""FEMA REGION II
HAZARD MITIGATION QUARTERLY PROGRESS REPORT
INSTRUCTIONS / GUIDELINES

Grant recipients are required to submit progress reports comparing actual accomplishments with the goals and objectives established for the reporting period. Grant recipients are also required to inform the awarding agency of any significant events that impact their projects, and the reasons why goals and objectives were not met, if appropriate. The Grantee is responsible for reviewing reports submitted by the Sub-Grantee for completeness, accuracy and relevant information before submission to the region.

Quarterly Reports are due for all open projects. The Grantee must continue to submit a report until a letter is received from Region II stating that the project is closed and Quarterly Reports are no longer necessary. In a situation where the Sub-Grantee has requested project closeout to the Grantee but the project has not been closed by FEMA, the report should describe the issues preventing closeout and the actions being taken to resolve those issues and close the project.

QUARTERLY PROGRESS REPORT

Item #	Data Line	Line Item Instructions
1	Reporting Period	Click on the reporting quarter from the drop-down menu and fill in the FEDERAL fiscal year. (Federal Period Begins October 1 – Ends September 30)
2	Period of Performance	Enter the start and end dates of the Period of Performance.
3	Program & Project Number	Click the grant program information from the drop-down menu and enter the project number.
4	Sub-Grantee Name	Enter the name of the sub-grantee.
5	Project Title	Enter the project title as it appears in the project application.
6	Project Status	Check the appropriate status box and fill in the approximate PERCENTAGE OF WORK COMPLETED as of the current reporting period.
7	Site Visit This Quarter	Check if a site visit was conducted during the reporting quarter.
7a	Date of Visit	Enter the date of the site visit.
7b	Site Visit Conducted By	Enter the name and title of the person who conducted the site visit and check the appropriate entity conducting the visit.
8	Project Status Comment	Enter a narrative describing the current status of the project. This includes problems or delays adversely affecting the *work schedule* and the reasons why the established goals were not met. Favorable developments, such as meeting goals sooner than expected, should also be reported.
9	Financial Data	
9a	Funds Approved	Enter the amount of Federal, non-Federal and total funding approved for the project.
9b	Funds Paid	Enter the total amount of funds drawn down as of the last day of the reporting period.
9c	Remaining Funds	Automatically calculates the difference between funds approved and funds paid out.
10	Anticipated Cost	Enter the amount anticipated to be over or under budget, if appropriate.
11	Project Cost and SOW Comments	Enter a narrative describing the cost status and identifying any potential problems (construction delays, cost over-runs) affecting *project costs*. Enter a comment if a scope of work change or additional funds request has been requested or is anticipated. NOTE: A scope of work change or additional funds request must be submitted in writing to FEMA for review and must be approved prior to implementation of the requested modification.
12	Description of Work Completed	Enter a narrative describing *specific work* performed during the reporting period (entering the words "acquisition" and "demolition" is not sufficient). The narrative should not include work performed or completed during the previous quarters.
13	Anticipate Work Next Quarter	Enter a narrative describing work that is scheduled for the next quarter.
14	Submitted By	Enter the name and title of the authorized certifying official submitting the report for the Grantee and the submission date.