

DEPARTMENT OF HOI
FEDERAL EMERGENCY M/
OMB Control Nun

Recipient In

A1	Recipient Organization Name
A2	FEMA Program
A3	State
A4	Region
A5	Unique Entity Identifier (UEI)
A6	Employer Identification Number (EIN)

Disaster Informati

A7	New FSA?
A8	Disaster Number
A9	Applicant ID
A10	Category

Award and Report

A11	Federal Award or Other Identifying Number Assigned by the Federal Awarding agency
A12	Federal Award Period of Performance (POP) Start Date
A13	Federal Award Period of Performance (POP) End Date (if applicable)
A14	Reporting Period Start Date
A15	Reporting Period End Date
A16	Is this the Final Report?
A17	Reporting Frequency
A18	Date Report Submitted
A19	Other Attachments

Certifying Representation

A20	Name of Authorized Certifying Representative
A21	Title of Authorized Certifying Representative
A22	Signature of Authorized Certifying Representative
A23	Name of Point of Contact
A24	Title of Point of Contact
A25	Telephone Number of Point of Contact (XXX-XXX-XXXX)
A26	Email of Point of Contact

MELAND SECURITY
MANAGEMENT AGENCY
Number XXXX-XXX

Information

Provided from application or populated from NEMIS
Provided from application or populated from NEMIS
Provided from application or populated from NEMIS
Provided from application or populated from NEMIS
Provided from application or populated from NEMIS
Provided from application or populated from NEMIS

on (if applicable)

Manual entry based on declaration date
Populated from NEMIS
Populated from NEMIS
Populated from NEMIS

ing Information

Provided from application or populated from NEMIS
Provided from application
Provided from application
Populated by FEMA Program
Populated by FEMA Program
Populated by FEMA Program
Populated by FEMA Program
Populated by recipient
Populated by recipient

n and Points of Contact

Populated by recipient

Populated by recipient

Populated by recipient

Populated by recipient

Populated by recipient

Populated by recipient

Populated by recipient

Source
PPR
QPR
Both

(B1) Program Indicator Number	(B2) Program Objective/Goal	(B3) Program Indicator
Populated by FEMA Program	Populated by FEMA Program	Populated by FEMA Program

(B4) Program Indicator Description

Populated by FEMA Program

Source

PPR

QPR

Both

Original Source
PPR
QPR
Both

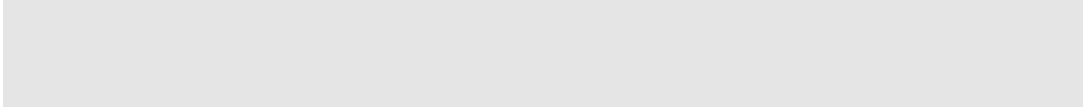
**(C1) Program
Indicator Number**

Provided from application or
populated from NEMIS

(C2) Project Identifier	(C3) Project Title	(C4) Sub-Recipient Name/Sub-Applicant ID (if applicable)
Provided from application or populated from NEMIS	Populated by recipient	Provided from application or populated from NEMIS



(C5) Project Description	(C6) Project Indicator	(C7) Project Baseline
Provided from application or populated from NEMIS	Provided from application or populated from NEMIS	Provided from application or populated from NEMIS



(C8) Reporting Period 1 Project Target	(C9) Reporting Period 1 Project Actual to Date	(C10) Reporting Period 2 Project Target
Provided from application or populated from NEMIS	Populated by recipient	Provided from application or populated from NEMIS



(C11) Reporting Period 2 Project Actual to Date	(C12) Quarter Number (if applicable)	(C13) Latest Version Number (if applicable)
Populated by recipient	Manual Entry	Provided from application or populated from NEMIS



Source		(D1) Project Identifier	(D2) Project Indicator
PPR		Populated by FEMA Program	Populated by FEMA Program
QPR			
Both			

