

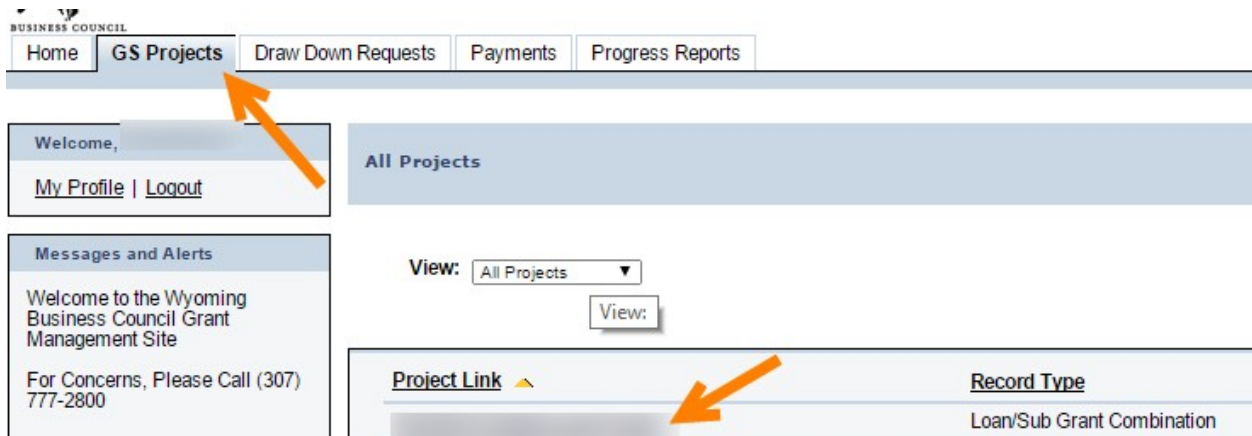
Submitting a Quarterly Report

Key: Text in BLUE & underlined is a direct link (“CONTROL” and “Click”);
Text in “QUOTATION MARKS” reference buttons to be “clicked” in each step of the process.

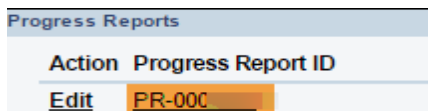
Quarterly reports are used to measure data associated with your grant.

Steps:

1. Once you have logged into Gransmith, select [“View: All Projects”](#), when the list refreshes, select the project you wish to work in.



2. Scroll down to the [“Progress Reports”](#) section and click the [“PR-#”](#) link.



- ❖ Quarterly reports are due 15 days after the end of the quarter in which you are reporting for. The Business Council will send emails to remind grantees 15 days before the report is due.

| Report Period Start Date | Report Period End Date | Due Date |
|--------------------------|------------------------|-----------|
| 4/1/2015 | 6/30/2015 | 7/15/2015 |

3. Confirm the start and end dates coincide with the appropriate quarter.

4. Questions 1 and 2 will be filled out for every report type.

| | | | |
|--------------------|--------|--------------------------|----------------------|
| Progress Report ID | PR-001 | Senior Specialist | |
| Project | GS-00 | Program Manager | |
| Approval Status | Draft | Report Period Start Date | 1/1/2015 [3/3/2015] |
| | | Report Period End Date | 3/31/2015 [3/3/2015] |
| | | Due Date | 4/15/2015 |
| | | Submission Date | |

Question 1 Describe the progress of the project since the last Quarterly Report. Include in the narrative any issues or problems affecting progress of project, how those have been addressed and any anticipated/actual c
Answer 1

Question 2 Describe the key milestones for the next quarter and anticipated dates of accomplishment. If necessary, attach an updated Milestones form:
Answer 2

5. Questions 3 and 4 are relevant to all BRC grants, and some CDBG grants.

Economic Development Impact

Question 3 Please describe the impact the project is having on all local economic and community development efforts:
Answer 3

Question 4 Describe the key milestones in terms of economic development for the next three months and anticipated dates of accomplishment:
Answer 4

'Business Committed Projects' Only

6. Questions 5 and 6 are only relevant to BRC grants.

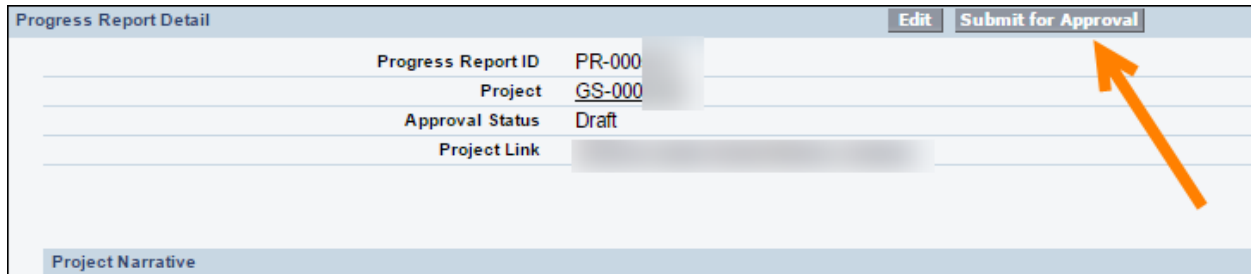
'Business Committed Projects' Only

Question 5 Please describe the impact the project is having on the committed business. You may attach a separate statement from the business(es) business:
Answer 5

Question 6 Any other comments, questions or concerns:
Answer 6

Save Cancel

7. Once you have answered all applicable questions, click [“Save”](#), which will take you back to the report. Once you are back in the report, click “Submit for Approval”. **Note: If you do not click [“Submit for Approval”](#) the WBC cannot process the request.**



The screenshot shows a web interface for a "Progress Report Detail". At the top right, there are two buttons: "Edit" and "Submit for Approval". An orange arrow points to the "Submit for Approval" button. Below the buttons is a table with the following information:

| | |
|--------------------|------------|
| Progress Report ID | PR-000 |
| Project | GS-000 |
| Approval Status | Draft |
| Project Link | [Redacted] |

At the bottom of the form, there is a section labeled "Project Narrative".

- ❖ In some cases, a report may be rejected, this is usually due to a lack of information. If your report is rejected, you will get an email from your Regional Director giving you the specifics of what is needed. In this event, you will need to go back into the report and make those changes, **then re-submit: [“Submit for Approval”](#).**