

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@vermont.gov

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 Vermont Emergency Management. Incomplete forms will be returned to the Applicant. Quarterly progress reports shall be submitted to VEM 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@vermont.gov

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 VEM 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.