

# PERFORMANCE PROGRESS REPORT (PPR) FINAL REPORT SUBMISSION GUIDANCE AND EXAMPLES

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**CED**

Community Economic Development

# Important Dates

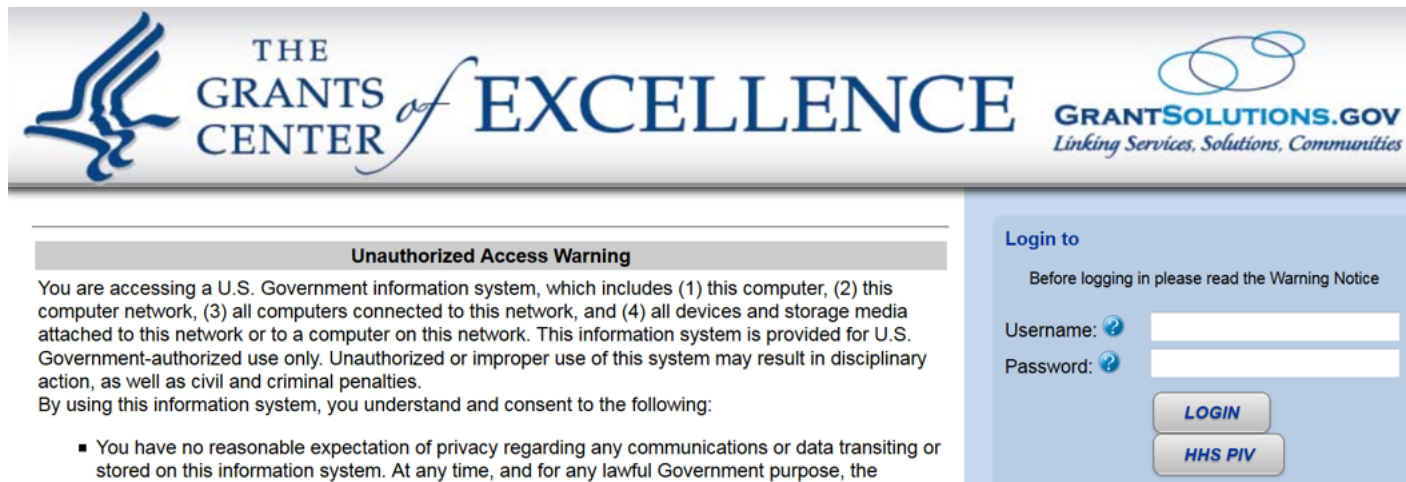
October 1 <sup>st</sup>	Online reporting system opened for submission of last semi-annual report
October 31 <sup>st</sup>	Reports for last semi-annual report due
December 30 <sup>th</sup>	Final reports due

# Final Report Information

- Report final project data in the same format as semi-annual reports.
- Final report data stored within OLDC with the rest of the project data.
  - Data will be accessible online by OCS and by grantees.
  - Both quantitative (Form A) and narrative (Form B) information will be captured and stored together.
- No need for grantees to re-enter data to create a final report.

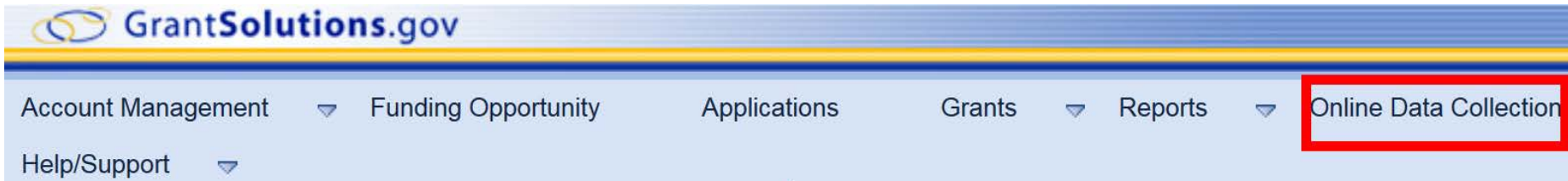
# Accessing the OLDC System

- On-Line Data Collection System is now accessed through GrantSolutions
  - Sign into GrantSolutions at [www.grantsolutions.gov](http://www.grantsolutions.gov)



