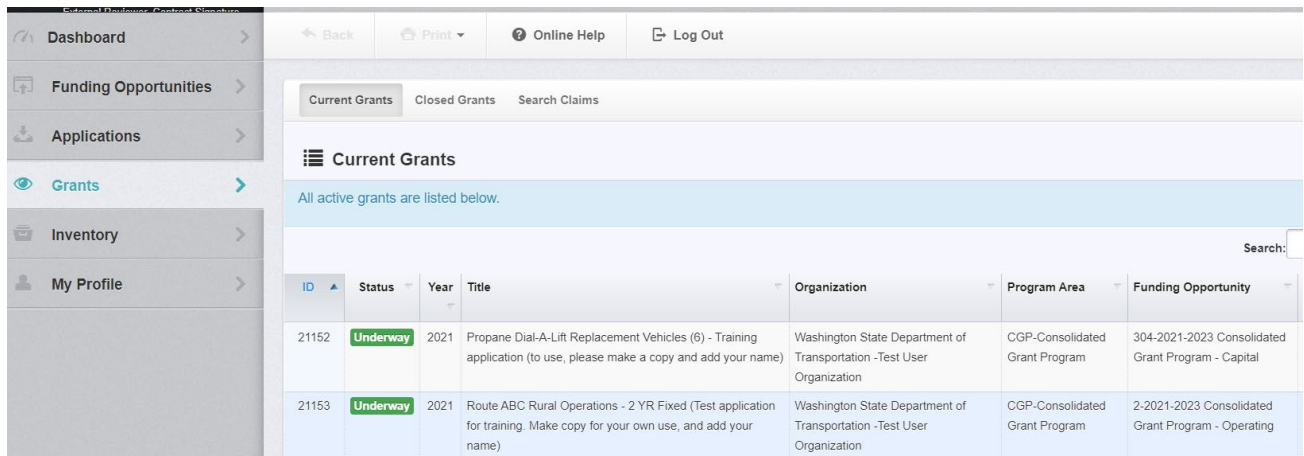


## WSDOT – Public Transportation Division TDM/CTR Quarterly status reports in Grants Management System (GMS)

Below are instructions for accessing and completing quarterly status reports (also known as quarterly progress report or QPR) in the WSDOT Grants Management System (GMS). Grantees must complete and submit a status report for each project every quarter within 30 days after the end of each quarter. Quarters end September 30th, December 31st, March 31st, and June 30th.

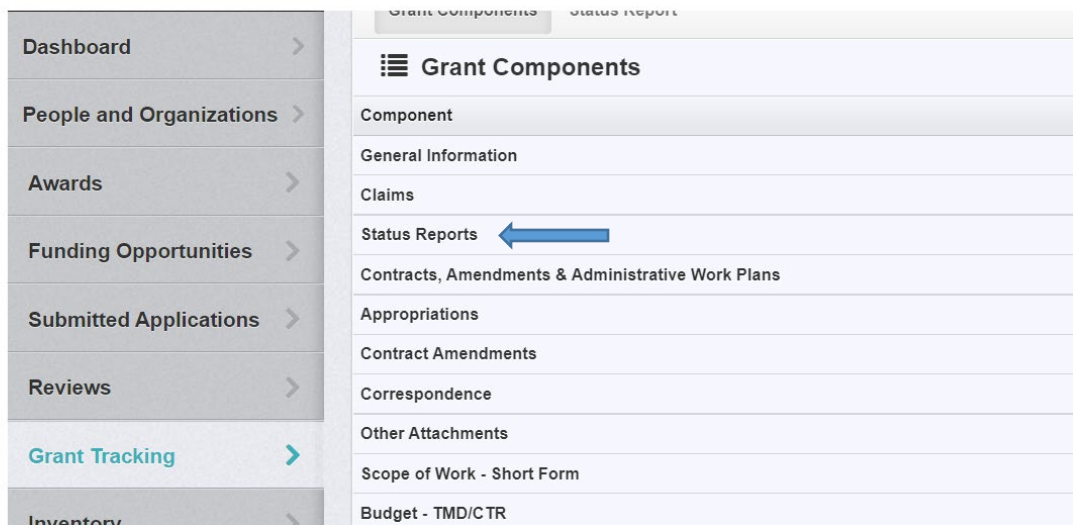
Log into the WSDOT Grants Management System at: <https://wsdot.ptd.webgrantscloud.com/index.do>.

