

# SF-PPR: NBRC Sample & Guidance

## PERFORMANCE PROGRESS REPORT SF-PPR

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted <b>Northern Border Regional Commission</b>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency <b>Enter NBRC Grant Award Number</b>	3a. DUNS Number <b>Leave Blank</b>	
		3b. EIN <b>Leave Blank</b>	
4. Recipient Organization (Name and complete address including zip code) <b>Enter name of recipient organizations and address, including zip code. This should match the organization's name and address in the NBRC grant agreement.</b>		5. Recipient Identifying Number or Account Number  <b>Leave Blank</b>	
6. Project/Grant Period Start Date: (Month, Day, Year)   End Date: (Month, Day, Year) <b>Project period should match NBRC grant agreement.</b> <b>October 1, 2023</b>   <b>September 30, 2026</b>	7. Reporting Period End Date (Month, Day, Year) <b>Select 12/31, 3/31, 6/30, or 9/30</b> <b>Enter last date of quarter</b>	8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Yes only for closeout process</b>	
		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)	
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>  Provide details for each NBRC performance narrative category below: -Project Status: Choose from <b>Planned</b> (For projects that have NOT received a Notice to Proceed. All activities prior to receiving a NTP should be reported on, including NEPA review process, design and permitting. Projects that have received a Partial Notice to Proceed should classify the project as Planned and report on activities permitted as part of the Notice to Proceed.); <b>In-progress</b> (For projects that have received a Notice to Proceed and are actively implementing the project work plan.); or <b>Complete</b> (For projects that have finished deliverables set forth in the project work plan and are in the final stages of completing reporting, reimbursement requests, and closeout activities.) -Description of Project Activities: Provide a summary of progress on tasks in the work plan. If a task was completed, include a description of the outcomes. If there has not been any activity this quarter, explain why no progress has been made and any expected impacts to the project timeline. -Project Challenges and/or Successes: If applicable, describe current or potential roadblocks to future progress and any impacts to project schedule, and strategies used to achieve successful project milestones or overcome challenges. -Media coverage: Share links to any articles or public announcements about the project during this reporting period.			
11. Other Attachments <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>			
<b>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.</b>			
12a. Typed or Printed Name and Title of Authorized Certifying Official <b>The name should match the listed Authorized Representative in the Authorization Resolution on file.</b>		12c. Telephone (area code, number and extension)	
		12d. Email Address	
12b. Signature of Authorized Certifying Official <b>Electronic signatures are accepted.</b>		12e. Date Report Submitted (Month, Day, Year)	
13. Agency use only			

<b>Performance Progress Report</b>		
<b>SF-PPR Item/Data Element</b>	<b>Line Item Instructions</b>	<b>Additional NBRC Guidance</b>
1. Federal Agency to Which Report is Submitted	Enter the name of the awarding Federal agency identified in the award document or otherwise instructed by the agency.	Enter "Northern Border Regional Commission"
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter the grant/award number contained in the award document.	The award number can be found in your NBRC Grant Agreement.
3a. DUNS Number	Leave this blank.	DUNS numbers are no longer used by NBRC.
3b. EIN	Leave this blank.	NBRC has this on record already.
4. Recipient Organization	Enter the name of recipient organization and address, including zip code.	This is your organization's name and address and should match the information in your NBRC Grant Agreement.
5. Recipient Identifying Number or Account Number	Leave this blank.	
6. Project/Grant Period	Indicate the project/grant period established in the award document.	<p>This information can be found in your NBRC Grant Agreement.</p> <p>Award period: 3 years            Start date: October 1            End date: typically 3 years from start date on September 30</p> <p>The Grant Period will stay the same throughout your project unless you receive a grant amendment from NBRC. Grant amendments must be approved by NBRC.</p>
7. Reporting Period End Date	Enter the ending date of the reporting period. The frequency of required reporting is usually established in the award document.	<p>NBRC progress reports are on a quarterly schedule.</p> <p>Choose the date that corresponds with your current quarterly reporting period:            -December 31 (end of Q1)            -March 31 (end of Q2)            -June 30 (end of Q3)            -September 30 (end of Q4)</p> <p>For final PPRs, the reporting end date shall be the end date of the grant period.</p>
8. Final Report?	Check "No" for all progress reports,	Please see guidance for Final

