PERFORMANCE PROGRESS REPORT
SF-PPR

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1. Federal Agency and Organization Element to Which Report is Submitted

HHS-ACF-OCS-AFI

2. Federal Grant or Other Identifying Number Assigned by Federal Agency

90EI0XXX

3a. DUNS

ALT0002

3b. EIN

12345

4. Recipient Organization (Name and complete address including zip code)

Sunshine Capital

123 Maple Avenue, Ste 55
Vienna, VA 12345

5. Recipient Identifying Number or Account Number

Leave Blank

8. Final Report?

- ☐ Yes
- ☒ No

6. Project/Grant Period

Start Date: 9/30/2005

End Date: 9/29/2010

7. Reporting Period End Date

9/25/2010

9. Report Frequency

- ☐ annual
- ☒ semi-annual
- ☐ quarterly
- ☐ other

If other, describe:

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)***

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

Akea Ishikawa

12b. Signature of Authorized Certifying Official

12c. Telephone *(area code-number-extension)*

(333) 333-3333

12d. Email Address

mail@email.com

12e. Date Report Submitted

6/5/2006

13. Agency use only

OMB Approval Number: 0970-0334
Expiration Date: 10/31/2012

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, semiannual, 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

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.	**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.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 0970-0334, which expires on 10/31/2012. The time required to complete this information collection is estimated to average 0.42 hours per response, including the time to review the instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have suggestions about the accuracy of the estimate, we would be happy to hear from you.** You can email us at infocollection@acf.hhs.gov.

Print Form