

Quick Sheet: Rural Community Development Performance Progress Report – Grant Recipient Process

Audience: Grant Recipients

PURPOSE:

With this enhancement, a Performance Progress Report (PPR) form is implemented specific to the Rural Community Development (RCD) Grant Program, part of The Administration for Children and Families (ACF). The RCD PPR form combines features from the standard PPR form with additional sections specific to RCD to assist Grant Recipient and Grantor users in submitting and accepting a report respectively. This Quick Sheet provides Grant Recipient users with step-by-step instructions for processing the RCD PPR form in both the Classic Experience and New Experience of GrantSolutions.

Grant Recipients with the following roles can **view**, **edit**, and **sign and submit** the RCD PPR:

- Grantee Authorizing Official (ADO)
- Principle Investigator/Program Director (PI/PD) assigned to the Grant Project
- Financial Official (FO)

Grant Recipients with the Supporting Staff or Financial Officer Support (FOS) role can **view** and **edit** the RCD PPR but cannot sign and submit. The RCD PPR is read-only for all other roles.

Key points to remember include:

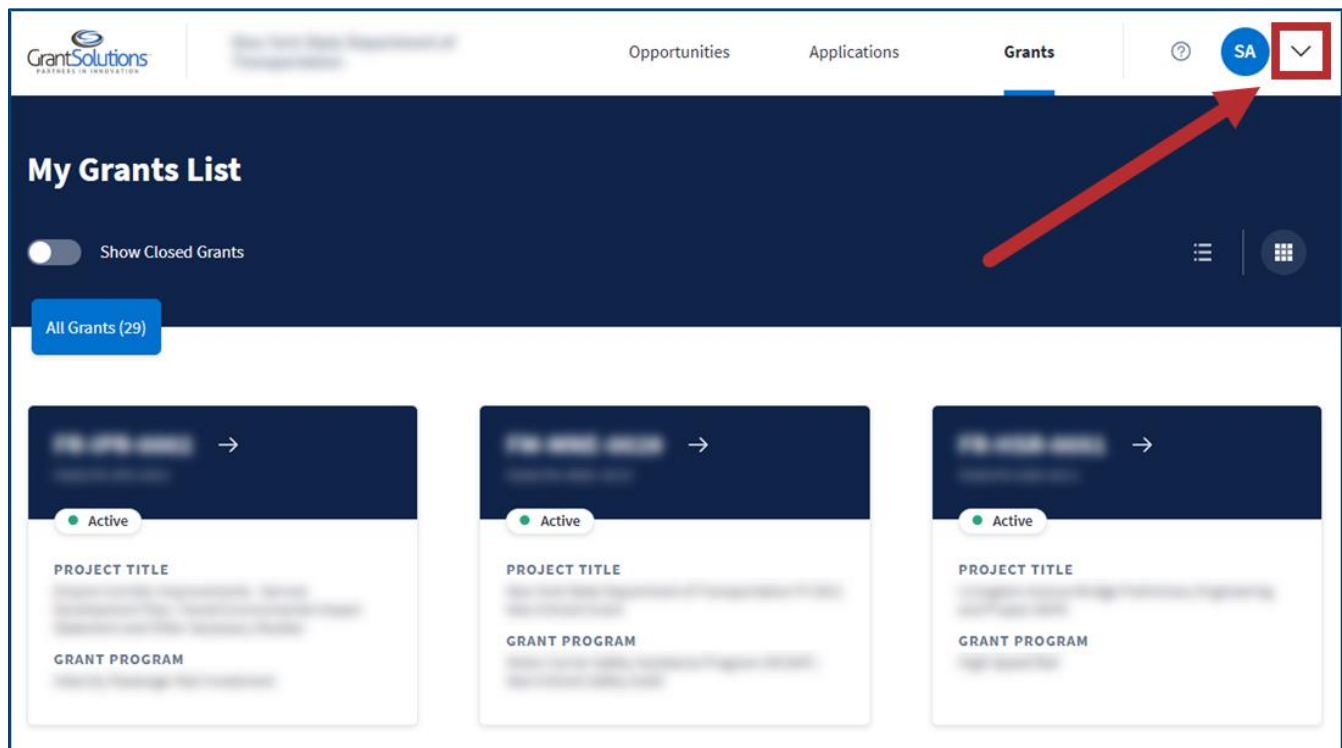
- Grant Recipients can log in and navigate to the RCD PPR form from both the Classic Experience and the New Experience of GrantSolutions.
- New *General Information*, *Outcomes*, *Narrative*, and *Review* sections are added to the RCD PPR form.
- Each outcome in the *Outcomes* section contains various activities and metrics.
- Sections, outcomes, and activities in the RCD PPR form that must be completed may vary among Grant Recipients depending on partner preference. However, these sections are not required to be completed before submitting the RCD PPR.
- Grant Recipients can edit and resubmit a returned RCD PPR.
- For additional information on features of the RCD PPR form, see the RCD Performance Progress Report Instructions document.

LOGIN AND NAVIGATION

Navigate to a RCD PPR form from either the Classic Experience of GrantSolutions or the New Experience of GrantSolutions.

