



*Indian Health Service
Division of Grants Management
Performance Progress Report
(SF-PPR)*



Performance Progress Report (SF-PPR)



The Performance Progress Report (SF-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.



Report Submission



- ▶ 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 Grants Management Specialist (GMS) listed on the Notice of Award (NoA), via the GrantSolutions System, in accordance with the requirements established in the award document terms. (See report submission information on slide #8).
- ▶ 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. If the award amounts of the grant or cooperative agreement under the Indian Health Service (IHS), Federal program exceeds \$100,000, the *PPR* must be submitted at least once yearly, on a quarterly, semi-annual, or annual basis, as directed by the terms and conditions of the award or solicitation.
- ▶ 2. A final *PPR* shall be required at the completion of the award agreement or project period/grant period.

Reporting Requirements (cont'd)

- ▶ 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.



Award Amounts Under \$100,000



Award Amounts Under \$100,000:

- ▶ If the award amount for a grant or cooperative agreement does not exceed \$100,000 in a project/grant period, OMB does not require the grantee to complete and submit an SF-PPR form.
- ▶ However, recipients may add narratives if instructed by the specific IHS program via the solicitation or NoA as a way to update the IHS program office on the performance of the grantee for that project/grant period.
- ▶ But, the complete SF-PPR is not required if the grant award is under \$100,000.



For additional information regarding IHS Performance Progress Report requirements please contact your assigned GMS directly or you may call the DGM main line of (301) 443-5204.

If you find further assistance is needed please contact:

Ms. Tammy Bagley
Senior Grants Policy Analyst
Tammy.Bagley@ihs.gov
(301) 443-7172

Mrs. Denise Clark
Grants Mgmt Officer
Denise.Clark@ihs.gov
(301) 443-2215

How to Submit the SF-PPR in GrantSolutions

- ❑ Find your grant on the My Grants List page.
- ❑ Click the Grant Notes link.
- ❑ Click the Add button at the bottom of the Grant Notes page.
- ❑ Fill out the top section. Each field is required. The subject must be short but descriptive.
- ❑ In Note Attachments, enter a description of the file.
- ❑ Click Browse to find and upload your file, just like attaching a file to an e-mail message.
- ❑ Click Upload on the Grant Notes page.
- ❑ Once you've uploaded all of your files, click Submit.



Amendment Submission Questions?



- ▶ For technical grants management concerns or information required to submit your request, please contact your Grants Management Specialist, listed on your Notice of Award or contact our main line on (301) 443-5204.

- ▶ For system related questions about GrantSolutions, please contact Paul Gettys, Grant Systems Coordinator.
 - E-mail – Paul.Gettys@ihs.gov
 - Phone – 301-443-2114



The Division of Grants Management would like to take this opportunity to thank you for being a part of this Grants Management sponsored training. DGM is dedicated to Empowering our IHS grant community with the required knowledge and training needed for continued compliance of IHS policies, Indian laws, and HHS legislative and regulatory requirements.