



Department of Public Safety
Division of Homeland Security and Emergency Management
Public Assistance Program

How to Complete Your Large Project Quarterly Status Summary

Our goal with this document is to understand the status of your project(s) and assist you in addressing any concerns you may experience. Here are some instructions on filling out the Status Summary:

Applicant: Name of the Applicant and Department (ie Sun County Highway Department)

Disaster #: Number assigned to the disaster you are reporting, (ie DR-4131)

PA ID: Project Application (PA) ID or FIPS ID. This number can be found on your Project Completion and Certification (P.4) form in the upper left side. The format for this number is: 123-45678-09

Report by Quarter: Number of months since the date awarded

PW #: Project you are reporting on

Status of Completion: Status of your project

Estimated Expense: Estimated amount of funding awarded

Actual Expense to Date: Amount of money that you have spent on this project to date

% Complete: Percentage of work that is currently complete

Anticipated Completion Date: Expected date that you will complete this project

Issues/Challenges with this Project and Requested Assistance: Identify challenges and issues you are having with that particular project. For example:

1. Current development phase
2. What was completed in the last quarter
3. The need for a Time Extension
4. Changes, or potential adjustments, in the Scope of Work

Indicate what you need from HSEM that will help you complete your project. Examples may include:

1. Need for a Time Extension
2. Need for an Improved or Alternate Project, or approval on change in scope
3. Questions

Completed Quarterly Report:

When this report is complete, please provide it to HSEM in one of three ways:

1. Email to rachel.kraemer@state.mn.us,
2. Fax to 651-296-0459, or
3. Mail to this address:

Department of Public Safety
Homeland Security and Emergency Management
Attn: Applicant Services
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