# INSTRUCTION OVERVIEW:

This Excel workbook serves as a Quarterly Progress Report (QPR) template. As a grant recipient, on a quarterly basis, you will update project information in the report to become your QPR.

Various worksheets are contained within this workbook, wherein a worksheet is portrayed as a tab along the bottom of the workbook.

## This document contains examples, financial information, defined milestones, drop-down menus, and formulas. A few unique identifiers are described below.

* For visually impaired applicants, we have inserted notes at the top of each column containing instructions on how to complete the column based on the following text and fill types. Red Text: Examples are provided and identified by red font throughout this report. ***All examples should be updated/removed before the report is submitted, and all text should be changed to black font.***
* Blue Text: Sections of this report contain prescribed inputs that must be included and updated with each submission. Blue font identifies a project element that must remain in your report and be updated each quarter.
* Black Fill: The cells that are blacked out identify columns that are not applicable to the question being asked and therefore do not need to be filled in.
* Yellow Fill: Selection(s) from a drop-down menu are required in yellow-colored cells. Do not modify the list of drop-down menu selections or delete the drop-down to enter general text. Only selections from the provided list should be used where noted. Review the list of responses provided in each drop-down menu and select the answer that best matches your desired response.
* Blue Fill: Summary calculation formulas have been pre-populated in blue-colored cells. The formulas should not be modified or removed.
* Orange Fill: Information in orange-colored cells should remain static after initial entry. The information provided in these fields should not change each quarter.

The Federal Fiscal Year (FY) calendar should be used to prepare this report. The FY calendar is comprised of four quarters, starting on October 1 and ending on September 30 of the following calendar year.

**Each QPR is due to be submitted within 15 days of each quarter end date; see reference table below:**

|  |  |  |
| --- | --- | --- |
| **Fiscal Year Quarter** | **Quarter Date Range** | **QPR Due Date** |
| Quarter 1 (Q1) | October 1 - December 31 | **January 15** |
| Quarter 2 (Q2) | January 1 - March 31 | **April 15** |
| Quarter 3 (Q3) | April 1 - June 30 | **July 15** |
| Quarter 4 (Q4) | July 1 - September 30 | **October 15** |

# DETAILED INSTRUCTIONS:

*Note: The color-coded sections below correlate with the color-coded tables contained in the QPR spreadsheet***.**

**General Information**

* **Federal Fiscal Year**: Select the appropriate year from drop-down menu provided.
* **Reporting Period Quarter**: Select the appropriate quarter from drop-down menu provided.
* **Project Organization**: Name of grant recipient performing the project work.
* **Project Title**: Descriptive name of project work being done.
* **Project Performance Period Start Date**: Start date of project work; remains static.
* **Project Performance Period End Date**: Project end date; estimated initially and may be updated throughout project lifecycle.
* **Project Location 5-Digit Zip Code(s)**: Refers to address(es) where project work is being performed; separate multiple entries with commas.
* **Benefitted Community 5-Digit Zip Code(s)**: Refers to potential broader area where project work is benefitting community; separate multiple entries with commas.
* **Benefitted Community Census Tract(s)**: Census tract numbers are 11 digits and can be found here: [https://screeningtool.geoplatform.gov.](https://screeningtool.geoplatform.gov/)
* **Business POC**: List business point of contact name of grant recipient.
* **Business Address**: List business address of grant recipient.
* **Congressional District(s)**: List congressional district of grant recipient: [https://www.census.gov/mycd/.](https://www.census.gov/mycd/)
* **Project Manager/Lead**: List name of grant recipient project manager.
* **Is this work being performed by a grant recipient that qualifies as a Section 40101(d)(6) small utility**: Select Yes or No from drop-down menu provided. *A small utility under Section 40101(d)(6) is a utility that sells less than 4,000,000 megawatt hours of electricity per year.*
* **Number of customers (i.e., meters) served by the entity performing the project**: List meters served by grant recipient.
* **Number of customers (i.e., meters) that are expected to see benefits from the project**: List meters expected to benefit from the project.
* **BIL 40101(d) Category of grant recipient**: Delete roles that do not apply to the grant recipient.
* **BIL 40101(d) Category of Work**: Delete work categories that are not related to work the grant recipient will do during this project.
* **Project Description**: In 250 words or less, describe specific project work being performed, this will not change on a quarterly basis unless there are significant changes to the project requiring a revision to the Scope of Work.
* **Project Benefit Types:** Delete benefit types that are not related to the benefits that will be provided by this project.
* **Project Benefit Description:** In 250 words or less, describe benefits that will be provided by this project.
* **Major Accomplishments During Reporting Period**: In 250 words or less, describe project accomplishments as they relate to the resilience project including: major activities completed, specific goals/objectives reached, major findings, developments, or conclusions (both positive and negative) and key outcomes or other achievements for this reporting period.
* **Planned Work for Next Reporting Period**: In 250 words or less, describe upcoming work to be conducted, along with project events as they relate to the resilience project that may result in opportunities for external visibility (e.g., major meetings, publications, demonstrations, presentations, or outreach activities) and internal project meetings that may be of interest to the CAM.
* **Items of Note**: in 250 words or less, list any changes as they relate to the resilience project including:
* Discuss recent or planned changes to the project's technical approach, including reason(s) for the change. Address how these changes may impact planned milestones, tasks, activities, or deliverables.
* Identify changes to the project's key personnel, project scope or objectives. Briefly explain any recent or planned changes to the roles, responsibilities, and involvement of personnel or team members listed in the application/initial QPR and describe how these changes may impact the project. ***\*Changes to key personnel require prior CEC approval. Additional changes that may require prior CEC approval include scope, objectives, or primary site/location.***

**The following financial tables must be updated each quarter; all dollar amounts should be rounded to the nearest dollar. All costs listed should be reflective of the most current data available. *Please refer to the applicable Federal regulations in 2 CFR 200 for information pertaining to allowable costs:*** <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>

Baseline Budget and Incurred Cost Table:

(i.) The Total Project Budget value should equal the award value.

