

Activities and Tasks

Complete a table for each of the allowable activities from the approved work plan. For each allowable activity, you must provide an update on each individual task. All task entries must follow the below format, including a summary of each task in the approved work plan.

Activity Name:	
Task Name	Percent Complete
Task Description	
Completion of Task and Project Milestone(s)	
<p><i>Provide a brief narrative detailing what has been completed during the reporting period for this task. You should provide relevant information associated with any accomplishments achieved during the reporting period (e.g., locations, dates, metrics, etc.).</i></p>	
Task Effectiveness and Methodology	
<p><i>Detail your organization’s method for determining the effectiveness of the task. If the task has been completed, provide specifics on the data collection and analysis methodology. This information should also be reflected in all Logic Model updates.</i></p>	
Challenges	
<p><i>Detail any challenges (risks) you have experienced, or you anticipate that might prevent the successful completion of the task within the period of performance. If challenges exist, include a mitigation strategy that will be used to ensure the task(s) are still completed by the end of the period of performance. If not challenges exist, confirm this within the report.</i></p>	

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Task Name	Percent Complete
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<p><i>Detail any challenges (risks) you have experienced, or you anticipate that might prevent the successful completion of the task within the period of performance. If challenges exist, include a mitigation strategy that will be used to ensure the task(s) are still completed by the end of the period of performance. If not challenges exist, confirm this within the report.</i></p>	

Additional Information and Requests for Technical Assistance

This section is intended for the grant recipient to provide any additional information regarding the management of the grant award during the respective quarter or to detail any requests for technical assistance needed from FEMA.

Additional Information and Requests for Technical Assistance

Notes

The below information includes notes for applicants to consider when completing performance progress reports. This information is located in the FEMA NEHRP Individual State Earthquake Assistance and Multi-State and National Earthquake Assistance funding opportunities.

1. All late reports must include an explanation for missing the stated deadline.
2. If it is the Final Report, please title both the Report and the file name “Final Report,” You must also select the “Final Report” radio dial in FEMA GO upon report submission.
3. All reports must be submitted with an updated Master Schedule and Deliverable Table, Grant Budget, and Logic Model, as required by the FY 2024 Notice of Funding Opportunity.
4. The updated budget should reflect both the budgeted (projected) and actual costs for each task.
5. The Final report must include the Logic Model required in the funding notice.
6. Recipients must provide specific metrics to amplify accomplishments (i.e., number of participants, number of trainings, etc.).