Updating Performance Progress Reports

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to upload Performance Progress Reports (PPRs).

Introduction

As a part of the grant award, performance reporting is required. Once you accept an Award Package, you can submit PPRs through ND Grants. Using the progress report link, you can upload report documents, add comments, and submit it for FEMA review.

- Once a reporting period begins, documents can be uploaded through the progress report link in ND Grants, but cannot be submitted until the reporting period ends
- PPRs can be submitted as early as the first day after the reporting period end date
- PPRs are due 30 calendar days after the reporting period end date
- The final PPR is due 90 calendar days after the period of performance ends
- PPR links are available on the first day of the reporting period start date or after the previous PPR is approved (whichever comes later)

Depending on the grant program, reporting frequency can vary from Annual Calendar, Annual Fiscal, Semi-Annual, Quarterly, and None. You will be required to submit a Final Report that covers the period between your last reporting end date until the project end date.

Note

- FEMA may send email communications to either the Primary Contact or the Authorized Official, depending on the nature of the correspondence

Step 1

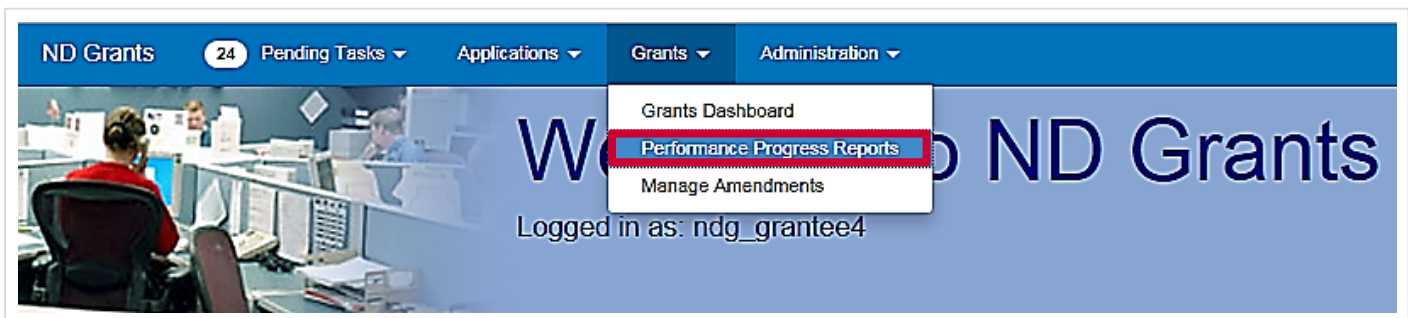Under the Grants dropdown, click the Performance Progress Reports link.

Figure 1. Click the Performance Progress Reports link located in the Grants dropdown menu

Step 2

Click the Update Performance Progress Report icon in the Action column next to the corresponding grant number and reporting period.


Figure 2. Click the Update Performance Progress Report icon to open the *Update Performance Progress Report* page

Step 3

Upload your PPR as an attachment by clicking the Add Attachment button.

Figure 3. Click the Add Attachment button to attach the PPR

Step 4

Enter the title and description for the attachment and click the Submit button.

Update Performance Progress Report

Performance Progress Report Details

Attachments

Comments

| Cancel | Save | Submit |

Performance Progress Report Details

Grant Number	EMW-2017-CA-00131
Funding Opportunity Name	FY 2017 FO HQ 9-18-2017 SF-270
Organization	Colorado Division of Emergency Management
Reporting Period End Date	12/31/2017
Due Date	01/30/2018

Attachments

+ Add Attachment

Attached Documents	Title	Description	Attached By	Created Date	Action
TestDoc.docx	Test Title	test description	NDGrants User4	12/13/2017 19:31 -05:00	🗑

Figure 4. Add a title and description for the attachment and then click the Submit button

Figure 5. Once the PPR is submitted, the *View Performance Progress Report* page will display a confirmation message

Note

- If you attach your PPR during the reporting period, you will not be able to submit the report. However, you can save your work by clicking the Save button. The Submit button will appear after the reporting period end date

Step 5

To save a PPR click on the Save button and a confirmation message will appear. You cannot delete a PPR link; however, you can remove attachments by clicking the trashcan icon in the Action column next to each attachment.

After clicking the trashcan icon you will be asked to give an explanation for the removal. You can only remove documents you have added. If the report is released back by the program manager for updates you can only delete attachments you added. You cannot delete attachments other users from your organization added.

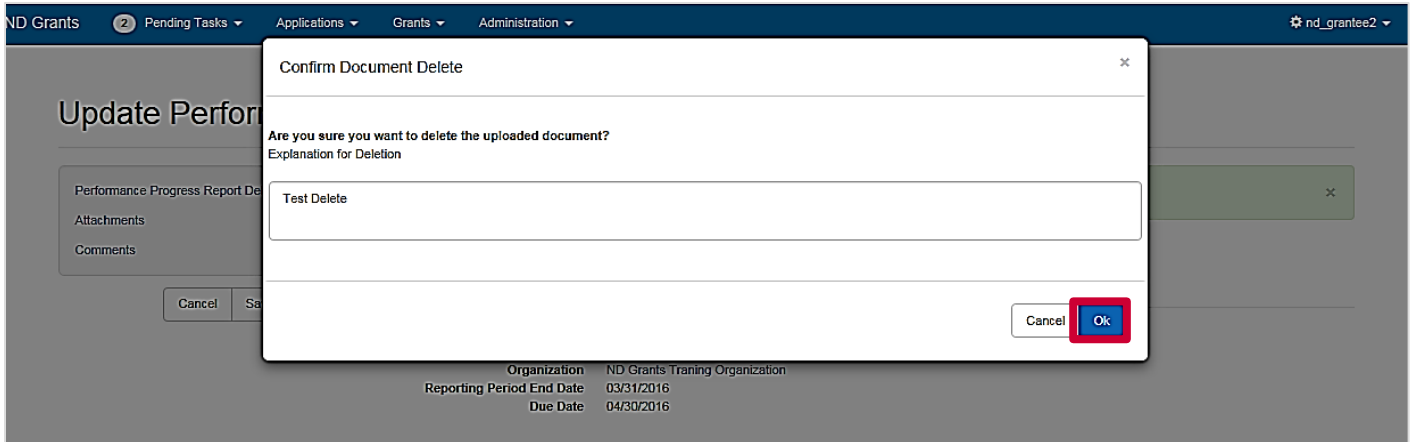Figure 4. Click the trashcan icon to remove the attachment

Figure 5. Justify deleting the attachment from the *Confirm Document Delete* popup and click the Ok button

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

Monday – Friday **|** 9:00 a.m. – 6:00 p.m. E.T. **|** 1-800-865-4076 **|** NDGrants@fema.dhs.gov