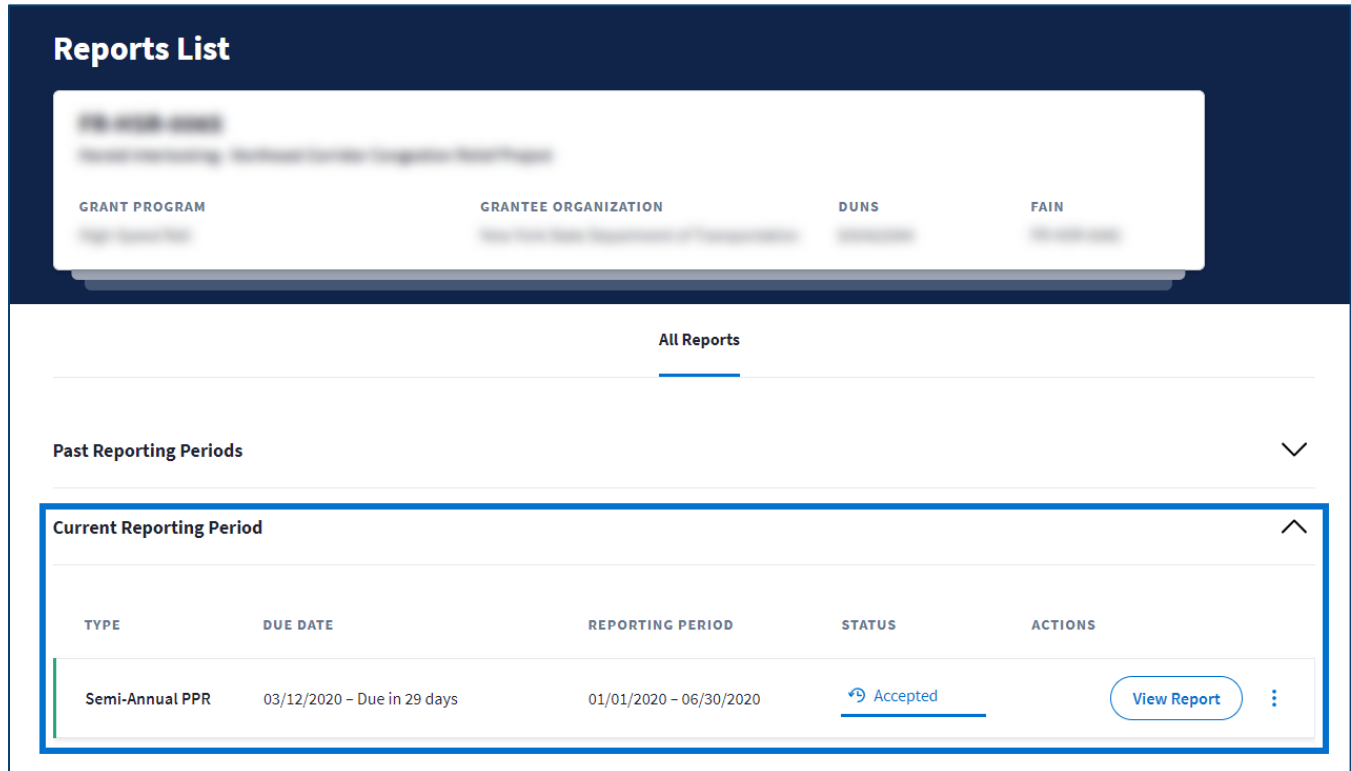
Classic Experience

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. The “GrantSolutions Login” screen appears. Log in with your GrantSolutions username and password, PIV card, or Login.gov account if applicable.
3. The “My Grants List” screen appears. Click the **User Avatar** drop-down to the right of the user initials.



4. In the *User Avatar* drop-down, click the **Switch Back to Classic** button at the bottom.
5. Click the **Start Survey** button to complete the optional Feedback Survey, or click the **No Thanks** button to skip it.
6. On the “My Grants List” screen in the classic experience, click the **Reports** link for the desired Grant Program to access both Federal Financial Reports (FFRs) and PPRs.

- The “Reports List” screen appears with the *Current Reporting Period* section expanded by default. Both FFRs and PPRs appear in each section.



Reports List

SEARCH

| GRANT PROGRAM | GRANTEE ORGANIZATION | DUNS | FAIN |
|---------------|----------------------|------|------|
| | | | |

All Reports

Past Reporting Periods

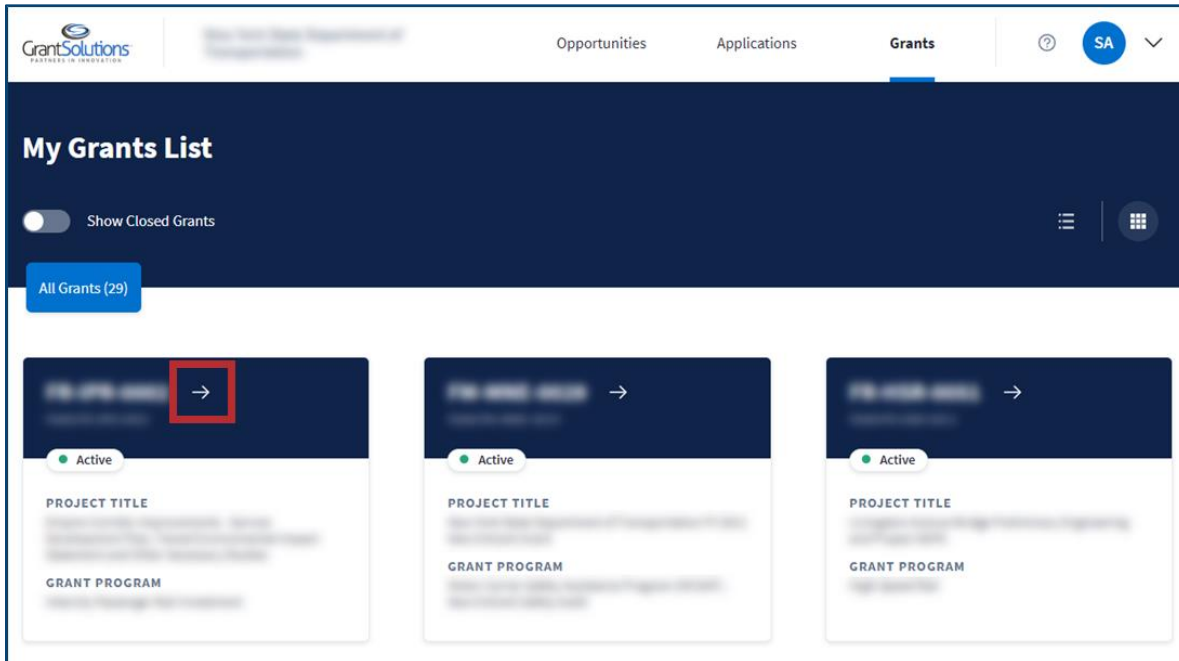
Current Reporting Period

| TYPE | DUE DATE | REPORTING PERIOD | STATUS | ACTIONS |
|-----------------|-----------------------------|-------------------------|----------|-------------|
| Semi-Annual PPR | 03/12/2020 - Due in 29 days | 01/01/2020 - 06/30/2020 | Accepted | View Report |

New Experience

- From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
- The “GrantSolutions Login” screen appears. Log in with your GrantSolutions username and password, PIV card, or Login.gov account if applicable.

- The “My Grants List” screen appears. Navigate to the “Grant Details” screen by clicking the **arrow** button on the desired Grant Project card while in *Grid View*.



