



Hazard Mitigation Program Subrecipient Quarterly Report

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Award/Disaster #	Cal OES #	FEMA #	FIPS #	Months Covered	Report #
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Project Name: _____

Subrecipient Name: _____

Subrecipient Telephone #: _____ Percent (%) of Work Completed: _____ % Project Completion Date: _____

Budget Status? _____ Is the Work Proceeding on Schedule? _____

Cumulative Subrecipient Management Cost Expenditures: _____ Cumulative Subrecipient Project Expenditures: _____ Estimated Draw Down for Next Quarter: _____

Quarterly Subrecipient Management Cost Expenditures: _____ Quarterly Subrecipient Project Expenditures: _____

Comments and Explanations: _____

Name Authorized Signature Date
Mailing Address: _____ City: _____ State: _____ Zip: _____



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Procurement Questions:

1. **Has the subrecipient procured a contract this reporting quarter?** 1)
 - 1a) **If yes, did the procurement process follow the Local, State and Federal procurement (2 CFR 200.317- 327) standards?** 1a)
 - 1b) **If yes, is the procurement process documented detailing the history of the procurement (2 CFR 200.318(i))?** 1b)
 - 1c) **If yes, did the procurement provide full and open competition (2 CFR 200.319)?** 1c)
 - 1d) **If yes, did a consultant assist with subapplication development and subsequently win the procurement for project scope implementation (2 CFR 200.319(b))?** 1d)
 - 1e) **If yes, what was the dollar amount of the contract?** 1e)

2. **What was the scope of work included in the procurement? (Provide Narrative)**



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Procurement Questions:

- 2a) What type of procurement solicitation was used (2 CFR 200.320)?**
2a.1) If other is selected, provide narrative.

2a)

- 3. Was a price/cost analysis performed on the contract exceeding the simplified acquisition threshold, currently at \$250,000 (2 CFR 200.324; FEMA Info Bulletin 434 dated Aug 28, 2018).** 3)
- 4. Does the contract include all required contract provisions (2 CFR 200.327 – Appendix II)?** 4)
- 5. What type of contract was awarded (2 CFR 200.318(j)(1-2), 2 CFR 200.324(d))? (Provide Narrative)**

- 6. Do you plan to procure any additional contracts to complete the project?** 6)

6a. If so, please review the resources related to procurement: 2 CFR 200 - https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl



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List all milestones from the work schedule including those planned and completed. Describe problems or circumstances affecting completion dates, scope of work, cost, and impacts on any other milestones. Also describe achievements, successes, progress, and special issues.

Milestone #	Projected Start Date	Projected Completion Date	Status of Project:
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Comments:			
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Comments: