

HMGP Project Quarterly Report
Attachment 6.2 – Sub-Recipient’s Handbook
Division of Homeland Security & Emergency Management
State Hazard Mitigation Grant Program

This form is required to be submitted on a quarterly basis for each Hazard Mitigation Grant Program (HMGP) Project. If you have any questions, please contact the State Hazard Mitigation Officer at 907-428-7000 or 1-800-478-2337 at the Division of Homeland Security & Emergency Management (DHS&EM). This form can be faxed to DHS&EM at 907-428-7009. Failure to report on time can result in loss of funding for projects and future grant awards.

Identify the performance period for this report (a separate form is required for each Quarterly Report)

- April 1 to June 30 (report due to DHS&EM by July 20)
- July 1 to September 30 (report due to DHS&EM by October 20)
- October 1 to December 31 (report due to DHS&EM by January 20)
- January 1 to March 31 (report due to DHS&EM by April 20)

Applicant Name:		Telephone Number:
Project Coordinator / Representative:		Fax Number:
Disaster Number:	HMGP Project Number:	Today’s Date:

Key dates and activity this quarterly report period that were accomplished: (for example, what major tasks were completed)

Total funds awarded for project:	\$ _____
Total funds expended to date:	\$ _____
Estimated additional funds required to complete project:	\$ _____
Do you plan on exceeding the approved project amount? If Yes, explain above	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated cost overrun:	\$ _____
Will you be requesting reimbursement for your cost overrun?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How complete is the project?	_____ % Complete
What is the expected completion date of the project:	_____

Note: The sub-recipient will submit projected cost overruns, with complete justification, to the Governors Authorized Representative (GAR) or Alternate GAR (AGAR) for approval immediately upon realization of the overrun expectation. If approved, the GAR or AGAR will subsequently submit cost overruns of the approved grant amount, with complete justification, to the FEMA Regional Administrator for approval.

Additional comments about the project: (Include any information about circumstances that could delay the estimated project completion date or an unexpected cost overrun).