The screenshot shows the Grantsolutions.gov website. At the top, there is a header with the logo for 'THE GRANTS CENTER of EXCELLENCE' and 'GRANTSOLUTIONS.GOV Linking Services, Solutions, Communities'. Below the header, there is a warning box titled 'Unauthorized Access Warning' with the following text: 'You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:'. Below the warning, there is a bulleted list: 'You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the...'. To the right of the warning, there is a login form titled 'Login to' with the text 'Before logging in please read the Warning Notice'. The form has fields for 'Username:' and 'Password:', each with a help icon. Below the fields are two buttons: 'LOGIN' and 'HHS PIV'.

- Select “On Line Data Collection”
- The OLDC page will open in a new window



The screenshot shows the GrantSolutions.gov navigation menu. The menu items are: Account Management, Funding Opportunity, Applications, Grants, Reports, and Online Data Collection. The 'Online Data Collection' item is highlighted with a red box. Below the menu items, there is a 'Help/Support' link.

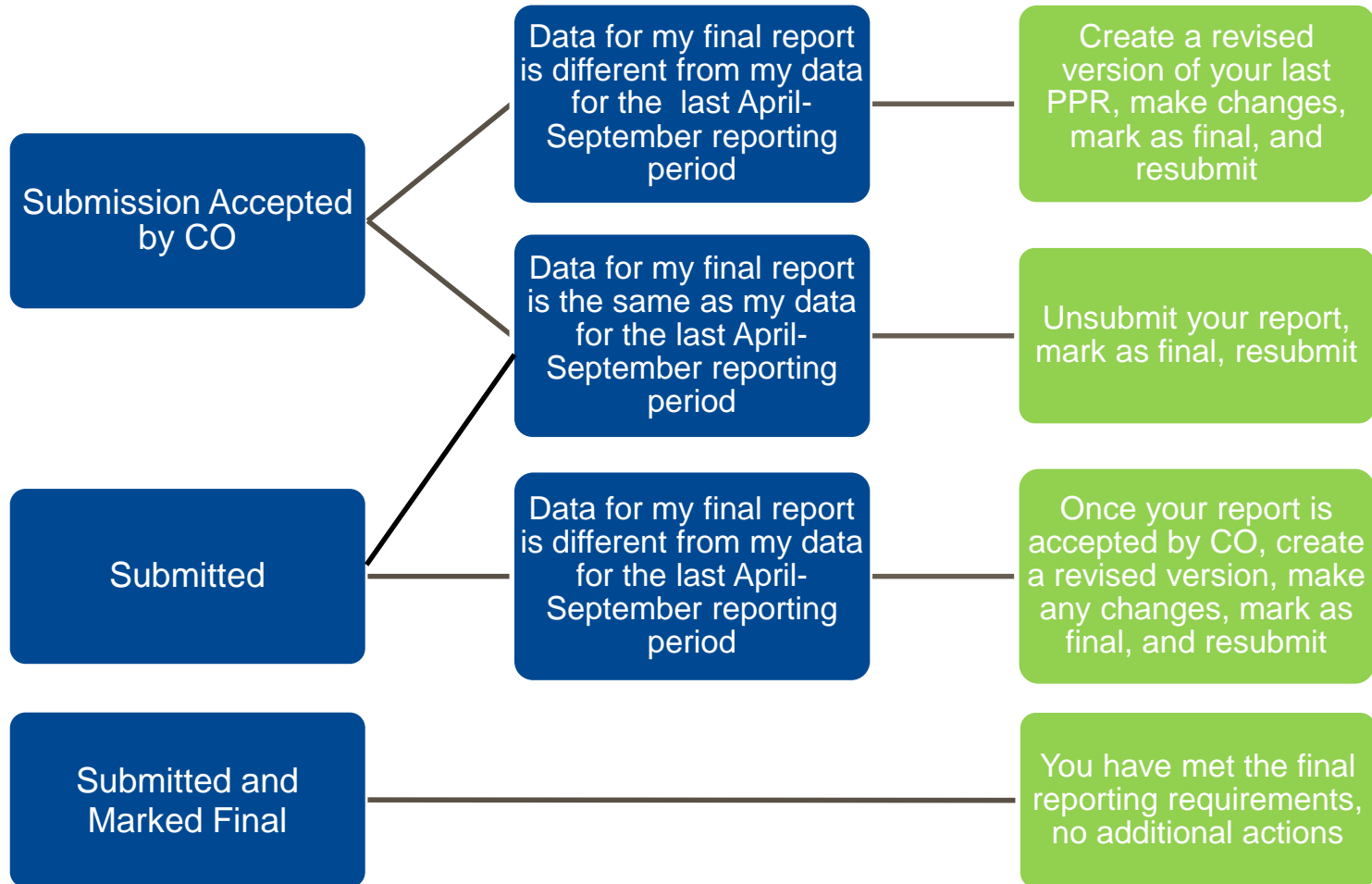
# To begin:

- Check status of your most recent PPR in OLDC
- The status of your report can be found on the “Report Form Status” screen.

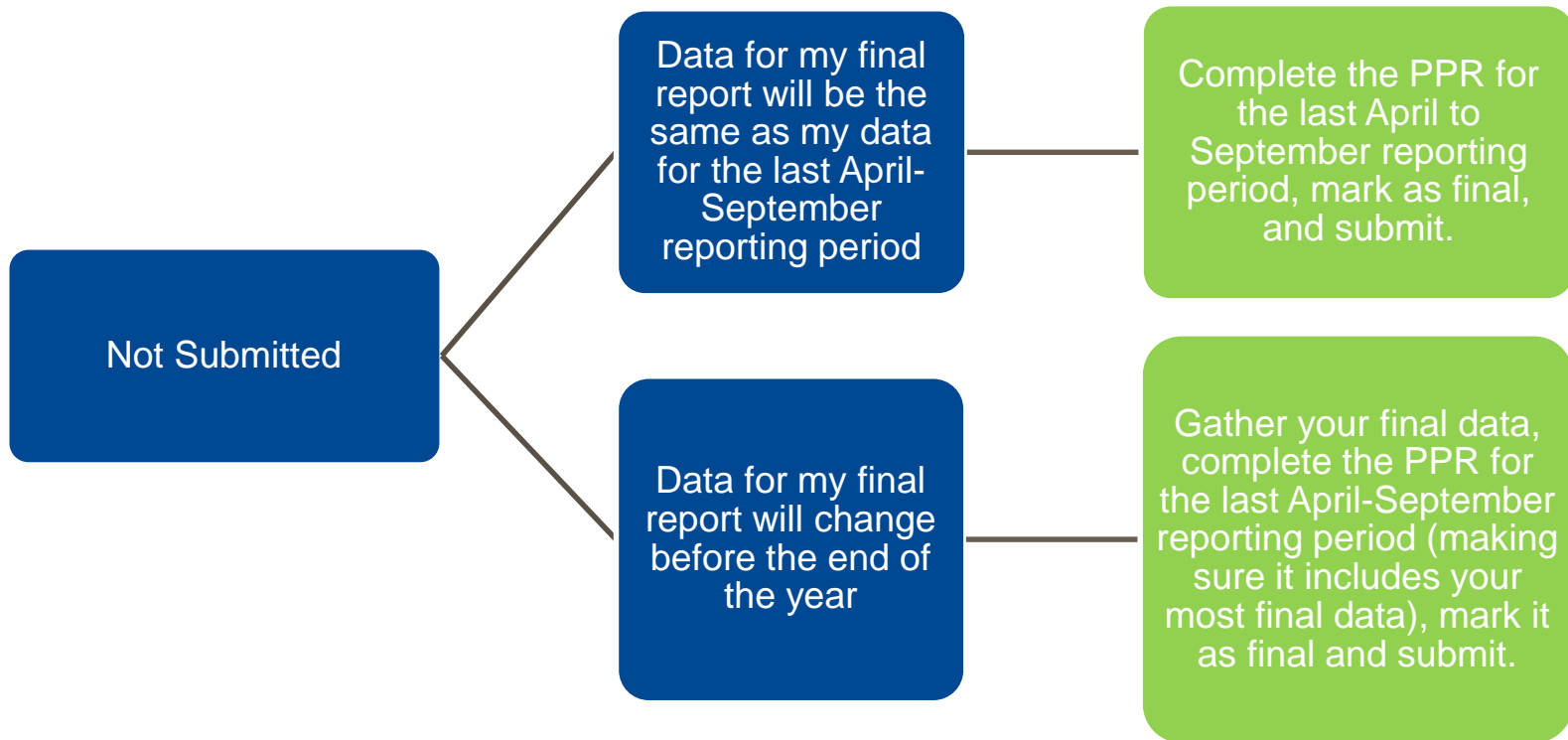
Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
<a href="#">View Original</a>	Submission Accepted by CO		<a href="#">Reject</a>	

