Quarterly Progress Report FAQs

What is a Quarterly Progress Report (QPR)?

All Recipients shall develop a plan for the administration of the Hazard Mitigation Grant Program (HMGP) according to the 44 CFR Section 206.437(a). The minimum administrative plan must include QPRs to the Regional Administrator on any approved and open projects according to the 44 CFR Section206.437(b)(4)(xii). As directed by the Office of Management and Budget (OMB), a new quarterly report input form (SF-425) has replaced the SF-269, SF-269A, SF-272, and SF-272A. Recipients must use the HGMP Quarterly Reports tool in the National Emergency Management Information System (NEMIS) to prepare QPRs. The tool replicates the SF-425 and complies with the Federal reporting regulations.

When are QPRs due?

Recipients/subrecipients are required to submit completed QPRs 30 days after the end of each fiscal quarter.

- Quarter One ends December 31
- Quarter Two ends March 31
- Quarter Three ends June 30
- Quarter Four end September 30

For additional information on the QPR due dates please refer to **Attachment 2 Quarterly Progress Report Flow Chart**.

What options are available to complete the QPR submittal requirement?

Recipients/subrecipients have three options to submit QPRs. If you do *not* have access to NEMIS you must use Option 3.

- **Option 1**: Enter Data Directly into NEMIS – Login to NEMIS, access the Quarterly Reports module, and manually enter the data into the module.

- **Option 2**: Import Data from Excel Spreadsheet into NEMIS – Refer to the question *How do I access the Quarterly Reports module?* and *How do I import spreadsheets into NEMIS?* for a full description of this process.

- **Option 3**: Deliver Excel Spreadsheet to FEMA – This option is used for those Recipients/subrecipients that do not have access to NEMIS. FEMA will distribute pre-populated Excel spreadsheets at the end of the fiscal quarter. These spreadsheets should be completed and returned to FEMA. Recipients should be in contact with their corresponding Regional FEMA office to verify the best practice for delivery (e.g., email, direct file transfer, etc.).

How does the QPR process work?

FEMA distributes updated quarterly Excel spreadsheets to the corresponding non-Federal entities (i.e., Recipient/ subrecipient). These spreadsheets are pre-populated to indicate the projects that require QPRs. The Recipient coordinates with its subrecipients to collect project information to update the fields of the spreadsheet. If the Recipients have access to NEMIS (**Option 2**), they may import the spreadsheets into NEMIS. The data imported from the spreadsheets parallels the NEMIS QPR module. The Recipient will still have to save and submit the data in NEMIS to finalize the QPRs.

If the Recipient does *not* have access to NEMIS, they must return the spreadsheets to FEMA (**Option 3**).

FEMA does *not* require any Recipients to use the spreadsheets; users may directly enter the data into the QPR module in NEMIS (**Option 1**).

What NEMIS roles or group ID must the user login with to access the Quarterly Report module ?

Recipient/subrecipients should login as one of these roles:

- MTSU (MT State User)
- SAO (State Approving Official)
- HMOS (MT Hazard Mitigation Officer Specialists)
- HMO (MT Hazard Mitigation Officer)
- MA (Mitigation Analyst)

How do I access the Quarterly Reports module?

Recipients/subrecipients shall login to NEMIS under the appropriate roles or group ID (listed above). Navigate to the mitigation section of NEMIS, and select the appropriate disaster. On the top toolbar, select ADMIN and click the QUARTERLY REPORT command. This will display all previously submitted QPRs and allow the user to create a new report for the appropriate fiscal year and quarter.

How do I import spreadsheets into NEMIS?

Once the user has accessed the Quarterly Report module in NEMIS (see above question), find the IMPORT button at the bottom of the Quarterly Report window. Click IMPORT. Once the Select File window opens, navigate to the corresponding disaster spreadsheet and select it. Click OPEN. Once the spreadsheet has uploaded, the message "Import completed successfully" will appear. Click OKAY. (If an error message appears, please see question below.) Review the data, click SAVE at the bottom of the Quarterly Report tool, and then click SUBMIT. Once the user submits the QPR, the report is finalized and can not be edited. Please note, users must save and submit each project after the data is imported.

