

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.

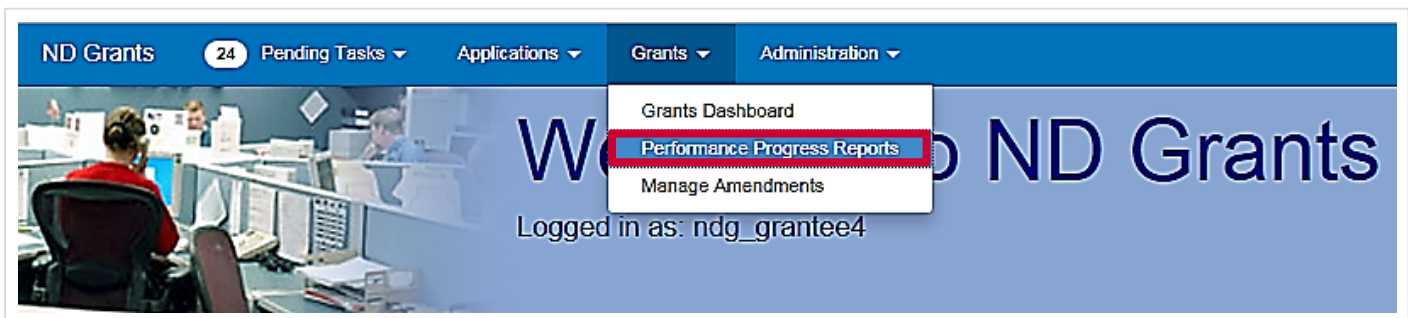


Figure 1. Click the [Performance Progress Reports](#) link located in the Grants dropdown menu



Step 2

Click the [Update Performance Progress Report](#) icon in the Action column next to the corresponding grant number and reporting period.




Grant Number	Funding Opportunity Name	Organization	Status	Reporting Period End Date	Due Date	Submission Date	Action
EMW-2017-CA-00131	FY 2017 FO HQ 9-18-2017 SF-270	Colorado Division of Emergency Management	Pending Submission	12/31/2017	01/30/2018		
EMW-2017-CA-00121	FY 2017 FO HQ 3.07 10-09-2017	Colorado Division of Emergency Management	Pending Submission	09/30/2018	10/30/2018		
EMW-2017-CA-00114	FY 2017 FO HQ 9-18-2017 SF-270	EADIS 3.07 10-3-2017	Pending Submission	12/31/2017	01/30/2018		

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.

Update Performance Progress Report

Performance Progress Report Details

Attachments

HSGP Performance Reports

Cancel Save **Submit**

Performance Progress Report Details

Grant Number EMW 2015-SS-00005
Funding Opportunity Name Homeland Security Grant Program UAT 2
Organization NDG Grantee Org 1 UAT 1
Reporting Period End Date 09/09/2015
Due Date 09/13/2015

Attachments

[+ Add Attachment](#)

HSGP Performance Reports

Performance Report Text
Please enter your report text.

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

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

Attached Documents	Title	Description	Attached By	Created Date	Action
TestDoc.docx	<input type="text" value="Test Title"/>	<input type="text" value="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

View Performance Progress Report

- [Performance Progress Report Details](#)
- [Attachments](#)
- [Comments](#)
- [Action History](#)

Performance Progress Report successfully submitted. ✕

Performance Progress Report Details

Grant Number	EMW-2011-CA-00040
Funding Opportunity Name	FY 2011 National Urban Search & Rescue (US&R) Response System Readiness Cooperative Agreement
Organization	MIAMI VALLEY FIREVEMS ALLIANCE
Performance Progress Report Status	Pending Review
Report Availability Date	07/01/2012
Reporting Period End Date	12/31/2012
Due Date	01/30/2013
Report Submission Date	12/13/2017 19:42 Z

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.

Update Performance Progress Report

- Performance Progress Report Details
- Attachments
- Comments

Cancel
Save
Submit

The Performance Progress Report was successfully saved. ×

Performance Progress Report Details

Grant Number	EMW-2013-GR-00005
Funding Opportunity Name	Signature Test FY13 State Fire Training Systems Grant Program
Organization	Tennessee Emergency Managment Agency
Reporting Period End Date	09/30/2014
Due Date	12/29/2014

Attachments

+ Add Attachment

Attached Documents	Title	Description	Attached By	Created Date	Action
TestDoc.docx	<input type="text" value="test"/>	<input type="text" value="test"/>	NDGrants User4	12/13/2017 21:06 -05:00	

Figure 4. Click the **trashcan** icon to remove the attachment

UPDATING PERFORMANCE PROGRESS REPORTS

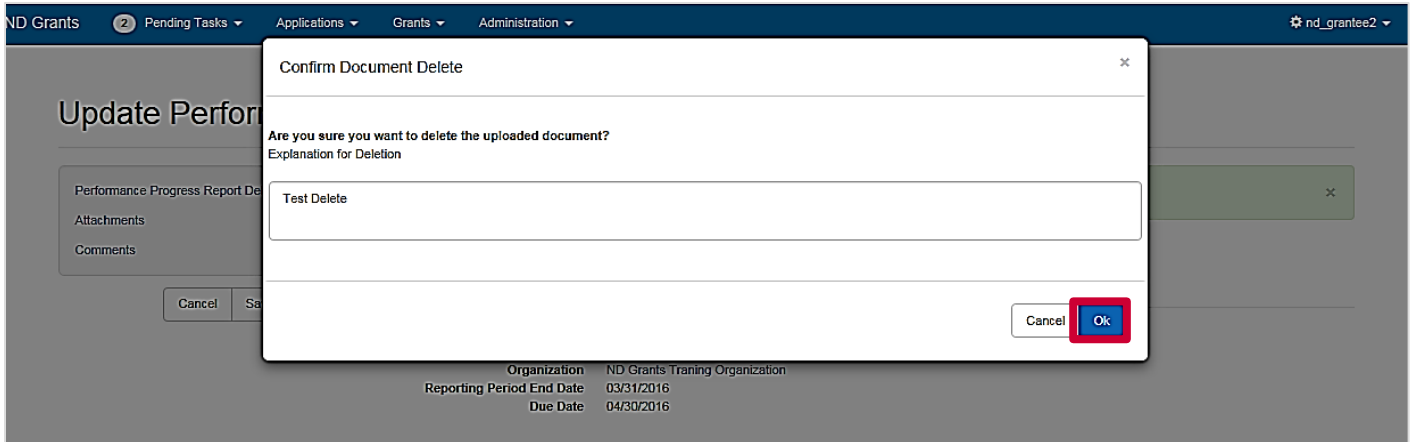


Figure 5. Justify deleting the attachment from the *Confirm Document Delete* popup and click the **Ok** button

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