


DR-4420

Quarterly Reports

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

DR-4420 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 currently active in DR-4420 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.
- 

Quarterly reporting deadlines

- Quarterly reports follow the federal government's fiscal year.
 - Quarter 1: October 1st to December 31st
 - Quarter 2: January 1st to March 31st
 - Quarter 3: April 1st to June 30th
 - Quarter 4: July 1st to September 31st
- 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>

The screenshot shows a YouTube video player displaying an Excel spreadsheet. The spreadsheet is titled "Example 1 - Excel" and contains a table with the following data:

	Total Project Amount	Total Federal Share Obligated	Date Obligated	Expenditures to Date	Activity Completion Deadline	Time Ext Needed Yes or No	Projected Completion Date	Actual Completion Date	Percent Work Complete	Comment
1	\$ 114,333.25	\$ 85,349.94	9/23/2019	20,000.00	9/21/2020	Yes	12/20/2020			
135	\$ 16,939.11	\$ 12,704.33	10/20/2019		9/21/2020					
137	\$ 5,716.66	\$ 3,716.66	10/31/2019		3/21/2023					

The video player interface includes a search bar, a play button, and a progress bar showing 2:53 / 10:51. The video title is "DR 4420 Quarterly Report Tutorial".

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!

