



QUARTERLY PROGRESS REPORT

Applicant Information

Applicant's Name: _____

Federal Declaration Number: _____ FEMA PA Code: _____

Project Completion Information

PW #	Category	Total Funding Approved	Total Amount Expended	% of Work Complete to Date	Est. Date of Completion	Time Extension Needed	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.

Signature of Applicant's Agent

Date

Instructions for completing the IEMA Quarterly Progress Report Form

Purpose The purpose of this form is to report the progress of Public Assistance projects where the final Federal share has not been paid. This form is generally used for “large projects” where multiple payments are made as work is completed, but should also be used for “small projects” where the final Federal share payment has not been made.

General All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant. Quarterly progress reports shall be submitted to the IEMA 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.

Applicant Information

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

Federal Declaration 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.

FEMA PA Code Enter the Applicant’s FEMA PA Code. This number was provided to the applicant via FEMA Grants Portal or on the application form and will be in the XXX-YYYYY-ZZ format.

Project Completion Information

PW # Enter the project worksheet (PW) number.

Category Enter the appropriate letter for the category of work for the project.

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.

% of Work 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.

Time Extension Needed Enter Yes if a time extension is required. Enter No if a time extension is not required.

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

1. Suspension	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.