(D3) Projected Completion Date	(D4) Accomplishments
Populated by recipient	Populated by recipient

(D5) Impact	(D6) Percent Complete	(D7) Potential Risks
Populated by recipient	Populated by recipient	Populated by recipient

(D8) Significant Events	(D9) Extensions
Populated by recipient	Populated by recipient

Source		(E1) Project Identifier	(E2) Project Indicator	(E3) Total Eligible
PPR		Populated by FEMA Program	Populated by FEMA Program	Populated from NEMIS
QPR				
Both				

(E4) Sum of Project Amount	(E5) Sum of Federal Share Obligated	(E6) Date Obligated	(E7) Applicant Expenditures To Date
Populated from NEMIS	Populated from NEMIS	Populated from NEMIS	Populated by recipient

(E8) Total Applicant Drawdown	(E9) Date of Last Drawdown	(E10) Federal Funds Disbursed	(E11) Date Final Payment Made to Applicant
Populated by recipient	Populated by recipient	Populated by recipient	Populated by recipient

(E12) Calculation of UDO	(E13) Excess Funds?	(E14) Deobligation Amount	(E15) Reason: 100% Complete but Still Open
Formula calculated by FEMA Program	Formula calculated by FEMA Program	Populated by FEMA Program	Populated by FEMA Program

(E16) FEMA Comments	(E17) Tribe (if applicable)	(E17) County (if applicable)	(E18) Project Size
Populated by FEMA Program	Populated from NEMIS	Populated from NEMIS	Populated from NEMIS

(E19) Project Completion Status	(E20) Period of Performance End Date (EDW)
Populated from NEMIS	Populated from NEMIS

Recipient Organization Name
FEMA Program
Federal Award or Other Identifying Number Assigned by the Awarding Federal agency
Unique Entity Identifier (UEI, formerly DUNS Number)
Employer Identification Number (EIN) (XX-XXXXXXX)
Federal Award Period of Performance (POP) Start Date
Federal Award Period of Performance (POP) End Date
Reporting Period Start Date
Reporting Period End Date
Is this the Final PPR Report?
Reporting Frequency
Name of Authorized Certifying Representative
Title of Authorized Certifying Representative
Signature of Authorizing Certifying Representative
Name of Point of Contact
Title of Point of Contact

Telephone Number of Point of Contact (XXX-XXX-XXXX)
Email of Point of Contact
Date Report Submitted
Other Attachments

Program Indicator Number
Program Objective/Goal
Program Indicator
Program Indicator Description

Program Indicator Number
Project Identifier
Project Description
Project Indicator

Project Baseline
FY (Year) Reporting Period 1 Project Target
FY (Year) Reporting Period 1 Project Actual to Date
FY (Year) Reporting Period 2 Project Target
FY (Year) Reporting Period 2 Project Actual to Date
Target Year
Explanation

Project Identifier
Project Indicator
Accomplishments
Impact
Percent Complete
Potential Risks

Significant Events

Project Identifier

Project Indicator

Project Activity Description

Total Estimated Expenditures

Funding Expended

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
GRANT PROGRAMS DIRECTORATE
OMB Control Number XXXX-XXX**

Cover Sheet

Enter the name of recipient organization and address, including zip code.

Select the appropriate drop-down option that corresponds your FEMA Program.

Enter the grant/award number contained in the award document

Enter the recipient organization's Unique Entity Identifier, formerly known as the Data Universal Numbering System (DUNS) number.

Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.

Enter the award period of performance start date established in the award document.

Enter the award period of performance end date established in the award document.

Enter the starting date of the reporting period in MM/DD/YYYY format.

Enter the ending date of the reporting period in MM/DD/YYYY format.

Select "yes" only if this is the final report for the project/grant.

Select the appropriate drop-down option that corresponds your Reporting Frequency.

Enter the name of the authorized certifying official of the recipient.

Enter the title of the authorized certifying official of the recipient.

