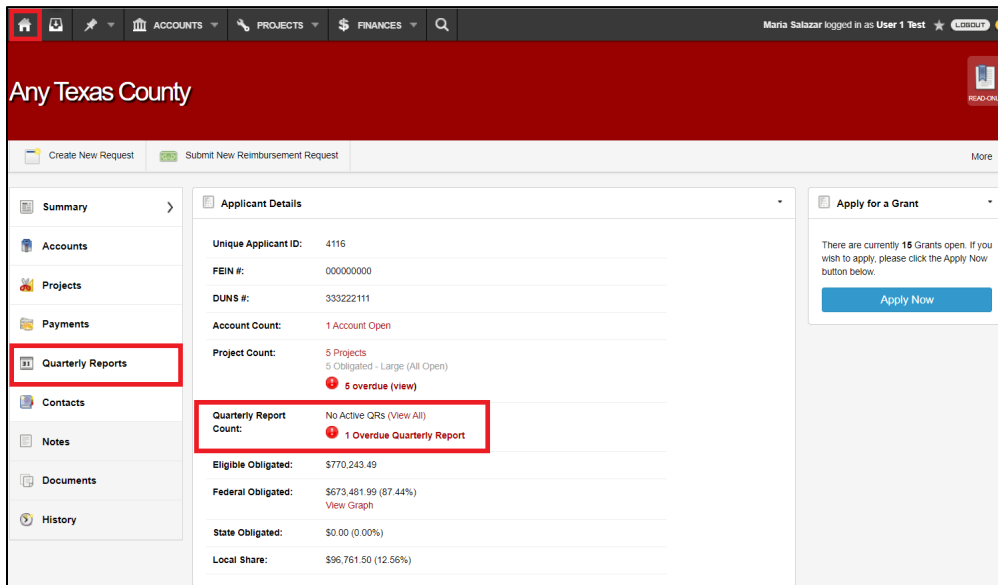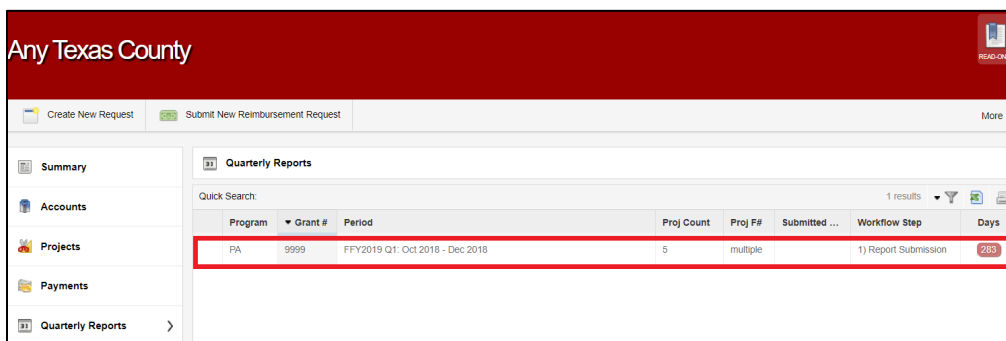# Quarterly Reports

1. Reporting for the Public Assistance (PA) program is required on all large projects on a quarterly basis, and for all Hazard Mitigation Grant Program (HMGP), and Pre-Disaster Mitigation (PDM) projects. From the **Home** screen, select the Quarterly Report(s) that need(s) to be submitted listed under **Quarterly Report Count.**   Click on the red text to be navigated, or click on the *"Quarterly Reports"* tab on the left side menu.

2. Select the **Grant #** and current **Period** (Quarter) that needs to be reported from the displayed list *(lines are hyperlinked)*. You may need to select an older period if you have not yet submitted a prior report. Look for the Workflow Step *"1) Report Submission."*

3. Click the *"Projects"* tab to bring up a list of Projects.

4. A list of projects will display. Select the first *"Project"* to begin reporting.

5. The form will display. Complete the form:
    - *"Current Percent Complete"* – Percentage of work completed based on the progress made in completing the scope of work at the end of the reporting quarter.
    - *"Total Funds Expended to Date"* – Actual eligible expenses that have been expended to date to complete the scope of work on this project.
    - *"Anticipated Final Amount"* – Eligible expenses that are anticipated to be expended to complete the scope of work on this project *(only if the project has not been completed).*
    - *"Anticipated Completion Date"* – The estimated completion date of the actual work *(only if the project has not been completed).*

***Note:** Amounts reported from previous quarter will be displayed below the field. You will need to update each field for each quarter.*

*If 100% is entered for the **Current Percent Complete**, the last two fields will change from **Anticipated Final Amount** to **Actual Final Amount**, and **Anticipated Completion Date** to **Actual Completion Date**. Enter the information requested.*

6. Select *"Work Status"* from the drop down menu. If *"Other"* is selected, a box will be display below to enter an explanation. If *"Completed"* or *"Closed"* (by FEMA) is selected, the *"Current Percent Complete"* must be 100%.

