

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

Declaration # [system generated]	Declaration date [system generated]	Recipient [system generated]	Region [system generated]
----------------------------------	-------------------------------------	------------------------------	---------------------------

Section II – Applicant Information

Legal name [system generated]	FEMA PA ID [system generated]
-------------------------------	-------------------------------

Section III – Project Information

Project # [system generated]	Project Application # [system generated]	Project Title [system generated]
What are the total expenditures to date for this project's approved scope of work? \$ [system generated] Please update if changed.		

Section IV – Status of Change Requests, Appeal, and Arbitration

Status of Change Request [system generated, if applicable]

Status of Appeal

Is an appeal in process?

- ☐ No
☐ Yes

Status of Arbitration

Is there an open Arbitration?

- ☐ No
☐ Yes

Anticipated arbitration date:
(MM/DD/YYYY)

Section V – Project Work Status

What is the current status of the project? [system generated] *Please update if changed.*

- ☐ Pre-design, architectural, or engineering service phase
☐ Procurement phase
☐ Work has started and is approximately % complete. Please provide a projected end date, if known: (MM/DD/YYYY).
Please describe what work is remaining on the project:
☐ All work was completed on (MM/DD/YYYY).

Section VI – Project Closeout Status

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?

- ☐ 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:*

Applicant Authorized Representative
[system generated]

Title

Signature

Date
submitted
[system
automated]

Section VII – Recipient-Provided Information

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

What amount of federal funds has the Recipient disbursed? \$
[system generated] *Please update if changed.*

Has the Recipient disbursed the
final payment?

- ☐ No
☐ Yes

Please select the reason the completed project is open:

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

<input type="checkbox"/> Pending arbitration <input type="checkbox"/> Pending audit <input type="checkbox"/> Reviewing closeout package <input type="checkbox"/> Other reason. <i>Please describe:</i>			
Recipient Authorized Representative [system generated]	Title	Signature	Date submitted [system automated]