How do I correct importing errors?

NEMIS runs verifications on the importing data. Error messages will indicate the row that triggered the error and describe the problem. Below is a list of the most common errors:

- If you receive the error message:

    "Unsubmitted report exists prior to this Quarter. You cannot create new Quarterly report."

  Then: In the upper right hand of the Quarterly Report module in NEMIS, check whether the previous Quarterly report has been submitted. You may need to check all the projects for that disaster to determine which of them has not been previously submitted.

- If you receive the error message:

    "Item 0000-00-00 00:00:00:000000' does not pass the validation test." (or any slight numerical variation of this example)

  Then: Check that you have used the correct date format (e.g. MM/DD/YYYY). If all the dates are formatted correctly, then check the accuracy of the dates in the data (e.g., 11/20/2014).

- If you receive the error message:

    "Property ID list must be entered."

  Then: Use the NEMIS property inventory list to determine the Property IDs and put them in the Property ID List field, separating each property by a comma. Under the circumstance that there are no acquired properties, enter a 0 in both the Total Properties and Property ID list fields. These two fields must always correspond or an error will occur.

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- If you receive the error message:

    "Time Extension Date must be a future date, in row."

    Then: The project had an extension that has expired within the reporting quarter. NEMIS currently will not allow the date to be in the past. Instead the extension date must be in the future from the current date.

    However, if the extension date is in the past, select NO for the Time Extension field, but put the date of the extension in the Comments field with a brief description. FEMA is in the process of changing the system to allow past dates to be accepted and will notify users when the system has been changed.

For a full list of verification errors and corrections, refer to the *Consolidated Release Notes* available on the Hazard Mitigation Assistance (HMA) SharePoint.

Can I alter the Excel spreadsheet?

The Excel spreadsheet format cannot be changed. Enter the data into the appropriate fields but do not change any of the column labels. Do *not*:

- Hide any of the rows or columns in the Excel spreadsheet
- Alter Row 1 (A1 – T1) in the Excel spreadsheet
- Add additional fields to the Excel spreadsheet

Can I import data from more than one disaster at once?

No. NEMIS only allows for the import of a single disaster at once. Spreadsheets with more than one disaster cannot be imported.

Is the "Sub-Grantee Expenditure to Date" the same as the "Federal Funds Dispersed"?

These two amounts may be the same, depending on how the Recipient processes funding to the subrecipient. By definition, the "Sub-Grantee Expenditure to Date" is the amount of Federal funding that the subrecipient paid out to complete a particular project. Whereas the "Federal Funds Disbursed" is the total FEMA dollars given to the subrecipient for a particular project. Also refer to **Attachment 1 Account Disbursement Illustration**.

In cases where reimbursements are made to the subrecipient, the "Sub-Grantee Expenditure to Date" could be equal to or even higher than the "Federal Funds Disbursed." This happens because subrecipients spend funds on projects before funds are disbursed to them based on a reimbursement agreement. It is important to note that the funding process for HMGP varies greatly across the country. These amounts ultimately must match up at closeout no matter how the award is administered during the period of performance.

If the State enters the QPRs directly into NEMIS by uploading the spreadsheets and submitting each of the projects, does FEMA quality check the data?

Once the SUBMIT button has been clicked, the data cannot be edited. Once the QPR is finalized, any changes to it will have to be made the following quarter.

Additionally, the information in the "State" user section should only be modified by the Recipient. FEMA employees modify the data in the "FEMA" user section. If any questions arise, FEMA will contact the Recipient for clarification.

Can the "Total Properties" field and "Property ID List" field be used for projects that are not acquisitions (e.g., elevations, wildfire sprinkler installations on homes)?

No. The only projects eligible to use the "Total Properties" and "Property ID List" are acquisition projects. All other types of projects may use the "Comments" section to list information about physical properties or other relevant data.

How is Strategic Funds Management (SFM) reflected on the QPR?

There are no indicators for SFM on the QPR, but the Recipient may note the SFM schedule in the comments section. All financial fields are cumulative and, therefore, should reflect the total amounts at the end of the reporting quarter.

