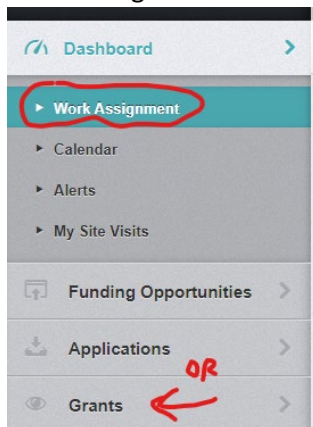


**WSDOT – Public Transportation Division**  
**Quarterly status reports in GMS**  
**Consolidated Operating**

Below are the instructions for accessing and utilizing the Consolidated operating quarterly status report (also known as quarterly progress report or QPR) templates in the WSDOT Grants Management System or GMS. Grantees must submit a status report for each project every quarter within a month of the end of the quarter. Quarters end in September, December, March and June.

Log into the WSDOT Grants Management System (GMS). Once logged into GMS, you should see Work Assignment in the Dashboard menu. Under Approaching Deadlines you'll see the status report for the quarter you are reporting on. Click that row.

Another way to get to your status report template is to click on the Grants tab on the left side menu. Select the grant associated with the status report.



Next select *Status Reports* from the grant components.



All of your status report templates for the biennium have been pre-loaded. Select the one that corresponds to the quarter that just ended.

When the Status Report Preview opens, click *Edit Status Report*.

Next you will see this screen

Status Report Preview   Alert History   Map

**Status Report Details**

**Status Report cannot be Submitted Currently**  
 • Status Report components are not complete

Component	Complete?
General Information	✓
Operating Narrative	
Disadvantaged Business Enterprise - DBE Status Report	
Additional QPR Detail	

The “General Information” tab is already populated with your grant information. You can start on the “Operating Narrative” tab. All tabs in this section correspond to information in the Excel-based QPRs that we used in the past.

All sections with red text and an asterisk (throughout all status forms) mean that field are required and you cannot mark as complete in GMS until you put something in the box. If you can think of nothing to enter, type N/A and your community liaison may contact you to discuss after submission.

## **OPERATING NARRATIVE**

### **Service Description**

The Scope/Description box is for you to describe your service with a bit more detail than what is in your contract scope. You can copy and paste your contract scope but also add the days and hours of service. If variable, just add the earliest and latest the service will potentially operate.

During the reporting quarter did your agency’s service operate as described in your scope of work? If you select *Yes*, move on to the next question. If you select *No*, a new box will appear for you to describe any deviation from your scope in the past quarter and the following question will appear: Did your agency notify WSDOT and obtain approval for the service changes? If you select *Yes*, move on to the next question. If you select *No*, a new box will appear for you to explain why you didn’t get WSDOT approval before changing your grant-funded service.

During the next (current) quarter, does you agency plan to request WSDOT approval for proposed changes? If you select *No*, click *Save Form* to save your work before moving on to the next section. If you select *Yes*, a new box will appear for you to explain the proposed service change. When finished, click *Save Form* to save your work before moving on to the next section.

### **Progress Narrative**

Click *Edit Form* and scroll back down to the Progress Narrative section.

The Project Accomplishments box is where you describe all the activities and their positive impact on the community. Think of this section as a place to share outcomes that would impress the public, the legislature, or WSDOT staff. Instructions on the form give some examples.

The Project Status box is for keeping your community liaison updated on any challenges to staying on track with your project.

Is the current funding level sufficient to complete the project? If project grant funds are sufficient, click *Yes* and move on to the next question. If *No*, explain the unexpected expense increase that has caused your contract amount to be insufficient.

Has your organization been notified by funding partners that they will not be maintaining their financial commitment? Similar to the prior question, this question asks if all the sources that make up your match are stable or if you have reason to believe that current or future match assistance will fall below expected amounts. If *No*, move on to the next question. If *Yes* (you have been notified), describe your plan to deal with the shortfall.

The Project Implementation box is asking about any outreach and marketing done as part of implementing your project. The Outreach Efforts box is specifically about outreach and engagement with minority populations.

Training. Please describe the specific trainings that your transportation staff attended in the quarter. Please include the name and date of the training and how many of your staff attended.

Project Coordination Efforts asks about the efforts, whether they were successful and how you determined success.

End of section. Click *Save Form* then Click *Edit Form* and scroll back down to the *Other* and *Project Manager* sections.

### **Other**

In this box, share anything you feel is pertinent about the project that wasn't addressed in the prior questions.

### **Documentation**

If you have something to attach to your status report, upload it by clicking *Add New Attachment*. When done, click *Save File*.

### **Project Manager Certification**

Enter project manager (the person who can answer questions about the status report), title and date you complete the status report.