	unless you are in the closeout process and this is the final report. Final reports will check "yes".	Report performance narrative below (Box 10, Additional NBRC Guidance).
9. Report Frequency	Select the appropriate term corresponding to the requirements in the award document.	Always check quarterly.
10. Performance Narrative	<p>Attach performance narrative as instructed by the awarding Federal Agency.</p> <p>The Performance Narrative submitted to NBRC should include information about your project including:</p> <ul style="list-style-type: none"> <li>-Project Status:</li> <li>-Description of Project Activities:</li> <li>-Challenges and/or Successes:</li> <li>-Press:</li> </ul> <p>Please copy and paste this template into Box 10 of the SF-PPR form or attach a page to the SF-PPR with this information.</p>	<p><u>Project Status:</u> The project status should be identified based on the following definitions:</p> <p>Planned: defined as projects that have NOT yet received a Notice to Proceed. All activities prior to receiving a NTP should be reported on, including NEPA review process, design and permitting. Projects that have received a Partial Notice to Proceed should classify the project as Planned and report on activities permitted as part of the Notice to Proceed.</p> <p>In-progress: defined as projects that have received a Notice to Proceed and are actively implementing the project work plan.</p> <p>Complete: defined as projects that have finished deliverables set forth in the project work plan and are in the final stages of completing reporting, reimbursement requests, and closeout activities.</p> <p><u>Description of Project Activities:</u> The description should include a summary of progress on tasks in the work plan. If a task has been completed, include a description of the outcomes. If there has not been any activity this quarter, explain why no progress has been made and any expected impacts to the project timeline.</p> <p><u>Challenges and/or Lessons Learned:</u> If applicable, describe current or potential roadblocks to</p>

		<p>future progress and any impacts to the project schedule. Similarly, if applicable, describe strategies (e.g. techniques, partnerships, community engagement) used to achieve successful project milestones or overcome challenges experienced in the project.</p> <p>Media coverage: Please share links to any articles or public announcements about the project during this reporting period.</p> <p>Final Performance Report: A final performance report covering the entire project must be submitted no later than 90 days after the end of the project/grant period. Final reports are requested to describe project activities implemented to complete the project over the project/grant period and summarize the results/outcomes of the project that were achieved at the end of the project/grant period. The report should also highlight partnerships that supported the project, challenges and/or lessons learned. The report should describe completed outreach or sharing of project results.</p>
11. Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.	Please consolidate any other documentation into one pdf with the PPR form.
12a. Typed or Printed Name and Title of Authorized Certifying Representative	Authorized certifying official of the recipient.	The name should match the listed Authorized Representative in the Authorization Resolution. If the Authorized Official changes during the performance period of an award, grantees are required to provide NBRC with an executed <a href="#">Key Contacts Form</a> together with an updated Authorized Official Resolution to document the change.
12b. Signature of Authorized Certifying Official	Original signature of the recipient's authorizing official.	Electronic signatures are accepted.
12c. Telephone (area	Enter authorized official's	

code, number and extension)	telephone number.	
12d. Email address	Enter authorized official's email address.	
12e. Date Report Submitted (Month, Day, Year)	Enter the date submitted to NBRC. Note: Report must be received by NBRC no later than 90 days after the end of the reporting period.	Reports should be submitted by email to <a href="mailto:admin@nbrc.gov">admin@nbrc.gov</a> . The Subject line should contain the name of the report (SF-PPR) and the Grant Award Number from Box 2.
13. Agency Use Only	Leave this blank. This section is reserved for the awarding Federal agency use.	