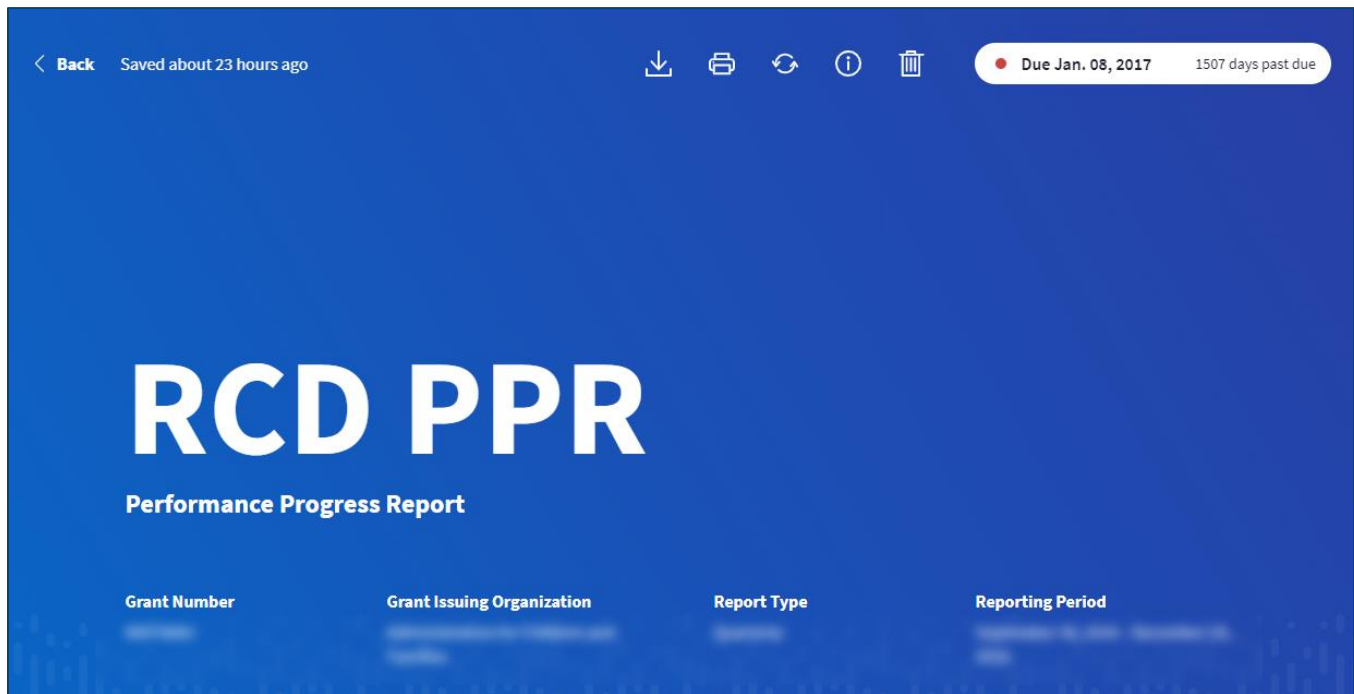
- The “Grant Details” screen appears. To view Grant Project reports, click the **Reports** tab.
- The *Reports* tab opens with the *Current Reporting Period* section expanded by default. Both FFRs and PPRs appear in each section.

| Past Reporting Periods | | | | |
|--------------------------|-----------------------------|-------------------------|-------------|--------------|
| Current Reporting Period | | | | |
| TYPE | DUE DATE | REPORTING PERIOD | STATUS | ACTION |
| Quarterly FFR | 10/30/2020 – in 4 months | 07/01/2020 - 09/30/2020 | Not Started | Start Report |
| Quarterly PPR | 10/22/2020 – in 4 months | 07/01/2020 - 09/30/2020 | Not Started | Start Report |

COMPLETE AND SUBMIT RCD PPR

To complete and submit a RCD PPR, perform the following steps:

1. On the “Reports List” screen or “Grant Details” screen, locate the desired RCD PPR with the *Not Started* status and click the **Start Report** button in the *Action* column. Alternatively, if the report is started and bears the *In Progress* status, click the **Edit Report** button.
2. The “Rural Community Development Performance Progress Report (RCD PPR)” screen appears.



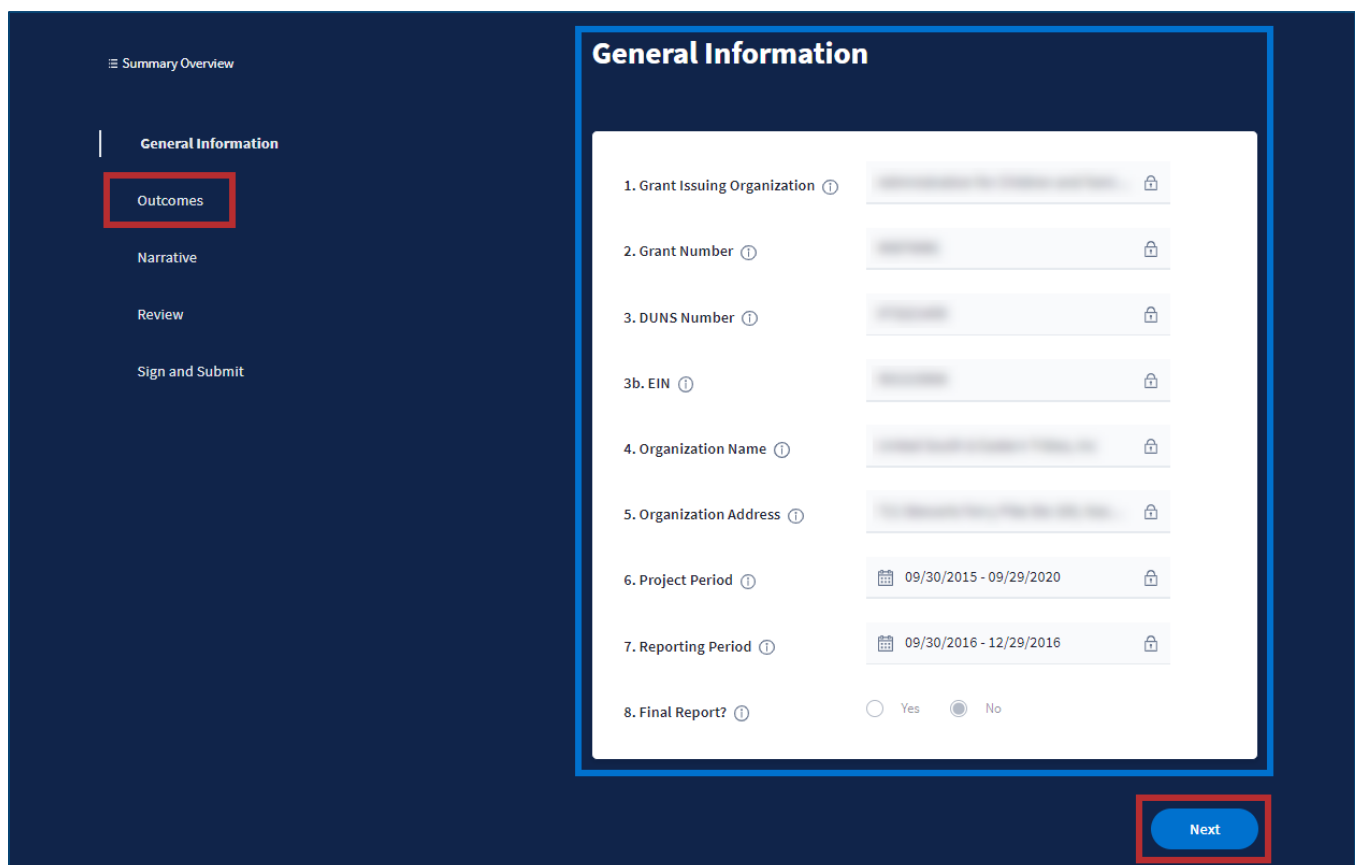
The screenshot shows a web interface for the RCD PPR. At the top left, there is a navigation bar with a back arrow, the text "Back", and "Saved about 23 hours ago". To the right of this are icons for download, print, refresh, information, and delete. Further right is a status indicator: a red dot followed by "Due Jan. 08, 2017" and "1507 days past due". The main content area has a dark blue background with the text "RCD PPR" in large white letters, and "Performance Progress Report" below it. At the bottom, there are four labels: "Grant Number", "Grant Issuing Organization", "Report Type", and "Reporting Period", each followed by a faint, illegible input field.

