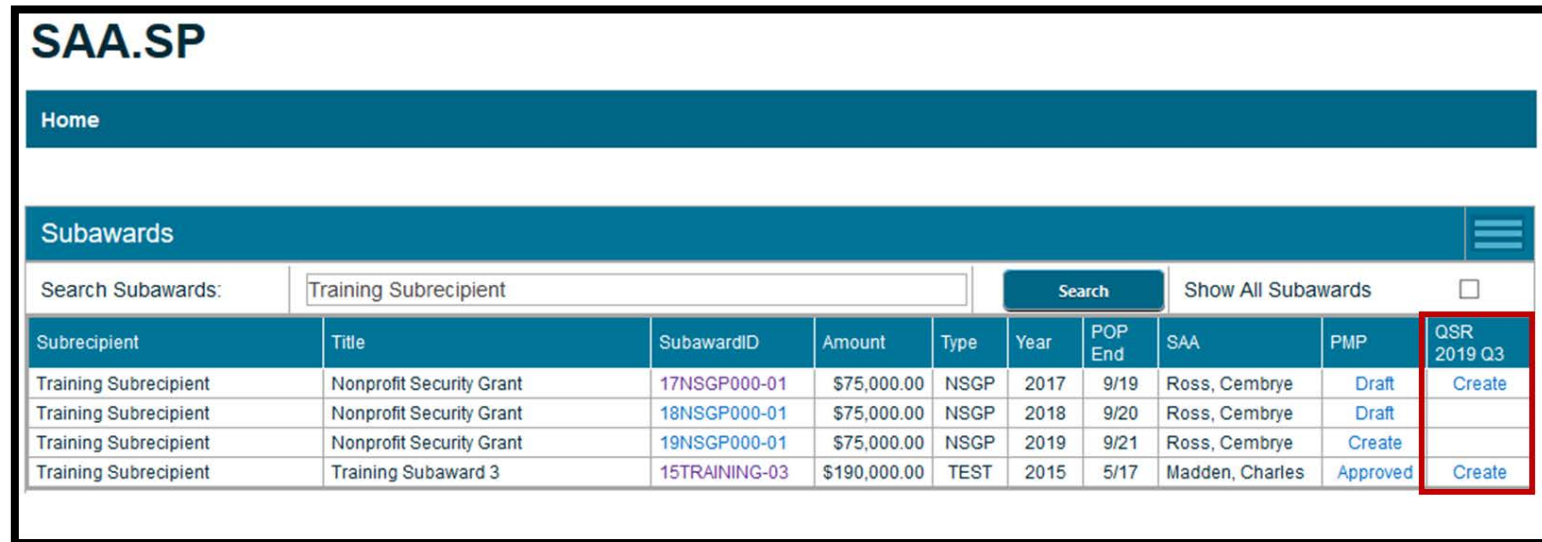# HOW TO SUBMIT QUARTERLY STATUS REPORTS

THIS GUIDE PROVIDES INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT QUARTERLY STATUS REPORTS IN SAA.SP

Submitting Quarterly Status Reports (QSRs)

- Subrecipients use SAA.SP to submit QSRs.
- SAA.SP pre-populates the data from the PMP to simplify the reporting process.
- Use the QSR column to create/manage QSRs.

Key Parts of the QSR

Subaward Information

Deliverables

Training
Exercise
Plans and Written Products

Spend Plan

Personnel

Accomplishments and Subaward Updates

Section 1: Subaward Information

Quarterly Status Report (QSR)

1. Subaward Information

SubawardID :	15TRAINING-03
Subrecipient :	Training Subrecipient
Project Title :	Training Subaward 3
Award Amount :	$190,000.00
Period of Performance Start Date :	9/1/2015
Period of Performance End Date :	5/31/2017
Reporting Period :	Q4 (Oct-Dec) 2019
Is this the final QSR?	☐
No activity this quarter?	☐ If you report no activity this quarter, you must explain why in the 'Accomplishments and Subaward Updates' section below.

Section 2: Deliverables

If any deliverables were completed, please upload a copy or proof of the items (e.g. plans, AARs, Photos, etc.) in the Subaward Uploads Section

If any equipment worth $5,000.00 or more was acquired, please complete the property form

Training Deliverables

■ Indicate the percent complete for each Training deliverable in the **% Complete** column of the form

2. Deliverables

If any deliverables were completed, please upload a copy or proof of the items (e.g plans, AARs, Photos, etc.) in the **Subaward Uploads Section.**
If any equipment was acquired, please complete the **property form.**

Training

Deliverable #	Course	Description	Milestone #	Milestone	Start Date	End Date	% Complete
1	ICS 300	Provide training for 100 NCR emergency management personnel. ICS -300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses	1	Identify vendor to administer training	9/1/2015	12/30/2016	
1	ICS 300	Provide training for 100 NCR emergency management personnel. ICS -300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses	2	Select venue for training	9/1/2015	12/30/2016	

Exercise Deliverables

■ Indicate the percent complete for each Exercise deliverable in the % Complete column of the form.

