

PERFORMANCE PROGRESS REPORT SF-PPR

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period Start Date: <i>(Month, Day, Year)</i>	7. Reporting Period End Date <i>(Month, Day, Year)</i>	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
End Date: <i>(Month, Day, Year)</i>		9. Report Frequency <input type="checkbox"/> <i>annual</i> <input type="checkbox"/> <i>semi-annual</i> <input type="checkbox"/> <i>quarterly</i> <input type="checkbox"/> <i>other</i> <i>(If other, describe: _____)</i> _____	
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>			
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>			
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or Printed Name and Title of Authorized Certifying Official		12c. Telephone <i>(area code, number and extension)</i>	
		12d. Email Address	
12b. Signature of Authorized Certifying Official		12e. Date Report Submitted <i>(Month, Day, Year)</i>	
		13. Agency use only	

Performance Progress Report (PPR) Instructions

The *Performance Progress Report (PPR)* is a standard, government-wide performance progress reporting format used by Federal agencies to collect performance information from recipients of Federal funds awarded under all Federal programs that exceed \$100,000 or more per project/grant period, excluding those that support research. General instructions for completing the *PPR* are contained below. For further instructions on completing the *PPR*, please contact the agency's points of contact specified in the "Agency Contacts" section of your award document.

Report Submissions

1. The recipient must submit the *PPR* cover page and any of the forms (*PPR A-F*), which the Federal agency requires, as specified in the award terms and conditions.
2. The *PPR* must be submitted to the attention of the agency's points of contact specified in the "Agency Contacts" section of the award document in accordance with the requirements established in the award document.
3. If additional space is needed to support the *PPR*, supplemental pages should be attached. The additional pages must indicate the following at the top of each page: Federal Grant or other Identifying Award Number, Recipient Organization, DUNS Number, EIN, and period covered by the Report. Page numbers should be used if a particular page is used more than once.

Reporting Requirements

1. All recipients of grants or cooperative agreements awarded under all Federal programs that exceed \$100,000 or more per project/grant period, excluding those that support research, are required to submit a *PPR* in accordance with the terms established in the award document.
2. The *PPR* must be submitted at least once yearly, on a quarterly, semi-annual, or annual basis, as directed by the awarding Federal agency in the award document. A final *PPR* shall be required at the completion of the award agreement.
3. For interim *PPRs*, the following reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final *PPRs*, the reporting period end date shall be the end date of the project/grant period.

4. The frequency of required reporting is stated in the solicitation and award documents. Interim *PPRs* are due not later than 45 days after the end of each reporting period. Final *PPRs* are due not later than 90 days after the end of the reporting period end date.

Performance Progress Report		
Item	Data Elements	Line Item Instructions for SF-PPR
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Recipient Organization	Enter the name of recipient organization and address, including zip code.
5	Recipient Account Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10	Performance Narrative	Attach performance narrative as instructed by the awarding Federal agency.
11	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.

Performance Progress Report

Item	Data Elements	Line Item Instructions for SF-PPR
Remarks, Certification, and Agency Use Only		
12a	Typed or Printed Name and Title of Authorized Certifying Representative	Authorized certifying official of the recipient.
12b	Signature of Authorized Certifying Official	Original signature of the recipient's authorizing official.
12c	Telephone (area code, number and extension)	Enter authorized official's telephone number.
12d	Email Address	Enter authorized official's email address.
12e	Date Report Submitted (Month, Day, Year)	Enter date submitted to the awarding Federal agency. Note: Report must be received by the awarding Federal agency no later than 90 days after the end of the reporting period.
13	Agency Use Only	This section is reserved for the awarding Federal agency use.

Line Item Instructions for Attachment A, Performance Measures

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
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3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Performance Measures		
A.(1)	Measure Number or Label	Enter number or label used to identify a particular performance measure and associate the measure with specific awarding Federal agency program goals, objectives or program/priority areas. <i>(Awarding Federal agencies may provide guidance on format and purpose of this number or label. —For example, an agency may prescribe specific activities, may prescribe how to map activities to specific goals/objectives or program/priority areas, or may leave the determination to the recipient).</i>
A.(2)	Objective/Goal Description	For each measure, list the corresponding project/award goal(s) and objective(s) associated with the particular performance measure.

Line Item Instructions for Attachment A, Performance Measures (cont.)

A.(3)	Measure	<p>Enter the description or phrase describing the actual performance measure against which project/award progress and award activities can be measured. This can be quantitative or qualitative. For example, it can include counts, percentages, targeted dates, time periods, or levels. It could also describe a condition, a result, or a status.</p> <p><i>(Awarding Federal agency guidance may be provided to prescribe specific measures, prescribe how the measures can map to program goals/objectives or program/priority areas, or leave determination to the recipient).</i></p>
A.(4)	Baseline	Enter the initial starting point or average amount or condition related to each measure.
A.(5)	Target Year	Enter the year you expect to accomplish the targets specified in the approved work plan. Note: Different target years may appear on the same report such as an annual measure and a long-term measure.
A.(6)	Project Target	Enter the expected amount to be achieved as specified in the approved work plan.
A.(7)	Actual to Date	State the actual cumulative amount, condition or status achieved as of the end of the reporting period.
A.(8)	Explanation	If you did not meet or expect to meet your target, you must explain.

