

## QUARTERLY REPORT FORM INSTRUCTIONS

The Quarterly Report form is used by the NYS DHSES to collect valuable information pertaining to large projects. NYS DHSES is required to obtain this information in order for us to report the status of these projects to 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. NYS DHSES has to report on incomplete and complete projects. If you already reported work for a specific PW as complete, you do not have to report it again.

***Remember, once work is completed for any PW, the Project Completion and Certification Report (P.4), must be submitted.*** You may send it in as an attachment to this form.

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

- A. Enter FEMA disaster number, the ten digit/letter P.A.I.D. number, (ex: 000-1XYZ2-00), AND the name of agency/municipality.

### **PROJECT MANAGEMENT:**

- B. Enter the Project Worksheet (PW) number example: 1, 23, 456 and 7890. Please do not use the Project number example: 111112, 1UX812
- C. Check the appropriate boxes if a Time Extension or Scope of Work change is needed. For other required actions, please explain in the Comments section. **If a time extension is needed you will need to submit the time extension attached. Scope of Work changes will need to be submitted in writing with supporting documentation.**
- D. Enter the amount spent to date on the project
- E. Enter estimated final cost of the project
- F. Enter the latest Approved Completion Date for the project, including Time Extensions
- G. Enter the projected date of completion of all work on the project.
- H. **% of Work Complete** - enter the percentage of the work that is completed. 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 in order for closeout/final accounting to be started. Final payment cannot be made until FEMA approves the closeout.
- I. 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)
- J. Complete contact information for the official Point of Contact for your organization before submitting the form(s) to NYS 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.