

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

### **With critical reminders for quality submissions (aka. Saving you time on PPR revisions)**

#### **Cover Page**

- Should be filled out correctly and completely:
  - o “Recipient Organization” and “Authorized Certifying Official” information should all be up-to-date and match the information in the GrantSolutions Official File
  - o Report Frequency should be marked “Semi-Annual”
  - o Final Report should be marked “No”
- Authorized Official must sign and date prior to original submission
- Only when data input is complete and edits are done, Completed should be marked “Yes”
  - o Marking “Yes” locks the PPR, both in regards to numbers changing and edits

#### **Narrative Section**

- Review the Narrative Section directions carefully. Also, review the information provided below for additional guidance on certain sections. Please make sure information is updated with current, Year 5 and No-Cost Extension, information and that items are fully explained.
- Introduction
  - o In order to state the current percentage of TANF recipients in your HPOG program, please refer to the Participant Characteristic Management Report or the Query Tool (specifically reference the “TANF Recipient” characteristic).
  - o Also remember to provide a detailed update of activities undertaken to strengthen your *TANF partnership* or referral of TANF participants into your HPOG program.
  - o Update all required partner information to reflect the current year’s activity.
- Proposed Changes
  - o Reminder – Certain changes require prior approval. Please see a full list of these on the [HPOG Website Frequently Asked Questions](#).
- Dissemination Activities
  - o 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
- Significant Findings and Events
  - o A success story does not need to be included.

#### **Administrative Milestones**

- Each milestone is listed for Year 5 – including all MOU revisions, contracts, and key staff hiring
  - o This should have been completed during the Non-Competing Continuation (NCC) Application, but add any additional ones as needed
  - o Do not delete any previously approved milestones from the NCC – if it was not completed in Year 5, reflect that in Actual Performance and provide an explanation as to why
- Each Milestone should be updated with the Actual Performance and any needed “Explanation of Actual Variance” (User must select each individual indicator to update these items).
  - o If you are reporting “miss objective” for any indicator, then an explanation should be provided
  - o Make sure the milestone reflects “N” when it asks if you want to delete
- For each milestone that is complete (MOU approved by Program Specialist and signed), the signed document must be uploaded to GrantSolutions as a grant note. Make sure all documents are uploaded in GrantSolutions by the time the PPR is turned in.
  - o Reminder - Each MOU/ contract must be approved by your Program Specialist before signature

## Outputs and Outcomes

- If carryover has been accepted, all carryover projection additions should be reflective of those submitted with that application and no changes should be needed. Otherwise do not change ANY projections.
- For each indicator, select the appropriate Actual Performance and provide any needed explanations
  - o Actual Performance should reflect the comparison of Actual Quantity (what was achieved in Year 5) to Projected Quantity (what was projected in Year 5).
  - o Honestly reflect on each indicator's performance toward the projection and select Objective Exceeded, Achieve Objective, or Miss Objective
  - o Explain any Actual Performance that reflects "Miss Objective" where the Actual Quantity is below the Projected Quantity
- Use Explanation of Variance when needed, such as the cases outlined below
  - o Actual Performance reflects a miss and Actual Quantity is below projection, information is not clear, or additional information is needed in order to understand that indicator.
  - o SOC codes have been combined, similar SOC codes are used for occupations with slightly different actual titles, or your Program Specialist has asked you to note certain occupations/ services
  - o Think about the types of questions your Program Specialist asks for each PPR and explain ahead of time. This will save you time on revisions.
- Fill in every indicator's Actual Performance and/or Explanation of Variance if it has a projected and/or Actual Quantity.

These are program reminders. Please refer to the "Guide to the Performance Progress Report (PPR) Module" from PRS (Performance Reporting System) for a full how-to (located on the PRS website).

Once the PPR has been printed for submission, read the report fully to check for errors or missing information and make sure all explanations are present where necessary.

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

- Print the PPR from the overview page of the PPR tab in PRS. Click the 'Print' button and have the system generate your PPR in a PDF file (this is the best file type for scanning and uploading). Then print the file.
- Once the PPR is printed, double check that the report printed correctly (information is legible, the print does not run off the page, etc.).
- 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 (with any supporting documents referenced above, such as the signed waiver) into GrantSolutions as a Grant Note entitled *Performance Progress Report MM 2016 Proposed*.  
(MM representing numerical month)