MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

Quarterly Progress Report User Guide

Introduction

This guide provides step-by-step instructions for completing and submitting the CanRenew fiscal year (FY) 2026 Quarterly Progress Report (QPR). The QPR is used to document progress toward the activities, deliverables, outcomes, and commitments in the OCM-approved grant work plan.

CanRenew grantees are required to provide regular progress reporting to the Minnesota Office of Cannabis Management (OCM). Under the FY26 CanRenew RFP, progress reports are submitted with the initial reimbursement request and subsequently on a quarterly basis, within 15 calendar days after the end of the quarter.

Before you begin

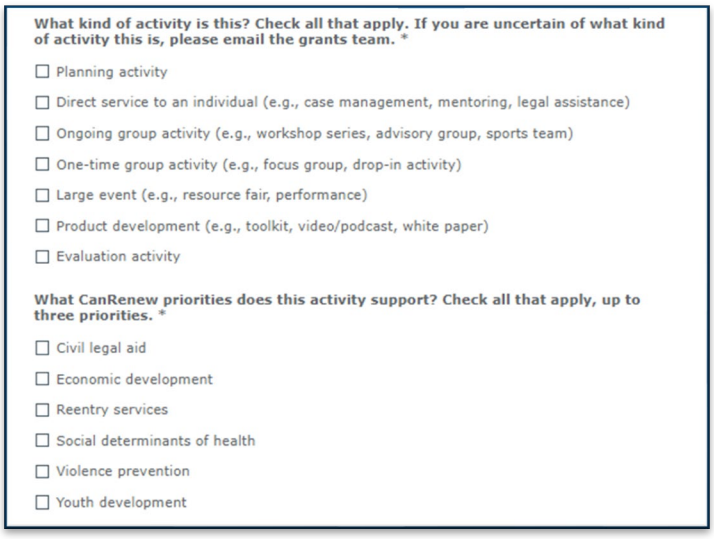
Gather the following information before opening the form:

- Your OCM-approved work plan, including goals, activities, outputs, outcomes, and timelines.
- Current accomplishments and status of activities completed during the reporting period.
- Performance or participant data collected during the quarter, as applicable to your approved project.
- Information about outreach, partnerships, events, services, or other grant-funded activities.
- Challenges, delays, changes, or technical assistance needs that may affect project implementation.
- Supporting documentation or files, if requested by the form or your OCM grant coordinator.

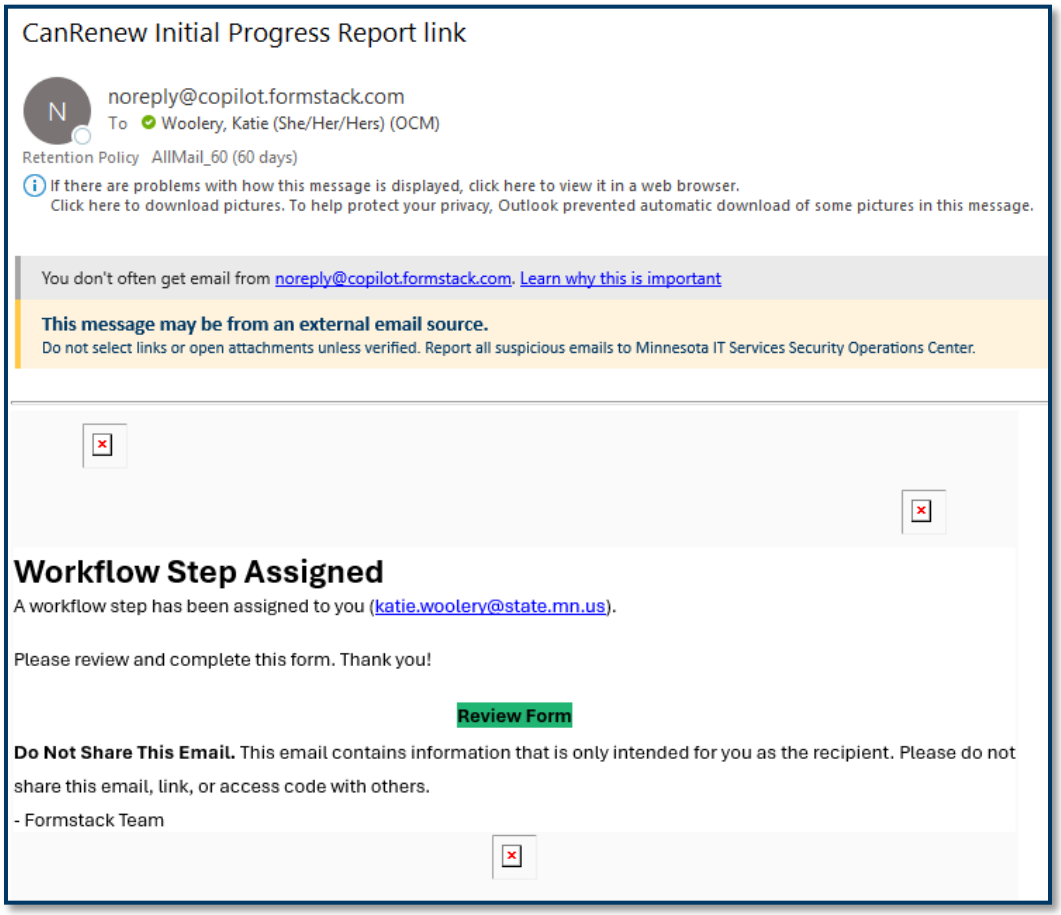
Complete the QPR Builder Form

1. Open the CanRenew FY26 QPR Builder form workflow (copilot.formstack.com/start-workflow/76c3157f-5693-4d2c-9ba4-b8d253eb00fd) in your web browser. Use current versions of Chrome, Edge, Firefox, or Safari.