Does the Federal share obligated in NEMIS include the Recipient and subrecipient administration costs for events prior to 2007?

No. Please do *not* include subrecipient or Recipient administration costs in any of the funding fields.

Do the amounts in the "Total Grantee Drawdown," "Federal Funds Disbursed," and "Subgrantee Expenditure to Date" reflect all quarters to date?

Yes, all of these fields reflect cumulative amounts of the entire subaward to date.

Does the information from the Quarterly Report module feed into the closeout page in NEMIS and auto-populate the associated fields?

No, the information in the Quarterly Report module does not auto-populate other fields within NEMIS.

When the "Cost Code" field has a Cost Underrun, will the cell for deobligation automatically shade to force the input of a deobligation amount?

No, the NEMIS system will not shade the deobligation cell. The system will not force other users to enter data into the FEMA Users Only section. The "Deobligation Amount" field is not required until the final report has been submitted (see **Figure 1** below).

Figure 1: Cost Underrun is circled in red. The "Deobligation Amount" field, also circled in red, is not required until the final report because it is in the FEMA Users Only section.

When is a property officially considered acquired?

After a property is settled the transfer takes about 3–4 days to be recorded in the local land record. Once the transfer of the property is recorded in the local land record FEMA considers it acquired.

When should a time extension change be reported?

A time extension change should be reported whenever the Approved Completion Date changes. This includes any time extensions issued by the Recipient to the subrecipient and/or if there is an award period of performance (POP) extension(s) by FEMA.

## How are the options under Status defined?

The "Status" field is a dropdown menu with the options: On Schedule, Suspended, Delayed, Cancelled, Work Completed, Reporting Completed, and Closed. Work Completed and Reporting Completed have taken the place of Completed.

- <u>On Schedule</u> – This option should be selected when the project is following the POP outlined in the FEMA agreement for the award.

- <u>Suspended</u> – This option indicates that there is a question of eligibility post-award that must be resolved before the project can resume. An example is when a Recipient fails to follow the Environmental and Historic Preservation award conditions.

- <u>Delayed</u> – This option should be selected when an issue causes a slowdown in the progress of the project, but the project's eligibility is not being reviewed. An example is weather conditions that prevent construction during one season.

- <u>Cancelled</u> – This option should be selected when a final decision has been made that a project will not move forward. The project will automatically be removed from NEMIS and will not require further reporting.

- <u>Completed</u> – This option should be selected when the scope of work (SOW) of the project is finished, all final payments to subrecipient have been made, and the Recipient has requested the project be closed out. However, the project has *not* been officially closed by FEMA. It reflects that there is nothing left to report for the project other than the closeout. When the Reporting Completed status is selected, the "Actual Completion Date" field must be completed, the "Percent Work Completed" field must be 100, and the "Date Final Payment Made to Subgrantee" field must be populated.

- <u>Closed</u> – This option should be selected when the project has been officially closed by FEMA. The project will continue to require a QPR until the Closed status is reported. When the Closed status is selected, the "Actual Completion Date" field must be populated, the "Percent Work Completed" field must be 100, the "Date Final Payment Made to Subgrantee" field must be populated, and the "Last Drawdown Date" field must be populated.

Will there be a performance report on the participation of each quarter?

- There will be a "Score Card" that will be issued by the FEMA Office of Chief Financial Officer. The Score Card will be sent to leadership inside of FEMA and will be made available to the Grantees/Recipients upon request.

- In addition there will be pre-scripted reports available in the Enterprise Data Warehouse for FEMA Regional staff.

