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.

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Contract Number</th>
<th>Contract Type</th>
<th>Organization Legal Name</th>
<th>Term From/To</th>
<th>Period #</th>
<th>Period From/To</th>
<th>Contract Status</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC01-CWA15-2015-00001</td>
<td>DEC01-C00002GG-3350000</td>
<td>Multi-Year</td>
<td>Linda Y</td>
<td>01/01/2016-12/31/2016</td>
<td>1</td>
<td>01/01/2016-12/31/2016</td>
<td>Contract Executed</td>
<td>$60,000.00</td>
</tr>
</tbody>
</table>

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

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](image)

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

![Forms Menu Link](image)

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](image)
6. 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.

7. 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.
8. 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:**

1. Complete the required fields below.
2. Select the Save button to save.

<table>
<thead>
<tr>
<th>Period 1:</th>
<th>01/01/2016 - 12/31/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Report Number</td>
<td>PRGRT-DEC01-C00032GG-3350003-P1-002</td>
</tr>
<tr>
<td>Progress Report Period</td>
<td>01/01/2016-12/31/2016</td>
</tr>
<tr>
<td>Progress Report Name</td>
<td>Demo Progress Reports_1</td>
</tr>
</tbody>
</table>

#### Progress Report Performance Measure

<table>
<thead>
<tr>
<th>Objective Name</th>
<th>Statewide Coordinator for the 604(b) Water Quality Management Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective Description</td>
<td>Serve as Statewide Coordinator for the 604(b) Water Quality Management Planning Program</td>
</tr>
</tbody>
</table>

| 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

<progress bar with 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

![Shows what was originally submitted with the contract]
9. 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.

10. 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.
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:

![Check Global Errors Button]

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

![No errors have been found]

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

![Status Changes and Apply Status]

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]