

## PPR Submission Checklist

**DUE October 31<sup>st</sup>, 2016** – The PPR will be completed using PAGES. Grantees will complete the following information in PAGES, generate the PPR, have the Authorized Official sign the document, and then upload the full document to GrantSolutions as a Grant Note. Please review the directions carefully and refer to PAGES trainings and guides for specific how-to instructions for navigation and data entry.

### Cover Page

Should be filled out correctly and completely:

- Most fields will populate directly from information input in PAGES from other sections. The PPR Cover Page pulls data from your Grantee Summary information in PAGES. This contains the information like Grantee Information, Address, Grant Director, and Authorized Certifying Official. “Recipient Organization” and “Authorized Certifying Official” information should all be up-to-date and match the information in the GrantSolutions Official File.
- If you notice that the information on your cover page is incorrect or not complete, please go to the Grantee Summary Page and update that information by typing in the appropriate information. Areas you may need to update, on the Grantee Summary Page, are as follows:
  - o Grantee Information (section) – DUNS Number (If you don’t know it, the number can be found on your Notice of Grant Award (box 25 on the NGA) in GrantSolutions)
  - o Grantee Information (section) – EIN Number (If you don’t know it, the number can be found on your Notice of Grant Award (box 22 on the NGA) in GrantSolutions)

DUNS Number	--
EIN Number	--

(PAGES Screen shot location –update dashes)

- o Grantee Information (section) - Federal Grant Number (If you don’t know it, the number can be found in GrantSolutions and on your Notice of Grant Award (box 3 on the NGA) in GrantSolutions) Please check the information in PAGES and, if needed, update this field to reflect the eight character Grant Number such as 90FX0078 or 90FY0025.
- o Authorized Certifying Official – This should be the name and contact information for your Authorized Official listed on your grant. Directly update this information.

Authorized Certifying Official	
ACO First Name	--
ACO Last Name	--
ACO Telephone	--
ACO Email	--

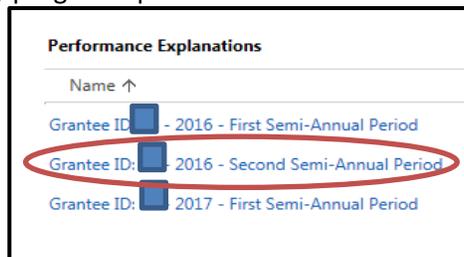
(PAGES Screen shot location – update dashes)

- Even after these fields are completed, there are two boxes on the PPR Cover Page that will still be reflected as blank: Box 5 (Recipient Identifying Number or Account Number) and Box 8 (Final Report). Please leave Box 5 blank. For Box 8, after you print the PPR, you will just use a pen and mark “No.” Then have your Authorized Official sign it.
- *Authorized Official must sign and date prior to original submission*

**PPR Narrative Instructions – Please note, directions have been updated**

In order to access the narratives for this PPR, grantees will navigate to the “Grantee” page and scroll to “Performance Explanations.” Grantees will need to access the Performance Explanations for the “2016 – Second Semi-Annual Period.”

- *If you do not see “2016 – Second Semi-Annual Period” listed already under the Performance Explanation section, then you will select the + sign next to the list in order to add a new Performance Explanations. This will then open a Performance Explanation screen. You will then type in 2016 for the Year and select “Second Semi-Annual Period” for the Performance Period.”*
- *If you do see “2016 – Second Semi-Annual Period” you should double click on the “2016 – Second Semi-Annual Period” row already in existence (do not create a new performance explanation). This will open a new window where you will find your previously entered narratives. Please review those narratives and update the information following the directions below and reflecting any program updates. Please note directions have changed.*



Directions written in black are found in PAGES. OFA has provided additional guidance in red, in order to aid with completion. If no additional guidance is given, please provide the information as stated in the original directions. *Reminder: Narrative text will display differently based on the size of the window because it is a pop-up window. Some text may appear cut off if the window is too small. Please make sure to expand the pop-up window to ensure you can see all of the instructions.*

Introduction (6,000 character limit)

Use the space provided to address the following items, also noting that this information will be used to update your public-facing HPOG abstract on the website:

- Briefly restate the purpose of your grant, the service area, and the target population to be served noting the income eligibility threshold.
- List and explain the seven, five-year quantifiable projections of the program.
  - 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 approved 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. Only approved occupations should be listed here.**