3. Scroll down the form to navigate to the *General Information* section. The left side of the screen contains buttons to access each section of the form.

The *General Information* section appears on right side of the screen and contains pre-filled information fields. Pre-filled information is generally read-only if followed by the lock (🔒) icon. Click an **information** (i) icon for more details about that field.

Review each information field for accuracy and click the **Outcomes** button on the left side of the screen or click the **Next** button in the bottom right to navigate to the next section.

Note: Sections, outcomes, and activities in the RCD PPR form that must be completed may vary among Grant Recipients depending on partner preference. However, these sections are not required to be completed before submitting the RCD PPR.



Summary Overview

General Information

Outcomes

Narrative

Review

Sign and Submit

General Information

| | | |
|---------------------------------|---|---|
| 1. Grant Issuing Organization ⓘ | <input type="text"/> | 🔒 |
| 2. Grant Number ⓘ | <input type="text"/> | 🔒 |
| 3. DUNS Number ⓘ | <input type="text"/> | 🔒 |
| 3b. EIN ⓘ | <input type="text"/> | 🔒 |
| 4. Organization Name ⓘ | <input type="text"/> | 🔒 |
| 5. Organization Address ⓘ | <input type="text"/> | 🔒 |
| 6. Project Period ⓘ | <input type="text" value="09/30/2015 - 09/29/2020"/> | 🔒 |
| 7. Reporting Period ⓘ | <input type="text" value="09/30/2016 - 12/29/2016"/> | 🔒 |
| 8. Final Report? ⓘ | <input type="radio"/> Yes <input checked="" type="radio"/> No | |