Once logged into GMS, click on the Grants tab on the left side menu. Active grants will be listed. Select the TDM/CTR grant from the list that needs a status report completed.



ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
21152	Underway	2021	Propane Dial-A-Lift Replacement Vehicles (6) - Training application (to use, please make a copy and add your name)	Washington State Department of Transportation -Test User Organization	CGP-Consolidated Grant Program	304-2021-2023 Consolidated Grant Program - Capital
21153	Underway	2021	Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)	Washington State Department of Transportation -Test User Organization	CGP-Consolidated Grant Program	2-2021-2023 Consolidated Grant Program - Operating

From the grant components list select *Status Reports*.



Component
General Information
Claims
Status Reports
Contracts, Amendments & Administrative Work Plans
Appropriations
Contract Amendments
Correspondence
Other Attachments
Scope of Work - Short Form
Budget - TMD/CTR

After clicking on Status Reports in the components list, the Status Reports screen will appear. Click on the green “+Add Status Report” button on the right of the screen.

### General information Form

The status field is set to editing as soon as the status report was added. This can't be changed by the grantee at this screen.

The Sub Type selected should be “Quarterly Report”. Add the due date that is applicable, which should be October 31 (Qtr. 1), January 31 (Qtr. 2), April 30 (Qtr. 3), or July 31 (Qtr. 4).

Add the report dates. Report dates are the months included for the report. For example, for quarter 1 the start date is 7/1/2021 and the end date is 9/30/2021. Then click the “Save Form” button.

Once the general information form is saved, additional forms will be listed that need to be completed.


A green checkmark indicates forms that have been completed.


Component	Complete?
General Information	✓
Quarterly Status Report	
Additional Required Information	

## Quarterly Status Report Form

Select the “Quarterly Status Report” form from the list by clicking anywhere on the row. The information should correspond to the sections that were completed in the Excel version of the quarterly progress reports used previously.

The information below the section titled “Quarterly Progress Report”, and highlighted with a blue background, provides general information and directions for completing the form. Please make sure to read all information before completing each form.

 **Quarterly Progress Report**



Quarterly progress reports are a requirement of your transportation demand management (TDM) agreement with WSDOT. The reports help you document progress on strategies in your administrative work plan.

Only the strategies in your approved work plan and detailed below are eligible for reimbursement. Work with your assigned WSDOT Public Transportation Division community liaison to approve any major deviations from your approved work plan to ensure reimbursement.

WSDOT will use the information gathered in this report:

- For ongoing program improvement.
- To build a library of best practices and resources.
- For required legislative reporting.
- To demonstrate compliance with the state law related to commute trip reduction (CTR) and the WSDOT contract.

Additional information or directions may be included above a question or text box that provide examples on how to answer a question or provide detailed information.

Sections and questions with red text and an asterisk require input and cannot be left blank. The form can be saved, but it can't be marked as “complete” if all required questions are not populated. If the question is not applicable, or additional assistance is required, enter N/A in the text box then contact your community liaison. The report can be submitted with N/A, and your community liaison may contact you to discuss after submission.

**Completed activities and deliverables during this quarter:**  
Examples include:

- Number of new sites fully on-boarded.
- Results of customer satisfaction survey and resulting program improvements.
- Progress reviewing employer exemption requests.
- Progress maintaining electronic legal files.

WSDOT encourages qualitative descriptions, stories, and outcomes.

**Did completed activities and deliverables differ from the approved administrative work plan? \*:**

**Describe completed activities and deliverables this quarter.**  
If your activities deviated from approved administrative work plan, please describe why, and what activities you undertook instead.  
\*:

We completed activities per our approved administrative work plan.

434 character(s) left

Depending on the answer selected, an additional text box may appear that requires additional information to be completed. For example, selecting “Yes” on the first question makes an additional text box appear so that an explanation can be provided as to why the deliverables are different than what is in the approved administrative work plan.

Did completed activities and deliverables differ from the approved administrative work plan? \*:

Please explain:

250 character(s) left

After completing all questions, click on the “Save Form” button at the top or bottom of the form.

### Supporting Documentation Section

Once the questions have been answered and saved on the quarterly progress report form, the supporting documentation section is available at the bottom of the form to add additional documentation (optional).

Supporting Documentation - Other Attachments

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Add supporting documentation attachments by clicking on the green “+Add New Attachment” button. Add an attachment, provide a brief description, and then click “Save File”. This step is required for each attachment.

