QPR Instructions

The Quarterly Progress Report (QPR) requires complete and detailed information on project activities for the quarter. A report is required for each active project. The Scope of Work is shown above. **Reports are due to Metro 15 days after the end of the reporting period.**

These instructions can be printed through the ⎙ icon provided to assist you in completing the report on the next page.

Please begin by clicking the `Begin QPR` button located on the top right.

Detailed instructions for completing each section of the QPR form are below:

- **Reporting Period Activities:** Include a detailed/concise narrative with dates of the project activity that took place during the reporting period. If you have "no activity" to report for the quarter, please state so in this section, and follow up with a narrative explaining in detail the reason for inactivity (e.g., service implementation deferred pending vehicle delivery). A report stating "no activities to report in this quarter" without an explanation will be rejected.

- **Milestones:** Update all milestones, dates and schedules consistent with the activities reported for the period.

    - The column titled "**Proposed Completion Date**" includes the milestone dates from your executed funding agreement (Exhibit A, Scope of Work).

    - If a milestone activity was completed during the reporting period, please enter the completion date in the **"Actual Completion Date"** column, along with brief details in the **"Justification"** column.

    - If your milestone "Proposed Completion Date" needs to be updated due to delays, please provide the revised date in the **"Revised Completion Date"** column and provide an explanation for any delays or rationale in the **"Justification"** column.

- **Summary of Planned Activities for the Next Quarter/Reporting Period:** Include a brief description of project activities planned for the next quarter.

- **Preventive Maintenance Completed During the Reporting Period, According to the Vehicle/Facility/Equipment Warranty:** Subrecipients that have purchased Vehicles, Facilities, and/or Equipment must complete this section. List any preventive maintenance activity that has been completed during the reporting period (should be consistent with the vehicle/equipment warranty, or maintenance plan). *Note: If purchasing vehicles/facility/equipment and the asset has not yet been delivered, write N/A.*

- **Preventive Maintenance Scheduled for the Next Quarter/Reporting Period:** Subrecipients that have purchased Vehicles, Facilities, and/or Equipment must complete this section. Include a brief description of the Preventive Maintenance Activities that are scheduled for the next quarter (should be consistent with the vehicle/equipment warranty, or maintenance plan). *Note: If purchasing vehicles/facility/equipment and the asset is not expected to be delivered next quarter, write N/A.*

- **Update on Performance Measures as Described in the Funding Agreement:** *Not all subrecipients are required to provide performance measure data. If your funding agreement includes performance measures in "Exhibit A" of your funding agreement, you **ARE** required to complete this section. If not, write N/A.*

  Please provide the performance measure data requested in this QPR and described in the Funding Agreement. The required data is listed in the box provided. Summarize and provide supporting data and include metrics to illustrate how the performance measures are being achieved/accomplished. *Note: If operating projects have not begun, or if purchasing vehicles and the vehicles are not yet in service, write N/A.*

- **Attachments:** If any support documentation needs to be attached to the QPR (e.g., maintenance reports), please upload it through the link provided at the bottom of the page.

Once all sections are completed, please submit the report by clicking the Submit for Approval button located on the bottom of the page. You will receive confirmation that your report was submitted successfully. *Note: If your report is rejected by your grant manager due to missing/incorrect information, you will receive a notification and be required to go back in to make the changes and re-submit the report*.

If you require assistance, please contact us through the ⊠ Message Center or email your Program Manager.

Regards,

Metro Grants Management