

**QUARTERLY PROGRESS REPORT**

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 60 minutes 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 this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. 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**

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5189f, 5192, 5205; Title 44 Code of Federal Regulations (C.F.R.) § 206 Subpart G; and 2 C.F.R. § 200. This information is being collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance program.

**Purpose and Applicability**

The Large Project Quarterly Progress Report (QPR) is a tool for FEMA and the Recipient to track the progress of large projects. The Recipient reports the status and disbursement information for all open large projects and management cost projects on a quarterly basis as required by the FEMA-State/Tribe Agreement and 44 CFR 206.204. Applicants provide this information to the Recipient. For more information, please see *Chapter 11 Post Award Monitoring* in the [Public Assistance Program and Policy Guide](#) or contact the State, local, Tribal, or Territorial emergency management office for additional information.

Recipients and Applicants should use PA Grants Portal to submit all documentation and information to FEMA. Questions are displayed in an intuitive manner to show the information and documentation needed based on answers provided. All signatures are official and legally binding.

The following information is needed to complete this form:

- Project-level information
- Total expenditures to date
- Total project estimate
- Work completion status

**Section I - Declaration Information<sup>1</sup>**

<b>Declaration #</b> [system generated]	<b>Declaration date</b> [system generated]	<b>Recipient</b> [system generated]	<b>Region</b> [system generated]

**Section II - Applicant Information<sup>2</sup>**

<sup>1</sup> *Functionality: Generate Declaration number from the Request for Public Assistance. Generate Declaration date, Recipient, and Region from the Incident Information.*

<sup>2</sup> *Functionality: Generate Legal name and Public Assistance ID are from the Organization Profile.*

<b>Legal name</b> [system generated]		<b>FEMA PA ID</b> [system generated]
<b>Section III - Project Information<sup>3</sup></b>		
<b>Project #</b> [system generated]	<b>Project Application #</b> [system generated]	<b>Project Title</b> [system generated]
<b>What are the total expenditures to date for this project's approved scope of work?</b> <sup>4</sup> \$ [system generated] <i>Please update if changed.</i>		
<b>Section IV - Status of Change Requests, Appeal, and Arbitration<sup>5</sup></b>		
<b>Status of Change Request<sup>6</sup></b> [system generated, if applicable]		
<b>Status of Appeal</b> [system generated, if applicable]		
<b>Is an appeal in process?</b> <sup>7</sup>		
<input type="checkbox"/> No <span style="margin-left: 200px;">DRAFT</span> <input type="checkbox"/> Yes		
<b>Status of Arbitration</b> [system generated, if applicable]		
<b>Is there an open Arbitration?</b>		<b>Anticipated arbitration date:</b> (MM/DD/YYYY)
<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Section V - Project Work Status</b>		
<b>What is the current status of the project?</b> <sup>8</sup> [system generated] <i>Please update if changed.</i>		
<input type="checkbox"/> Pre-design, architectural, or engineering service phase <sup>9</sup>		

<sup>3</sup> *Functionality: Generate Project # and Project Application # from Project Application. Size from Obligated project. Generate Project period of performance deadline generated from Period of Performance Time Extension. Generate Project # for associated temporary relocation facility only for Categories C-G: Obligated project.*

<sup>4</sup> *Functionality: Generate from the pervious Large Project Quarterly Progress Report, if applicable, or populate with "0".*

<sup>5</sup> *Functionality: Generate Responses for scope of work change request submitted to Recipient date, scope of work change request submitted to FEMA date, scope of work change response received from FEMA date, and FEMA determination for scope of work change are generated from the Scope of Work Change Request. Responses for date first appeal submitted to Recipient, date first appeal submitted to FEMA, date first appeal response received from FEMA, FEMA determination for first appeal, date second appeal submitted to Recipient, date second appeal submitted to FEMA, date second appeal response received from FEMA, and FEMA determination for second appeal are generated from the Appeal. Responses for arbitration requested and anticipated arbitration date are generated from the last Large Project Quarterly Progress Report.*

<sup>6</sup> *Functionality: Generate the Project Amendment Scope of Work request submitted by Applicant on, the Project Amendment Scope of Work request submitted by Recipient, and FEMA determination for Project Amendment Scope of Work request from the Project Amendment Request.*

<sup>7</sup> *Functionality: Generate response if appeal was submitted through Grants Portal. generate Date first appeal submitted to Recipient, Date first appeal submitted to FEMA, Date first appeal response received from FEMA, and FEMA determination for first appeal from Grants Portal. If applicable, generate Date second appeal submitted to Recipient, Date second appeal submitted to FEMA, Date second appeal response received from FEMA, and FEMA determination for second appeal from Grants Portal, if Yes is selected.*

<sup>8</sup> *Functionality: Generate response from the pervious Large Project Quarterly Progress Report if applicable, or populate with "0".*

<sup>9</sup> *Functionality: This question is displayed only for Infrastructure Restoration projects.*

Procurement phase  
 Work has started<sup>10</sup> and is approximately % complete. Please provide a projected end date, if known: (MM/DD/YYYY).<sup>11</sup>  
 Please describe what work is remaining on the project: <sup>12</sup>  
 All work was completed on (MM/DD/YYYY).

