

# **Final Performance Progress Report (PPR) Submission Checklist**

## **With critical reminders for quality submissions**

### Documents to be uploaded to GrantSolutions for the Final PPR

#### **1. Complete the ACF Performance Progress Report Cover Page only**

- Should be filled out correctly and completely with your organization's information.
  - o "Recipient Organization" and "Authorized Certifying Official" information should all be up-to-date and match the information in the GrantSolutions Official File
  - o Project/ Grant Period Start and End Date should reflect the full project period from 09/30/2010 to the end date that would include the full five-year HPOG grant and any no-cost extension time period.
  - o Reporting Period End Date would be 12/30/2015 without a no-cost extension and 06/30/2015 with an approved six-month no-cost extension
  - o Final Report should be marked "Yes"
  - o Report Frequency should be marked "Semi-Annual"
- The Performance Narrative should be left blank and the PPR Appendix B HPOG Template should be completed
- Authorized Official must sign and date prior to original submission
- Do not complete the Appendix B included with the ACF Performance Progress Report
  - o Please refer to the PPR Appendix B HPOG Template for more specific instructions

#### **2. Complete the PPR Appendix B HPOG Template (provided as a PDF and Word Document)**

- Review each of the directions for the narratives carefully. Please make sure information is as thorough and up-to-date as possible.

#### **3. PRS011 Management Report, Program Outcomes**

- In order to reflect all program outcomes, make sure all data entry is complete before running the report
- Run PRS011 Program Outcomes from the HPOG Performance Reporting System (PRS)
- Use the start date of 09/30/2010 (default) and the end date of the final report (this would include the full five-year HPOG grant and any no-cost extension time period granted).
- Submit this report as the final, five-year progress of the organization's HPOG grant

#### **4. Signed ACF Waiver for Success Story**

- The corresponding, signed ACF waiver for the success story must be uploaded with the PPR in GrantSolutions.

### **How to Submit the Final PPR in GrantSolutions as a Grant Note**

- Compile the above referenced documents in original or scanned form. This includes the PPR cover page signed and dated by the Authorized Official.
- Ensure all documents are legible, the print does not run off the page, etc.
- Upload the above referenced documents into GrantSolutions as a Grant Note entitled *Final Performance Progress Report MONTH YEAR (e.g. Final Performance Progress Report 12 2015)*