2. Fill out the form, entering all activities included in your executed grant agreement and OCM-approved work plan. For each activity, you will answer two questions about the kind of activity it is and what CanRenew priorities it supports.



3. Save and resume later, if needed. Check your email for the link to resume; you'll receive a message indicating that a workflow step has been assigned. Select **Review Form** to preview or complete your QPR. This link will remain available until the next QPR is completed. You will also receive an email summarizing your responses to the QPR Builder form.



Completing the QPR

Complete each section using clear, specific information about work performed during the reporting period. Focus on what occurred during the quarter rather than repeating the full project proposal.

Organization and report information

Confirm the organization and contact information requested by the form. Double-check names and email addresses so OCM can follow up if clarification is needed.

Progress toward the approved work plan

For each activity, you will be asked if you worked on that activity during the previous quarter or not. The QPR will include information about the type of activity and priorities addressed that were previously entered. Please confirm that these are accurate.

Depending on the activity type, you will be asked to provide specific aggregate data, as follows:

Direct services to individuals and/or ongoing group activities

- How many unique individuals did you serve during this quarter?
- Ages of individuals served
    - 0-13
    - 14-17
    - 18-24
    - 25+
    - Age data not collected
- Veteran status of individuals served
    - Is a military veteran, including service-disabled veterans or current/former members of the National Guard
    - Is a military veteran or National Guard member who lost honorable status due to an offense involving the possession or sale of cannabis
    - Is not a military veteran
    - Veteran status data not collected
- Justice involvement of individuals served
    - Was found delinquent for, received a stay of adjudication for, or was convicted of a cannabis-related offense
    - Has/had a parent, guardian, spouse, child, or dependent with a cannabis-related offense
    - No cannabis-related justice involvement
    - Justice involvement data not collected
- ZIP codes of individuals served
    - You may enter up to 15 ZIP codes and the number of individuals served from those ZIP codes. If you have more than 15 ZIP codes to report on, please reach out to the grants team.
    - You may also enter the number of individuals served with no ZIP code data collected.

One-time group activities

- Was the event in-person, online, or hybrid?
- If in-person or hybrid, what ZIP code was the activity held in?
- Who was the target audience for the group/event?
- How did you recruit participants?
- How many unique individuals participated in the group(s)?

Large events

- Was the event in-person, online, or hybrid?
- If in-person or hybrid, what ZIP code was the activity held in?
- How was the event promoted?
- Estimated number of individuals reached.

Product development

- What kind of product(s) are you developing?
- Who is the intended audience of the product(s) being developed?
    - Internal to organization
    - General public
    - Other
- Option to share link or upload final products

For each activity, use the Narrative/Lessons Learned text box to describe progress on approved goals, activities, milestones, deliverables, and outputs by noting what has been completed, what is in progress, and what remains outstanding. Include additional measurable details such as quantities, dates, locations, or other evidence whenever possible, and share any additional information relevant to progress, including lessons learned or project pivots needed.

Summarize outreach, engagement, events, referrals, collaborations, or partner activities conducted during the quarter and explain how they supported the project and the eligible community. Finally, identify any barriers, delays, staffing changes, implementation concerns, or other issues affecting the project, describe how your organization is addressing them, and note any support needed from OCM.

Writing strong QPR responses

Instead of	Use a specific progress update
We held workshops.	We held three workshops during the quarter with 42 total participants; two additional workshops are scheduled for the next quarter.
Outreach is going well.	Staff attended four community events, distributed project information, and established two new referral partnerships.
The project is delayed.	The activity is approximately four weeks behind schedule due to vendor procurement. A vendor has now been selected, and implementation is expected to begin next month.
We served many people.	Report the actual count using the performance measure requested in the form and explain the counting method when clarification is useful.

Repeat these steps for each activity.

Check-in questions

Complete the check-in questions, indicate any questions for OCM or any technical assistance needs.

You may save and resume later if needed. Once finished, submit the QPR form. You will be emailed a copy of your responses to this form as well as a link to be used for your next QPR.

Submit the QPR

1. **Complete a final review**: Read through the entire form for completeness, accuracy, and consistency.
2. **Submit the form:** Select the form's **Submit** button once all required information is complete.
3. **Confirm successful submission**: Look for the on-screen confirmation and any confirmation email generated by the form. Keep the confirmation with your grant records.
4. **Respond to follow-up questions:** OCM may contact the grantee if information is incomplete or clarification is needed. Respond promptly and retain documentation supporting reported information

Reporting reminders

- Quarterly progress reports are due on Oct. 14, 2026; Jan. 15, 2027; April 15, 2027; and July 15, 2027.
- Report progress against the approved work plan, not against activities that have not been approved for the grant.
- Use consistent definitions for performance measures across reporting periods.
- Be transparent about challenges and delays; include the corrective action or next step.
- Maintain source documentation for reported activities and performance data.
- OCM may also require reimbursement requests, financial reconciliation, site visits, participation in evaluation/data collection, and statewide coordination activities under the grant.

Need help?

For questions about the CanRenew grant, QPR requirements, or what to report, contact your OCM grant coordinator or the OCM grants team at grants.ocm@state.mn.us.

If you experience a technical problem with the online form, document the issue (for example, with a screenshot) and contact OCM before the reporting deadline when possible.