

This quick-reference-sheet outlines the process for submitting quarterly reports for CPF-BI projects.

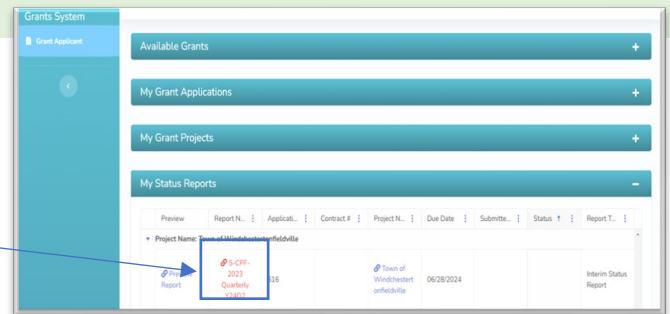
Quarterly Reporting: Fast Facts

- Quarterly progress report (QPR) is a questionnaire report providing general project status updates/information.
- QPR questions may change from quarter to quarter; review questions carefully.
- Completed by the subrecipient in the Grants Management System (GMS)
- Available two weeks prior to the end of the reporting period.
- Quarterly reports are due on the 10th (or 9th) of the month following a quarter's end.
- The information provided on QPR's is used to complete required federal reporting and is shared with: Wisconsin Department of Administration, US Department of the Treasury, and the public (via PSC ERF docket: 5-CPF-2023)
- Questions about QPRs can be sent to the CPF inbox: PSCCapitalProjectsFund@wisconsin.gov

Quarterly Reporting Instructions

Step 1: Navigate to QPR

- Log in to the GMS
- On landing page, click "My Status Reports"
- Click on project to expand Report List
- Find, click on current QPR.



Step 2: Complete QPR

- Review questions and tool tips carefully
- Answer questions completely and accurately

1. Yes No

2. On what date did construction of the project commence? If construction has not begun, please enter an estimated construction start date.
mm/dd/yyyy

3. What is the estimated percentage of completion of project construction?
%

4. Upload a list of third-party contributions received to date.
Choose File Browse Clear Confidential

5. Have any new subcontractors started on this project since your last report?
DOA 30230 Yes No

6. What is the total amount of third-party contributions received in this reporting period? If none, put 0.
\$

By checking the box, I certify that the statements herein are true, complete, and accurate to the best of my knowledge and that our entity has done the due diligence to ensure the information is correct. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties and may impact current and future grant awards from the Public Service Commission of Wisconsin.

Name: Robbie Dailey Date: 06/26/2024

Save Preview Submit

Step 3: Save/Preview Report

- You may save and/or preview your report by clicking the "Save" or "Preview" buttons.

Step 4: Certify and Submit QPR

- Review each question for completeness and accuracy
- Read, Click certify checkbox
- Click "Submit"

Step 5: Cure QPR (conditional)

- In some cases, QPRs may be 'sent back' to your Status Reports section to be edited/corrected/adjusted. An email notification will be sent to the submitter and curing can be done following Steps 1-3.

Reporting Schedule

Year	Report	Reporting Period		Due Date
		Start Date	End Date	
2024	2024 Q4 CPF-BI QPR	April 1, 2024	June 30th, 2024	July 10, 2024
	2024 Q4 CPF-BI QPR	July 1, 2024	September 30th, 2024	October 10, 2024
	2024 Q4 CPF-BI QPR	October 1st, 2024	December 31st, 2024	January 10, 2025
2025	2025 Q1 CPF-BI QPR	January 1st, 2025	March 31st, 2025	April 10, 2025
	2025 Q2 CPF-BI QPR	April 1st, 2025	June 30th, 2025	July 10, 2025
	2025 Q3 CPF-BI QPR	July 1st, 2025	September 30th, 2025	October 10, 2025
	2025 Q4 CPF-BI QPR	October 1st, 2025	December 31st, 2025	January 9, 2026
2026	2026 Q1 CPF-BI QPR	January 1st, 2026	March 31st, 2026	April 10, 2026
	2026 Q2 CPF-BI QPR	April 1st, 2026	June 30th, 2026	July 10, 2026
	2026 Q3 CPF-BI QPR	July 1st, 2026	September 30th, 2026	October 9, 2026

Related Resources

[CPF-BI Quarterly Reporting Webinar - Recording](#)
[CPF-BI Quarterly Reporting Webinar - Slides](#)
PSCCapitalProjectsFund@wisconsin.gov

[Grants System User Guide - Project Reporting](#)
[Getting Started in the Grants System - One Pager](#)
[CPF-BI ERF Docket: 5-CPF-2023](#)