- Determine whether or not any of your data has changed/will change between submission of your last PPR (October 31<sup>st</sup>) and the end of the calendar year when your final report is due (December 30<sup>th</sup>).

# Last PPR Status: Submitted or Accepted



# Last PPR Status: Not Submitted



# Final Report Actions in OLDC: How to....


- A. Unsubmit a report
- B. Create a revised version of your PPR
- C. Mark a report “final”
- D. Resubmit a report



# A. Unsubmitting a Report

1. Select the report you want to unsubmit.
2. Under Select Action, select View/Print/Status/ Approve Report.
3. Click Enter

Step 5: Report Period:

	Reporting Period	Type	Report Status
<input checked="" type="radio"/>	04/01/2017 - 09/30/2017	Semi-Annual	Submitted 
<input type="radio"/>	10/01/2016 - 03/31/2017	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2016 - 09/30/2016	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2015 - 03/31/2016	Semi-Annual	Submission Accepted by CO

Step 6: Select Action: View / Print / Status / Approve Report

Enter

# A. Unsubmitting a Report

## Report Form Status

Program Name: Community Economic Development  
Grantee Name:   
Report Name: PPR  
Funding/Grant Period: 09/30/2015 - 09/29/2018 EE   
Report Period: 04/01/2017 - 09/30/2017

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report Selection'.

Report Form Status			
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>
<a href="#">View Original</a>	Submitted	12/07/2017	<a href="#">Unsubmit Report</a>

4. Select Unsubmit Report

# B. Creating a Revised Version of Your PPR

1. Select the report you want to revise.
2. Under Select Action, select New/Edit/Revise Report.
3. Click Enter

Step 5: Report Period:

	Reporting Period	Type	Report Status
<input checked="" type="radio"/>	04/01/2017 - 09/30/2017	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2016 - 03/31/2017	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2016 - 09/30/2016	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2015 - 03/31/2016	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2015 - 09/30/2015	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2014 - 03/31/2015	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2014 - 09/30/2014	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2013 - 03/31/2014	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2013 - 09/30/2013	Semi-Annual	Submission Accepted by CO

Step 6:

Select Action:

Enter

# B. Creating a Revised Version of Your PPR

## Report Sections

Program Name:  
Grantee Name:  
Report Name: PPR Revision # 1  
Funding/Grant Period:  
Report Period:  
Report Status: Initialized

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (\*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#)

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Initialized
A. Performance Measures	Edit Section <input type="button" value="Go"/>	Initialized
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Initialized
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Initialized

[View/Add Attachments](#) [Validate](#)