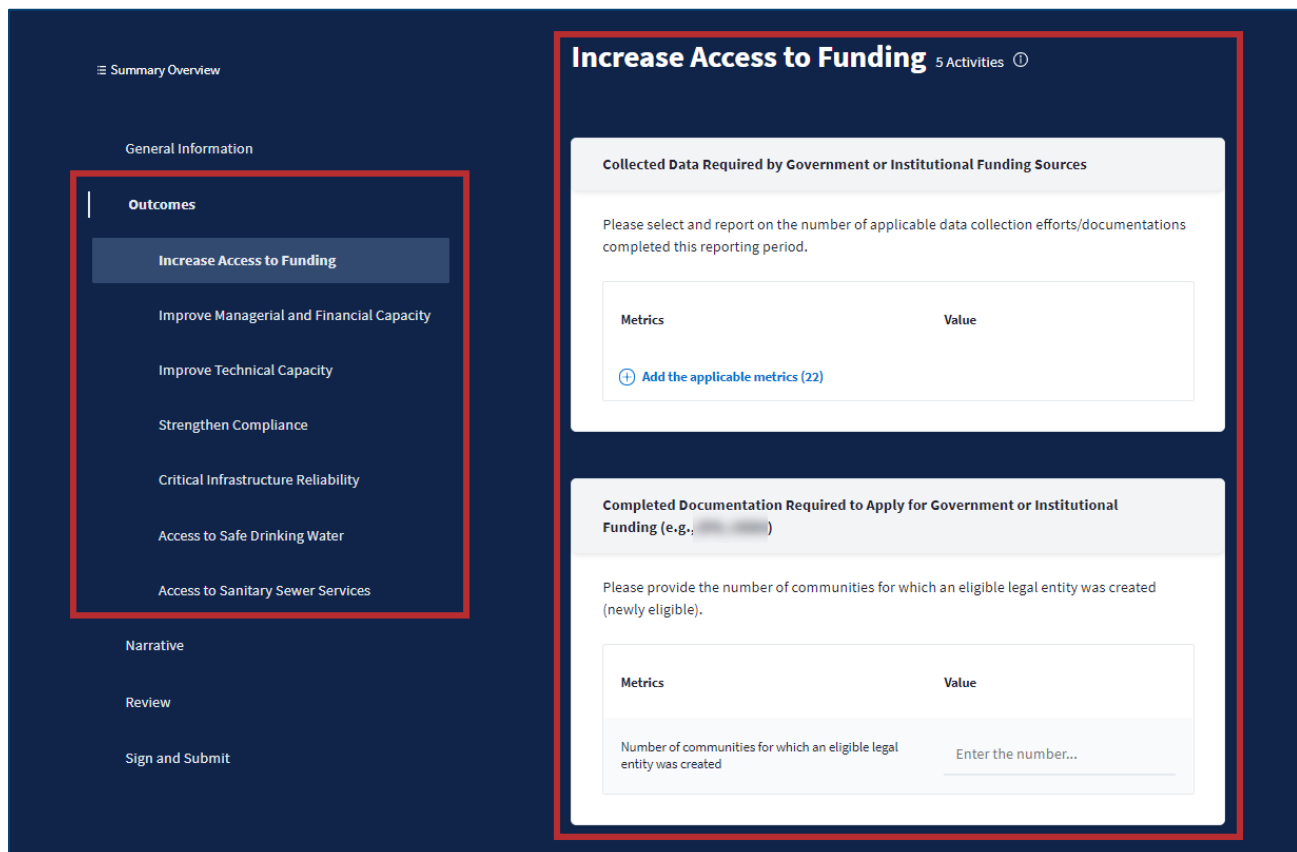
Next

- The *Outcomes* section appears with the *Increase Access to Funding* outcome open by default. Each outcome contains various activities where the Grant Recipient can record additional information pertaining to performance. For additional information on completing outcomes and activities, see the “RCD Performance Progress Report Instructions” document.

Grant Recipients can record information in activities for each of the following outcomes:

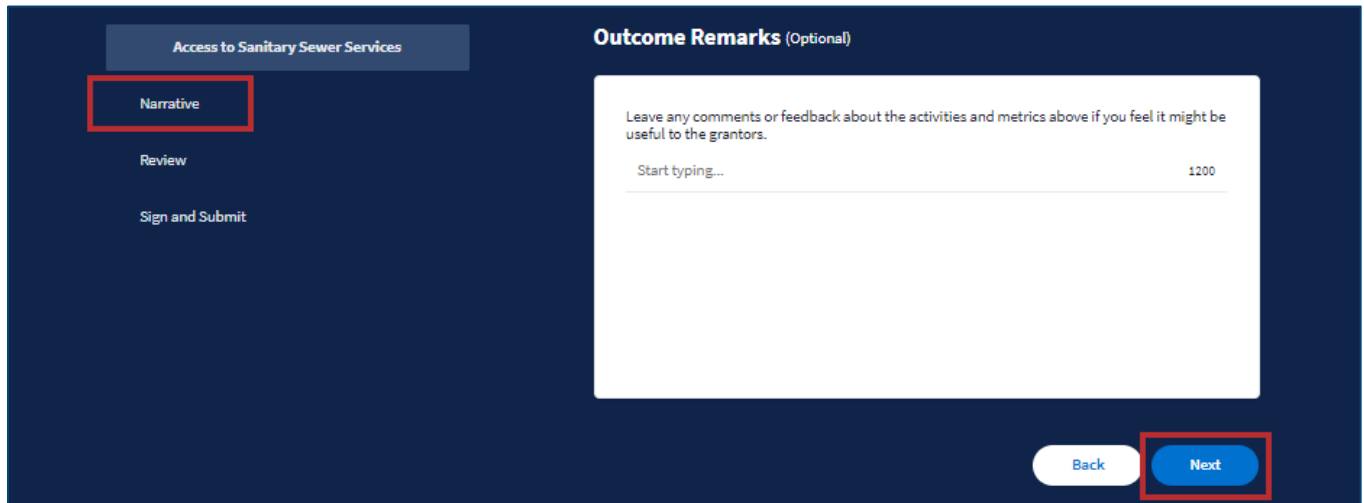
- Increase Access to Funding
- Improve Managerial and Financial Capacity
- Improve Technical Capacity
- Strengthen Compliance
- Critical Infrastructure Reliability
- Access to Safe Drinking Water
- Access to Sanitary Sewer Services

Complete the applicable outcomes and activities by clicking each subsequent **outcome** button on the left side of the screen or click the **Next Outcome** button in the bottom right.



The screenshot displays the software interface for recording outcomes. On the left, a sidebar menu is visible with the following sections: Summary Overview, General Information, Outcomes, Narrative, Review, and Sign and Submit. The 'Outcomes' section is expanded, and 'Increase Access to Funding' is highlighted with a red box. The main content area on the right is titled 'Increase Access to Funding' and shows two data entry sections, both also highlighted with red boxes. The first section, 'Collected Data Required by Government or Institutional Funding Sources', includes a text prompt and a table with columns for 'Metrics' and 'Value'. Below the table is a button labeled 'Add the applicable metrics (22)'. The second section, 'Completed Documentation Required to Apply for Government or Institutional Funding (e.g., ...)', includes a text prompt and a table with columns for 'Metrics' and 'Value'. The table contains one row with the metric 'Number of communities for which an eligible legal entity was created' and a corresponding input field labeled 'Enter the number...'.

5. Upon completion of all applicable outcomes, click the **Narrative** button on the left side of the screen or click the **Next** button in the bottom right of the *Access to Sanitary Sewer Services* outcome to navigate to the next section.



