An Overview for Florida’s PA Subgrantees

Quarterly Reporting in FloridaPA.org

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Bureau of Recovery
What is the Quarterly Report?

The Quarterly report is reporting tool required by 44 CFR Part 13 (Section 13.40) and the Disaster Relief Funding Agreement to:

- Monitor Public Assistance Program Grantee and Subgrantee performance
- Track project progress and identify project issues
- Provide formal status updates on grants for large projects
Why are we talking about the Quarterly Report now, exactly?

- A round of major FEMA Deobligations last Quarter underlined the importance of Quarterly Report accuracy.
- The goal of education on the Quarterly Report Process is to minimize unnecessary deobligations for Subgrantees – and help you keep your money!
What is my role in the Quarterly Report Process?

- Compile project information
- Obtain progress reports from staff and contractors
- Review the current status of open large projects as related to the required fields of the Quarterly Report
- Initiate and submit the Quarterly Report form in FloridaPA.org on or before the quarterly deadline

The Subgrantee is required to continue to submit a Quarterly Report for each project until the project no longer qualifies for reporting.
The quarterly reporting cycle is based upon the Federal Fiscal year beginning October 1st and ending September 30th.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Reporting Time Period</th>
<th>Subgrantee Report Submittal Deadline</th>
<th>Grantee Report Submittal Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 (Q1)</td>
<td>October 1 – December 31</td>
<td>January 15</td>
<td>January 30</td>
</tr>
<tr>
<td>Quarter 2 (Q2)</td>
<td>January 1 – March 31</td>
<td>April 15</td>
<td>April 30</td>
</tr>
<tr>
<td>Quarter 3 (Q3)</td>
<td>April 1 – June 30</td>
<td>July 15</td>
<td>July 30</td>
</tr>
<tr>
<td>Quarter 4 (Q4)</td>
<td>July 1 – September 30</td>
<td>October 15</td>
<td>October 30</td>
</tr>
</tbody>
</table>
Two years ago, the federal Office of the Chief Financial Officer (OCFO) informed states that they would use Quarterly Reports to identify unrequested funds sitting in SMARTLink accounts that could be returned to the federal government to augment their funding shortages.

In other words: The Quarterly Report information you fill out is being used to make deobligation decisions (reducing project funding).
$31 million was identified for deobligation from Florida Subgrantees as a direct result of the Quarterly Report submitted Q2 2013.

- The State worked with FEMA Region IV and were able to adjust the projected deobligations to match any project closeouts written; reducing the actual deobligation amount to around $17 million.

- Any 100% complete projects with expended eligible costs not identified on the Q2 2013 Report were deobligated.
The OCFO’s specific focus this quarter will be on the following areas:

- **Applicant Expenditures to Date**
- **Draw Down Date of Federal Funds**
- **Eligible Performance Period (Time Extensions)**
- **Percent of Work Complete**
  - 100% completed projects with unrequested funds are subject to deobligations for the full unrequested eligible amount.
  - Meaning... if a project has been updated to 100% completed a RFR and Project Closeout Request **must** be submitted in FloridaPA.org to avoid unnecessary deobligations.
Completing Q4 2013 Report

- Ensure % project work complete information is up to date
- Make sure expenditures are identified and RFRs are submitted
- Cost Overruns or Underruns are identified
- Ensure appropriate Documentation for requests are uploaded to FloridaPA.org
- Verify dates of physical work completed/anticipated work completed dates are accurate
  - Verify that Time Extension Requests are submitted, where appropriate
Submitting Your Quarterly Report in FloridaPA.org
Quarterly Reports are due by:
- Q1 - January 15
- Q2 - April 15
- Q3 - July 15
- Q4 - October 15

Quarterly Reports must be submitted by the Subgrantee through FloridaPA.org
- Any Account Contact with full access to FloridaPA.org, can submit the report; but, situational awareness needs to be maintained between the project manager and the finance office, as well.
Speaking of Contacts...

Best Practice: Review and Update your contacts quarterly!