Attach File

Attach File

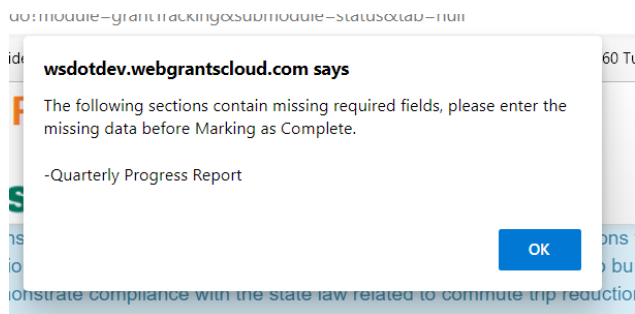
Upload File\*:

Description\*:

500 character(s) left

Once all questions have been answered and attachments added, click on the orange “Mark as Complete” button.

A message box will pop up if the “Mark as Complete” button is selected before all required fields have been completed.



### Additional Required Information Form

All questions require an answer. These questions are asked to prompt reflection on this quarter’s activities and to help WSDOT understand the challenges and opportunities involved in administering the Commute Trip Reduction program and application of the incentives policy.

On the first question, select all categories that apply by clicking on the boxes in the drop-down menu.

A screenshot of a web form titled "Additional Required Information". The first question is "To which categories did you devote most of your efforts?:". To the right of the question is a dropdown menu that is currently open, displaying four options: "Program Administration", "Program development, engagement and marketing" (which is checked with a green checkmark), "Program measurement and reporting" (also checked with a green checkmark), and "State employee Guaranteed Ride Home program". Below the question, there is a label "Explain why:" followed by a large text input area. The form has a yellow background.

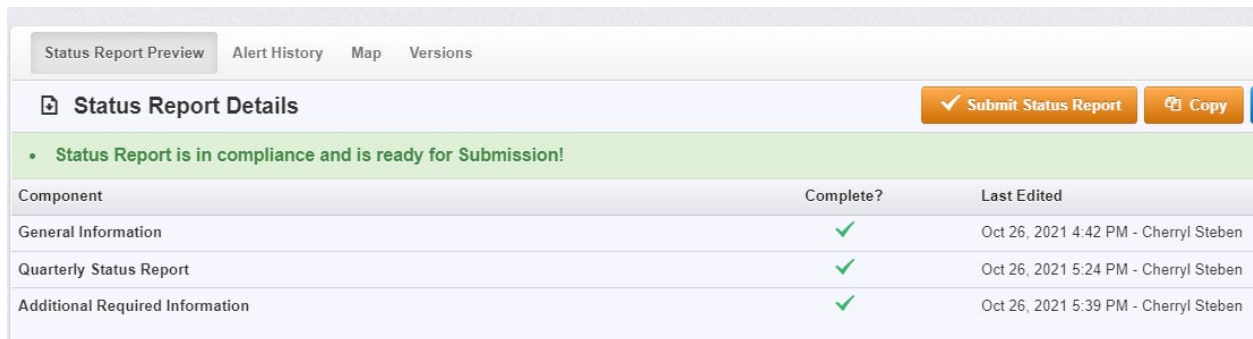
Click on the “Save Form” button at the bottom or top of the form after all questions have been answered.

A screenshot of the same web form, showing a different question: "Describe how you or your program have engaged with other local and/or regional programs and efforts this quarter?". Below the question is a large text input area. The word "Test" is entered in the input area. Below the input area, it says "496 character(s) left". At the bottom right of the form, there is a green button labeled "Save Form".

## Quarterly Status Report Submittal

Once all forms are completed, they should have a green checkmark, and the banner should show that the status report is ready for submittal (shown in green). Once a report is submitted, it can no longer be edited.

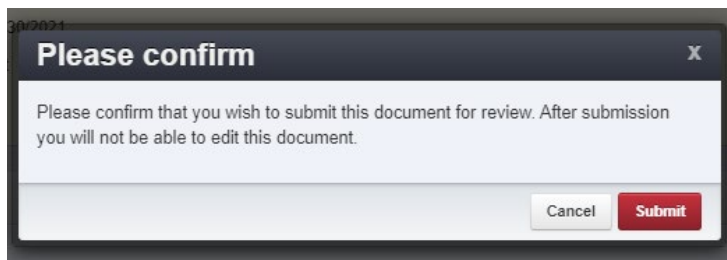
Click on the “Submit Status Report” button.