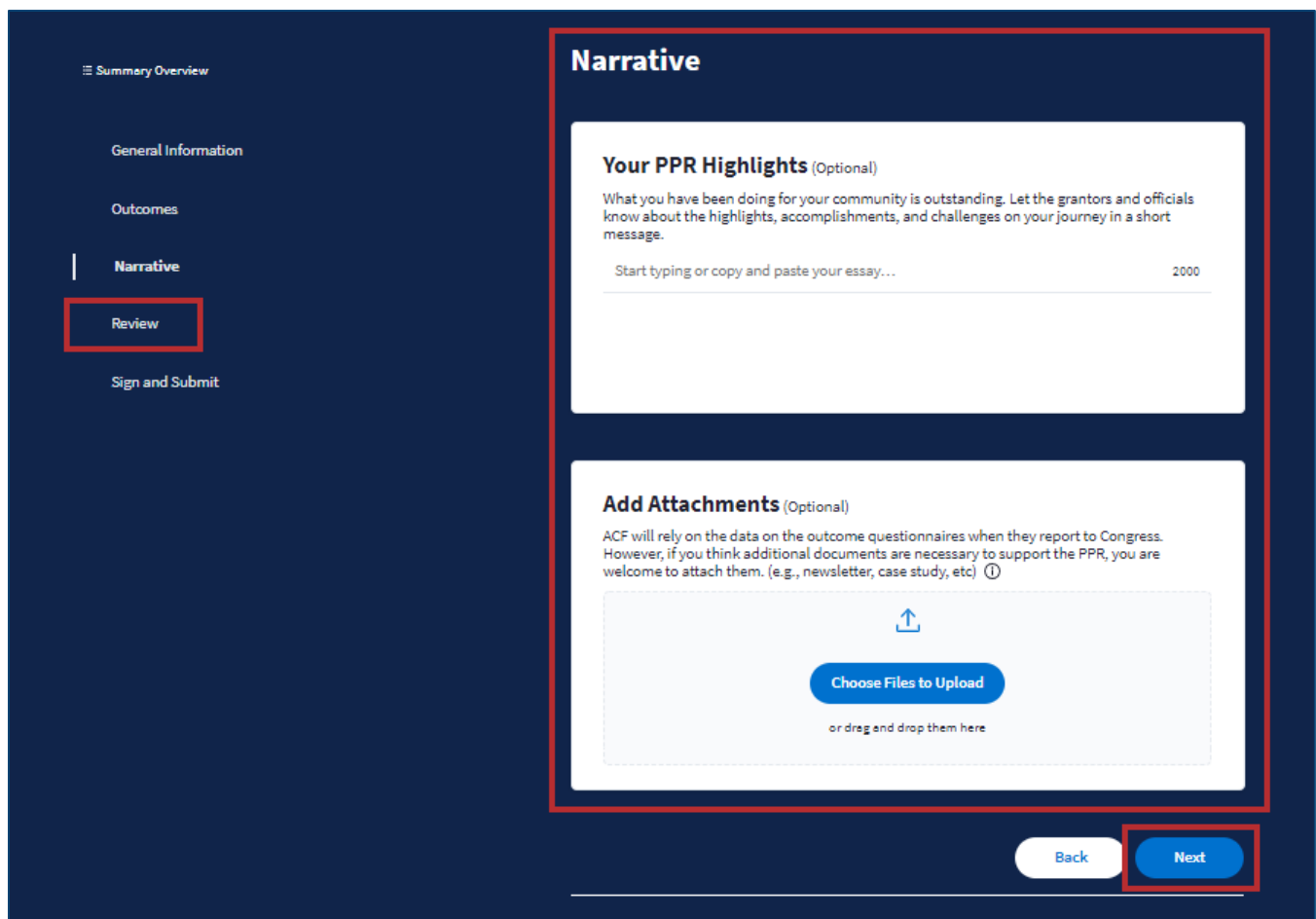
The screenshot shows a dark blue interface for the 'Access to Sanitary Sewer Services' outcome. On the left, a vertical menu contains three buttons: 'Narrative' (highlighted with a red box), 'Review', and 'Sign and Submit'. The main area is titled 'Outcome Remarks (Optional)' and contains a text input field with the placeholder 'Start typing...' and a character count of '1200'. At the bottom right, there are two buttons: 'Back' and 'Next' (highlighted with a red box).

- The *Narrative* section appears. Provide an optional performance narrative in the **Start typing or copy and paste your essay** field. There is a 2000 character limit for narratives provided.

To add an optional attachment, either select a file by clicking the **Choose Files to Upload** button or **drag and drop** a file from your computer to the RCD PPR *Add Attachments* box. Attachments must follow the requirements listed below:

- Supported file formats include xls, xlsx, doc, docx, pdf, jpg/jpeg, png, ppt, and pptx.
- A total of 5 files may be uploaded, and the combined file size cannot exceed 5GB.
- Do not upload any files containing personally identifiable information, such as name and social security number or any other information that could be used to distinguish a person's identity.

Click the **Review** button on the left side of the screen or click the **Next** button in the bottom right to navigate to the next section.



Narrative

Your PPR Highlights (Optional)

What you have been doing for your community is outstanding. Let the grantors and officials know about the highlights, accomplishments, and challenges on your journey in a short message.

Start typing or copy and paste your essay... 2000

Add Attachments (Optional)

ACF will rely on the data on the outcome questionnaires when they report to Congress. However, if you think additional documents are necessary to support the PPR, you are welcome to attach them. (e.g., newsletter, case study, etc) ⓘ