(ii.) The Prior Cumulative Incurred Cost (both CERRI and Match) should equal the previous quarter's Total Cumulative Incurred Cost (both CERRI and Match).

(iii.) The sum of the Prior Cumulative Incurred Cost totals (both CERRI and Match) plus the Incurred Cost During Reporting Period totals (both CERRI and Match) should equal the Total Cumulative Incurred Cost (both CERRI and Match).

*Budget Categories*:

* **Direct Labor**: Personnel and admin costs related to the project.
* **Fringe Benefits**: Include allowances and services provided to your employees as compensation in addition to regular salaries and wages.
* **Travel**: List all travel costs necessary for meeting performance objectives; only travel that is directly associated with this award should be included as a direct travel cost to the award (e.g., recipient/subrecipient site visits, CEC/DOE meetings, project management meetings).
* **Equipment**: Generally defined as an item with an acquisition cost greater than $5,000 and a useful life expectancy of more than one year (e.g., software).
* **Supplies**: Generally defined as an item with an acquisition cost of $5,000 or less and a useful life expectancy of less than one year; generally consumed during the project performance.
* **Other**: List any direct cost items required for the project which do not fit clearly into other categories (e.g., printing costs); must not be duplicated in ‘Indirect Charges’ row.
* **Contractual**: Each subcontract with a dollar value of $25,000 or more should be listed as a separate row entry*. Insert additional rows as needed. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you’d like to copy, select “Copy”, right-click on the row number below the location you’d like to add the new row, and select “Insert Copied Cells.”* The sum of all remaining subcontracts with a value below $25,000 should be listed as a single entry. The formula pre-populated in the main blue “Subcontracts” row calculates the sum of all subcontracts listed below it.
* **Sub-Total Direct Charges**: Automatically calculated based on values entered in previous rows.
* **Indirect Charges**: List costs that cannot be charged directly to the award (e.g., overhead costs).
* **Total**: Automatically calculated based on values entered in previous rows.

**Milestone Information**

A milestone is a time-based marker that indicates that a significant activity, process, or phase of work has been initiated or completed. A milestone must be specific, measurable, attainable, relevant, and timely. Identify milestones that demonstrate significant progress toward meeting the overall project goals. If the project contains any go/no-go decision points, include them and their associated decision criteria in the table. A milestone marks the end or the beginning of an event; occurs by a specific date; has no duration of time, expends no resources, has no associated costs; and can be verified. While CEC expects all projects to have at least the prescribed milestones provided in the template, a sufficient number of milestones should be included to demonstrate work completed or progress made towards achieving project goals.

* The Milestone Table should be populated with milestones as they relate to the resilience project. At a minimum, the statuses identified in blue text must be included and updated with each quarterly submission (e.g., award contract, construction/installation started, construction/installation 50% complete, construction/installation 100% complete). Example milestones are provided in red text, if you choose to include them. Fill in a ‘Planned’ and ‘Actual’ Completion Date (if known) for each milestone. Select the appropriate status for each milestone using the provided drop-down menus. *PM1.1 refers to Project Milestone – Project 1, Step 1.*

**Build Metrics Information**

* To capture comparable information of the implementation progress for each project, this table provides a dropdown list of metrics that may be applicable based on project type. *The “Build Metrics Table Info” tab also lists out these build metrics for reference when reporting.* The same metrics should be reported every quarter, but the values associated with each metric should change as the project reaches completion. Reference the “[Guidance for Bipartisan Infrastructure Law Grid Resilience Formula Grant Metrics Tracking](https://www.energy.gov/sites/default/files/2023-08/Guidance-for-Bipartisan-Infrastructure-Law-Grid-Resilience-Formula-Grant-Metrics-Tracking.pdf)” Guidebook published by the DOE Grid Deployment Office (GDO) for more information.
* **Metric**: Using the provided drop-down menu, select build metrics that apply to the project. If you are using a metric not available in the drop-down list, select the “Other” option and manually describe the metric in the “Type” Field. *Insert additional rows as needed. To preserve the conditional formatting and drop-down menus in additional rows: right-click on the row you’d like to copy, select “Copy”, right-click on the row number below the location you’d like to add the new row, and select “Insert Copied Cells.”*
* **Type**: If a metric you select includes “specify in Type” in its description, include that information using less than 300 characters in the Type column. Add any additional information as needed to further describe the metric used; can remain blank if not applicable.
* **Goal Value**: Enter the numeric metric goal expected at project completion.
* **Progress**: Enter numeric values achieved for the metric for the Reporting Period (i.e., current quarter) and the Cumulative Value (i.e., achieved for the entire project to date).

**Risk Management Log Information**

It is important to identify both internal and external risks (i.e., technical, resource, management, etc.) that may impact the likelihood of project success. For each identified risk, indicate the likelihood of occurrence and impact of an occurrence using the provided drop-down menus. Describe the potential impact on successful project completion along with a mitigation strategy.

* The Risk Management Log Table is populated with 4 static risks as they relate to the resilience project. Blue font identifies elements that must remain in your report and be updated each quarter. Update each provided risk with the latest likelihood and impact statuses using the provided drop-down menus. All blue text should be changed to black font before the report is submitted.

# ACRONYMS:

CFR – Code of Federal Regulations DOE – Department of Energy

GDO – Grid Deployment Office

FY – Fiscal Year

MWh – Megawatt-hour

POC – Point of Contact

Q0 – Current Quarter

QPR – Quarterly Progress Report

TA – Technical Assistance