Completing Milestone Progress Reports
<table>
<thead>
<tr>
<th>MRP Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting to the MPR report</td>
</tr>
<tr>
<td>MPR Form Sections and Guidance</td>
</tr>
<tr>
<td>MPR requirements for:</td>
</tr>
<tr>
<td>• Operating and Project Administration</td>
</tr>
<tr>
<td>• Vehicles</td>
</tr>
<tr>
<td>• Capital Equipment</td>
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<tr>
<td>• Facilities</td>
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<td>• Mobility management</td>
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<td>• Third Party Contracted Services</td>
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</tbody>
</table>
A task to complete a MPR for each active PGA will show up on the 1\textsuperscript{st} of each federal fiscal year quarter.

January, April, July, October

Agencies are expected to report activities that occurred in the previous quarter.

\textbf{Period Date} = timeframe for which you are reporting activities
MPR Overview

MPRs must be submitted by the 15th of the Month (January, April, July, October)

Data that has been entered in previous MPRs will appear in the current MPR

To be considered as submitted the status must be changed to “PTC Review Required”
Getting to the MPR report

There are three ways to get to the MPR reports

1. My Task list
2. Application/PGA tab
3. MPR tab
1. Task List

The Task List will only show MPRs that need to be completed and submitted.
Getting to the MPR report

2. Application/PGA:

If you are viewing an Application/PGA you can see all MPRs generated for that PGA under “Related Documents and Messages”
Getting to the MPR report

3. MPR tab

You can see all MPRs by using the MPR Tab

To see only MPRs that need to be completed change the Status search function to:

Milestone Progress Report in Process

- Leave all other search fields blank
Getting to the MPR report

Once you select the MPR document

1. Click on “View Forms”
2. Then Click on “Milestone Progress Report”
PGA information:

Click on the “Parent Information” hyperlink to review your PGA.

Review the PGA information to ensure you are reporting on the correct PGA.
### MPR Form Sections and Guidance

The year and period for which you are reporting is identified both in the MRP document name and directly on the report.

**Example:**
- **Document Information:** MPR-Q2-2020-PTN1-0002
- **Parent Information:** 5311-2020-PTN1-00007

#### Milestone Progress Report

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>FTN Test Or 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Cycle</td>
<td>Section 5311 - Rural Area Federal Formula Program - 2020 Cycle</td>
</tr>
<tr>
<td>TxDOT Project #</td>
<td>RPT 2005 (50) xx_20</td>
</tr>
<tr>
<td>Project ID</td>
<td>51118xxxxx</td>
</tr>
<tr>
<td>FN#</td>
<td>TX-20-20xxx</td>
</tr>
<tr>
<td>PGA Begin Date</td>
<td>03/20/2020</td>
</tr>
<tr>
<td>PGA End Date</td>
<td>08/31/2021</td>
</tr>
</tbody>
</table>

**Quarter Period Reference:**
- **Q1:** October 1-December 31
- **Q2:** January 1-March 31
- **Q3:** April 1-June 30
- **Q4:** July 1-September 30
When all milestones are complete, all appropriate actual dates are inserted, and the agency is ready to close out the grant the agency should check the box for “Final Progress Report?”
- Estimated dates which have been inserted into the Budget and Milestones form will appear automatically.
- To updated estimated dates an amendment should be requested. The revised dates will appear in the next MPR report.

<table>
<thead>
<tr>
<th>Description</th>
<th>Scope</th>
<th>Suffix #</th>
<th>TPN</th>
<th>Fuel Type</th>
<th>Number of Units</th>
<th>Award Amount</th>
<th>Estimated RFFIFB Issued</th>
<th>Actual RFFIFB Issued</th>
<th>Estimated Contract Award</th>
<th>Actual Contract Award</th>
<th>Estimated First Vehicle Delivered</th>
<th>Actual First Vehicle Delivered</th>
<th>Estimated Last Vehicle Delivered</th>
<th>Actual Last Vehicle Delivered</th>
<th>Estimated Contract Complete</th>
<th>Actual Contract Complete</th>
<th>All Progress Comments</th>
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<tbody>
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<td>Operating - 30.06.01</td>
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<td>Preventive Maintenance - 11.74.00</td>
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<td>Acquisition - Acquisition Hardware - 11.42.07</td>
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Comments


- Dates that have been entered in previous MPRs will appear in the current MPR
- Insert dates for activities that occurred during the quarter in columns that start with “actual”
- Any line with estimated dates in the past requires an actual date or an ALI Progress comment

<table>
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<tr>
<th>Description</th>
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<th>TPN</th>
<th>Fuel Type</th>
<th>Number of Units</th>
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<th>Actual Last Vehicle Delivered</th>
<th>Estimated Contract Complete</th>
<th>Actual Contract Complete</th>
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<tbody>
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**Comments**
### MPR Form Sections and Guidance

#### Insert comments for each activity:

1. **Verification** - if milestones are anticipated to be complete by the estimated dates
2. **Explanation** - why any milestones were not met
3. **Documentation** - Problems, potential delays and status of bid solicitations
4. **Procurement** - Procurement method, status of procurement, contractor/manufacturer name once awarded

* A comment is required for each line item that has a milestone that is in the past and does not have an actual date entered.

* Actual dates must be in the past. Do not input future anticipated dates.
- Insert any additional general comments.
- Comments should be in line with the ALI progress comments.
- Comments in this section are not a substitute for ALI Progress Comments.
MPR Form Sections and Guidance

Things to Remember:
Report the information related specifically to the parent document/ PGA.
Report the dates for any activities that occurred during the quarter per line item.

