This quick-reference-sheet outlines the process for submitting quarterly reports for CPF-DCN projects.
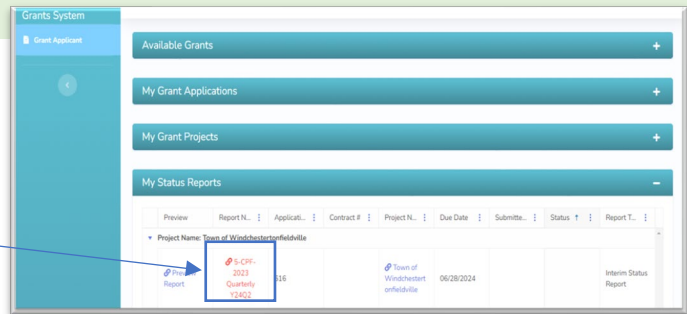
Quarterly Reporting: Fast Facts

- 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-2024)
- Questions about QPRs can be sent to the CPF inbox: PSCCapitalProjectsFund@wisconsin.gov
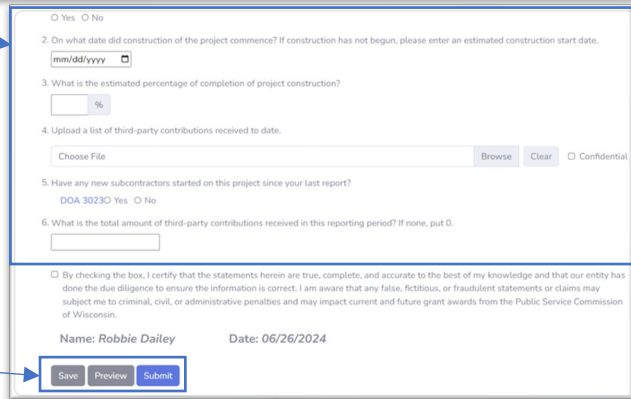
Quarterly Reporting Instructions

Step 1: Navigate to QPR
- a.) Log in to the GMS
- b.) On landing page, click "My Status Reports"
- c.) Click on project to expand Report List
- d.) Find, click on current QPR.

Step 2: Complete QPR
- a.) Review questions and tool tips carefully
- b.) Answer questions completely and accurately

Step 3: Save/Preview Report
- a.) You may save and/or preview your report by clicking the "Save" or "Preview" buttons.

Step 4: Certify and Submit QPR
- a.) Review each question for completeness and accuracy
- b.) Read, Click certify checkbox
- c.) Click "Submit"

Step 5: Cure QPR (conditional)
- a.) In some cases, QPRs may be 'sent back' to your Status Reports section to be edited/corrected/adjusted. An email notificaiton 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-DCN QPR	September 20th, 2024	December 31st, 2024	January 10, 2025
2025	2025 Q4 CPF-DCN QPR	January 1st, 2025	March 31st, 2025	April 10, 2025
	2026 Q4 CPF-DCN QPR	April 1st, 2025	June 30th, 2025	July 10, 2025
	2027 Q4 CPF-DCN QPR	July 1st, 2025	September 30th, 2025	October 10, 2025
	2028 Q4 CPF-DCN QPR	October 1st, 2025	December 31st, 2025	January 9, 2026
2026	2029 Q4 CPF-DCN QPR	January 1st, 2026	March 31st, 2026	April 10, 2026
	2030 Q4 CPF-DCN QPR	April 1st, 2026	June 30th, 2026	July 10, 2026
	2031 Q4 CPF-DCN QPR	July 1st, 2026	September 30th, 2026	October 9, 2026
	CPF-DCN Final Report	September 20th, 2024	November 1, 2026	December 1, 2026

Related Resources

Quarterly Reporting Webinar - Recording

Quarterly Reporting Webinar - Slides

PSCCapitalProjectsFund@wisconsin.gov

Grants System User Guide - Project Reporting

Getting Started in the Grants System - One Pager

CPF-DCN ERF Docket: 5-CPF-2024