

Performance Progress Report for Nonprofit Capacity Building Program

Electronic data collection is now available. Follow the instructions below to complete and submit your forms online. Please contact the National Resource Center at 1-888-SCF-5345 or help@scfgrantees.org with any questions.

Step 1 - Complete the Report Forms

PPR Sections A through G

You must use the SCF-NP SF-PPR (Performance Progress Report) for your Demonstration grant progress report. [Click here](#) to access the online form. When you have completed all sections of the report, click "Proceed to Submission" at the bottom of the forms. [Click here](#) to read more on using online forms.

PPR Cover Page

The PPR cover page must be signed by your organization's authorizing official. You may also enter a brief performance narrative and/or attach an additional file with information on your project from this form. [Click here](#) to open the PPR cover page. Scan the signed form and save it on your local computer.

Training and Technical Assistance Engagements

Report your organization's training and technical assistance engagements during the reporting period. [Click here](#) for complete instructions.

Budget Progress

Inform your program specialist of progress in spending for each of the approved budget categories on your Financial Assistance Award (FAA). [Click here](#) for complete instructions.

Financial Status Report (SF-269)

You must use the SF-269 form to report your grant's financial status.

[Download the SF-269 in Word format](#)

[Download the SF-269 in Adobe PDF format](#) (You will not be able to save data that is entered unless you have Adobe Acrobat Professional)

The form must be signed by your organization's authorizing official.

- [Click here for line-by-line guidance on questions 1-10d.](#) (.swf/170kb) - [Text Only](#) (.txt/38kb)
- [Click here for line-by-line guidance on questions 10e-10p.](#) (.swf/170kb) - [Text Only](#) (.txt/38kb)
- [Click here for line-by-line guidance on questions 10q-13.](#) (.swf/170kb) - [Text Only](#) (.txt/38kb)

Step 2 - Print and mail the completed report

After you have completed all of the forms in Step 1, print and mail the original signed copy, along with two additional copies, to the Office of Grants Management at:

Attn:{[Grants Management Specialists](#)}
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade, SW
6th Floor East
Washington, DC 20447

Step 3 - Upload Additional Documents

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PPR Cover Page

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Training and Technical Assistance Engagements

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Budget Progress

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Financial Status Report (SF-269)

Step 4 - Submit the Completed Report

After you have completed and attached all of the forms and mailed copies of them to the Office of Grants Management, click the Submit Report button below to electronically submit the report to the program office. A new page will appear once you have successfully submitted your report.

After clicking the submit report button please wait while the system processes your files. This may take several seconds.

Submit Report