If the project manager provides the information to someone else to enter in GMS, add the name of the person completing the form. If that's the same as the project manager, you can leave that last row blank. Click *Save Form* then *Mark as Complete*.

### **DISADVANTAGED BUSINESS ENTERPRISE**

#### **Third Party Contract Information**

If you receive only state funds, skip this section and go to *DBE Subcontractors* or *Vendors*.

If you are using federal grant funds to hire a prime contractor (one who oversees subcontractors), then answer *Yes* to Are You Using a Contractor? and enter the requested data and *Save Form*. This almost never applies to operating projects, only to capital contracts. You can select *No* if you don't have a prime contractor. Go to the next section.

### **DBE Subcontractors or Vendors**

If you receive only state funds, click *No* to Are you receiving Federal Funds? Now you are done with this form. Move on to the Additional Information form.

If you do receive federal funds, click *Yes* and fill in the fields then click *Save Row*. If you had more than one DBE vendor in the reporting quarter, use the *Add Row* button and repeat the above steps.

### **Good Faith Efforts Narrative**

Start by clicking *Edit Form*. In the Contract Goal box, reference the goal you stated in your application for DBE purchases and how the reporting quarter purchases reflect that goal and your approach to meeting that goal over the rest of the biennium.

In the Outreach box, describe your efforts to solicit participation from DBEs. See the examples in the form instructions above the box (pictured below). Click *Save Form* and click the *Next* arrow or choose another form from the tabs at the top.

#### **Indirect outreach such as:**

- Outreach events
- Publications, and/or
- Communication with minority and other organizations - state date(s), location and audience

#### **Direct outreach such as:**

- How did you identify whether or not there were any DBEs available to provide the goods and/or services?
- How the DBEs were contacted?
- Date(s) and method of outreach, i.e., phone, email or fax

Outreach:

### **ADDITIONAL QPR DETAIL**

#### **Statistical – Funding Sources**

Start by clicking *Edit Grid*. Enter the grant reimbursement amount (request for reimbursement), ineligible expenses, fares, and match according to type. Most grants will only use one mode category per project: fixed route or demand response. Some will have both fixed route and route deviated. Those agencies with a *general operating* grant may break the funding into multiple categories. At the bottom of each column is the calculated gross expenses amount. This should match your invoice. Click *Save Grid*.

#### **Statistical – Hours and Miles**

As with the above section, the trips, miles and hours will either be broken into multiple modes or all data will be in just one mode. Revenue hours and revenue miles means the vehicle was in service for those hours/miles (i.e., a trip to the dealership does not count). When finished, click *Save Grid*.

### Statistical Method

The Method box is to describe the method or technology used to determine hours, miles and trips in a quarter. This answer may be the same every quarter. Click *Save Form*.

### In-Kind Sources

If your project is using in-kind value as match, click *Add Row* and fill in the three fields. Fair Market Value will auto-calculate when you save the row. For multiple in-kind sources, repeat the steps above.

### Civil Rights Complaints

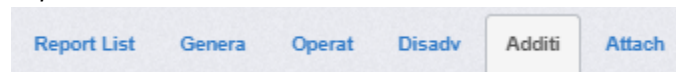
If your organization had any Title VI, ADA or EEO complaints in the reporting quarter or any status updates to complaints in prior quarters, click *Add Row*. For each reportable complaint, select the quarter the complaint originally came in. The same complaint may be on multiple quarterly reports because it often takes multiple quarters to reach resolution and we want to see the progress. Then select the type of complaint, the date received, and a description of the complaint and select a current status from the drop-down menu. In the last box, describe any actions taken or resolutions this quarter. Click *Save Row*.

### Program Income

Certain federal allocations require WSDOT to report program income. If your federally funded project generated revenue other than fares or donations in lieu of fares, click *Add Row*. Examples of the income we are looking for is bus advertising revenue and transit center vending revenue.

If this doesn't apply to your project, click *Mark as Complete* after the last section you filled in.

Go to the **REPORT LIST** tab and if all status report details have a green check mark, click *Submit Status Report*.



Component	Complete?	Last Edited
General Information	✓	Jun 21, 2021 5:44 PM - Testing T
Operating Narrative	✓	Oct 4, 2021 11:19 AM - Testing T
Disadvantaged Business Enterprise - DBE Status Report	✓	Oct 4, 2021 11:27 AM - Testing T
Additional QPR Detail	✓	Oct 4, 2021 12:04 PM - Testing T

If you run into any technical issue while inside the GMS, please contact the GMS team at [PTDGMSsupport@wsdot.wa.gov](mailto:PTDGMSsupport@wsdot.wa.gov). If you have any questions about the content of the forms or are not sure how to answer, please contact your regional Community Liaison