Submit a signature of the authorized certifying official of the recipient.

Enter the name of the individual responsible for completing this form if other than the authorized certifying official of the recipient. If the POC is the authorized certifying official, please enter N/A.

Enter the title of the individual responsible for completing this form if other than the authorized certifying official of the recipient. If the POC is the authorized certifying official, please enter N/A.

Enter the telephone number of the individual responsible for completing this form. If the POC is the authorized certifying official, please enter their telephone number here.

Enter the email address of the individual responsible for completing this form. If the POC is the authorized certifying official, please enter their email address.

Enter date submitted to the awarding Federal agency in MM/DD/YYYY format. Note: Report must be received by the awarding Federal agency no later than 90 days after the end of the reporting period.

Attach other documents as needed or as instructed by the awarding Federal agency.

Performance Measures

This number will track the program goal, objective, or program/priority area established in the Program NOFO. This number will automatically generate in the following format: Program Acronym#.

Enter the program goal(s), objective(s), priorities identified in Section A.10: Program Overview, Objectives, and Priorities within the Program's NOFO.

Enter the performance measure(s) identified in Section A.11: Performance Measures in the Program's NOFO that align to the Program goal(s) and objective(s). Indicators should be quantitative, e.g., counts, percentages, target dates, time periods, or levels.

Describe how data for the performance measures will be collected, i.e., the information that is being requested of recipients. In some cases, the description in this column refers to just one indicator; in others, it pertains to multiple related indicators.

Project Performance Measures

This number will track the program goal, objective, or program/priority area established in the Program NOFO. This number will automatically generate from the NOFO Performance Measures Tab.

This number will track a particular award activity as established in Section C of the Program NOFO. This number will automatically generate in the following format: Award Number_Project Number_#.

Enter a short description of the project including a high-level overview and the project purpose.

Based on the approved award activities, established in Section C of the Program NOFO, enter the quantitative measure associated with the Program goal(s) and objective(s) identified within the NOFO Performance Measures tab of this spreadsheet.

Enter the initial starting point or average amount or condition related to each Project Indicator. A baseline is typically a count, or other quantitative data. The baseline is the project starting point, against which can be measured all project progress and results.

Enter the expected amount to be achieved for each Project Indicator as specified in the approved work plan for Reporting Period 1. This will be prepopulated based on what was entered on the application.

Enter the actual cumulative amount, condition or status achieved at the end of the reporting period for each Project Indicator for Reporting Period 1.

Enter the expected amount to be achieved for each Project Indicator as specified in the approved work plan for Reporting Period 2. This will be prepopulated based on what was entered on the application.

Enter the actual cumulative amount achieved at the end of the reporting period for each Project Indicator for Reporting Period 2.

Enter the year you expect to accomplish the target(s) specified in the approved work plan. Different target years may appear on the same report such as an annual measure and a long-term measure.

If you did not meet or expect to meet your target, you must explain. Reasons could include, delays, weather, pandemic-related challenges, etc.

Project Narrative

This number will track a particular award activity as established in Section C of the Program NOFO. This number will automatically generate from the Project Performance Measures Tab.

Project Indicator is the quantitative measure associated with the Program goal(s) and objective(s) identified within the NOFO Performance Measures tab of this spreadsheet. This will automatically generate from the Project Performance Measures Tab.

Provide a summary of project accomplishments/achievements throughout the grant period of performance.

Describe how the project accomplishments created a positive impact. Describe how the accomplishments align with the intended goals/objectives of the Program or how they addressed gaps.

Select the percent complete for each Project noted in the Project Performance Measures Tab.

Please describe any potential risks to the completion or success of the project such as delays, lack of resources, weather events, etc.

Please explain if significant events have caused delays in accomplishing the target within the intended timeframe. This should be an expanded explanation related to the Explanation section noted in the Project Performance Measures Tab.

