



Completing Milestone Progress Reports





MRP Overview

Getting to the MPR report

MPR Form Sections and Guidance

MPR requirements for:

- Operating and Project Administration
- Vehicles
- Capital Equipment
- Facilities
- Mobility management
- Third Party Contracted Services

MPR Overview

A task to complete a MPR for each active PGA will show up on the 1st of each federal fiscal year quarter.

January, April, July, October

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

Period Date = timeframe for which you are reporting activities

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Milestone Progress Report	PTN Test Org 1	Project Manager (PTN)	Milestone Progress Report in Process	10/01/2016 - 12/31/2016 N/A

TxDOT User Guide

12. Completing a Milestone Progress Report

12.a. Milestone Progress Report (MPR) Initiation

Milestone Progress Report (MPR) documents have been setup within eGrants with auto-initiate functionality. This means that the MPR documents will automatically become available in the "My Tasks" section for Subgrantee Administrator and Subgrantee Staff roles when the following criteria has been met:

- Application document has reached the "Grant Executed" status.
- Organization is defined as an eligible organization for this document.
- The document is available per the instance availability dates.

MPR documents are configured to be completed quarterly. The period, availability, and due dates are specifically defined, according to the table below.

FTA (Federal) Quarters	Agency Report Due to PTC
1st Qtr: Oct 1st–Dec 31st	January 15th
2nd Qtr: Jan 1st–Mar 31st	April 15th
3rd Qtr: Apr 1st–Jun 30th	July 15th
4th Qtr: Jul 1st–Sep 30th	October 15th

To summarize, the MPR documents will be available the first day after the end of a quarter, and will be due on the 15th of the following FTA Quarter.

E.G. The 1st Quarter MPR document will be auto initiated on January 1st, and will be due on January 15th.

12.b. Submitting and Completing MPR's

This document has been designed to utilize data entered on the executed grant, and also data from previously completed MPR documents.

When you begin completing multiple MPR documents, the dates that you had entered on your most recently completed MPR document will also populate so you can review and adjust the entered dates if necessary.

Once the subgrantee has completed their "Milestone Progress Report", they will change the status to "Milestone Progress Report PTC Review Required".

Once completed, the Project Manager will move the document to the "Milestone Progress Report Accepted" status.

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eGrants Training manual page 42

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”



TxDOT User Guide

12. Completing a Milestone Progress Report

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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





Home Application/PGA | RFR | MPR | Scholarships | Supplementals

Reports | Training Materials | Organization(s) | Profile | Logout

SHOW HELP

View Available Opportunities

You have 10 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

My Inbox

You have 50 new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Milestone Progress Report	PTN Test Org 1	MPR-Q2-2017-PTN1-00017	Milestone Progress Report in Process	3/28/2017	

1. Task List

The Task List will only show MPRs that need to be completed and submitted/



2. Application/PGA:

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

Home Application/PGA RFR MPR Scholarships Supplementals Monitoring Grantee Compliance

Menu Forms Menu Status Changes Management Tools **Related Documents and Messages**

Back
Document Information: [5311-2020-PTN1-00007](#)
Details

APPLICATION/PGA SNAPSHOT

Agency Name	PTN Test Org 1
Project Title	
Start Date	03/20/2020
Execution Date	03/29/2020
End Date	08/31/2021
FAIN	TX-2020-xx
Project ID	51118xxxxx
TxDOT Project Number	RPT 2005 (50) xx_20
Minute Order(s)	111111

Related Messages

Priority	Subject	Receiver
	5311-2020-PTN1-00007 PGA Fully Executed	PTN1 SA1
	5311-2020-PTN1-00007 PGA Ready for Execution	PTN1 SA1

[MPR-Q2-2020-PTN1-00027](#)
Milestone Progress Report in Process



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

Home | Application/PGA | RIR | **MPR** | Scholarships | Supplementals

Reports | Training Materials | Organization(s) | Profile | Logout

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MPR

Use the search functionality below to find a specific MPR.

Search MPR

MPR Types

MPR Name

Person

Status

Year

Export Results to Sort by:

Number of Results 216

Document Type	Organization	Name	Current Status	Year
Milestone Progress Report	PTN Test Org 1	MPR-Q2-2017-PTN1-00354	Milestone Progress Report in Process	Q2-2017
Milestone Progress Report	PTN Test Org 1	MPR-Q2-2017-PTN1-00355	Milestone Progress Report in Process	Q2-2017

Getting to the MPR report



Once you select the MPR document

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

Milestone Progress Report Menu

Document Information: [MPR-Q1-2017-PTN1-00013](#)

Parent Information: [5310-2017-PTN1-00007](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Milestone Progress Report	PTN Test Org 1	Subgrantee Administrator	Milestone Progress Report Accepted	10/01/2016 - 12/31/2016 N/A

View, Edit and Complete Forms

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

VIEW FORMS

Milestone Progress Report Menu - Forms

Please complete all required forms below.

Document Information: [MPR-Q1-2017-PTN1-00013](#)

Parent Information: [5310-2017-PTN1-00007](#)

Details

Forms

Status	Page Name	Note	Created By	Last Modified By
	Milestone Progress Report Form			
	Milestone Progress Report		Grant System 3/28/2017 2:11:17 PM	PTN1 SA1 3/28/2017 7:50:54 PM

MPR Form Sections and Guidance



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.

Home Application/PGA RFR MPR Scholarships Supplementals Monitoring Grantee Compliance

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Document Information: [MPR-Q2-2020-PTN1-00027](#)

Parent Information: [5311-2020-PTN1-00007](#)

[Details](#)

MILESTONE PROGRESS REPORT

Agency Name	PTN Test Org 1	Year	2020
Application Cycle	Section 5311 - Rural Area Federal Formula Program - 2020 Cycle	Quarter	Q2
TxDOT Project #	RPT 2005 (50) xx_20	Quarter Period Reference:	
Project ID	51118xxxxx	Q1	October 1-December 31
FAIN#	TX-2020-xx	Q2	January 1-March 31
PGA Begin Date	03/20/2020	Q3	April 1-June 30
PGA End Date	08/31/2021	Q4	July 1-September 30

Final Progress Report?

MPR Form Sections and Guidance



Home Application/PGA RFR MPR Scholarships Supplementals Monitoring Grantee Compliance

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Document Information: **MPR-Q2-2020-PTN1-00027**
Parent Information: 5311-2020-PTN1-00007
[Details](#)

MILESTONE PROGRESS REPORT

Agency Name	PTN Test Org 1
Application Cycle	Section 5311 - Rural Area Federal Formula Program - 2020 Cycle
TxDOT Project #	RPT 2005 (50) xx_20
Project ID	51118xxxxx
FAIN#	TX-2020-xx
PGA Begin Date	03/20/2020
PGA End Date	08/31/2021
Final Progress Report?	<input type="checkbox"/>

Year	2020
Quarter	Q2
Quarter Period Reference:	
Q1	October 1-December 31
Q2	January 1-March 31
Q3	April 1-June 30
Q4	July 1-September 30

MPR document information:

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

MPR Form Sections and Guidance



Home Application/PGA RFR MPR Scholarships Supplementals Monitoring Grantee Compliance

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Document Information: [MPR-Q2-2020-PTN1-00027](#)
Parent Information: [5311-2020-PTN1-00007](#)
[Details](#)

MILESTONE PROGRESS REPORT

Agency Name	PTN Test Org 1	Year	2020
Application Cycle	Section 5311 - Rural Area Federal Formula Program - 2020 Cycle	Quarter	Q2
TxDOT Project #	RPT 2005 (50) xx_20		
Project ID	51118xxxxx	Quarter Period Reference:	
FAIN#	TX-2020-xx	Q1	October 1-December 31
PGA Begin Date	03/20/2020	Q2	January 1-March 31
PGA End Date	08/31/2021	Q3	April 1-June 30
		Q4	July 1-September 30

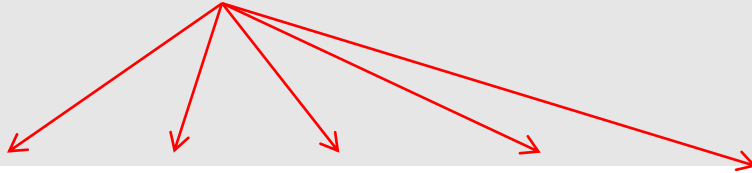
Final Progress Report?

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?”

MPR Form Sections and Guidance



- 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



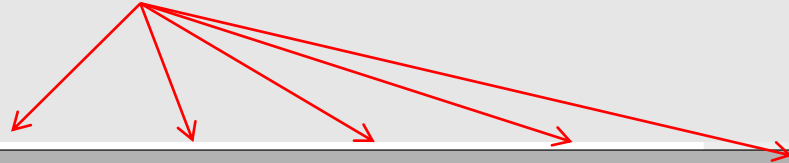
Description	Scope	Suffix #	TPN	Fuel Type	Number of Units	Award Amount	Estimated RFP/IFB Issued	Actual RFP/IFB Issued	Estimated Contract Award	Actual Contract Award	Estimated First Vehicle Delivered	Actual First Vehicle Delivered	Estimated Last Vehicle Delivered	Actual Last Vehicle Delivered	Estimated Contract Complete	Actual Contract Complete	ALI Progress Comments
Operating - 30.09.01						\$200,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Project Administration - 11.79.00						\$50,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Preventive Maintenance - 11.7A.00						\$15,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Acquisition - Acquired Hardware - 11.42.07					10	\$5,000	6/1/2020	<input type="text"/>	8/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	12/31/2020	<input type="text"/>	<input type="text"/> 0 of 500
Replace - Bus <30' - 11.12.04				Gasoline	1	\$91,000	6/1/2020	<input type="text"/>	9/1/2020	<input type="text"/>	5/1/2021	<input type="text"/>	5/1/2021	<input type="text"/>	6/1/2021	<input type="text"/>	<input type="text"/> 0 of 500
Operating - 30.09.01						\$999		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	3/3/2020	<input type="text"/>	<input type="text"/> 0 of 500

Comments

MPR Form Sections and Guidance



- 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



Description	Scope	Suffix #	TPN	Fuel Type	Number of Units	Award Amount	Estimated RFP/IFB Issued	Actual RFP/IFB Issued	Estimated Contract Award	Actual Contract Award	Estimated First Vehicle Delivered	Actual First Vehicle Delivered	Estimated Last Vehicle Delivered	Actual Last Vehicle Delivered	Estimated Contract Complete	Actual Contract Complete	ALI Progress Comments
Operating - 30.09.01						\$200,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Project Administration - 11.79.00						\$50,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Preventive Maintenance - 11.7A.00						\$15,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Acquisition - Acquired Hardware - 11.42.07					10	\$5,000	6/1/2020	<input type="text"/>	8/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	12/31/2020	<input type="text"/>	<input type="text"/> 0 of 500
Replace - Bus <30' - 11.12.04				Gasoline	1	\$91,000	6/1/2020	<input type="text"/>	9/1/2020	<input type="text"/>	5/1/2021	<input type="text"/>	5/1/2021	<input type="text"/>	6/1/2021	<input type="text"/>	<input type="text"/> 0 of 500
Operating - 30.09.01						\$999		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	3/3/2020	<input type="text"/>	<input type="text"/> 0 of 500

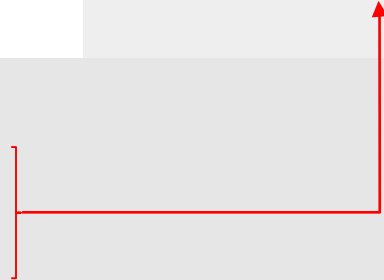
Comments

MPR Form Sections and Guidance



Description	Scope	Suffix #	TPN	Fuel Type	Number of Units	Award Amount	Estimated RFP/IFB Issued	Actual RFP/IFB Issued	Estimated Contract Award	Actual Contract Award	Estimated First Vehicle Delivered	Actual First Vehicle Delivered	Estimated Last Vehicle Delivered	Actual Last Vehicle Delivered	Estimated Contract Complete	Actual Contract Complete	ALI Progress Comments
Operating - 30.09.01						\$200,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Project Administration - 11.79.00						\$50,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Preventive Maintenance - 11.7A.00						\$15,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Acquisition - Acquired Hardware - 11.42.07					10	\$5,000	6/1/2020	<input type="text"/>	8/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	12/31/2020	<input type="text"/>	<input type="text"/> 0 of 500
Replace - Bus <30' - 11.12.04				Gasoline	1	\$91,000	6/1/2020	<input type="text"/>	9/1/2020	<input type="text"/>	5/1/2021	<input type="text"/>	5/1/2021	<input type="text"/>	6/1/2021	<input type="text"/>	<input type="text"/> 0 of 500
Operating - 30.09.01						\$999		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	3/3/2020	<input type="text"/>	<input type="text"/> 0 of 500

Comments



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.

