

## QUARTERLY PROGRESS REPORTING AND MILESTONES

### Quarterly Progress Reports and Reviews

At the end of each quarter, Programs must submit a Quarterly Progress Report (QPR) (see schedule below). The QPR consists of a QPR Coversheet, program updates in GEMS, copies of the new clients' consent forms dated within that quarter, and the Financial Claim.

- The Coversheet should be completed, signed, and dated once all QPR items have been accomplished. Be sure to record the number of consent forms that are being turned in.
- The Program Updates in GEMS consists of the Milestone updates, State Questions, Executive Summary, and Client Record updates
- The Financial Claim consists of a completed Invoice in GEMS; an original "Paper Claim" printed from GEMS and signed in blue ink; appropriate supporting documentation, including, but not limited to, detailed General Ledgers, Payroll Registers, etc.; and documentation of any hard dollars received in the GEMS Sustainability module.

The QPR Coversheet, consent forms, and claim must be submitted to First 5 Kern by the last working day of the following month.

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
July	October	January	April
August	November	February	May
September	December	March	June
Due last working day of October	Due last working day of January	Due last working day of April	Due last working day of July

### Milestones

The milestones are derived from the Unified Scope of Work-Evaluation Plan, which was developed in accordance with all contract documents. The program and evaluation staff review, provide feedback and ask clarifying questions regarding the accuracy and overall progress of these updates. If a Program is not on target, milestones are monitored monthly rather than quarterly.