



Updating and Submitting Performance Reports

Introduction

As a part of the grant award, performance reporting is required. Once you accept an Award Package, you can submit performance progress reports through the Non-Disaster Grants Management System (ND Grants). Using the progress report link in ND Grants, 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
- Progress reports can be submitted as early as the first day after the reporting period end date
- Progress reports are due 30 calendar days after the reporting period end date
- The final progress report is due 90 calendar days after the period of performance ends
- Progress report links are available on the first day of the reporting period start date or after the previous progress report is approved (whichever comes later)

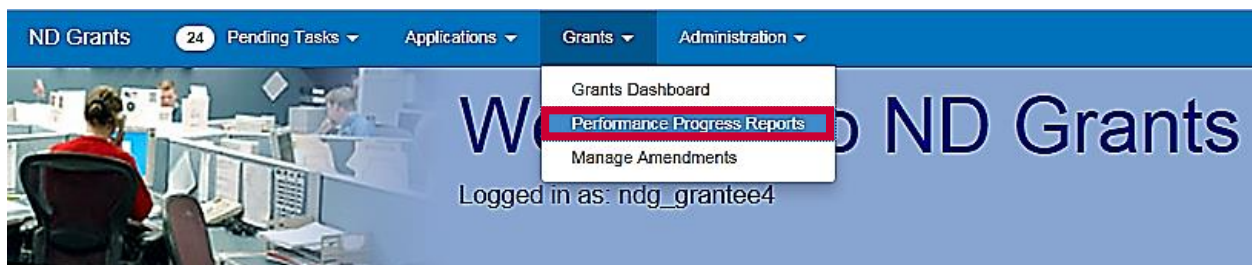
Depending on the grant program, reporting frequency can vary from Annual Calendar, Annual Fiscal, Semi-Annual, Quarterly, and None. You will be required to submit a Final Report that covers the period between your last reporting end date until the project end date.

NOTE:

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

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**

Performance Progress Reports							
10	records per page	Showing 1 to 10 of 3,290 entries			Search: <input type="text"/>		
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		

Step 3

Upload your performance progress report as an attachment by clicking the **Add Attachment** button

Figure 3. Click the **Add Attachment button to attach the progress report document**

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	NOG Grantee Org 1 UAT 1
Reporting Period End Date	09/05/2015
Due Date	09/13/2015

Attachments



HSGP Performance Reports

Performance Report Text

Please enter your report text.



Step 4

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

Figure 4. Add a title and description for the attachment and then 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	<input type="text" value="Test Title"/>	<input type="text" value="test description"/>	NDGrants User4	12/13/2017 19:31 -05:00	

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

View Performance Progress Report

Performance Progress Report Details

Attachments

Comments

Action History

Cancel

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



NOTE:

- If you attach your performance progress report 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 performance report click on the **Save** button and a confirmation message will appear. You cannot delete a performance report 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

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 Management 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	test	test	NDGrants User4	12/13/2017 21:06 -05:00	



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

The screenshot shows the ND Grants Management System interface. A 'Confirm Document Delete' popup is displayed over the 'Update Performance' page. The popup contains the following text:

Confirm Document Delete

Are you sure you want to delete the uploaded document?

Explanation for Deletion

Test Delete

At the bottom of the popup, there are two buttons: 'Cancel' and 'Ok'. The 'Ok' button is highlighted with a red box.

Below the popup, the background page shows the following information:

Organization	ND Grants Training Organization
Reporting Period End Date	03/31/2016
Due Date	04/30/2016

Questions?

For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at 1-800-865-4076 or NDGrants@fema.dhs.gov. For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist.

ND GRANTS Service Desk

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