Attachment 1:
Account Disbursement Illustration
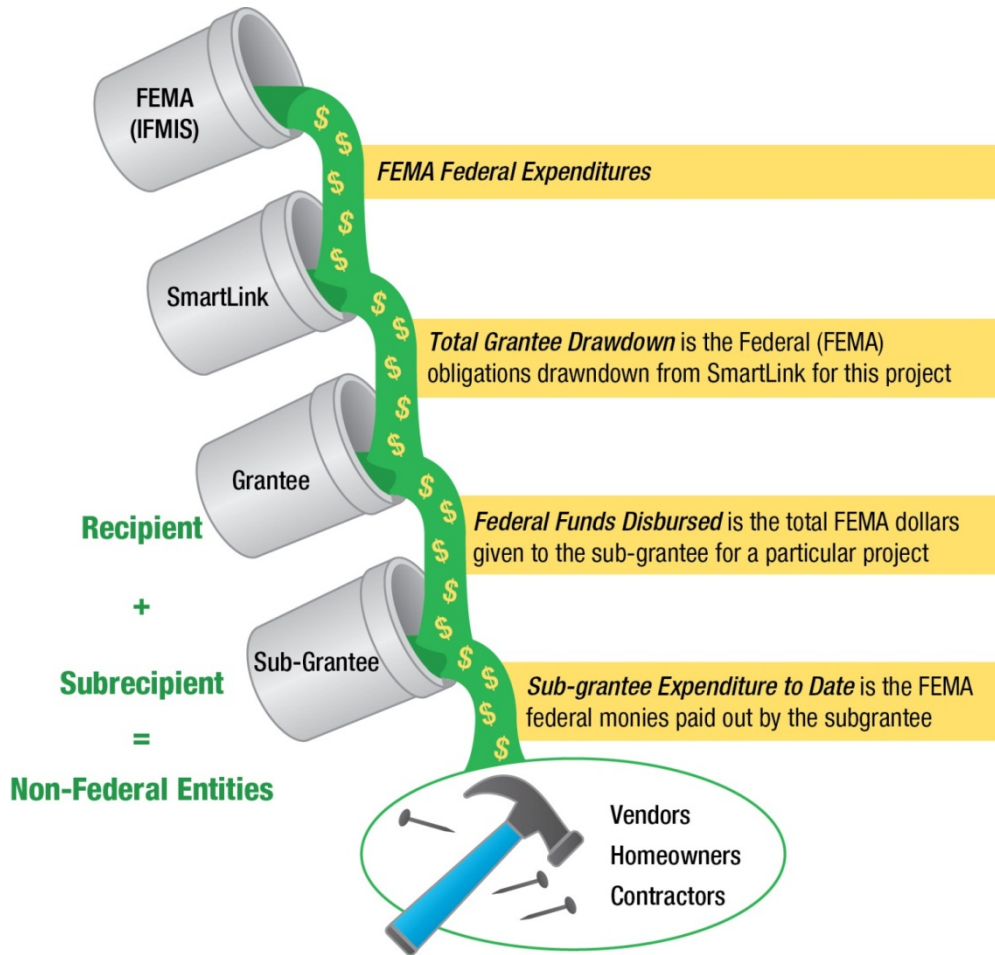
Note: The Recipent, subrecipient, and non-Federal entities indicate changes in the names brought on by the OMB SuperCircular.

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Attachment 2:
Quarterly Progress Report Flow Chart

Quarterly Progress Report Flow Chart

	End of Quarter	30 Days	15 Days	3 months/start of next fiscal quarter

Office of the Chief Financial Officer (OCFO)

OCFO reviews all updated data → OCFO creates a list of questions and/or suggestions for de-obligation → OCFO responses forward from Region → **End**

FEMA Headquarters (HQ)

Start → HQ posts pre-populated spreadsheet to Sharepoint

HQ confirms Region has updated all projects

HQ coordinates questions to leadership and/or the Region

HQ coordinates response to OCFO

FEMA Region

Region downloads pre-populated spreadsheets from Sharepoint for Recipient

Region reviews and imports spreadsheet into NEMIS

Region reviews spreadsheet in NEMIS

Region forwards questions back to the state and/or de-obligates funding

Region reviews responses to OCFO questions

Email spreadsheets

Recipient

Recipient completes the pre-populated spreadsheet → Recipient ensures all information is current and correct → **Access to NEMIS** (If Yes) → Recipient imports spreadsheet into NEMIS or enters data directly into NEMIS

If No, Email spreadsheets

Recipient receives questions → Recipient provides information to answer questions

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