7. Enter *"Project Status Comments"* in this box.

8. Select *"Cost Status"* from the drop down menu. If *"Other"* is selected, a box will be display below to enter an explanation.
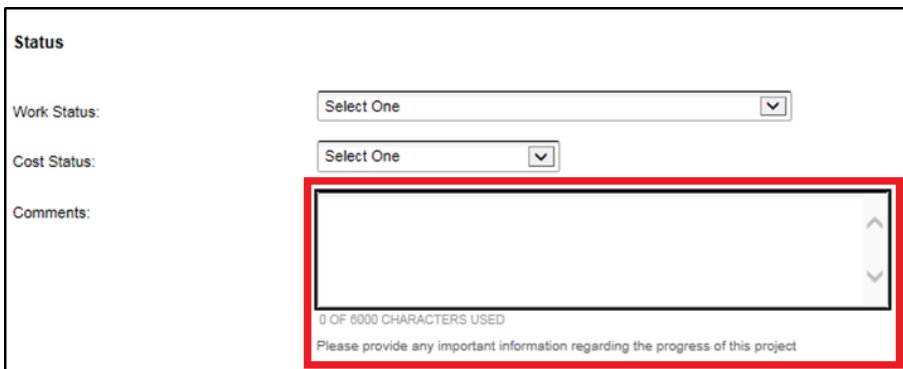
9. Enter *"Comments."* Include any pertinent information regarding the progress of this project.

10. After updating all of the information for each project, click on the red box under *"Submission Consent"* to confirm that the information entered into the form is accurate. This will insert a check mark in the box.

    Note: This box needs to be checked for each project report in order for you to submit the report.

11. Click *"Save"* after you have updated each **Project**, and checked off the **Submission Consent**. The system will prompt you to save after each Project *(notice yellow banner)*. If you move on to another project without saving it, you will lose your changes.
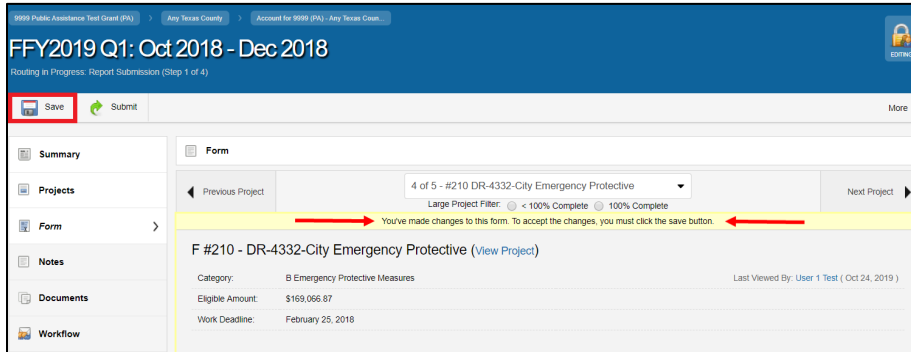
12. A window will display asking you if you are sure that you want to save all of the changes. If you are sure, click *"Save."*
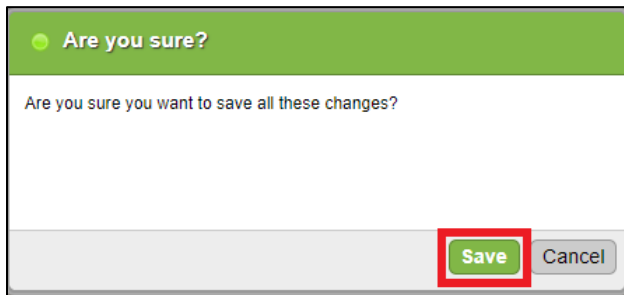
13. After you have saved the report for the first project, the yellow banner will disappear. If you have multiple projects to report, you can click *"Next Project."* Repeat Steps 5 – 12 until you have reported on each Project.
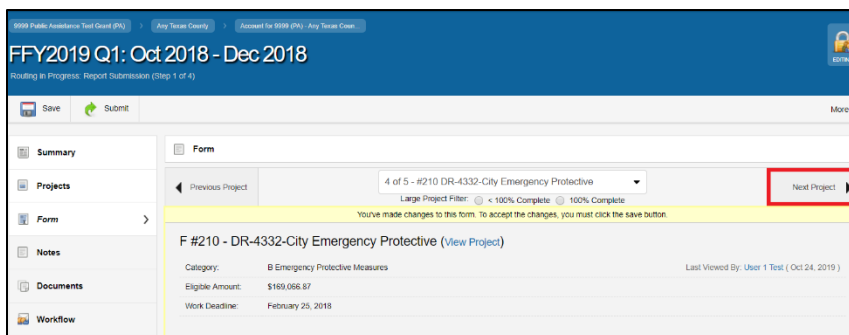
14. New forms can be created from the **Note** section in the report, if needed. To create new forms click on the *"Create New"* hyperlinks in blue. You can request a Time Extension, Scope Modification / Cost Change, or Project Closeout from this section.