The screenshot shows the 'Status Report Details' page. At the top, there are tabs: 'Status Report Preview', 'Alert History', 'Map', and 'Versions'. Below the tabs, there is a 'Status Report Details' section with a green banner that reads: 'Status Report is in compliance and is ready for Submission!'. To the right of the banner are two buttons: 'Submit Status Report' and 'Copy'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

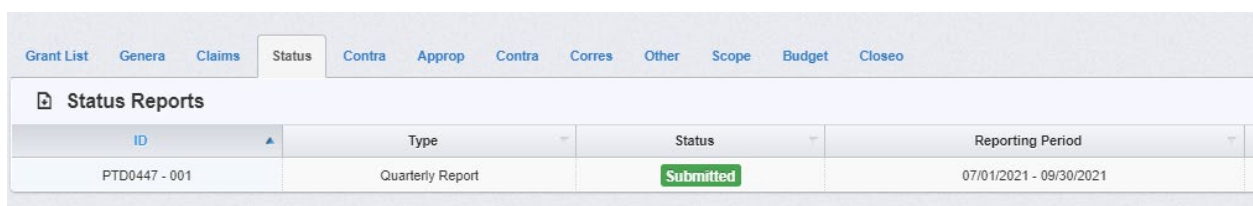
Component	Complete?	Last Edited
General Information	✓	Oct 26, 2021 4:42 PM - Cherryl Steben
Quarterly Status Report	✓	Oct 26, 2021 5:24 PM - Cherryl Steben
Additional Required Information	✓	Oct 26, 2021 5:39 PM - Cherryl Steben

A pop-up confirmation message will appear. Click on the “Submit” button.



The screenshot shows a 'Please confirm' pop-up dialog box. The text inside the dialog reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.

The status of the report will now show “Submitted” rather than editing.



The screenshot shows the 'Status Reports' table. At the top, there are tabs: 'Grant List', 'Genera', 'Claims', 'Status', 'Contra', 'Approp', 'Contra', 'Corres', 'Other', 'Scope', 'Budget', and 'Closeo'. Below the tabs, there is a 'Status Reports' section with a table that has four columns: 'ID', 'Type', 'Status', and 'Reporting Period'.

ID	Type	Status	Reporting Period
PTD0447 - 001	Quarterly Report	Submitted	07/01/2021 - 09/30/2021

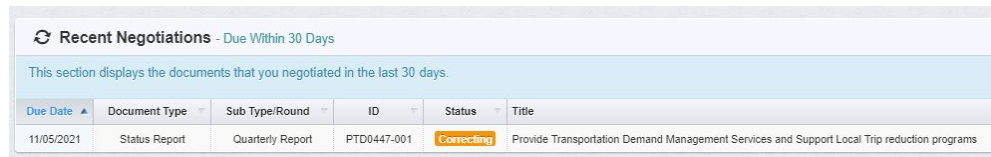
Once the report has been reviewed and approved by WSDOT, the status of the report will show “Approved” and no further action is required.

## Quarterly Status Report Corrections

If WSDOT reviews the report and has questions or requires additional information, it will be sent back to the grantee. The status will be in “Correcting” rather than “Submitted”.

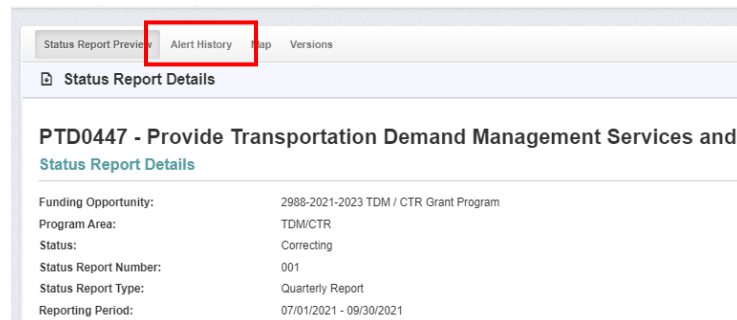
Grantees should see the document on their assignments tab under “Recent Negotiations”. An alert should also be received in the system as well as an email notification.

To open the document, click anywhere on the row.



Due Date	Document Type	Sub Type/Round	ID	Status	Title
11/05/2021	Status Report	Quarterly Report	PTD0447-001	Correcting	Provide Transportation Demand Management Services and Support Local Trip reduction programs

Once the document is opened, click on the “Alert History” tab to see the instructions for corrections. This information should also have been received in an email.



