

# PA Grant Quarterly Reports

- NEMA Website: <a href="https://nema.nebraska.gov/">https://nema.nebraska.gov/</a>
- For questions, please contact the Public Assistance Team at <a href="mailto:nema.publicassistance@nebraska.gov">nema.publicassistance@nebraska.gov</a>

## **Quarterly Reports**

#### 1. Topics:

- 1. What is a quarterly report and why is it needed
- 2. Who receives a quarterly report
- 3. How to fill out a quarterly report
- 4. What are the due dates and deadlines
- 5. Example quarterly reports
- 6. Where to send additional questions

## What is a quarterly report and why is it needed?

#### What is a quarterly report?

- A quarterly report is a simple form that breaks down an applicant's obligated projects and allows us to monitor project progress.
- This report gives us the opportunity to learn about your projects, identify needs you may have, and provide additional support if needed.

#### Why is it needed?

- To comply with the grant conditions you are required to fill out and return the quarterly report.
- Non-compliance with this requirement may jeopardize Federal and/or State funding.
- Quarterly reports are used to determine which applicants are ready for site inspections and the closeout process. Priority for site inspections and closeout will be based on these reports.

## Who receives a quarterly report?

- All applicants with active Public Assistance Grant Program projects will receive a quarterly report, however the quarter in which the applicant begins reporting may differ.
- Only applicants with obligated standard lane, specialized lane, or management costs will receive a quarterly report.
  - Projects obligated as work completed / fully documented will not appear on your quarterly report.
- The project must be obligated to appear on the quarterly report.

## How to fill out a quarterly report

- 1. You will receive two documents via email.
  - 1. Certify Letter This is a word document that is printed out, signed, and scanned back to us. It tells us who is filling out the report.
  - 2. An excel document This is the quarterly report. It does not have to be printed and signed; it can be filled in completely online.

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## How to fill out a quarterly report

- 1. Open the quarterly report and click "Enable Editing" to type in the excel document.
  - The left side of the report is white and is filled in with applicant specific information. This is automatically generated.
  - The right side of the report is blue and must be filled in by the applicant.
    - Please fill in these column to the best of your ability.
- Once you have filled in the quarterly report saved the document to your computer. You do not have to print and sign this document. It can be attached to the email.

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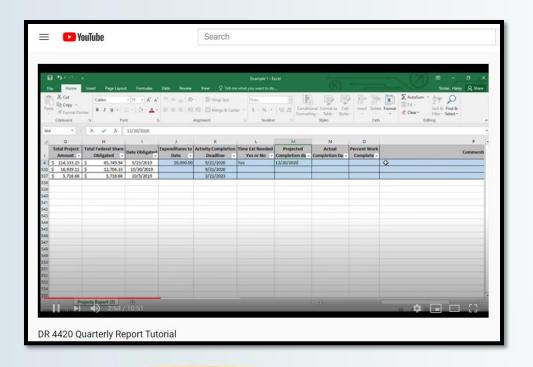
## **Quarterly reporting deadlines**

- Quarterly reports follow the federal government's fiscal year.
  - Quarter 1: October 1<sup>st</sup> to December 31<sup>st</sup>
  - Quarter 2: January 1<sup>st</sup> to March 31<sup>st</sup>
  - Quarter 3: April 1<sup>st</sup> to June 30<sup>th</sup>
  - Quarter 4: July 1<sup>st</sup> to September 31<sup>st</sup>
- Applicants can expect to receive a quarterly report by email during the first or second week of December, March, June, and September.
- The quarterly report email will contain a return by date. It is typically a month from the receipt date.

#### **Example 1 and Example 2**

Please click the following link to view the quarterly report tutorial video:

https://youtu.be/WzvQExrgfHQ



#### Where to send questions:

 If you run into any difficulties or have additional questions regarding quarterly reports please reach out to:

#### NEMA.PublicAssistance@Nebraska.gov

 If you have project specific questions please reach out to your State POC listed in Grants Portal.

Thank you!