Report in the ALI Progress Comments:
1. **Verification** - if milestones are anticipated to be complete by the estimated dates
2. **Explanation** - why any milestones were not met
3. **Documentation** - Problems, potential delays and status of bid solicitations
4. **Procurement** - Procurement method, status of procurement, contractor/ manufacturer name once awarded

PTC may request more information depending on project specifics and may request information to be submitted outside of eGrants.
Operating and Project Administration - Information required

RFP/IFB Issued: leave blank

**Contract Award Date**: date the agency began incurring costs to be reimbursed through the PGA

**First Vehicle Delivered**: leave blank

**Last Vehicle Delivered**: leave blank

**Contract Complete Date**: date all funds are expended or when activity is complete for the line item

Report in the ALI Progress Comments:

1. **Verification** - milestones are anticipated to be complete by the estimated dates
2. **Explanation** - why any milestones were not met
3. **Documentation** - Problems, potential delays
**MPR requirements - Vehicles**

**Vehicles**: Required Information

**RFP/IFB Issued**: date RFP is issued, if using state co-op date purchase order is issued

**Contract Award**: date purchase order is issued

**First Vehicle Delivered**: date first vehicle is accepted

**Last Vehicle Delivered**: date last vehicle is accepted

**Contract Complete**: date all contract activity is completed for the line item

**Dates will be the same if using the state co-op**

**Report in the ALI Progress Comments:**

1. **Verification** - milestones are anticipated to be complete by the estimated dates
2. **Explanation** - why any milestones were not met
3. **Documentation** - Problems, potential delays and status of bid solicitations,
4. **Procurement** - Procurement method, status of procurement, manufacturer name once awarded
MPR Requirements – Other Capital Equipment

Other Capital Equipment: Required Information

RFP/IFB Issued: date RFP is issued, if using state co-op date purchase order is issued
Contract Award: date purchase order is issued
First Vehicle Delivered: leave blank
Last Vehicle Delivered: leave blank
Contract Complete: date all contract activity is completed for the line item

Report in the ALI Progress Comments:
1. Verification - milestones are anticipated to be complete by the estimated dates
2. Explanation - why any milestones were not met
3. Documentation - Problems, potential delays and status of bid solicitations,
4. Procurement - Procurement method, status of procurement, contractor name once awarded
**MPR requirements - Facilities**

**Facilities**: Required Information

**RFP/IFB Issued**: date RFP is issued  
**Contract Award**: date contract is awarded  
**First Vehicle Delivered**: leave blank  
**Last Vehicle Delivered**: leave blank  
**Contract Complete**: date all contract activity is completed for the line item

**Report in the ALI Progress Comments:**

1. **Verification** - milestones are anticipated to be complete by the estimated dates  
2. **Explanation** - why any milestones were not met  
3. **Documentation** - Problems, potential delays and status of bid solicitations, work that has been completed as appropriate  
4. **Procurement** - Procurement method, status of procurement, contractor name once awarded
MPR requirements – Mobility Management

Mobility Management: Required Information

RFP/IFB Issued: date RFP is issued
Contract Award: date contract is awarded
First Vehicle Delivered: leave blank
Last Vehicle Delivered: leave blank
Contract Complete: date all contract activity is completed for the line item

Report in the ALI Progress Comments:
1. Verification - milestones are anticipated to be complete by the estimated dates
2. Explanation - why any milestones were not met
3. Documentation - Problems, potential delays and status of bid solicitations,
4. Procurement - Procurement method, status of procurement, contractor name once awarded
MPR requirements – Third Party Contracted Services

Third Party Contracted Service: Required Information

RFP/IFB Issued: date RFP is issued
Contract Award: date contract is awarded
First Vehicle Delivered: leave blank
Last Vehicle Delivered: leave blank
Contract Complete: date all contract activity is completed for the line item

Report in the ALI Progress Comments:
1. Verification - milestones are anticipated to be complete by the estimated dates
2. Explanation - why any milestones were not met
3. Documentation - Problems, potential delays and status of bid solicitations,
4. Procurement - Procurement method, status of procurement, contractor name once awarded
Don’t forget to Save!!!

[Image of the MPR Process in eGrants interface]

- Document Information: MPR-Q2-2017-PTN1-00016
- Parent Information: 5310-2017-PTN1-00007

[MILESTONE PROGRESS REPORT]

<table>
<thead>
<tr>
<th>Description</th>
<th>Scope</th>
<th>Estimated RFP/IIB Issued</th>
<th>Actual RFP/IIB Issued</th>
<th>Estimated Contract Award</th>
<th>Actual Contract Award</th>
<th>Estimated Vehicle Delivery</th>
</tr>
</thead>
</table>

[Image of an elephant with the words 'Don’t Forget']
MPR Process in eGrants

...and **Change the Status**

**Milestone Progress Report Menu**

- Document Information: MPR-Q2-2017-PTN1-00016
- Parent Information: 6310-2017-PTN1-00007

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Role</th>
<th>Current Status</th>
<th>Period Date / Date Due</th>
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</thead>
<tbody>
<tr>
<td>Milestone Progress Report</td>
<td>PTN Test Org.</td>
<td>Subgrantor Administrator</td>
<td>Milestone Progress Report in Process</td>
<td>01/01/2017 - 03/31/2017</td>
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</tr>
</tbody>
</table>

**View, Edit and Complete Forms**

Select the View Forms button below to view, edit, and complete forms.

![View Forms]

**Change the Status**

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

![View Status Options]

**Milestone Progress Report Menu - Status Options**

Select a button below to execute the appropriate status push.

- Document Information: MPR-Q2-2017-PTN1-00016
- Parent Information: 6310-2017-PTN1-00007

**Possible Statuses**

- MILESTONE PROGRESS REPORT PTC REVIEW REQUIRED

![Apply Status]
Questions?

Contact your PTC