MPR Form Sections and Guidance

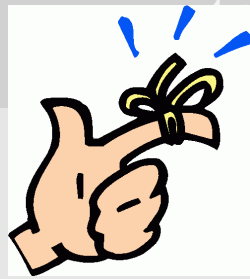


Description	Scope	Suffix #	TPN	Fuel Type	Number of Units	Award Amount	Estimated RFP/IFB Issued	Actual RFP/IFB Issued	Estimated Contract Award	Actual Contract Award	Estimated First Vehicle Delivered	Actual First Vehicle Delivered	Estimated Last Vehicle Delivered	Actual Last Vehicle Delivered	Estimated Contract Complete	Actual Contract Complete	ALI Progress Comments
Operating - 30.09.01						\$200,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Project Administration - 11.79.00						\$50,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Preventive Maintenance - 11.7A.00						\$15,000		<input type="text"/>	4/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	8/31/2021	<input type="text"/>	<input type="text"/> 0 of 500
Acquisition - Acquired Hardware - 11.42.07					10	\$5,000	6/1/2020	<input type="text"/>	8/1/2020	<input type="text"/>		<input type="text"/>		<input type="text"/>	12/31/2020	<input type="text"/>	<input type="text"/> 0 of 500
Replace - Bus <30' - 11.12.04				Gasoline	1	\$91,000	6/1/2020	<input type="text"/>	9/1/2020	<input type="text"/>	5/1/2021	<input type="text"/>	5/1/2021	<input type="text"/>	6/1/2021	<input type="text"/>	<input type="text"/> 0 of 500
Operating - 30.09.01						\$999		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	3/3/2020	<input type="text"/>	<input type="text"/> 0 of 500

Comments

- 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



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



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



Facilities: Required Information

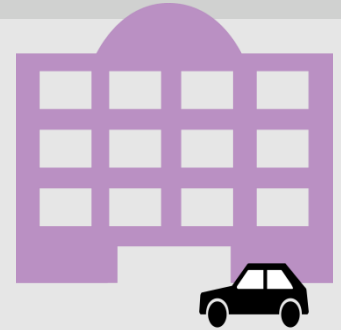
RFP/IFB Issued: date RFP is issued

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



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!!!

Home | Application/PGA | RFR | MPR | Scholarships | Supplementals

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SAVE **PRINT VERSION** **ADD NOTE** **CHECK GLOBAL ERRORS** **SPELL CHECK**

Document Information: [MPR-Q2-2017-PTN1-00016](#)
Parent Information: [5310-2017-PTN1-00007](#)
[Details](#)

MILESTONE PROGRESS REPORT

Agency Name PTN Test Org 1
TxDOT Project# ED 1700 (00) 00

Description	Scope	Estimated RFP/IFB Issued	Actual RFP/IFB Issued	Estimated Contract Award	Actual Contract Award	Estimated Vehicle D
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....and Change the Status



Milestone Progress Report Menu

Document Information: [MPR-Q2-2017-PTN1-00016](#)
Parent Information: [5310-2017-PTN1-00007](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Milestone Progress Report	PTN Test Org 1	Subgrantee Administrator	Milestone Progress Report in Process	01/01/2017 - 03/31/2017 N/A

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](#)

[Home](#) | [Application/PGA](#) | [RFR](#) | [MPR](#) | [Scholarships](#) | [Supplementals](#)

[Reports](#) | [Training Materials](#) | [Org](#)

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: [5310-2017-PTN1-00007](#)
[Details](#)

Possible Statuses

MILESTONE PROGRESS REPORT PTC REVIEW REQUIRED

[APPLY STATUS](#)



Questions?

Contact your PTC