4. Report Name is now PPR Revision #1, and status has returned to Initialized.
5. Edit/Update report as needed.

# B. Creating a Revised Version of Your PPR

OLDC Home   Grantee Selection   Report Selection   Report Sections   **Report Form Status**

Program Name:  
Grantee Name:  
Report Name: PPR  
Funding/Grant Period:  
Report Period:

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information

Report Form Status			
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>
<a href="#">Edit Revision # 1</a>	Initialized		<a href="#">Delete Report</a>
<a href="#">View Original</a>	Submission Accepted by CO		

6. Revision #1 now available for editing. Original submission still available to view.

# C. Marking Your Report “Final”

1. Once data has been entered, select Edit Section for Grantee Information & Certification

[OLDC Home](#) [Grantee Selection](#) [Report Selection](#) [Report Sections](#) [Report Form Status](#)

## Report Sections

[Program Name:](#) URBAN AND RURAL ECONOMIC DEVELOPMENT  
[Grantee Name:](#) |  
[Report Name:](#) PPR  
[Funding/Grant Period](#)  
[Report Period](#)  
[Report Status](#)

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

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- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

[View/Add Attachments](#) [Validate](#) [Certify](#)

<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Edit Section <input type="button" value="Go"/>	Saved -- Validated
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Saved -- Validated
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Validated - with Warnings
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Saved -- Validated

[View/Add Attachments](#) [Validate](#) [Certify](#)

# C. Marking Your Report “Final”

2. Select Yes under “8. Final Report?”

[Save](#) [View/Add Attachments](#) [Validate](#) [Next Section](#)

## Appendix C: I Performance Progress Report Form COVER PAGE

<b>1. Federal Agency and Organization Element to Which Report is Submitted</b> Administration for Children and Families, Office of Community Services		<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b>		<b>3a. DUNS Number</b>
				<b>3b. EIN</b>
				<b>5. Recipient Identifying Number or Account Number</b>
<b>4. Recipient Organization</b>				
<b>Address Line 1</b>				
<b>Address Line 2</b>				
<b>Address Line 3</b>				
<b>City</b> Los Angeles		<b>State</b> CA	<b>Zip Code</b> 90044	<b>Zip Ext.</b>
<b>6a. Project/Grant Period Start Date:</b>	<b>6b. Project/Grant Period End Date:</b>	<b>7a. Reporting Period Start Date:</b>	<b>7b. Reporting Period End Date:</b>	<b>8. Final Report?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
				<b>9. Report Frequency</b> SEMI-ANNUAL
<b>10. Performance Narrative (Attach a performance narrative that responds to questions in Form ACF-OGM SF-PPR Attachment B)</b>				
<b>11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)</b>				
<b>12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.</b>				
<b>12a. Typed or Printed Name and Title of Authorized Certifying Official</b>			<b>12c. Telephone (area code, number and extension)</b>	
			<b>12d. Email Address</b>	
<b>12b. Signature of Authorized Certifying Official</b>			<b>12e. Date Report Submitted (Month, Day, Year)</b>	
OMB # 0970-0386 Expiration Date: 04/30/2014				

# D. Submitting a Report

1. Once report is completed and validated, select Certify.
2. Provide electronic signature on the page that displays.
3. Once report is certified, the button will change to say Submit. Select Submit.

[OLDC Home](#) [Grantee Selection](#) [Report Selection](#) [Report Sections](#) [Report Form Status](#)

## Report Sections

[Program Name:](#) URBAN AND RURAL ECONOMIC DEVELOPMENT  
[Grantee Name:](#)  
[Report Name:](#) PPR  
[Funding/Grant Period:](#)  
[Report Period:](#)  
[Report Status:](#) **Validated - with Warnings**

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

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[View/Add Attachments](#) [Validate](#) [Certify](#)

