Progress Reporting for the Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) Grant Programs

*This document provides information to FEMA grant recipients about what progress reports are and the general process for submitting them. This document is not a request for information. Please do not send any information to FEMA or any other party on the basis of this specific document.

FEMA makes funding available to state, local, tribal, and territorial governments for eligible mitigation measures that reduce disaster losses through the Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) grant programs. After subapplications are funded, FEMA generally begins monitoring project implementation through quarterly progress reporting (QPR). The Terms and Conditions, including the applicable Notice of Funding Opportunity, for each grant awarded by the BRIC or FMA programs contain reporting requirements that the recipient must follow. Grant recipients, as part of a project management best practice, are to monitor and evaluate the progress of the mitigation and financial activity of the grant in accordance with the approved Scope of Work and budget through the submission of quarterly reports.

In order to ensure the submission of complete progress and financial reports, grant recipients can review the requirements contained in [2 Code of Federal Regulations (CFR) 200](#). QPR reports contain a project update and financial report (referred to as Federal Financial Reports (FFR)).

Quarterly Progress Report Project Updates

FEMA requires grant recipients to consistently report project progress, even when no grant performance activity occurs. All work within a subaward should align with the funded Scope of Work, budget, and milestones. QPRs should generally contain the following types of information:

- Project Identification Information: Project information should include the FEMA project number, subrecipient name, and project type using FEMA's electronic application systems' standard project type codes.

- Activities Completed or With Forward Progress: Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of the actual completion date to the work schedule objectives established in the subaward. Recipients should provide progress updates on the project tasks listed in the application for the duration of the performance period. If applicable, recipients should identify the Go/No-Go Milestone(s) designated within the work schedule for mitigation activities that FEMA approved in the application and identify the task name(s).

- Work Completed: 100% work completion is based on the subrecipient's report to the recipient, which marks the date on which all work associated with the approved Scope of Work is complete, including meeting all compliance requirements (e.g., Environmental and Historic Preservation-related laws, codes, and permit

certifications, or obtaining insurance). This does not include associated grant administration activities (e.g., submitting payments of claims or certifications to the recipient for project closeout, financial reconciliation, or recipient site inspections).

- Completion and Closeout Activities: Percent completion and whether the completed work is on schedule with the anticipated completion date. Percent completion is the percentage of the work that has been completed to date. Recipients are required to submit closeout reports, which consist of the final financial and performance reports (see below).

  o Incremental assistance amounts: For the BRIC program, if projects phases such as Phase I or II are complete, the percent complete should be noted as a percentage of the entire project (e.g., 50 percent, percentage as deemed appropriate by the recipient). If Phase II is not eligible, and will therefore, not move forward, the project is considered 100 percent complete. However, if Phase II is eligible/obligated, the QPR should reflect 100 percent completion only once the approved scope of work is complete under Phase II.

- Acquisition or Relocation Projects: Recipients should identify all properties involved as part of the acquisition or relocation and property identification list.

- Additional Narrative: The narrative should provide a description of the project, including cost/project changes. This section might include:
  o A discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the subaward.
  o The current status of each acquired property for which settlement was completed in that quarter.
  o A statement of whether a request to extend the award POP is anticipated.

Federal Financial Reporting

Federal financial reporting is part of the overall reporting process. In order for grant recipients to submit quarterly financial reports as part of the QPR, recipients should use the Federal Financial Report form on grants.gov, SF-425 OMB #4040-0014, and include the information listed below:

  o Cost/Financial Updates: Status of costs, including whether the costs are unchanged, overrun, or underrun.

Submitting Quarterly Progress Reports

When submitting a QPR, recipients should contact their corresponding Regional FEMA Office to verify the best practice for delivery (e.g., email, grants management system, etc.).

For more information about Quarterly Progress Reports please refer to the following resources:

- Code of Federal Regulations: 2 Code of Federal Regulations (CFR) 200
- Flood Mitigation Assistance (FMA) Grant | FEMA.gov
- Building Resilient Infrastructure and Communities | FEMA.gov
- Federal Financial Report form on grants.gov: SF-425 OMB #4040-0014