- To view your account contacts:
  - Log into FloridaPA.org
  - Go to “Accounts”
  - Select “Account Contact Listing”

- To update your account contacts:
  - If your Primary or Authorized Contact(s) remain and an update is needed, send an e-mail to your State Assigned Team
  - If your Primary Contact and Authorized Contact have changed, please send in a new Designation of Subgrantee's Agent Form identifying new contacts

Best Practice: Review and Update your contacts quarterly!
Which projects require a Quarterly Report?

- Large Projects
  *(per the FEMA designated Large Project threshold for the event)*

- Listed as “Open” in the Federal Systems

- “Open” in FloridaPA.org and not fully paid

**Note:** Projects that progress and no longer meet these criteria are not included in subsequent Quarterly Reports.
Accessing the Quarterly Report Form

- Log into FloridaPA.org
- Click on the “Projects” Menu
- Select “Quarterly Reports” from the Reports and Forms section

Select this option to display a list of all Quarterly Reports due
Quarterly Report Shortcut

- Notification of Quarterly Reports Due displays on the right hand of your home page.

- This just displays the first 5 reports you have due; to see the entire list, look under the Projects Menu listing.
To access the form once you’ve selected the Quarterly Report on which you’d like to work, click on the “Form” button on in the left-hand navigation menu on the Quarterly Report Summary page.
## Quarterly Report Form in PA.org

### Report Fields to be Populated by the Subgrantee

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 1</td>
<td>Current Percent Complete</td>
<td>The percentage of actual work that has been completed at the end of the reporting period (not a % of funds expended). Last Quarter: 100%</td>
</tr>
<tr>
<td>Field 2</td>
<td>Expended To Date</td>
<td>The amount that has been spent on the project to date. Last Quarter: $80,900.00</td>
</tr>
<tr>
<td>Field 3</td>
<td>Anticipated Final Amount</td>
<td>The estimated cost of a project at completion (which may exceed the obligated amount). Last Quarter: $46,632.75</td>
</tr>
<tr>
<td>Field 4</td>
<td>Anticipated Completion Date</td>
<td>The date you expect the work to be completed. Last Quarter: Feb 13, 2009</td>
</tr>
</tbody>
</table>

### Projected Funds to be Requested for Reimbursement

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Est. Jul 1, 2013 - Sep 30, 2013</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Est. FY2014</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Est. FY2015</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

The previous quarter’s information will display in each field when you open the form. Please update as required and note in contacts when there has been no change (include a date!).
Current Percent Complete Field

- % of completion of the approved scope of work
  - This figure should **not** include administrative work associated with the project that is performed in the administration of the grant.

- If the Project Worksheet wasn’t 100% when written, update this field quarterly to reflect the actual percentage of work completed to date
Indicates the amount **actually** expended by the Subgrantee for work completed, based upon the approved scope of work.

- Documentation of expenditures should be uploaded, along with (a) Request(s) for Reimbursement (RFRs)
Date of physical completion of the approved Scope of Work

Should **not** include project administrative work performed in the administration of the grant

If the work is 100% complete at the time of reporting, the actual date of the physical work completion should be entered

If the Projected Completion Date exceeds the Approved Completion Date (work deadline), a **time extension** needs to be requested by the Subgrantee.

If the PW is under a Grantee (State) or Grantor (FEMA) approved time extension, this date should reflect the Requested Completion Date from the time extension queue.
Do you need a time extension?

- If project work completion will exceed allowed time to complete (see table to the right), you will need to request a time extension.
  - There must be no change in the approved scope of work or costs for you to request a State time extension.

- If a Grantee Time Extension has already been approved, the State must request the extension from Grantor (FEMA) for additional time extensions.

- The Quarterly Report Form has notes on this topic, for your convenience:

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Months After Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris Clearance</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Work</td>
<td>6</td>
</tr>
<tr>
<td>Permanent Work</td>
<td>18</td>
</tr>
</tbody>
</table>
Time Extension Resources

- Instructions on how to submit a Time Extension Request can be found on FloridaPA.org

- Reach out to your State Assigned Team!
  - Information can be found in the “Contacts” section of your Project in FloridaPA.org for additional assistance
Populate these fields when you anticipate the expenditure of funds for which you’ll seek reimbursement.

