Submitting Quarterly Reports (for Large Projects) in FloridaPA.org

Quarterly Reporting is required for all large projects in order to comply with the State Funding Agreement and regulatory guidance (CFR 44); and to allow the State of Florida to secure appropriate budget authority and provide accurate progress reports, as required, to FEMA. The quarterly reporting cycle is based upon the Federal Fiscal year which begins on October 1st and ends on September 31st.

See below for the quarterly reporting cycle:

<table>
<thead>
<tr>
<th></th>
<th>Reporting Time Period</th>
<th>Subgrantee Report Submittal Deadline</th>
<th>Grantee Report Submittal Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1 (Q1)</strong></td>
<td>October 1 – December 31</td>
<td>January 15</td>
<td>January 30</td>
</tr>
<tr>
<td><strong>Quarter 2 (Q2)</strong></td>
<td>January 1 – March 31</td>
<td>April 15</td>
<td>April 30</td>
</tr>
<tr>
<td><strong>Quarter 3 (Q3)</strong></td>
<td>April 1 – June 30</td>
<td>July 15</td>
<td>July 30</td>
</tr>
<tr>
<td><strong>Quarter 4 (Q4)</strong></td>
<td>July 1 – September 30</td>
<td>October 15</td>
<td>October 30</td>
</tr>
</tbody>
</table>

This document provides a full walkthrough on completing your Quarterly Report. If you have questions regarding terminology, please refer to our Public Assistance Definitions Guide or reach out to a member of your State Assigned Team.

**Why is the Quarterly Report so important?**

The 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: FEMA is using the information reflected in the Quarterly Report you fill out to make deobligation decisions (reducing project funding).
Completing Your Quarterly Report

Log into your account on the Florida Public Assistance website at www.floridapa.org.

Once the window for quarterly reports opens (30 days prior to the end of each quarter and 15 days into the new reporting period) the quarterly reports will show up in the 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 (seen below) by Clicking on the “Projects” Menu and Selecting “Quarterly Reports” from the Reports and Forms section.
The resulting list will include all Quarterly Reports due for which you have access to report, separated by Disaster.

Select the Quarterly Report you wish to fill out to view that specific Disaster’s Quarterly Report Project information.

Once you’ve selected the Quarterly Report for the disaster you wish to work on, you must select the “Form” from the left-hand navigation menu to fill out the form.

If you have more than one Project on which to report, you will see a dropdown menu listing of those projects at the top of the form.

Note that ALL these Projects must have their form information updated individually. To do so, save each project’s form information when complete and select the next project from the dropdown list, or by using the “Next Project” link at the top of the form.

Do not “Advance” your Quarterly Report until you have completed your updates on ALL projects for which reporting is required.
**Populating Form Information**

Fill in the fields highlighted in this example first:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>% Current Percent Complete: 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>2</td>
<td>$ Expended To Date: The amount that has been spent on the project to date. Last Quarter $181,636.93</td>
</tr>
<tr>
<td>3</td>
<td>$ Anticipated Final Amount: The estimated cost of a project at completion (which may even exceed the obligated amount). Last Quarter $592,672.83</td>
</tr>
<tr>
<td>4</td>
<td>Anticipated Completion Date: The date you expect the work to be completed. Last Quarter Jun 29, 2007</td>
</tr>
</tbody>
</table>

**Field 1** is for eligible expenses that you anticipate you will expend to complete the scope of work on this project. If you have not completed the work this is an estimate, if you have completed the work, this should be based upon actual expenditures.

**Field 2** is for eligible expenses that you have expended to date to complete the scope of work on this project. This should be based upon actual expenditures. If the work is 100% complete Field 1 and 2 should be the same number.

**Field 3** Percentage of work complete is based on the progress you have made in completing the scope of work.

**Field 4** is the estimated completion date of ACTUAL work, use actual date if work is complete.
Projected Funds to be Requested for Reimbursement

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.

When entering projected funds into this field, remember to incorporate these amounts in the “Anticipated Final Amount” field (in the first part of the form) for anticipated eligible expenses to complete the approved scope of work.

Project Status Fields

The Project Status Fields help complete the Quarterly Snapshot of what’s going on with each open, large project.
**Work Status**
Select the best description of your project’s current work status from the drop down box.

**Cost Status**
Select the best description of your project’s current cost status from the drop down box. Identify Cost Underrun or Overrun, as appropriate.

**Comments**
Make any additional comments in the box provided. Please specify the estimated amount of any anticipated cost overrun or underrun as indicated in the “Cost Status”.

Now click “Save Changes” to save your data.
You will be asked to verify that you wish to save all changes on this Project’s Quarterly Report Form. Click, “OK”.

Upon doing so, this project’s Quarterly Report information is saved and you can now proceed to any other pending projects included in your Quarterly Report.

Completing ALL Projects’ Reporting

You must report on ALL projects listed in the drop down menu each quarter. You should save your reporting progress for each Project in your Quarterly Report form. **Do NOT “Advance” your Quarterly Report until the report has been updated for ALL projects!**

Once you have completed a report for a specific project the data is saved and you are then able to proceed with the next project. Although the project data is saved it is not turned in until the entire report is complete and submitted. The report is on one web form which must be completed one project at a time.

Click on “Next Project” to report on your next project.

Alternatively, you can select the next report you wish to fill out by clicking on the Project Selection Dropdown at the top of the form.
Advancing the Quarterly Report to the State

Once you are finished reporting on each of your large projects click the “Advance” button at the upper, left-hand side of the form to submit the entire quarterly report to the State of Florida. This will bring up the following dialogue box:

You will be prompted to verify that you wish to Advance your ENTIRE Quarterly Report. Only do so once you are sure you’ve updated the form for ALL projects you are responsible.

To verify that you are ready to advance the form, click “Yes”, which will move the quarterly report to Step 2 of 3, State Review.

Once Submitted this report is now in State review; if there are issues or discrepancies you will be contacted by your State Assigned Team and/or your report will be returned to you for correction. If it is returned a new “Quarterly Report Requiring Your Attention” will appear on your home page, also showing up in your list Quarterly Reports. To see the entire list of Quarterly Reports due, look under the Projects Menu listing by Clicking on the “Projects” Menu and Selecting “Quarterly Reports” from the Reports and Forms section.
Other Quarterly Report Considerations

Review and update your contacts quarterly!

Quarterly Reports must be submitted by the Subgrantee through FloridaPA.org; there is no other way to submit your Quarterly Report for State Review. Any contact with full access to FloridaPA.org, can submit the report.

To Review Account Contacts

Log into FloridaPA.org. Go to the “Accounts” menu and select “Account Contact Listing”.

The resulting list includes all contacts on record for your account.

To Update Account Contacts

If either of the Primary or Authorized Contact(s) remain(s) and an update is needed:

- Send an e-mail to your State Team.

If both the Primary Contact and Authorized Contact have changed:

- Send in a new Designation of Subgrantee's Agent Form identifying the contacts to be added to your account.
  - This form can be found on FloridaPA.org, under the “Forms” link (does not require logging in to download).