	Enter # of Properties Mitigated this Quarter

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**PRIVACY ACT STATEMENT**

**AUTHORITY:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act at 42 U.S.C. § 5170c.  
**PRINCIPAL PURPOSE(S):** This information being collected via Excel Spreadsheet is for the primary purpose of monitoring status of Grantees' disaster BRIC and FMA Grant as well as the former PDM grants until the program is fully closed out.  
**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under the Freedom of Information Act, 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-009 Hazard Mitigation Assistance Grants Programs System of Records, 77 Fed. Reg. 17,783 (July 23, 2012) 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.