- If a Project Closeout with an overrun has been written and submitted to FEMA the amount needs to be accounted for here.

- Also populate the “Anticipated Final Amount” field for anticipated eligible expenses to complete the approved scope of work.
The Importance of Projected Funds to be Requested Field

- The figures you enter here allow the State to secure sufficient budget authority to disburse Public Assistance Grant Program payments to their Subgrantees.

- Contact your State Assigned Team if you have any questions about how to enter information in these fields.
The Project Status Fields help complete the Quarterly Snapshot of what’s going on with each open, large project.
Selecting the appropriate Work Status gives an at-a-glance update of where work is and what to expect soon.

Information from the previous quarter will display in the current form.

If there is no change between Quarters, please note that in the Comments Field, with a current date to show you have reviewed the information and there is nothing new.
Cost Status Field

- This field should be updated as information changes between Quarters.
- Information from the previous quarter will display in the current form.
- If there is no change between Quarters, please note that in the Comments Field, with a current date to show you have reviewed the information and there is nothing new.
Free-text comments let you update the state to the status of projects; as with other fields, information from the previous quarter will display in the current form – PLEASE remove outdated information each quarter.

The Comments Field is also a chance for you to note any Project Specific issues that will be seen at the State Review step.

Please be sure to manually add a current date to the Comments field to let your State Assigned Team know that the information contained in this box – and the form at large – is current.

Helpful Comment Examples:
- Status of Project Closeout
- Status of Appeals
- Any action item (like time extensions)
- Any questions for the State
Submitting Your Quarterly Report with Multiple Projects in a Single Disaster

- The Quarterly Report is on one web form which must be completed one project at a time.
- You must report on ALL projects listed in the drop down menu each quarter.
- After completing a project’s report information, Save your progress at the top of the form, then complete all other projects before advancing.
- Click on “Next Project” to report on your next project.

Do not “Advance” your Quarterly Report until you have completed your updates on ALL PROJECTS for which reporting is required.
When finished populating information in the Quarterly Report for all projects within a specific disaster, click “Advance” at the top of the form to submit and move the report to Step 2 (State Review).
Cleaning up your Quarterly Report Queue

- We are working to ensure that all Subgrantees Quarterly Reports are accurate and up-to-date to avoid unnecessary deobligations
  - If you have any Overdue Quarterly Reports, we need to get them advanced ASAP

- To clear out your queue and let the State know that your current Quarterly Report is up to date:
  - Open each Overdue Quarterly Report pending
  - Add a comment to the notes section of the Quarterly Report Summary to note that this report was not submitted when due; but you are advancing to clean up the Quarterly Report queue.
  - and Advance the Report using the button at the top of the form.
If you no longer have any Large Projects requiring reporting, that indicates you no longer have Large Projects open.

At this point, it is time to request Account Closeout.

- If you plan to appeal, please let your State Assigned Team know and they can work with you on the best way to proceed.
- Small projects being open should not prevent you from requesting Account Closeout.
  - Small projects are only closed at the time of Account Closeout; requesting closeout starts this process.

The benefit of closing your account is that this starts the clock on ending your 3 year audit period (which begins after your account closeout).
All requests require documentation uploaded to FloridaPA.org.

- Project Closeouts
- Time Extensions
- Appeals
- Reimbursement
- Small Project Netting
- Scope Changes
- Access and Contact Changes

Please see our handout on PA Document Guidance for details on what is required.
Upload documentation applicable to the grant – not just specific projects – to Account Documents

- Saves time and duplicated effort uploading the same items to multiple projects

- Examples:
  - Insurance Documentation
  - Current Insurance Accord/Dec Page
  - Schedule of Values
  - Contracts
  - Procurement Policies
Records Retention & Audit

- Federal
  - 3 years from FEMA Closeout

- State
  - 5 years after FEMA Closeout

- Auditing can occur within the Federal Records Retention period... however, we may see the Office of the Inspector General (OIG) extend this period to the full 5 years that the state requires.
Thank you for your time!
Please contact myself or your State Assigned Team if you have any questions later.

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