Exercise

Deliverable #	Exercise	Type	Milestone #	Milestone	Start Date	End Date	% Complete
1	This exercise will include all 9 participating NCR jurisdictions and will exercise the AARs identified in the 2013 funded exercise. 2014 funds were used to address gaps and training needs identified. This project will exercise those areas and determine progress shortfalls.	Full-Scale	1	Identify vendor to coordinate exercise	10/1/2015	12/15/2015	
1	This exercise will include all 9 participating NCR jurisdictions and will exercise the AARs identified in the 2013 funded exercise. 2014 funds were used to address gaps and training needs identified. This project will exercise those areas and determine progress shortfalls.	Full-Scale	2	Identify exercise site	10/1/2015	12/30/2016	

Plans and Written Products Deliverables

- Indicate the percent complete for each Plans and Written Products deliverable in the % Complete column of the form.

Plans and Written Products

Deliverable #	Exercise	Milestone #	Milestone	Start Date	End Date	% Complete
1	Develop full-scale exercise AAR	1	Complete hot wash/follow up interviews with participants	3/15/2016	12/30/2016	
1	Develop full-scale exercise AAR	2	Review final draft with vendor	3/30/2016	12/30/2016	
1	Develop full-scale exercise AA	2	Publish/distribute final AAR	5/31/2016	12/30/2016	

Deliverable Notes

- Include any notes and/or a description of progress against deliverables for the prior quarter in the notes field.

Deliverables Notes

Notes and description of progress against deliverables this quarter

Section 3: Spend Plan

- Fill in the **Expended to Date**, and **Projected Spending for Next Quarter** and check the **Final Reimbursement Requested** box, if applicable

- In the **Spend Plan Notes** subsection, add any notes, total expenditures to date and projected spending for next quarter

3. Spend Plan

Item	Estimated Cost	Expended to Date	Balance	Final Reimbursement Requested?	Projected Spending for Next Quarter
Consultants/Contracts	$125,000.00		$125,000.00	✗	
1 Exercise & Training Support staff position to provide classroom based ICS training class. Time includes course administration, review, class preparation, presentation and travel.	$45,000.00		$45,000.00	✗	
Indirect Costs	$19,500.00		$19,500.00	✗	
Student training materials /handouts for ICS/EOC classroom based courses	$500.00		$500.00	✗	
	Total: $190,000.00	Total: $0.00	Total: $190,000.00		Total: $0.00

Spend Plan Notes

Notes and description of expenditures this quarter and projected spending for next quarter	

Section 4: Personnel

- Indicate the **End Date** for all personnel on the subaward. This may be different from the award end date if personnel comes off the award earlier.
- In the **Personnel Notes** subsection, add any changes to personnel positions funded under the subaward this quarter or projected for next quarter

4. Personnel					
Name	**Position**	**Employee / Contractor**	**Level of Effort**	**Start Date**	**End Date**
Bob Sample	Exercise & Training Manager	Employee	100	10/1/2015	
Personnel Notes					
Any changes to personnel positions funded under this subaward this quarter or projected for next quarter?					

Accomplishments and Subaward Updates

- Add any accomplishments and subaward updates.
- Click **Save QSR** to save it and continue or **Cancel** to stop the process.

After Save, you can Delete, Submit, Edit, PDF or Cancel the QSR

Accomplishments

Describe any significant activities or progress made on the project this quarter. Also note any delays, changes of scope, or other significant challenges to successful project implementation.

If **no activity** has occurred, explain why and whether this represents a challenge to successful project implementation.

If this is the **final QSR**, provide a description of the project *as it was implemented*, including any accomplishments and shortfalls. Upload a copy or proof of the deliverables (e.g plans, AARs, photos, etc.) in the **Attachments** section of the Subaward Details page, and complete the Equipment Purchases form, if applicable.

Delete | **Accept** | **Reject** | **Submit QSR** | **Edit QSR** | **PDF QSR** | **Cancel**

Lastly…………

- Submit the QSR to the SAA and receive email confirmation.
- The SAA PM accepts/rejects the QSR with email confirmation.
- Rejected QSRs explain the issues to be addressed before resubmission.
- **DO NOT** use the QSR to make scope or funding changes to the project.
  - Instead, use the notes sections to highlight changes you would like to make
  - Then coordinate with your program manager to update the PMP
- Any changes to the PMP will be reported in the next quarter.
- An archive of previous QSRs are available on the Subaward Details page.