

## QUARTERLY PROGRESS REPORT FORM INSTRUCTIONS

The Quarterly Progress Report form is used by the NYS Division of Homeland Security and Emergency Services (DHSES) to collect valuable information pertaining to large projects. NYS DHSES is required to obtain this information for us to report the status of these projects to the Federal Emergency Management Agency (FEMA). This form needs to be completed and returned no later than the 10<sup>th</sup> of the month following the end of each quarter. This form helps us to ascertain information in a timely manner to secure and protect you from circumstances that could jeopardize your funding. DHSES must report on incomplete and complete projects. If you already reported work for a specific PW as 100 % complete and submitted the P.4 for that PW, you do not have to report on it again.

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

To assist, DHSES has entered the FEMA disaster number, the ten digit/letter P.A. I.D. number (ex: 000-1XYZZ-00), the name of your agency/municipality and the Project Worksheet (PW) number (ex: 1, 23, 456 and 7890).

### PROJECT MANAGEMENT:

- A. Check the appropriate boxes if a Scope of Work change or a Time Extension is needed. For other required actions, please explain in the Comments section.

***\*Scope of Work changes must be submitted in writing with the supporting documentation.***

***\*If a time extension is needed you will need to submit a request letter with the following FEMA requirements:***

- 1) The dates and provisions of all previous time extensions regarding the project.
- 2) A detailed justification for the delay explaining extenuating circumstances or unusual project requirements beyond the control of the applicant that prevented the completion of the reconstruction project within the initial time limit.
- 3) A revised timeline for project completion, closeout and/or direct administrative costs.

- B. Enter the amount spent to date on the project
- C. Enter estimated final cost of the project
- D. Enter FEMA approved Period of Performance end date
- E. Enter the projected date of completion of all work on the project
- F. % of **Physical** Work Completed – enter the percentage of the **physical** work that is completed. Remaining administrative work **should not be** taken into consideration when calculating this percentage. If the project is 100% complete and you have not already done so, complete a Project Completion and Certification Report (P.4), located in the project's Blue Folder, and return it to NYS DHSES.

***\*The P.4 must be completed and returned to DHSES for closeout/final accounting to be started. Final payment cannot be made until FEMA approves the closeout.***

- G. Work Completed – describe any major physical work component of a project that requires no further action. (see additional information below)
- H. Work in Progress - describe any major physical work component of a project that has begun but additional actions are necessary for project completion. (see additional information below)
- I. Work to be Started – describe as any major physical work component of a project that has not begun and is necessary for project completion. (see additional information below)
- J. Obstacles & Solutions – describe any current issue the project is experiencing that has delayed the completion of the project's **physical** work. What solutions are available to remedy the issue?

***\*If additional space is needed to provide the information requested in columns G through J, additional Word documents can be submitted with the QPR.***

- K. Comments – 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)
- L. Complete contact information for the official Point of Contact for your organization before submitting the form(s) to DHSES. Check the box if there are any changes to the contact information i.e. Point of Contact, address change etc.

***\*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.***

## ADDITIONAL DETAILS FOR COMPLETING COLUMNS G THROUGH I

- Work Completed
  - Please provide the monetary value for the work completed
  - Please describe the major components of the work that has been completed on the project
    - This information should be organized by some type of logical grouping (i.e. work site, building, bridge, road etc.) but should be labeled so DHSES staff can easily ascertain the location including site information. .
    - Please provide a date for when the work was completed.
    - When describing the work completed please provide enough detail so the magnitude is understood
      - EXAMPLE- \$8M at West Grove Building- 3 back-up generators (\$500k) have been installed, 112 windows were replaced with new impact resistant windows (\$5.5M), all interior outlets on the first floor were raised (\$2M) etc....
- Work in Progress
  - Please provide the monetary value for the work in progress
  - Please describe the major components of the work that is in progress for the project
    - This information should be organized by some type of logical grouping (i.e. work site, building, bridge, road etc...) but should be labeled so DHSES staff can easily ascertain the location including site information.
    - Please provide an anticipated date for the work in progress to be completed
    - If subsequent reports, responses should include revised dates identified in ***bold italics*** next to original date.
    - When describing the work in progress please provide enough detail so the magnitude is understood
      - EXAMPLE \$15M at Route 13 bridge crossing Blue River- complete bridge replacement be completed (4/2020)
- Work to be Started
  - Please provide the monetary value for the work to be started
  - Please describe the major components of the work that must be started on the project
    - This information should be organized by some type of logical grouping (i.e. work site, building, bridge, road etc.) but should be labeled so DHSES staff can easily ascertain the location including site information.
    - Please provide anticipated dates for the work to be started and completed
      - In subsequent reports responses should include revised dates identified in ***bold italics*** next to original date.
    - When describing the work to be started, please provide enough detail so the magnitude is understood
      - EXAMPLE- \$4M at the Fort Devers boardwalk- 35 light poles need to be installed (\$1M) (9/2020-10/2020), 55 park benches (\$750K) (10/2020-11/2020), 13 roofs and joists replaced on bathroom facilities (\$1.25M) (4/2021-6/2021) and the Northside parking lot repaved and striped (\$1M) (4/2021-5/2021)