



# QUARTERLY LARGE PROJECT PROGRESS REPORT

## for FEMA's Public Assistance Program

### Applicant Information

Applicant's Name: \_\_\_\_\_

Disaster Number (DR): \_\_\_\_\_ Reporting Period: \_\_\_\_\_

### Project Completion Information

PW #	Category	Project Approved Amount	Total Amount Expended to date	Amount Drawn down	Est. % of Work Complete to Date	Est. Date of Completion	Project POP date	Special Considerations

### Certification

I do hereby certify for the applicant that the above information is true.

**Note:** Quarterly Progress Reports are due by the **15th day of April, July, October and January** for the preceding quarter. Please email them to [Kim.Canarecci@state.vt.us](mailto:Kim.Canarecci@state.vt.us)

\_\_\_\_\_  
Signature of Applicant's Agent

\_\_\_\_\_  
Date

# **Instructions for completing the FEMA Public Assistance Quarterly Progress Report Form**

**Purpose** The purpose of this form is to report the progress of Public Assistance large projects.

**General** All items on the form must be completed by the Applicant and returned to the Department of Emergency Management and Homeland Security (DEMHS). Incomplete forms will be returned to the Applicant. Quarterly progress reports shall be submitted to DEMHS by the 15th day of April, July, October and January for the preceding quarter. Up to seven (7) projects may be reported on this form. Email all completed forms to: Kim.Canarecci@state.vt.us

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## ***Applicant Information***

Applicant's Name Enter the name of the Applicant organization or jurisdiction.

Disaster No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration Fact Sheet.

Reporting Period Which reporting period is this for? April 15, July 15, October 15 or January 15, or final closeout report

## ***Project Completion Information***

PW # Enter the Project Worksheet (PW) number.

Category Enter the appropriate letter for the category of work for the project. CAT A:Debris, B: Emergency Work, C: Roads, D: Water Control Facilities, E: Buildings and Equipment, F: Utility, G:Parks, Recreational and Other

Total Funding Approved" Enter the total project funding (100%) as shown on the PW.

Total Amount Expended Enter the total amount expended on the project to date.

Total Amount Drawn down Enter the total amount that has been requested from DEMHS and received to date.

Total % Complete to Date " Enter the percentage of the work that has been completed to date.

Est. Date of Completion Enter the estimated date of completion for the project.

Project POP date Period of Performance- Date that was written into the original project for required completion.

Special Considerations Enter the codes below, for special considerations which affect the project:

1. Permit issues	5. Insurance
2. Environmental Review	6. Litigation
3. Historic Preservation	7. Engineering/Design Review
4. Appeal	8. Other (attach comments)

## ***Certification***

Applicant's Agent Signature The Applicant's Agent must sign and date the Quarterly Progress Report certifying that the information provided is true.