

Quarterly Status Report Overview

This overview serves as an instructional guide to address frequently asked questions about the report.

- 1. Project Information** | *This section captures basic information about the subgrantee and the project. The period of performance should reflect the dates provided on the Award Letter or most recent Grant Adjustment Notice (GAN). The reporting period drop down menu allows you to select the correct quarter and year for the report. If this is the final report or if there was no activity, please select the appropriate checkbox.*

1. Project Information

Subgrantee	
Project Title	
Subgrant ID	
Award Amount	
Period of Performance	
Reporting Period	
Subgrantee Point of Contact and Email Address	
List Continuation Project(s)	Subgrant ID: Award Amount: \$0.00 Spending Stat:
	Subgrant ID: Award Amount: \$0.00 Spending Stat:

This is the final status report for this subgrant. (Check if true).

No activity to report this period. (Check if true and explain in 3. Major Issues.)

- 2. Exercises** | *If grant funds were used to conduct or attend an exercise during the quarter, please provide details in this section. In addition, forward the completed After Action Report within 90 days of the exercise to hseep@dhs.gov and ncr.saa@dc.gov.*

2. Exercises

Grant funds were used to conduct or attend an exercise during this period.

An After Action Report/Improvement Plan (AAR/IP) must be completed and submitted to hseep@dhs.gov and ncr.saa@dc.gov within 90 days after conduct of an exercise. Please ensure the AAR/IP document is encrypted (password-protected) and the password is also sent to hseep@dhs.gov and ncr.saa@dc.gov via a separate email.

EXERCISE NAME	DATE CONDUCTED

- 3. Major Issues** | *This section should highlight issues such as changes in the deliverables or the scope of the project. Make sure to mention any unforeseen incidents that could prolong the period of performance such as an equipment manufacturer discontinuing the needed technology or procurement issues that may delay the project.*

3. Major Issues

List any major issues that could affect the successful completion of the project by the end of the period of performance, including any issues that may affect grant spending.

ISSUE	PUTS PROJECT AT RISK? (EXPLAIN)

4. **Spend Plan** | This section should be completed by referencing the Spend Plan section in the PMP. The Expended to Date column should reflect actual spending (not obligations or encumbrances) as of the last day of the period covered. If the final reimbursement has been submitted for the line item, mark the checkbox. Finally, the subgrantee should report how much they anticipate spending in the next three months in the Projected Spending for Next Quarter column.

4. Spend Plan

Please list all item as defined in the PMP and report the current spending for each item.

ITEM	ESTIMATED COST	EXPENDED TO DATE	BALANCE	FINAL REIMBURSEMENT REQUESTED?	PROJECTED SPENDING FOR NEXT QUARTER
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00
	\$0.00	\$0.00	\$ 0.00	<input type="checkbox"/>	\$0.00

5. **Deliverables** | This section should be completed by referencing the Deliverables section of the PMP. The Deliverable should reflect a major outcome of the project and the related milestones should outline the major steps required to complete the deliverable. A percentage of completion should be assigned to each deliverable and milestone.

5. Deliverables

Please list all deliverables as defined in the PMP and assign a percentage of completion to each.

#	DELIVERABLE / MILESTONE DESCRIPTION	START DATE (M/YYYY)	END DATE (M/YYYY)	% COMPLETE
D1				
M1				
M2				
M3				
M4				
M5				
D2				
M1				
M2				
M3				

6. **Accomplishments** | This section allows the subgrantee the opportunity to highlight any achievements made during this quarter. Examples would include, but are not limited to, completing an exercise, delivery of a major purchase, completion of written products or participation in a training session.

6. Accomplishments

Describe activities/progress made on the project during this quarter. Please reference the deliverable(s) the accomplishment relates to in the narrative.

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Reports Due:

January 10th (covers 10/1 – 12/31)
 July 10th (covers 4/1 – 6/30)

April 10th (covers 1/1 – 3/31)
 October 10th (covers 7/1 – 9/30)