Status Report Preview **Alert History** Map Versions

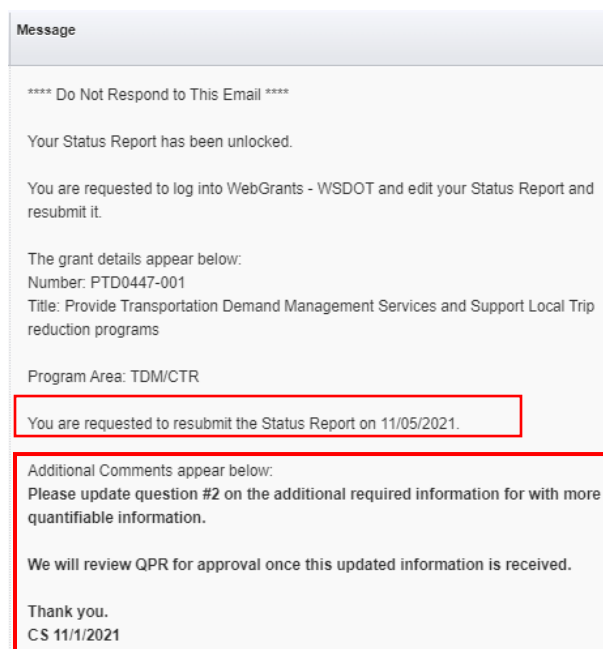
**Status Report Details**

**PTD0447 - Provide Transportation Demand Management Services and Support Local Trip reduction programs**

**Status Report Details**

Funding Opportunity: 2988-2021-2023 TDM / CTR Grant Program  
Program Area: TDM/CTR  
Status: Correcting  
Status Report Number: 001  
Status Report Type: Quarterly Report  
Reporting Period: 07/01/2021 - 09/30/2021

The message provides instructions for corrections or additional information needed.



**Message**

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Your Status Report has been unlocked.

You are requested to log into WebGrants - WSDOT and edit your Status Report and resubmit it.

The grant details appear below:  
Number: PTD0447-001  
Title: Provide Transportation Demand Management Services and Support Local Trip reduction programs  
Program Area: TDM/CTR

You are requested to resubmit the Status Report on 11/05/2021.

Additional Comments appear below:  
Please update question #2 on the additional required information for with more quantifiable information.

We will review QPR for approval once this updated information is received.

Thank you.  
CS 11/1/2021



The status report now shows one form without a green checkmark under the “Complete?” column, and the message shows the report is not ready to be submitted.

Click on the form that requires corrections, click on the “edit form” button, and complete the information requested.



**Status Report Details**

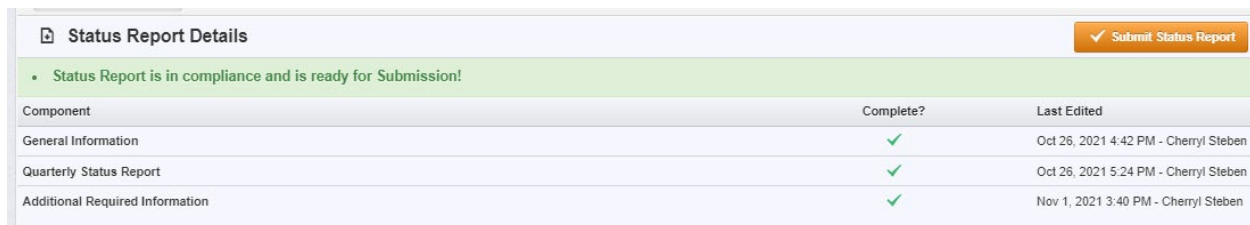
Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Oct 26, 2021 4:42 PM - Cheryl Steben
Quarterly Status Report	✓	Oct 26, 2021 5:24 PM - Cheryl Steben
Additional Required Information		Oct 26, 2021 5:39 PM - Cheryl Steben

Once the information is completed, save the form, and then click on the “Mark as Complete” button.

The report is now ready to be submitted. Click on the “Submit Status Report”. The status report will be in “submitted” status again until it is approved.



**Status Report Details** ✓ Submit Status Report

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Oct 26, 2021 4:42 PM - Cheryl Steben
Quarterly Status Report	✓	Oct 26, 2021 5:24 PM - Cheryl Steben
Additional Required Information	✓	Nov 1, 2021 3:40 PM - Cheryl Steben

## Need Assistance?

For help completing form content, please contact your regional Community Liaison.

For technical assistance with GMS, email our support team at [PTDGMSsupport@wsdot.wa.gov](mailto:PTDGMSsupport@wsdot.wa.gov) or call us at 360-705-7711.