

# Grants Gateway Progress Report Walkthrough

To Initiate a New Progress Report (by Grantee):

1. Log in as grantee and find the contract that you want to initiate a new progress report on. The contract has to be in the status of "Contract Executed", "Grantee Modification Request (PM)", "Offline Grantee Modification Request (PM)", "Modification Request Review (PM)", "Modification Request Review (CM)" or "Modification Request in Internal Review" within a period to have a Progress Report initiated. If in one of the stated statuses, click on the Application link.

Application Number	Contract Number	Contract Type	Organization Legal Name	Term From/To	Period #	Period From/To	Contract Status	Contract Amount
<a href="#">DEC01-CWA15-2015-00003</a>	DEC01-C00002GG-3350000	Multi-Year	<a href="#">Linda V</a>	01/01/2016-12/31/2018	1	01/01/2016-12/31/2016	Contract Executed	\$60,000.00

2. Hover over the "Progress Reports and Related Documents" link and click on "Initiate a/an Progress Report"

Management Tools **Progress Reports and Related Documents**

Related Documents

Name
<a href="#">Initiate a/an Progress Report</a>
<a href="#">PRGRPT-DEC01-C00002GG-3350000-</a>

If another Progress Report has already been initiated it will show here

3. This takes you to the Progress Report Main Page as shown below. Note all fields will appear blank until you start working through the Forms menu and information will fill in as completed.

### **PROGRESS REPORT MAIN PAGE**

Contract Properties

Contract Number	Contract Term From	Contract Term To	Contract Type
DEC01-C00002GG-3350000	01/01/16	12/31/18	Multi-Year

Period 1: 01/01/2016 - 12/31/2016

Progress Report Summary

**Progress Report Number:** PRGRPT-DEC01-C00002GG-3350000-P1-002

**Progress Report Period:** -

**Progress Report Name:**

**Submitted By:**

**Date Submitted:**

**Date Approved:**

**Final Report:**

4. From the Main Page, click on the Forms Menu link:

[Menu](#)
[Forms Menu](#)
[Status Changes](#)
[Management Tools](#)
[Progress Reports and Related Documents](#)

5. The items to be updated are dependent on what was selected during the Contract Build Phase. The Grants Coordinator can select for either Work Plan or Uploads to be updated or may select both.

## Grant Creation and Editing Module

Use the menu below to access the various components of the template.

---

**Current Mode: Active**

[Grant Opportunity Build Menu](#) | [Contract Build Menu](#)

---

### Progress Report Formats

**Instructions:**

1. Complete the required fields below.
2. Upload Progress Report Templates or enter a link to your website if applicable.
3. Select the **Save** button to save your work before moving from this screen

**Acceptable Progress Report Formats:**

-Select-  
 Work Plan and Upload(s) \*  
 Work Plan Only  
 Upload(s) Only

Progress Reports

- First, click on the Progress Report Properties link. You must complete Report Period From and To dates, Progress Report Name and indicate if the Progress Report you are doing is the Final Report in order to get the page to save successfully.

**Forms Menu**

Status	Page Name	Note
	Work Plan and Uploads	
⊛	<a href="#">Progress Report Properties</a>	
⊛	<a href="#">Progress Report Work Plan Based - Forms Menu</a>	
	Work Plan and Uploads	
	<a href="#">Progress Report Work Plan Based - Project Summary</a>	
	<a href="#">Progress Report Work Plan Based - Performance Measures (5)</a>	
	<a href="#">Progress Report Uploads</a>	
	<a href="#">Progress Report External Review</a>	

Note that the 'Stop' sign shows next to the link until the page has been changed, just like when working through the contracting process. You will know you have completed that page once the icon has changed

- Go back to the Forms Menu link and select the next link; Progress Report Work Plan Based – Project Summary. Just like when completing an application, Project Summary Update is required (indicated by the red asterisk), Organizational Capacity Update is not. Once completed go back to the Forms Menu and select the next link.