**Section VI - Project Closeout Status**

<b>Applicant closeout submittal deadline</b> <sup>13</sup>	<b>Recipient closeout submittal deadline</b> <sup>14</sup>
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**Based on previous responses, all work for this project is complete or the period of performance has expired. What is the status of the project closeout request?** <sup>15</sup>

Pending final invoice. *Please provide anticipated receipt date:*  
 Compiling final expenditures. *Please provide anticipated date of submittal:*  
 Pending final site inspection. *Please provide anticipated date:*  
 Disputing insurance payment or denial. *Please describe status:*  
 Other. *Please describe:*

<b>Applicant Authorized Representative</b> [system generated]	<b>Title</b> [system generated]	<b>Signature</b> [system generated]	<b>Date submitted</b> <sup>16</sup> [system automated]
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**Section VII - Recipient-Provided Information**<sup>17</sup>

***The Recipient completes this section and provides the updated project status.***

<b>Total recipient drawdown amount</b> [system generated]	<b>Date of last drawdown</b> [system generated]
<b>Unused funds</b> [system generated]	

<sup>10</sup> (Help text) For Infrastructure Restoration, this means construction has begun.  
<sup>11</sup> Functionality: Automated notification when date exceeds the latest approved work completion deadline: (Help text) "This date extends beyond the approved period of performance deadline. The Applicant must submit and receive approval for a Time Extension Request for Period of Performance to receive FEMA Public Assistance funding for any work performed after the latest approved deadline".  
<sup>12</sup> Functionality: This question is only triggered for projects with more than 89% work complete for more than 90 days.  
<sup>13</sup> Functionality: This date is calculated based on the sooner of 90 days after the: period of performance deadline or work completion date. 2 C.F.R § 200.344(a).  
<sup>14</sup> Functionality: This date is calculated based on the sooner of 120 days after the: period of performance deadline or work completion date. 2 C.F.R § 200.344(a).  
<sup>15</sup> Functionality: This question is triggered only if "all the work was completed" is indicated or the period of performance has expired.  
<sup>16</sup> Functionality: Automated.  
<sup>17</sup> (Instruction Banner) The Recipient completes this section and provides the updated project status. Functionality: Generate Total recipient drawdown amount and Date of last drawdown from the Integrated Financial Management Information System. Unused funds are automatically calculated.

<b>What amount of federal funds has the Recipient disbursed?</b> <sup>18</sup> \$ [system generated] <i>Please update if changed.</i>	<b>Has the Recipient disbursed the final payment?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes
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**Please select the reason the completed project is open:**<sup>19</sup>

Pending additional information from Applicant. *Please upload a copy of information requested.*

Pending arbitration

Pending audit

Reviewing closeout package

Other reason. *Please describe:*

<b>Recipient Authorized Representative</b> [system generated]	<b>Title</b> [system generated]	<b>Signature</b> [system generated]	<b>Date submitted</b> <sup>20</sup> [system automated]
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**Section VIII - FEMA Closeout Status Information**<sup>21</sup>

**Please select the reason that the completed project is open:**<sup>22</sup>

Pending additional information from Recipient. *Please upload a copy of the Request for Information.*

Pending arbitration

Pending audit

Reviewing closeout package

Other reason. *Please describe:*

Please provide any comments regarding this project for the Recipient:

<b>FEMA Authorized Representative</b>	<b>Title</b>	<b>Signature</b>	<b>Date submitted</b> <sup>23</sup>
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<sup>18</sup> *Functionality: Generate amount from the pervious Large Project Quarterly Progress Report, if applicable.*

<sup>19</sup> *Functionality: This question is triggered only if the work is complete or the period of performance has expired and the closeout request has not yet been submitted to FEMA.*

<sup>20</sup> *Functionality: Automated.*

<sup>21</sup> *(Instruction Banner) FEMA completes this section and provides the updated project status.*

<sup>22</sup> *Functionality: Automated if the Large Project Closeout Request was submitted to FEMA.*

<sup>23</sup> *Functionality: Automated.*