Line Item Instructions for Attachment B, Program Indicators

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Program Indicators		
B.(1)	Activity Number or Label	Enter the Number or label used to track a particular award activity and enter the label used to associate the activity with a particular awarding Federal agency program goal, objective or program/priority area. <i>(Awarding Federal agencies may provide guidance on format and purpose of this number or label. For example, an agency may prescribe specific activities or may prescribe how to map activities to specific goals, objectives or program/priority areas, or may leave determination to the recipient).</i>
B.(2)	Activity Description	Describe the approved award activities performed to achieve short and long-term goals, associated with expenditures being reported. (Awarding Federal agencies may provide guidance on the level of detail and types of activities identified).
B.(3)	Indicator or Status	State if the project is completed, not completed or ongoing.
B.(4)	Explanation	If you did not meet or expect to meet your target, you must explain.

Line Item Instructions for Attachment C, Benchmark Evaluations

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Benchmark Evaluations		
C.(1a)	Strategic Goals	Indicate in this column the number or label of the Federal Award Agency-specified or Program-specific goal(s) that your proposed service or activity is designed to achieve. <i>(Awarding Federal agencies may provide guidance on format and purpose of this number or label. —For example, an agency may prescribe specific activities, may prescribe how to map activities to specific goals/objectives or program/priority areas, or may leave the determination to the recipient).</i>
C.(1b)	Policy Priorities	Indicate in this column the number or label of the Federal Awarding Agency-specified or Program-specific, if any, your proposed service or activity promotes.
C.(2)	Problem, Need Situation	Provide a general statement of need that provides the rationale for the proposed service or activity.
C.(3)	Service or Activity / Output	Identify the activities or services that you are undertaking in your work plan, which are crucial to the success of your program. Not every activity or service yields a direct outcome.
C.(4)	Benchmark Measures	The Benchmark or Output Measure columns ask you to identify units of measure and the quantity that will be used in measuring the progress of your services or activities. <u>Units/Quantity</u> asks for specific interim or final products (call outputs) that you establish for your program's services or activities. Use quantifiable output goals, including timeframes. These should be products or interim products, which will allow you and the Federal Awarding Agency to monitor and assess your progress in achieving your program workplan.
C.(5)	Outcome Measures	<u>Units/Quantity</u> should identify the results associated with the product or output. These may be numerical measures characterizing the results of a program activity, service or intervention and are used to measure performance. These outputs should lead to targets for achievement of outcomes. Results should be represented by both the actual # and % of the goal achieved. Report actual result of your benchmarks. The actual result could be numbers of units developed/created or beneficiaries assisted. Outputs may be short, intermediate or long-term.

Line Item Instructions for Attachment C, Benchmark Evaluations (cont.)

C.(8)	EvaluationTools	<p>(A) <u>Tools for Measurement</u>: List the tools used to track output or outcome information (e.g., survey instrument; attendance log; case report; pre=post test; waiting list; etc).</p> <p>(B) <u>Where Data Maintained</u>: Identify the place where data is maintained, e.g., central database; individual case records; specialized database, tax assessor database; local precinct; other.</p> <p>(C) <u>Source of Data</u>: Identify the location of source of data, e.g., on-site; subcontractor; other.</p> <p>(D) <u>Frequency of Collection</u>: Indicate how often data is required to be collected, who will collect it and how often data is reported to the Federal Awarding Agency.</p> <p>(E) <u>Processing of Data</u>: Describe methods for retrieving data, e.g., data from case records is retrieved manually, data is maintained in an automated database. This tool will be available for Federal Award Agency review and monitoring and should be used in submitting reporting information.</p>
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Line Item Instructions for Attachment D, Table of Activity Results

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
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3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Report of Activities and Results		
D.(1)	Activity Number or Label	
D.(2)	Activity Description	
D.(3.1)	Result	
D.(3.2)	Result	
D.(3.3)	Result	
D.(3.4)	Result	
D.(3.5)	Result	

Line Item Instructions for Attachment E, Activity Based Expenditures

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
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4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Activity Based Expenditures		
E.(1)	Activity Number or Label	Enter the Number or label used to track a particular award activity and enter the label used to associate the activity with a particular awarding Federal agency program goal, objective or program/priority area. <i>(Awarding Federal agencies may provide guidance on format and purpose of this number or label. For example, an agency may prescribe specific activities or may prescribe how to map activities to specific goals, objectives or program/priority areas, or may leave determination to the recipient).</i>
E.(2)	Activity Description	Describe the approved award activities performed to achieve short and long-term goals, associated with expenditures being reported. <i>(Awarding Federal agencies may provide guidance on the level of detail and types of activities identified).</i>

Line Item Instructions for Attachment E, Activity Based Expenditures

E.(3)	Total Estimated Expenditures	Enter the estimated amount you anticipate spending for each listed activity during the project/grant period.
E.(4)	Funding Expended	Enter the amount of award funds spent on each listed activity during the project/grant period.
Total		Sum columns 3 and 4 respectively. If more than one page is used, enter the total of all columns for all expenditure activity pages on the last Activity Based Expenditure page.