**Progress Report Summary**

**Progress Report - Project Summary Update**  
Provide an update on the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

0 of 50000

**Progress Report - Organizational Capacity Update**  
Provide an update on the project staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

0 of 4000

- Next link takes you to the Progress Report Work Plan Based – Performance Measures. (This is only showing because it was selected when setting up the contract properties) This screen shows you all of the information the contract was originally submitted with, provides a place for you to input an update to your Performance Measure on each Objectives Task. You are also able to upload any documents to update your Performance Measure IF uploads were originally allowed when creating the application.

**PROGRESS REPORT WORK PLAN BASED - PERFORMANCE MEASURES**

**Instructions:**

- Complete the required fields below.
- Select the **Save** button to save.

**Period 1:** 01/01/2016 - 12/31/2016  
**Progress Report Number** PRGRPT-DEC01-C00002GG-3350000-P1-002  
**Progress Report Period** 01/01/2016-12/31/2016  
**Progress Report Name** Demo Progress Reports\_1

[Progress Report Performance Measure](#)

**Objective Name** Statewide Coordinator for the 604(b) Water Quality Management Plan  
**Objective Description** Serve as Statewide Coordinator for the 604(b) Water Quality Management Planning Program  
  
**Task Name** Participate in and encourage collaboration of programs and efforts between the 604(b) grant recipients, other entities involved in water quality protection activities statewide, and the Department  
**Task Description**

[Progress Report Performance Measure Update](#)

**Performance Measure Name** perf measure #1

**Progress Report – Performance Measure Narrative Update**

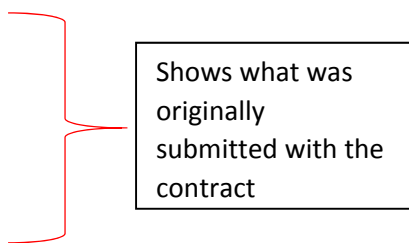
^  
v

0 of 500
\*

**Progress Report Performance Measure Upload Update**

[Contract Performance Measure](#)

**Contract – Performance Measure Narrative**  
 description of perf measure #1  
  
**Contract – Performance Measure Upload**  
 N/A  
  
**Contract – Performance Measure Integer**



- If you had more than one performance measure you must update each of them before you can submit your Progress Report successfully. Once all performance measures have been updated you can return to the Forms menu to click on the next link.

SAVE
ADD NOTE
CHECK GLOBAL ERRORS

Details

1.1.1: perf measure #1  
1.2.1: perf measure #2  
1.3.1: perf measure #3  
1.4.1: perf measure #4  
1.5.1: perf measure #5

GO

**PROGRESS REPORT WORK PLAN BASED - PERFORMANCE MEASURES**

Instructions:

- If the agency has provided a template for you to update as part of your Progress Report you will do so on the Progress Report Uploads screen. Even if a template was not provided, documents can be uploaded here provided uploads were chosen during the contract creation.

**PROGRESS REPORT UPLOADS**

**Instructions:**

- Agencies may choose to provide Reporting Templates. If an Agency decides to provide Templates it can be done in one of two ways, either by making the Reporting Template(s) available for download or providing a link to their Agency Template Library.
- Download Reporting Templates:** If a template has been provided for download you can access it by clicking the **Document Template: Click Here** link. Save the Template to your computer. Once you have filled out the Reporting Template you can use the **Browse** button under the Template Name/Description to locate the document on your computer and upload it as part of your Progress Report.
- If **Download Reporting Templates** is N/A the Agency did not make any Reporting Templates available for download
- Reporting Template Library Link:** Click this link to access the Agency Reporting Template Library. Download the files from the Library and save them to your computer. To upload these documents use the **Other Progress Report Uploads** section.
- If **Reporting Template Library Link** is N/A the Agency did not provide a link to a Template Library.
- Other Progress Report Uploads:** Use this section to upload Reporting Templates downloaded from an Agency Library, as well as for Report Documents where no template has been provided. Select the **Browse** button to locate the document on your computer.
- Select the **Save** button above to save uploaded documents.
- Note – Individual uploads are limited to a maximum 10 MB file size, but there is no limit on the number of documents you can upload.