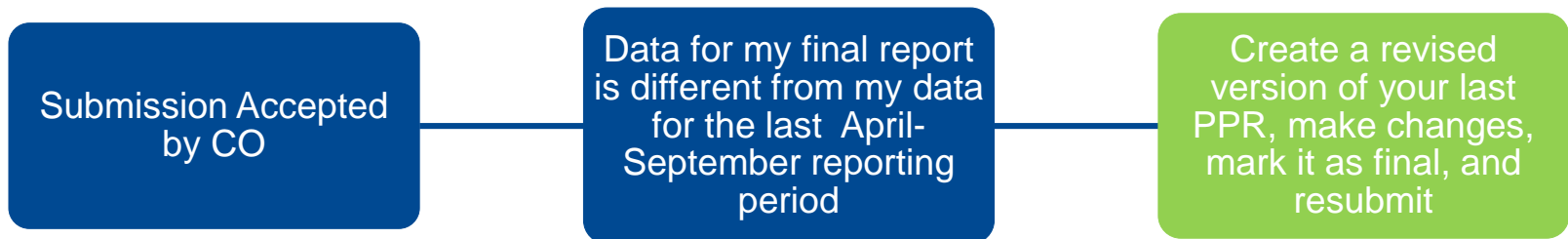
<u>Section Name:</u>	<u>Perform Action:</u>	<u>Section Status:</u>
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Saved -- Validated
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Saved -- Validated
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Validated - with Warnings
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Saved -- Validated

[View/Add Attachments](#) [Validate](#) [Certify](#)



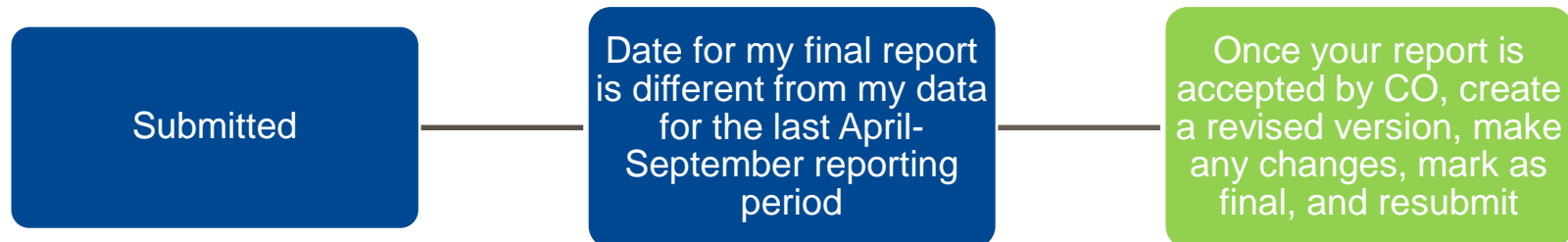
# Example 1

I completed my PPR for the most recent April – September reporting period and submitted it on October 5<sup>th</sup>. My Program Specialist reviewed my report, and on October 25<sup>th</sup>, I received an email notifying me that it was approved. Between October 5<sup>th</sup> and December 30<sup>th</sup>, my project is expected to create an additional 3 jobs and leverage an additional \$5,000. I want to receive credit for these additions, once they occur, in my final report.



