

QUARTERLY PROGRESS REPORT FORM INSTRUCTIONS

The purpose of the Quarterly Progress Report Form is for SOEM to collect valuable information pertaining to large projects. SOEM is required to obtain this information in order for us to report the status of these projects to FEMA. This form needs to be completed and returned no later than the 10th of the following month. This form helps us to ascertain information in a timely manner to secure and protect you from circumstances that could jeopardize your funding. SOEM has to report on incomplete AND complete projects. If you already reported work for a specific PW as complete, you do not have to report it again. **Remember, once work is completed for all PWs, the P4 must be submitted.** You may send it in as an attachment to this form.

FOR ALL INCOMPLETE LARGE PROJECTS, COMPLETE A LINE FOR EACH PROJECT WORKSHEET.

- A. Enter FEMA disaster number, the ten digit/letter P.A.I.D. number, (ex: 000-1XYZZ-00), AND the name of agency/municipality.
- B. Indicate any notifications that are relevant to your project. SOEM must be notified of all changes. See the FEMA Public Assistance Policy Digest or website <http://www.fema.gov> for alternate or improved project criteria.

PROJECT MANAGEMENT:

- C. Enter PW number.
- D. Check at least one of the choices from the list provided that pertains to the status of the project.
- E. Enter the percentage of work completed.
- F. Enter estimated final cost
- G. Enter the amount spent to date
- H. Enter estimated date of completion
- I. Complete if there is an approved time extension for your project
- J. Complete with further information/explanation on the status of the project. (for example: permit status, engineering status, issues/comments- historic, insurance, complexities*, or concerns you want to bring to the State's attention)

IMPORTANT! - Attach additional information for items such as:

- Why a Time Extension is needed. Is there a change in Design, Capacity or Function of the facility or project component? (including unforeseen conditions)
- Historic, permit or flood plain issues. Jurisdictional problems.
- Regulatory agency correspondence initialized or replies since last report Expecting response from: _____.
- Project has become complex (in what ways)

**Complex Facilities* requiring special engineering considerations and correspondence should be very well documented and use professional standards for accounting and project management cost tracking. These projects are defined in FEMA 322 as; wastewater treatment, hospital, school, office bldg, power plant, dam, tunnels, pumping station, incinerator, marine terminal, unconventional designs etc.

Complete contact information before submitting the form(s) to SOEM Recovery Section

Check box and complete Point of contact change information, if applicable