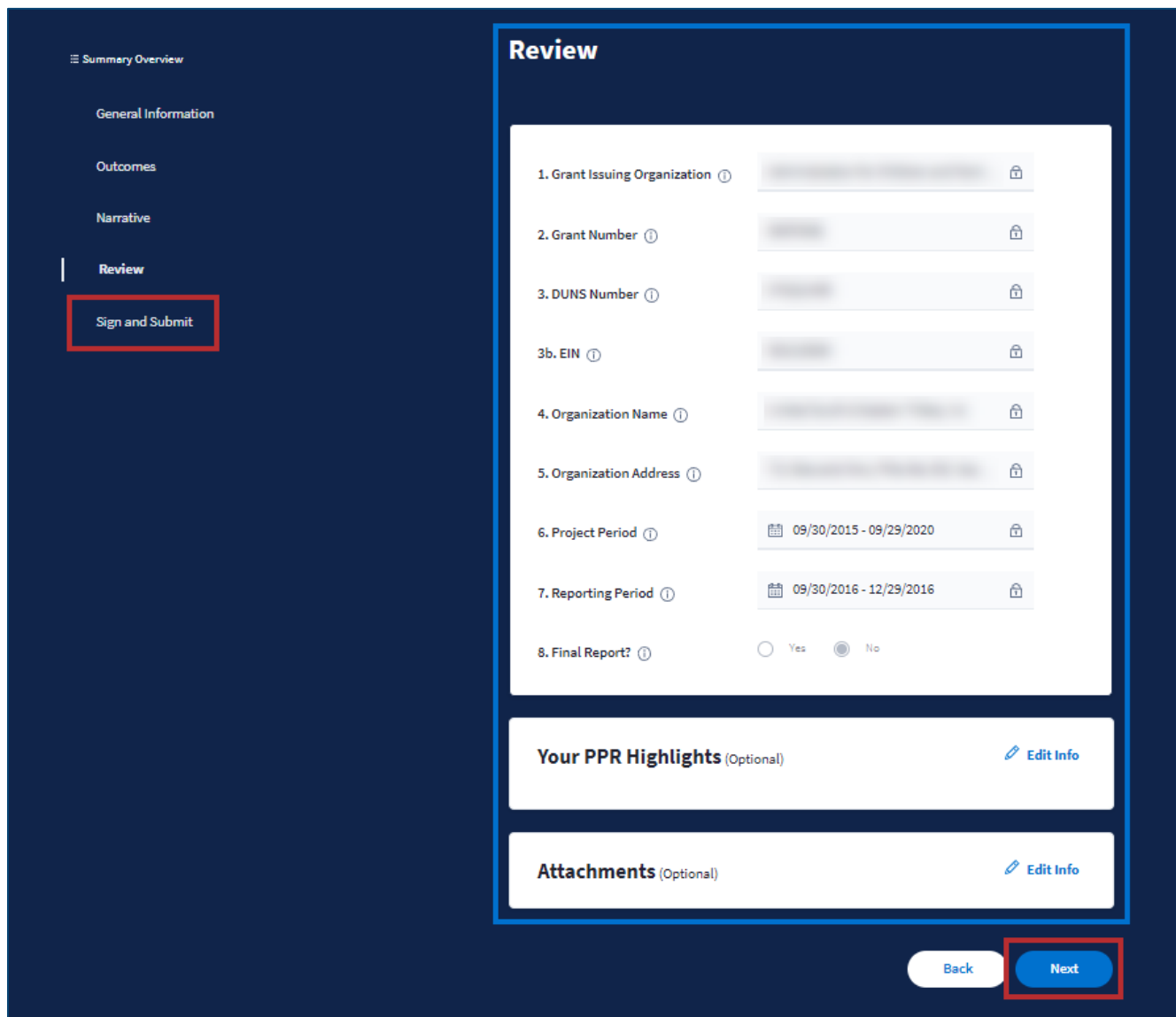
Choose Files to Upload

or drag and drop them here

Back Next

7. The *Review* section appears. Each previous section containing information appears on the right side. Review all the information and ensure all the data is accurate.

Click the **Sign and Submit** button on the left side of the screen or click the **Next** button in the bottom right to navigate to the next section.



Review

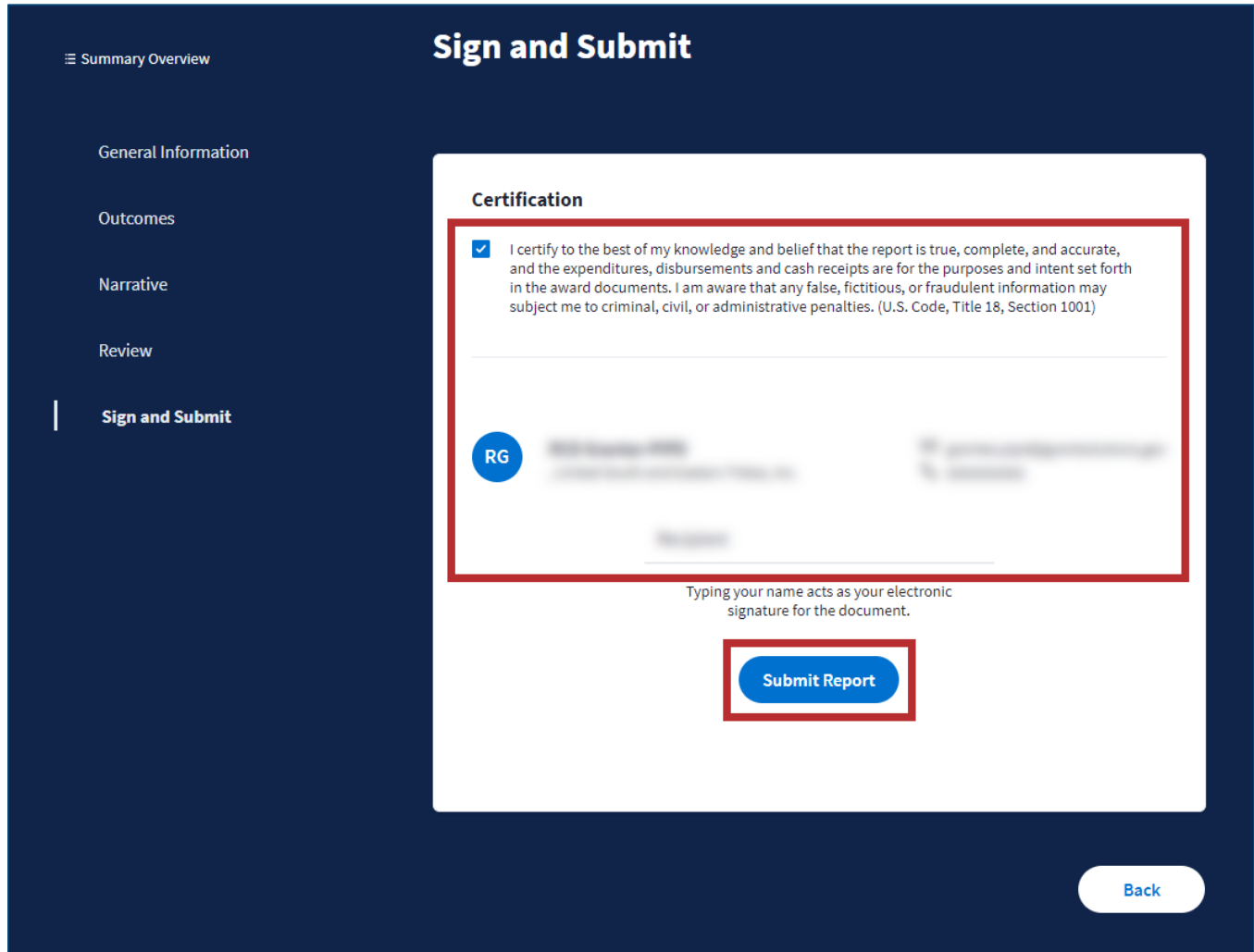
| | | |
|---------------------------------|---|----------------------|
| 1. Grant Issuing Organization ⓘ | <input type="text"/> | <input type="lock"/> |
| 2. Grant Number ⓘ | <input type="text"/> | <input type="lock"/> |
| 3. DUNS Number ⓘ | <input type="text"/> | <input type="lock"/> |
| 3b. EIN ⓘ | <input type="text"/> | <input type="lock"/> |
| 4. Organization Name ⓘ | <input type="text"/> | <input type="lock"/> |
| 5. Organization Address ⓘ | <input type="text"/> | <input type="lock"/> |
| 6. Project Period ⓘ | <input type="text" value="09/30/2015 - 09/29/2020"/> | <input type="lock"/> |
| 7. Reporting Period ⓘ | <input type="text" value="09/30/2016 - 12/29/2016"/> | <input type="lock"/> |
| 8. Final Report? ⓘ | <input type="radio"/> Yes <input checked="" type="radio"/> No | |

Your PPR Highlights (Optional) [Edit Info](#)

Attachments (Optional) [Edit Info](#)

[Back](#) [Next](#)

8. The *Sign and Submit* section appears. As an ADO, PI/PD assigned to the Grant Project, or FO, **Certify and sign** the form and click the **Submit Report** button.



