



FNS Standardized Performance Progress Report (PPR) Guide

Overview

The FNS Performance Progress Report (PPR) form standardizes reporting requirements across all FNS programs, increasing visibility into the impact of FNS grants and reducing reporting burden on grantees.

The purpose of this PPR Guide is to provide responses to frequently asked questions (FAQs), as well as Instructions for completing the form by section, including field descriptions. An additional PowerPoint guide is available from your Grants Officer upon request.

General FAQs

1. Am I required to use the Standardized PPR form?

Grantees are required to use the form for all FY2020 awards. For FY19 awards, the form was encouraged, but not required. At a minimum, FY19 progress reports were required to include information noted in section 5 of the Terms and Conditions.

2. Is the PPR form pre-populated with Programmatic information?

The PPR form is pre-populated with Objectives for each program, but not with grant-specific information. We recommend that grantees populate the form with grant-specific data (i.e., activities, indicators) upon initial report submission. For all subsequent reporting, we recommend that grantees update the prior submission as to reduce the data entry burden.

3. How do I submit my PPR?

After completing your PPR form, click the Submit by Email button at the top of page 1. An Outlook window will pop up with the completed PPR as an attachment.

4. What do the fields highlighted in red indicate?

Fields highlighted in red are required fields for PPR submission. Once data is entered into a required field, there will no longer be a red highlight. Grantees will not be able to submit the form until all required fields are completed.

5. When should I submit the PPR form?

The PPR form should be submitted according to the agreed upon quarterly or semi-annual frequency outlined in the Award Terms and Conditions.

6. To whom should I send the PPR form?

After clicking Submit by Email on page 1 of the PPR, in the To: line of the email, add the Grants Officer as listed in the Award Package.

7. Who do I contact if I have questions about the PPR?

Please contact your Grants Officer for any questions related to the PPR form.

**FORM INSTRUCTIONS**

The FNS PPR form is divided into five sections. Please refer to the field descriptions in each section for assistance in completing the form, as well as additional FAQs noted in the sections below.

Section I General Program Information			
Box Number	Field Name	Description	Required
1	Recipient Organization	Enter full legal name and address of the Grantee listed on the FNS-529.	Y
3	Program Information	DO NOT COMPLETE – this field will be completed by FNS.	N
3	Primary POC	Enter name, title, phone, and address of the day-to-day Grantee point of contact (POC) for FNS.	Y
4	FAIN	Enter the Federal Award Identification number (Refer to the FNS GAD/LOC for the FAIN). For assistance, contact your Grants Officer.	Y
5	Type of Report	Mark either Final, Quarterly, or Semi-Annual, select a reporting period, and mark whether the submission is an original or revision.	Y
6	Federal Grant Agreement Number	Enter the Grant Agreement Number for your award. You can find this number in box 1 of the FNS-529.	Y
7	Additional POC (Optional)	Enter any additional POC and corresponding contact information.	N
8	Report Submitted By	Enter the name and title of the individual who is submitting the PPR.	Y
9	Certification	Check the box to confirm your acknowledgement of the provided statement.	Y
10	Date Report Submitted	Enter the date the report is submitted to FNS.	Y

Section II Program Management Information			
Box Number	Field Name	Description	Required
1	Progress Summary	Enter a concise summary of progress during the current reporting period.	Y
2	Personnel Information	Enter the number of full time equivalent (FTE) working on this award and provide explanation for any changes in key personnel.	Y
3	Projected Amendments	Enter the number of amendments expected in the upcoming quarter, indicate if the amendment will require FNS approval, and provide a description of the amendment.	Y
4	Expenditures/Purchases	Enter a description of any significant expenditures or purchases, including any contracts entered during this reporting period.	Y
5	Deviations	Enter any deviations that occurred during this reporting period and your proposed activities to mitigate the impact of these deviations.	Y
6	Upcoming Activities and Anticipated Changes	Enter upcoming activities and any anticipated changes to project timeline, activities, and/or cost.	Y



Section II Program Management Information			
Box Number	Field Name	Description	Required
7	Final Reporting Summary (Final Reporting Period Only)	Enter any goals that were not completed and indicate whether the budget was sufficient to allow for completion of the project. If insufficient, provide explanation.	Y
8	Additional Comments	Enter any additional comments you believe to be pertinent to the PPR. Please keep as concise as possible.	N

Section II FAQs

1. Can the PPR form be used to submit a request for amendments?

No, the PPR should be used to notify FNS of anticipated changes. A formal amendment request must be submitted separately to your FNS Grants Officer.