- Briefly restate the supportive services provided by your program and how they are used to support participants.
  - These will be those services found in your grant application and entered into PAGES. Grantees will want to update the listing if additional services have been added.
- List and describe your relationship with the required partners under HPOG. Please explain the concrete steps taken with these partners: TANF, the Workforce Investment Board, and the Office of Apprenticeship. This should be updated to list specific activities undertaken in that reporting period
  - There should be a few sentences or a paragraph for each of the three partners: TANF, the Workforce Investment Board, and the Office of Apprenticeship. Each relationship must be addressed with concrete communication/ action steps listed. Stating that “no relationship exists” is not acceptable. If it does not currently exist, then the grantee should list the steps that will be taken in the next semi-annual period to create the relationship.

Obstacles (4,000 Character Limit)

Explain in the space provided any obstacles encountered in implementing the original program strategy and your actions and/or plans in dealing with them. Obstacles could include any of the following: internal problems encountered, shortcomings in the planned strategy, external changes in circumstances, difficulty in recruiting participants, or difficulty in securing contracts or MOUs.

You can also use this space, if more room is needed, to write a longer "explanation of variance" for individual indicators.

Proposed Changes (4,000 Character Limit)

Describe all changes to your program plan and state if they have happened or will happen. This includes changes in strategy, staffing, population served, partner organizations, timing of plan implementation, number of clients served, etc.

- **Reminder – Certain changes require prior approval. Please review the [full list](#).**

Technical Assistance (4,000 Character Limit)

Provide a bulleted list of any technical assistance needs.

- A grantee may want to review the [TA possibilities list](#) and then determine if any of those or other topics would be of interest. Please review the [TA FAQ](#) for more information. A grantee could also request additional TA or follow-up on a previous TA topic.
- Grantees should indicate at least one area of desired TA.

List the action steps developed from the TA visit earlier in the year. If strategies have been adopted as a result of technical assistance, please explain those and any specific outcomes.

- Grantees should provide the action steps or strategies adopted from TA received at the Annual Meeting or Roundtables, directly from Program Specialists, or from other TA events such as site visits.
- Please choose at least one technical assistance event from which action steps were created and outcomes can be noted.

### Dissemination Activities (4,000 Character Limit)

List and briefly describe any media clips or other published material considered relevant to the project activities in this period. This could include flyers, websites for the program, press releases, etc. Please group materials according to the target audience (eg. participants, employers, professional community, general public, etc.) of the materials and provide the name of the publication or media outlet if relevant.

NOTE: All materials listed should have prior approval from the OFA program staff and be posted as a Grant Note before circulation to the general public.

- Listed media clips or other published materials should have OFA Program Specialist approval and be posted to GrantSolutions. If they have not been approved by the OFA Program Specialist, the documents should be attached with the PPR to seek approval.
- If grantees have HPOG specific Facebook, Twitter, LinkedIn accounts or websites, those URLs should be provided here. Program Specialists will review those every six months.

Briefly summarize your organization's social media platform use and how/when it is updated with your HPOG program specific information. Please provide any short quotes from participants, program directors, or instructors or any upcoming events that your program would like HPOG to feature on its own social media platform.

- Please briefly explain your organization's social media habits in this section (this includes but is not limited to your organization's preferred social media platform, who updates and monitors your social media accounts and when, and whether the grantee foresees any barriers to updating those platforms consistently).
- For use on HPOG social media, please provide short quotes or "sound bites" from participants and/or program directors and instructors as well as any upcoming events or informational sessions about your program that HPOG can help promote on its own social media platforms. If quotes or "sound bites" are provided, programs should attach an [ACF waiver](#) for each person that contributed a quote.

### Significant Findings and Events (12,000 Character Limit)

**April PPR:** Provide an anecdotal description of a client who has been served effectively and who might be a model participant of the HPOG program. Describe the history, "aha moment," anecdotal evidence, and transformation as laid out in the Grantee PPR Significant Findings Guide posted in the FAQ section of the HPOG website. Please separate the success story by paragraphs, each corresponding to the section of the guide.

**October PPR:** Provide a promising practice or strategy that has helped make your program a success. Describe the history, the strategy, and how it is a role model as laid out in the Grantee PPR Significant Findings Guide posted in the FAQ section of the HPOG website. Please separate the promising practice by paragraphs, each corresponding to the section of the guide.

NOTE: For the success story, a signed/dated [ACF waiver](#) from the client must be uploaded with the PPR and a corresponding photo of the participant is encouraged. For the promising practice, any corresponding photos are encouraged (waiver signed if needed).

