



**New Hampshire Department of Safety  
Division of Homeland Security and Emergency Management  
Public Assistance Quarterly Progress Report**

**How to Complete the Public Assistance Quarterly Progress Report**

The purpose of this document is to assist Public Assistance Subrecipients in the completion of Quarterly Progress Reports (QPR). You can access the QPR through the HSEM Resource Center at [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=2763](https://prd.blogs.nh.gov/dos/hsem/?page_id=2763). You will need to access information from your award letter, QPR reminder email, and/or Grants Portal to complete the QPR.

**Contact Information**

- **Subrecipient Name** – Municipality/Entity Name
- **Primary Point of Contact (POC)** - Primary POC of your municipality/entity
- **Primary POC Email**
- **Primary POC Phone**

**Project Information**

- **Disaster (DR) Number** – Disaster number of the project you are reporting on. Disaster number can be found in the Quarterly Progress Report reminder email and on GrantsPortal.
- **Performance Period Reporting On** – Complete the Quarterly Progress Report for the performance period that most recently ended.

Project information bulleted below can be found on GrantsPortal. In GrantsPortal, navigate to the Project; project information is located at the top of the page. An example of the GrantsPortal page can be found below.

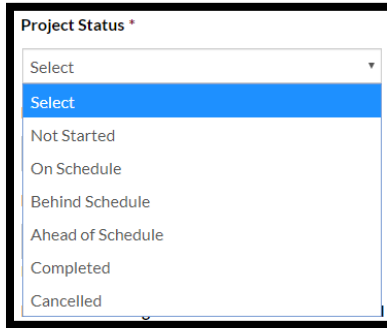
- **Project Title**
- **EMMIE Project Number**
- **Grants Portal Project Number**
- **Project Category of Work**

**Project**  
 DR # / Municipality/Entity / [Project Number] Project Title  
 General Information

PROJECT #	*GRANTS PORTAL PROJECT NUMBER*	APPLICANT	Municipality/Entity
CATEGORY	*PROJECT CATEGORY OF WORK*	EVENT	*DISASTER (DR) NUMBER*
TITLE	*PROJECT TITLE*		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Obligated <small>As of September 5th, 2018 8:45 AM EDT</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	December 8, 2018 <a href="#">Request Extension</a>		
EMMIE P/W #	*EMMIE PROJECT NUMBER*		
SECTOR	--		

**Status Reports**

- **Project Status** - Select the option that best describes the status of your project.



- **Projected Completion Date** – Estimated project completion date (field appears when project is incomplete).
- **Actual Completion Date** – Date that the project was completed (field appears when project is complete).
- **Percentage of Scope of Work Completed** – Estimated percent of work completed compared to work to be completed.
- **Describe what significant activities have occurred that detail the progress and status of the project during this quarter.**
- **Describe in detail any problems, delays, or other issues that may have been encountered and you may require assistance on.**
- **Upload a current picture showing the progress of your project, if applicable.** This is most important for construction based projects.

**Financial Overview**

- **Funds Expended to Date** – Total cost amount spent by the Applicant to date (includes the federal and non-federal share).
- **Provide an analysis of expenditures during this quarterly report performance period** – Describe how the funds were spent during this quarter.
- **Are Cost Overruns Expected?** – Do you expect the cost to complete the scope of work to exceed the FEMA estimate?

**When are QPRs Due?**

Quarterly Progress Reports are due four times a year on the follow dates. You will receive a reminder from HSEM before these due dates.

- Quarter 1: Due January 15<sup>th</sup> (Reporting for activities completed from October 1 – December 31)
- Quarter 2: Due April 15<sup>th</sup> (Reporting for activities completed from January 1 – March 31)
- Quarter 3: Due July 15<sup>th</sup> (Reporting for activities completed from April 1 – June 3)
- Quarter 4: Due October 15<sup>th</sup> (Reporting for activities completed from July 1 –September 30)

***More Questions? Please contact your HSEM Field Representative or Public Assistance Staff.***