Project Expenditures

This number will track a particular award activity as established in Section C of the Program NOFO. This number will automatically generate from the Project Performance Measures Tab.

Project Indicator is the quantitative measure associated with the Program goal(s) and objective(s) identified within the NOFO Performance Measures tab of this spreadsheet. This will automatically generate from the Project Performance Measures Tab.

Describe what funds are intended to support the approved award activities identified within the Project Performance Measures tab of this spreadsheet.

Provide the estimated Project activity expenditures used to support the approved award activities identified within the Project Performance Measures tab of this spreadsheet.

Provide the total amount expended during the performance period on the approved award activities identified within the Project Performance Measures tab of this spreadsheet.

Term
Federal Award
Federal Awarding Agency
Federal Financial Assistance
Unique Entity Identifier (UEI)
Grant
Non-Federal Entity
Period of Performance
Performance or Progress Report (PPR)
Pass-Through Entity
Recipient
State

Subrecipient

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
GRANT PROGRAMS DIRECTORATE
OMB Control Number XXXX-XXX**

Definition

The federal award refers to FEMA's award of financial assistance to the recipient or to the recipient's subaward subrecipient made as a pass-through entity. It may also refer to the financial assistance awarded; or the grant cooperative agreement, or other financial assistance agreement (as defined in §200.40) setting out the terms of FEMA's financial assistance

The federal agency that provides a federal award directly to a non-federal entity. FEMA is the federal awarding agency that provides funds to the recipient for FEMA financial assistance programs addressed in this form.

Federal financial assistance includes assistance that non-federal entities receive or administer in the form of: cooperative agreements; non-cash contributions, or donations of property (including donated surplus property); appropriations; food commodities; loans; loan guarantees; interest subsidies; insurance; and other financial assistance. Federal financial assistance does not include amounts received as reimbursement for services rendered to individuals. CFR §§ 200.502(h) and (i).

DUNS Number or Vendor ID Number, which is the number assigned to recipients' profiles in FEMA's official financial record

This tool uses the term grant to reference all types of federal financial assistance that FEMA administers.

A non-federal entity is a state, local government, Indian tribal government, institute of higher learning, or non-profit organization that carries out a federal award as a recipient or subrecipient, or as referenced in previous guidance as a subgrantee. It is not an individual recipient or beneficiary of an award.

The time period specified in the award documents that FEMA establishes for the prime award to the recipient or pass-through entity establishes for subawards, during which the non-federal entity may incur costs (i.e., recipient/subrecipient obligations) to carry out the work authorized under the federal award.)

A program status report the recipient prepares and submits to FEMA describing the status of reportable activities. It quantifies, where possible, accomplishments under the award and outlines any problems expected to result in noncompliance materially impact achieving the objectives of the award noncompliance to approved award conditions. For PA programs, this is the Quarterly Progress Report (QPR) and Performance Report. For other programs, this is the Program Progress Report (PPR).

A non-federal entity that provides a subaward to a subrecipient to carry out part of a FEMA award. Past FEMA awards refer to a grantee that provides a subgrant to a subgrantee. For disaster assistance programs, this may be a state or Indian tribal government.

The non-federal entity that receives an award directly from FEMA to carry out an activity under a FEMA assistance program. The recipient may also be a pass-through entity. The term recipient does not include subrecipients or individuals. For disaster assistance programs, the recipient is a state or Indian tribal government.

Any state of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands, and any agency or instrumentalities thereof, exclusive of local governments.

A non-federal entity that receives a subaward from a pass-through entity to carry out part of the FEMA award. In previous guidance, a subgrantee that received a subgrant from a grantee to carry out part of a federal program. A subrecipient does not include an individual who is a beneficiary of the federal program. For most FEMA programs, the subrecipient is the state, local government, Indian tribal government or private nonprofit receiving the subaward for a project. For the state or Indian tribal government recipients award from FEMA, Subrecipient replaces FEMA references to