PERFORMANCE PROGRESS REPORT
Program/Project Management SF-PPR-F

		Page	of	Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS		4. Reporting Period End Date <i>(Month, Day, Year)</i>
		3b. EIN		

F-1. Program/Project Management

	Question	Yes / No/ Not Applicable?	Explanation, if necessary
F-1a.	Do you collect credible performance information, including information from key program partners or sub-awardees, and use it to manage the program/project and improve performance?		
F-1b.	Are the award funds obligated in a timely manner and for intended purposes?		
F-1c.	Do you link your budgets to program/project activities and make adjustments to achieve cost-efficiencies?		
F-1d.	Do you collaborate and coordinate effectively with related programs/projects (if applicable)?		
F-1e.	Have you identified any management deficiencies? If so, provide explanation of deficiencies identified.		
F-1f.	Did you achieve all your performance targets?		
F-1g.	Are you on target to achieve your long- term performance goals?		

F-2. Sub-Award Management *(applicable if sub-grants or sub-contracts are awarded)*

F-2a.	Are the award partners (including sub-awardees and contractors) held accountable for cost, schedule, and performance results (If applicable)?		
F-2b.	Are sub-awards and contracts awarded based on a clear competitive process that includes a qualified assessment of merit?		

Note:

- Agencies will specify if this page is required

Line Item Instructions for Attachment F, Program/Project Management (cont.)

Program/Project Management (cont.)		
Questions		
F-1c	Do you link your budgets to program/project activities and make adjustments to achieve cost-efficiencies?	<p>A yes answer would require that you have procedures to measure and achieve effectiveness and cost efficiencies in your program/project, such as per-unit cost of outputs and outcomes, timing targets, and other.</p> <p>Explanation Section--If the answer is yes, please describe what efficiencies are achieved. If the answer is no, explain and provide a plan to put in place or improve cost effectiveness and efficiency. Indicate N/A if this does not apply.</p>
F-1d	Do you collaborate and coordinate effectively with related programs/projects (if applicable)?	<p>A yes answer would require that you collaborate, to the extent appropriate or possible, with related State, local and private programs.</p> <p>Explanation Section--Describe collaborations leading to meaningful actions in management and resource allocation. This can include planning documents, performance goals, or information and referral systems. Indicate N/A if this does not apply.</p>
F-1e	Have you identified any management deficiencies? If so, provide explanation of deficiencies identified	<p>Deficiencies include but are not limited to, financial management or other identified deficiencies, such as, known internal control weaknesses concerning data quality. A yes answer would require that deficiencies have been identified.</p> <p>Explanation Section --Include a description of how they were corrected and describe the steps taken to ensure the accuracy, reliability, and completeness of the data.</p> <p>Indicate N/A if this does not apply.</p> <p>Definition of Deficiencies will be derived for the OIG Yellow Book.</p>
F-1f	Did you achieve all your performance targets?	<p>A yes answer would require that: (1) an assessment of whether the recipient has compared expected accomplishments with performance targets established for the reporting period; and (2) if partner performance is critical to the program/project achieving its overall targets, and whether the recipient's partners are meeting their performance targets. The project/award goals are specified in the work plan approved by the awarding Federal agency.</p> <p>Explanation Section-- If any performance targets are not met, explain and discuss any adjustments that will be made to achieve the performance targets in the future. If additional clarification of the Performance Measures Section is needed, you may provide additional comments here.</p> <p>Indicate N/A if this does not apply.</p>

Line Item Instructions for Attachment F, Program/Project Management (cont.)

Program/Project Management (cont.)		
Questions		
F-1g	Are you on target to achieve your long-term performance goals?	<p>A yes answer would require that the program/project is meeting or making measurable progress toward meeting the long-term performance goals specified in the approved work plan.</p> <p><u>Explanation Section</u>--The explanation should justify the answer in qualitative and quantitative terms. If the answer is no, explain and discuss adjustments that will be made to put the program/project on track. Indicate N/A if this does not apply.</p>
Sub-Award Management		
F-2a	Are the award partners (including sub-awardees and contractors) held accountable for cost, schedule, and performance results (if applicable)?	<p>A yes answer would require that you have established performance standards for your partners and have evaluated whether they met these standards during the reporting period. It would also indicate that you require your partners to achieve specific performance standards.</p> <p><u>Explanation Section</u>--Describe evidence of your partners' accountability. If the answer is no, explain how you are holding them accountable. Indicate N/A if this does not apply.</p>
F-2b	Are sub-awards and contracts awarded based on a clear competitive process that includes a qualified assessment of merit?	<p><u>Explanation Section</u>--Describe your selection processes, whether or not they were competitive or sole sourced. Indicate N/A if this does not apply.</p>