- See the [Success Story/ Promising Practice FAQ](#) for more guidance on providing a promising practice in this section. If possible, please separate your promising practice by paragraphs, each relating to one of the sections in the attached guide.
- This could be an innovative program strategy, a promising partnership, etc. Be sure to include as much background and detail as possible (400 words minimum) while staying within the character limit. Please provide a corresponding image, if possible, as stated in the guide.

**Evaluation (4,000 Character Limit)**

Briefly describe any third-party evaluation updates or activities undertaken during the reporting period. Programs can also provide a brief update on the Federal evaluation activities underway.

**Participant Activity and Service Data**

- The listing of activities and services will be generated from the grantee level data completed in PAGES (that was uploaded from the grantee templates). Actual Service numbers will be automatically generated from individual records, services, and trainings in PAGES.

**Using Explanation of Variance or Explanations**

- When to complete:
  - o For this second semi-annual report, we have finished the program year, so we expect programs to have met the annual goals. If programs did not meet the respective annual goal, then the Explanation of Variance column should be used for that indicator to explain the reason for missing the goal. We ask grantees to truly reflect on this and provide detail. This reasoning should then match any reasoning used later for a carryover request. If more space is needed, please use the obstacles narrative in the Performance Explanation section of the PPR.
  - o For other indicators, there may not be a corresponding projection, but there is a column for Explanation. In these locations, a program may want to note something specific about an occupational training (that it will be starting in October 2016), the number of people receiving a certain supportive service (maybe larger or smaller than anticipated), or about certain outcomes.
- Grantees can edit/ update the Explanations of Variance or Explanations directly in the PPR – there is a character limit. Once a grantee runs the PPR, look for the columns in each section titled “Explanation” or “Explanation of Variance.” Then, find the explanation you would like to edit and select “None.”

**Basic Skills Training**

	Actual 2015	Projected	% of Projected	Cumulative	Explanation of Variance
Enrolled in Basic Skills Training:	0		-	2	None
Completed Basic Skills Training:	0		-	0	None

Basic Skills Participation	Cumulative Enrolled	Cumulative Completed	Explanation
Adult basic education	2	0	None
Integrated Basic Skills and Healthcare Training	0	0	None

- This will open a separate pop-up screen where you can enter your explanation in the “Explanation” field. Then click “Save and Close” to return to the PPR.

- Refresh  your PPR to see the explanation you entered appear on the PPR.
- You will follow this same process for each explanation needed.

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

- **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 “2016” and Fiscal Period “Second Semi-Annual Period.” Then select “View Report.” You can then page through the PPR to view projections, explanations, etc.

- **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.
- **DUE October 31<sup>st</sup>, 2016** - Upload the scanned copy of the PPR (with any supporting documents, such as the ACF waiver linked above) into GrantSolutions as a Grant Note entitled *PPR Q4 2016 Proposed*

## Addendum: Updating Service Narratives

- If needed or instructed to do so, grantees are able to update the service narrative for “Other Training and Supportive Services.” If the grantee added services between now and the last PPR, the grantee should ensure that the service narrative is complete/ accurate and matches the PAGES definition for that service.
- The grantee manager should go to the “Grantee” page that has the general grant information and all available trainings and services. Then, you can find the training or service with the narrative in question (under the Training and Services section). *Double click* the service line to open the activity (do not select the blue hyperlink), and you will then see the “narrative” field on the screen. You can edit it and then click “Save and Close” to return to the grantee page. Here is a screenshot of these steps:

Find the activity:

Trainings and Services

Search for records

Auto ID ↑	Category	Occupational Code	Vendor	Training / Support Type	Provider	Grantee
69	Other Skill Development Activities			Work Readiness	More than one provider type	Grantee Test
70	Other Skill Development Activities			Other (specify)	HPOG grantee	Grantee Test
71	Academic Supports			Case management	HPOG grantee	Grantee Test
72	Academic Supports			Academic advising	HPOG grantee	Grantee Test

9 - 12 of 36

Edit the Narrative and click “Save” or “Save and Close”:

### Details

Required Frequency for Contact	Other	Provider*	HPOG grantee
Other Frequency for Case Management Contac	Daily	Training / Support Type*	Case management
Participants Have Assigned Case Manager	Yes	Mandatory	Yes
Narrative Description	<input type="text" value="Sample Description - With a sample change"/>		