



Public Assistance Quarterly Report

Applicant:

Disaster Number:

PA ID Number:

Audits

Has Applicant conducted or been involved with an audit which included this grant? Yes No

If Yes, were corrective actions required and incorporated? Yes No

Were audit findings (including corrective actions, if applicable) submitted to TEMA? Yes No

If Yes, submittal date:

To whom it was submitted:

Small Projects

What is the percentage of completion for all small projects?

What is the anticipated/actual (circle one) date of completion? Actual Anticipated

Large Projects

PW No.	Category	Total Funding Approved	Total Amount Expended	% of Work Completed to Date	Actual Date of Completion (if 100%)	Time Extension Needed
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Communication

Would you like to be contacted? Yes No

Comments:

Certification

Signature of Applicant Agent

Title

Date

NOTE: Quarterly Progress reports are due by the 10th day of April, July, October, and January for the preceding quarter.

Instructions for completing the Public Assistance Quarterly Report

Purpose	The purpose of this form is to fulfill the Federal requirement to report the progress of Public Assistance large projects on a quarterly basis. Failure to complete this form in its entirety establishes non-compliance with the Improper Payment Information Act. TEMA does not have the authority to process payment requests on Large Projects without this completed report on file quarterly.	
General	All items on the form must be completed by the Applicant and returned to the Tennessee Emergency Management Agency (TEMA). Incomplete forms will be returned to the Applicant. Quarterly Progress reports are due by the 10 th of April, July, October, and January for the preceding quarter. Up to ten (10) large projects may be reported on this form.	
Applicant Information	Applicant	Enter the name of the Applicant organization or jurisdiction
	Disaster Number	Enter the four-digit Federal Disaster Number. This number is assigned by FEMA once the disaster has been declared by the President. This number is included on the Disaster Fact Sheet.
	PA ID Number	Enter the Applicant's Public Assistance ID Number. This number was provided to the applicant on the application forms and will be in the XXX-YYYYY-ZZ format.
Audits	This information shows compliance with 2 CFR §200 Subpart F – Audit Requirements	
Small Projects	Use the project that is expected to take the longest to determine the percentage of completion.	
	Circle anticipated or actual to provide appropriate description for date entered	
Large Projects	PW No.	Enter the project worksheet (PW) number. (This is not the alphanumeric reference #)
	Category	Enter the appropriate letter for the category of work for the project as noted on the awarded PW.
	Total Funding Approved	Enter the total project funding as shown on the awarded PW.
	Total Amount Expended	Enter the total amount expended on the project to date.
	% of Work Completed to Date	Enter the percent complete for the work included on the PW.
	Actual Date of Completion (if 100%)	Enter the actual date of completion if the project is 100% complete.
	Time Extension Needed	Check the appropriate box showing whether a time extension is needed to complete the project.
Additional Communication	Check "Yes" if you would like to be contacted by your designated Public Assistance Specialist.	
	Enter any additional comments you wish to share.	
Certification	The Applicant's Agent must sign and date the quarterly report.	