Summary Overview

Sign and Submit

General Information

Outcomes

Narrative

Review

Sign and Submit

Certification

I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

RG

Typing your name acts as your electronic signature for the document.

Submit Report

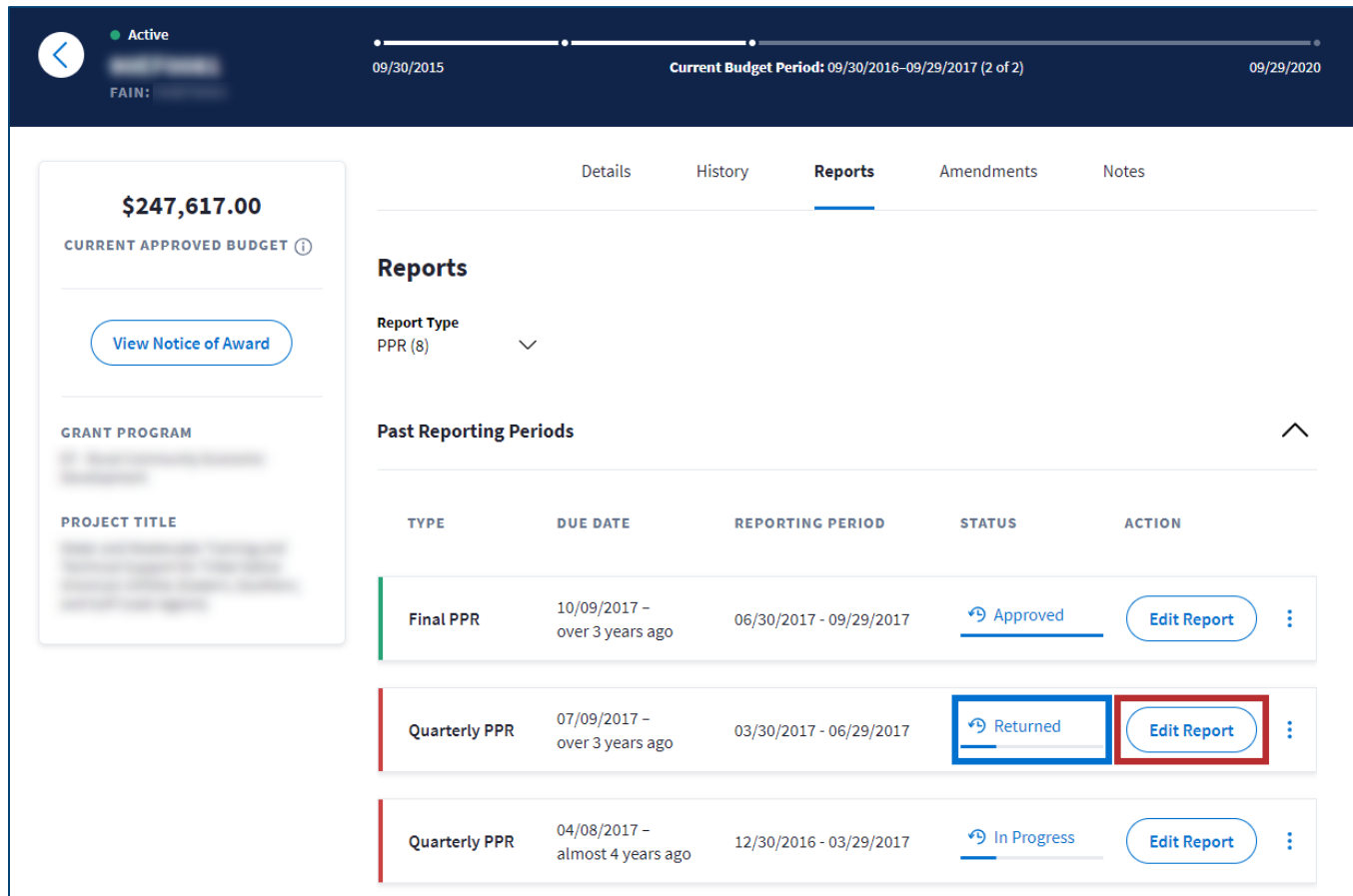
[Back](#)

The “Successfully submitted Performance Progress Report” message appears, and the report status is *Submitted*.

RETURNED RCD PPR

Federal staff may return a RCD PPR to the Grant Recipient for modifications. A new editable report is automatically created and is pre-populated with information from the returned report, including attachments.

Select a RCD PPR with the *Returned* status and click the **Edit Report** button in the *Action* column to make the required changes.



Active

09/30/2015

Current Budget Period: 09/30/2016–09/29/2017 (2 of 2)

09/29/2020

FAIN:

\$247,617.00
CURRENT APPROVED BUDGET ⓘ

[View Notice of Award](#)

GRANT PROGRAM

PROJECT TITLE

Details History **Reports** Amendments Notes

Reports

Report Type
PPR (8) ▾

Past Reporting Periods

| TYPE | DUE DATE | REPORTING PERIOD | STATUS | ACTION |
|---------------|------------------------------------|-------------------------|-------------|-----------------------------|
| Final PPR | 10/09/2017 – over 3 years ago | 06/30/2017 - 09/29/2017 | Approved | Edit Report |
| Quarterly PPR | 07/09/2017 – over 3 years ago | 03/30/2017 - 06/29/2017 | Returned | Edit Report |
| Quarterly PPR | 04/08/2017 – almost 4 years ago | 12/30/2016 - 03/29/2017 | In Progress | Edit Report |

Follow the steps in the [Complete and Submit RCD PPR](#) section to resubmit the RCD PPR.