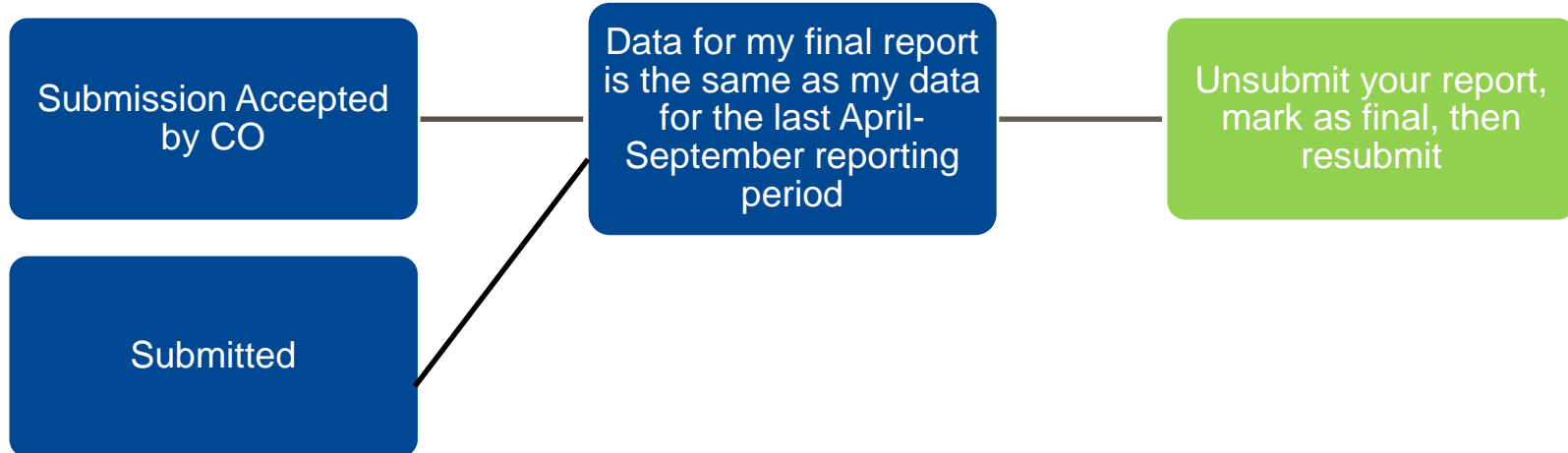
# Example 2

I completed my PPR for the most recent April – September reporting period and submitted it on October 26<sup>th</sup>, however I have not yet received notice that my report has been approved by my Program Specialist. Since submitting my report, I have found out that my project has created an additional 3 jobs and leverage an additional \$5,000. I want to receive credit for these additions in my final report.



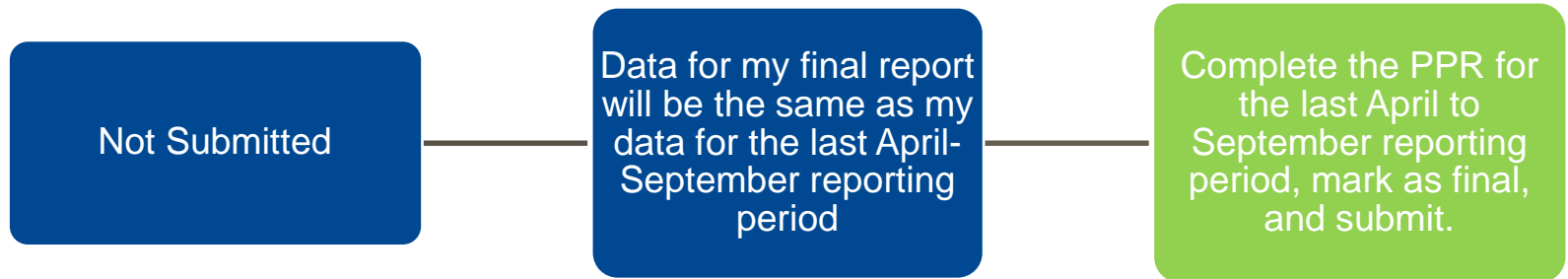
# Example 3

I completed my PPR for the most recent April – September reporting period and submitted it on October 5<sup>th</sup>. I did not mark it as final when I submitted it. However, I am confident that the data contained within this PPR is the most complete and final data for my project.



# Example 4

I have not yet submitted my PPR for the most recent April – September reporting period. I am gathering my data now, and I know that it is final (i.e., there will be no additions before December 30<sup>th</sup>).



# Example 5

I have not yet submitted my PPR for the most recent April – September reporting period, because I am still gathering my data. In addition, I am expecting to receive confirmation on November 29<sup>th</sup> that my project has created an additional 3 jobs and leveraged an additional \$5,000. I want to receive credit for these accomplishments in my final report.