Progress Report Templates

**Downloading Reporting Templates** N/A

**Reporting Template Library Link:** N/A

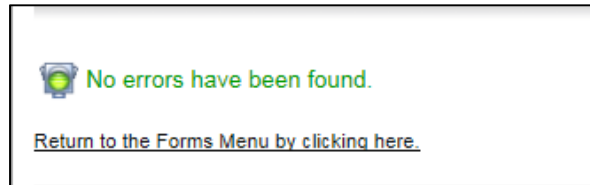
Other Progress Report Uploads

Remove Row	Name	Description
<input type="checkbox"/>	<input style="width: 100%;" type="text"/> <input style="width: 100%; margin-top: 5px;" type="button" value="Browse..."/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <div style="text-align: right; border-left: 1px solid gray; border-right: 1px solid gray; padding: 2px;"> <span style="color: green; font-size: small;">↑</span>  <span style="color: green; font-size: small;">↓</span> </div>

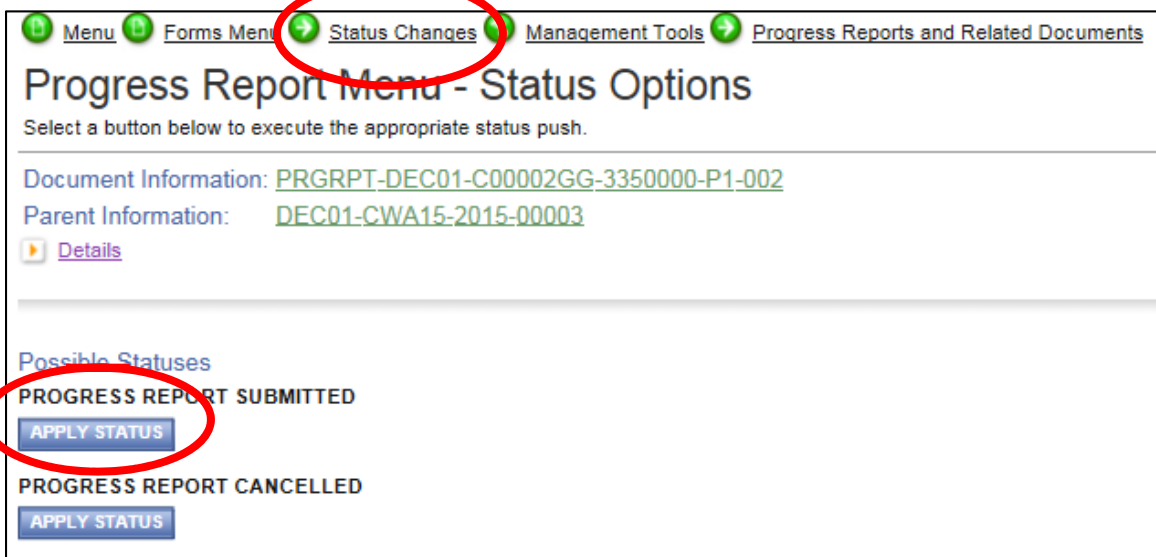
11. Once you think you have updated all screens that need to be, click on the Check Global Errors button in the blue ribbon at the top of the screen:



The green light indicates that all required screens have been updated successfully and the Progress Report is ready to be submitted:



To submit the Progress Report click Status Changes and then Apply Status under Progress Report Submitted:



12. In Step 3 we saw how none of the information on the Progress Report Main Page was completed. Once the report has been submitted you can go back to the Progress Report Main Page and see the Summary complete.

**PROGRESS REPORT MAIN PAGE**

Contract Properties

Contract Number	Contract Term From	Contract Term To	Contract Type
DEC01-C00002GG-3350000	01/01/16	12/31/18	Multi-Year

Period 1: 01/01/2016 - 12/31/2016

Progress Report Summary

**Progress Report Number:** PRGRPT-DEC01-C00002GG-3350000-P1-002  
**Progress Report Period:** 01/01/2016 - 12/31/2016  
**Progress Report Name:** Demo Progress Reports\_1  
**Submitted By:** A StaceyGCS  
**Date Submitted:** 12/14/2015  
**Date Approved:**  
**Final Report:** No

Reports

 [Progress Schedule Report](#)