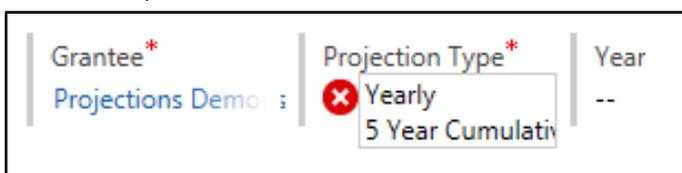


Instructions for Completing the Year 2 Project Narrative (FY2017 First Semi-Annual PPR) in PAGES

The project narrative portion of the non-competing continuation application can be completed by going into the Participant Accomplishment and Grant Evaluation System (PAGES) and completing the FY2017 First Semi-Annual Performance Progress Report (PPR). In PAGES, you will complete FY 2017 Projections only and the 2017 First Semi-Annual Performance Explanations for the Introduction and Proposed Changes sections only. You will not make any edits or additions to the 5 Year Cumulative Projections – those will continue to populate as entered previously. You will then print the FY2017 First Semi-Annual PPR from PAGES, have your Authorized Official sign it, and then upload it with your Year 2 Non-Competing Continuation Application (kit) in GrantSolutions under the Project Narrative Upload. *Please refer to the application kit instructions found in GrantSolutions for details for all required documents to complete the Year 2 Non-Competing Continuation Application.*

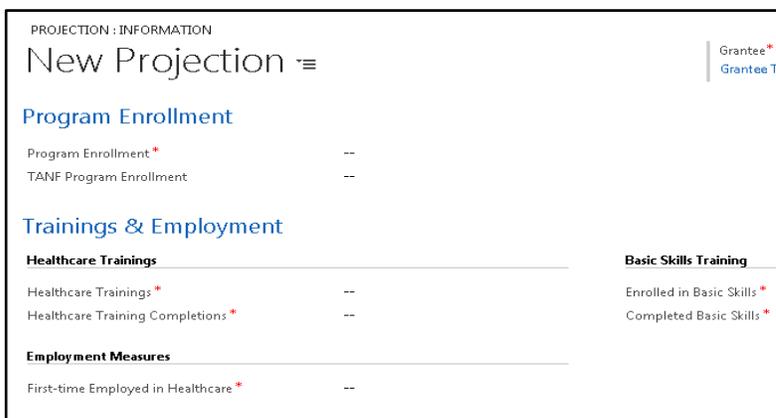
Entering Projections for Year 2

- On your grantee page, look for the section labelled “Projections” on the lower part of the screen.
- You will select the “+” sign next to the Projections section to add new projections for FY2017. This will then open a “New Projections” screen.
- Click on “Projection Type” and select “Yearly.”
- You will then click on the year field and enter 2017 (this corresponds to Grant Year 2 09/30/2016 – 09/29/2017).



Grantee* | Projection Type* | Year
Projections Demo : | Yearly | --
5 Year Cumulative

- You will then enter numerical values for each of the seven quantifiable projection categories for Year 2. These projections will come from the grantee application or determined from the annual numbers necessary to achieve the five-year quantifiable projections.



PROJECTION : INFORMATION
New Projection ≡ | Grantee*
Grantee T

Program Enrollment

Program Enrollment* --
TANF Program Enrollment --

Trainings & Employment

Healthcare Trainings | **Basic Skills Training**

Healthcare Trainings* -- | Enrolled in Basic Skills*
Healthcare Training Completions* -- | Completed Basic Skills*

Employment Measures

First-time Employed in Healthcare* --

- Once you have finished entering your projections, click “Save and Close” at the top of the screen. You may also click “Save” at any time to save projections you have entered.
- Once the projection window is closed, you will be returned to the grantee screen and under Projections a 2017 line will appear reflecting the entered projections.
- If edits to projections are needed, go to the Projections section of the Grantee Page and double click on the projection you want to edit. That projection box will open and edits can be made. Remember to save any changes.

Performance Explanations: Program Indicator Explanations

Introduction (6,000 character limit)

Use the space provided to address the following items:

- Briefly restate the purpose of your grant and the target population to be served noting the income eligibility threshold.
 - Check that all three items (purpose, target population, and income threshold) are present. If they are not or need to be updated, please do so.
- List and explain the quantifiable objectives or goals of the program for the full five year project period, specifically the number enrolled, completed, and employed.
 - The five-year quantifiable projections should be listed as agreed upon with OFA and in a similar fashion as what was found in the FOA
 - Number of individuals that will be enrolled in the overall HPOG program:
 - Number of TANF recipients that will be enrolled:
 - Number of individual participants that will begin basic skills education:
 - Number of individual participants that will complete basic skills education:
 - Number of participants that will begin any healthcare occupational training:
 - Number of participants that will complete any healthcare occupational training:
 - Number of individual participants that will obtain employment in a healthcare occupation:
- List the occupations for which participants will be trained/ tested/ certified for once they complete the program.
 - These will be those occupations found in your grant application and entered into PAGES. Grantees will want to update the listing if additional approvals have been given by OFA.
- State the agreed upon target for TANF recipient enrollment into your HPOG program, state the current percentage of TANF recipients in your HPOG program for this year only, and explain the concrete steps toward reaching your goal and building a relationship with TANF.
 - The TANF enrollment goal will be stated above in the quantifiable projections section and the current percentage of TANF recipients enrolled will be contained in the PPR. Please just explain your partnership with TANF and any concrete steps taken toward reaching your goal/ building a relationship with TANF.
- List and briefly describe the relationship with the two other required partners: the Workforce Investment Board and the Office of Apprenticeship.
 - Please explain the grant's partnership with the Workforce Investment Board and Office of Apprenticeship. This should be updated with specific information that occurred in the reporting period including concrete steps taken that demonstrate the partnership.

Proposed Changes (4,000 Character Limit)

Describe all changes to your program plan. This includes changes in strategy, staffing, population served, partner organizations, timing of plan implementation, number of clients served, etc.

- Please detail any anticipated changes for Year 2.
- Reminder – Certain changes require prior approval. Please review the [full list](#).

How to Upload the PPR in GrantSolutions as part of the NCC Application

- **Running the PPR:** In PAGES, the grantee will run the PPR from the Grantee page. Grantees will click the small three-dot button at the top in the menu options, then select “Run Report” and then “Performance Progress Report.” A window will pop up (see screen shot below) and you will then select Fiscal Year “2017” and Fiscal Period “First Semi-Annual Period.” Then select “View Report.” You can then page through the PPR to view projections, explanations, etc. Please confirm the cover page information is also correct.



- **Printing PPR:** Once you view the report, the system may reflect a print button on the same PPR window. A grantee can print directly from here. If a grantee does not have a print button, you can generate a PDF and then print from Adobe. It is best to print using the landscape option as it will avoid cutting off any information.
- Once the PPR is printed, double check that the report printed correctly (information is legible, the print does not run off the page, etc.) and includes all needed information, including the updates to the cover page.
- Have your Authorized Official sign and date the PPR cover page.
- Scan the full PPR, with the signed cover page.
- **Upload the scanned copy of the PPR into GrantSolutions as your Project Narrative in the Non-Competing Continuation Application kit.**