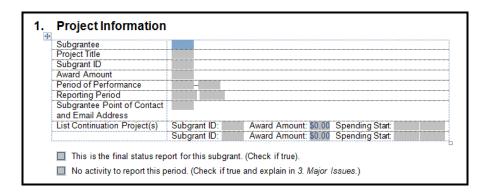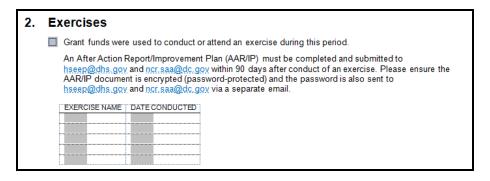# Quarterly Status Report Overview

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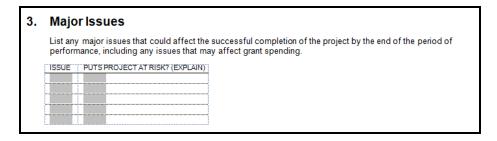
1. **Project Information** | *This section captures basic information about the subgrantee and the project. The period of performance should reflect the dates provided on the Award Letter or most recent Grant Adjustment Notice (GAN). The reporting period drop down menu allows you to select the correct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

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.*

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.*

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	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$0.00
	$0.00	$0.00	$ 0.00	☐	$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.

Reports Due:

January 10th (covers 10/1 – 12/31)   April 10th (covers 1/1 – 3/31)
July 10th (covers 4/1 – 6/30)   October 10th (covers 7/1 – 9/30)