

Hazard Mitigation Assistance (HMA)

Quarterly Report Form

FEMA Project Number\*: VT-[disaster declaration #]-[project number]-X

Project Name: Click here to enter text.

Town/Agency/Entity: Click here to enter text.

Project Address: Click here to enter text.

Current Project Status (check one):

[ ]  Not Yet Started

[ ]  On Schedule

[ ]  Delayed

[ ]  Cancelled

[ ]  Completed

Status of project (brief description): Click here to enter text.

Obstacles to completion, if any: Click here to enter text.

Anticipated Project Completion Date: Click here to enter a date.

Comments: Click here to enter text.

If the anticipated project completion date will exceed the performance period end date on the subgrant agreement, an extension request **must** be submitted to Vermont Emergency Management (VEM).

Is the project proceeding in accordance with the approved Scope of Work? If not, a request for a Scope of Work revision **must** be submitted to VEM **prior** to the work being done.

If the project budget has been (or is anticipated to be) exceeded, has a cost overrun request been submitted to VEM?

Please submit all Quarterly Reports to:

 Lauren Oates, State Hazard Mitigation Officer

 Vermont Emergency Management (VEM)

 45 State Drive

 Waterbury, VT 05671-1300

 Email: lauren.oates@vermont.gov

 **Please write the name of your town and “Quarterly Report” in subject line**.

Quarterly Reports are due on the following dates: January 15, April 15, July 15, and October 15. As soon as the project is completed and all reimbursement requests have been submitted, please make a request for project closeout to Lauren Oates (lauren.oates@vermont.gov).