2. Are all fields required in Section II of the PPR form?

No, many fields become required depending on your responses to the prompted questions. The form highlights in red all fields required based on your responses.

Section III Program Activities		
Field Name	Description	Required
Objectives	DO NOT COMPLETE – this field will be completed by FNS.	N
Activities	Enter descriptions and use the add/remove activities button to add additional activities. Note: activities should match those provided in your application.	Y
Type	Select from the dropdown list the type of activity. If the activity types do not fit your activity description, you can type directly into the box.	Y
Anticipated Completion Date	Enter the anticipated completion date of the corresponding activity.	Y
Actual Completion Date	Enter the actual completion date of the activity.	Y
Location	Provide the location of the activity if applicable.	N
Beneficiaries/Audiences	Provide the beneficiaries/audiences if applicable.	N
Topic (if training)	Provide the topic if applicable (generally for trainings).	N
Indicator Description	Select from the dropdown list the indicator description that best matches your indicator. Use other if needed and type your description directly into the box.	Y
Indicator Type	Select from the dropdown list the indicator type that best matches your indicator. Whenever possible, we encourage the use of the Qualitative and Quantitative indicator type.	Y
Indicator Metrics	Depending on the indicator type selected, you will be prompted to enter specific metric information.	Y
Comments	Provide any additional comments you believe to be pertinent to the set of indicators.	N



Section III FAQs

1. Should I Add/Remove/Edit Objectives?

No. FNS adds Objectives to align with the Award Agreement. Please only add/remove activities and provide detail as appropriate.

2. How do I add/remove activities?

Use the Add Activity/Remove Activity buttons and provide details specific to your grant.

3. What are the Location, Beneficiaries/Audience, and Topic columns used for?

These are optional fields often used for training activities. If you have any questions on whether to use these fields, please reach out to your Grants Officer.

4. How do I add/remove Indicators?

Use the Add Indicator/Remove Indicator buttons to add/remove Indicators.

5. Is there a preferred Indicator Type to use?

Use the Indicator Type that best captures the particular activity goals. While Narrative is available as an Indicator Type, we encourage you to think about whether the Indicator can be better captured quantitatively.

6. Do the Activities listed in Outcome Indicators need to match the number of Activities listed in the previous Program Activities section?

Yes, be sure that you are reporting Indicators on all of the Activities listed in the Program Activities section.

Section IV Final Program Metrics

Note: Complete this section ONLY if the prompts have been completed in the PPR provided for your specific grant award. For some Programs, this section IS NOT required.

Field Name	Description	Required
Metric #	DO NOT COMPLETE – this field will be completed by FNS.	N
Type	DO NOT COMPLETE – this field will be completed by FNS.	N
Prompt	DO NOT COMPLETE – this field will be completed by FNS.	N
Item Labels	DO NOT COMPLETE – this field will be completed by FNS.	N
Answer Value Label	DO NOT COMPLETE – this field will be completed by FNS.	N
Answer Values	Refer to the Prompt and Answer Value Label for guidance in filling out.	Y
Comments	Provide any comments you believe to be pertinent.	N

Section V FAQs

1. What if there are no prompts in this section?

In some cases, Final Reporting Metrics are not required. If the section is not required, prompts will remain blank and there is no need to add details.

2. What values should I update in this section?



FNS will update the Prompt box with details on what sections to complete and how to complete them.

3. Should I Add/Remove Metrics?

No, please only provide responses requested.