<div style="border:1px solid #000; background:#fdf0e6; padding:8px;">

Note

If the Estimated Completion Date is greater than the Work Deadline, a Time Extension may be required (Create New).
If the project scope of work has deviated from the original as approved by FEMA a Scope Modification / Cost Change may be required (Create New).
If this project is 100% complete a Project Closeout is required (Create New).

This Quarterly Report contains 5 Projects. Ensure that all projects are reported on before submitting this Quarterly Report. Use the above navigation bar to navigate to all Projects.

</div>

- Time Extension form is required when the estimated Completion Date is after the work deadline.
- Scope Modification / Cost Change form is required when the project scope of work does not match the scope of work in the current FEMA approved project worksheet.
- Project Closeout form is required when the project is 100% complete.

15. After you have saved the form, click the *"Summary"* tab on the left side menu to view the **Deliverables**. Verify that you have completed <u>all</u> deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

    Note: Even if the deliverable is not applicable you must check off that it has been completed. *For example: If your project is scheduled to be completed by the work deadline, you must still check off "A Time Extension Request is in process for each project with an estimated completion date greater than the project work deadline," even though you will not be completing a Time Extension Request.*
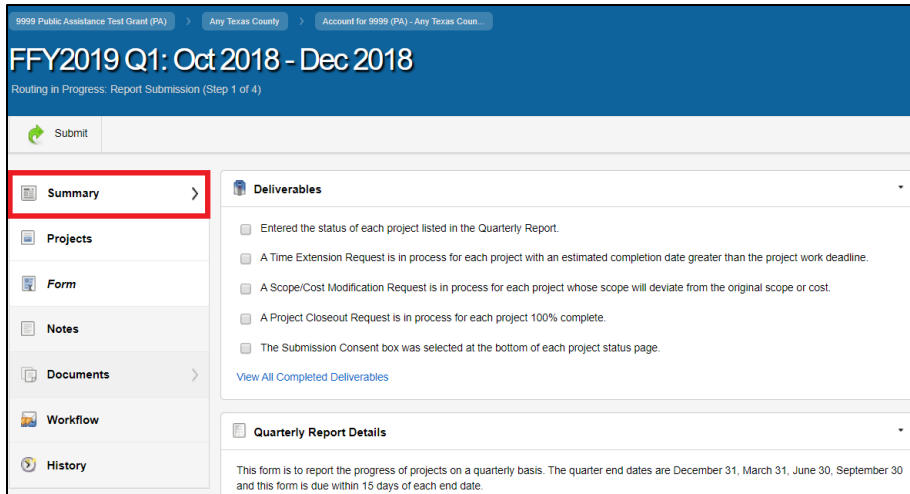
16. Click the *"Submit"* button after all of your **Projects** have been updated, and you have confirmed that you have completed all the **Deliverables**.
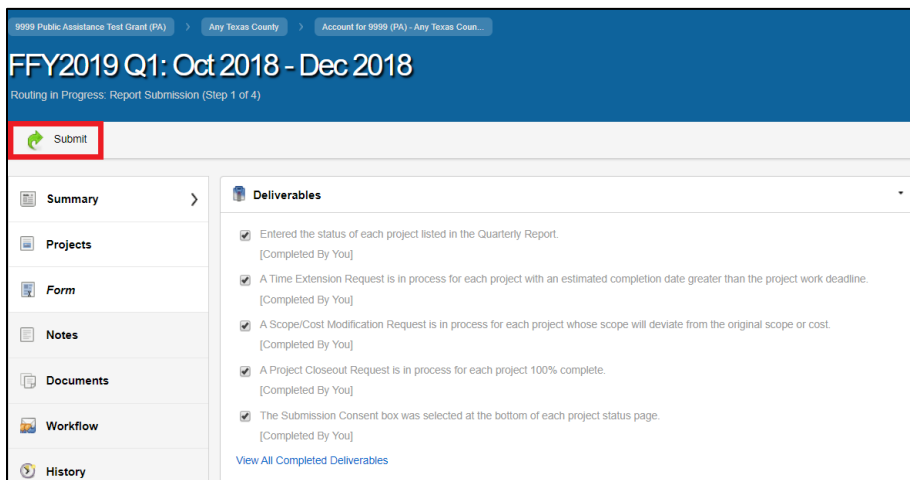
17. You may leave a note when this window is displayed. Click the *"Submit"* button when done.

18. A notification will display letting you know that the **Quarterly Report** was successfully submitted. You may *"Close"* the window or *"Go to Project."*