

Instructions for completing the State of Indiana Project Quarterly Progress Report

- Purpose:** The purpose of this form is to report the progress of Public Assistance projects on a quarterly basis.
- General:** All items on the form must be completed by the Applicant and returned to the Indiana Department of Homeland Security (IDHS). Incomplete forms will be returned to the Applicant. Quarterly progress reports should be submitted to IDHS by the 15th day of April, July, October and January for the preceding quarter. Up to seven (7) projects may be reported on this form.

Applicant Information

- Applicant's Name:** Enter the name of the Applicant organization or jurisdiction.
- Federal Disaster No.:** Enter the four-digit Federal Disaster Number. This number is assigned by FEMA once the disaster has been declared by the President. This number is included on the Disaster Fact Sheet.
- Public Assistance ID No.:** Enter the eight-digit Applicant's Public Assistance ID Number. This number will usually be in the following format: **YYY-ZZZZZ**, where **YYY** is the FIPS code for the county the Applicant is located within and **ZZZZZ** is the code for the city or village the Applicant is located within.

Project Information

- PW No.:** Enter the project worksheet (PW) number.
- Category:** Enter the appropriate letter for the category of work for the project.
- Project Title and Location:** Enter the project title and location as it appears on the PW.
- Total Funding Approved:** Enter the total project funding as shown on the PW.
- Total Project Costs to Date:** Enter the total project costs to date.
- % of Work Complete to Date:** Enter the percentage of the work that has been completed to date.
- Est. Date of Completion:** Enter the estimated date of completion for the project.

Certification

- Applicant's Agent Signature:** The Applicant's Agency must sign and date the Time Extension Request certifying that the information provided is true and an extension is warranted.