Rural Community Development (RCD) Grant Recipient Performance Progress Report Instructions

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Definitions

Refer to the following definitions for terms used throughout these RCD Performance Progress Report (PPR) reporting instructions.

Activity – A distinct component of an RCD effort that can be reported on individually using metrics. Activities can include providing assistance with loan or grant applications, implementing a data collection effort, developing a Standard Operating Procedures document, conducting asset mapping, developing an emergency response plan, performing a risk assessment, or conducting a public meeting. These are elements that make up projects that lead to outcomes such as increased access to funding or improved capacity.
Metric – The actual values associated with an activity that RCD grant recipients report on within the PPR. For example, the number of people receiving access to clean water or the amount of funding obtained.

Outcome – The ultimate result of the activity or project. This will be one of the seven areas where RCD efforts are expected to create measurable impact in rural communities with low incomes. The seven Outcomes are:

- Increased access to funding
- Improved managerial and financial capacity
- Improved technical capacity
- Strengthened compliance
- Critical infrastructure reliability
- Access to safe drinking water
- Access to sanitary sewer services

Project – The total training and technical assistance an RCD grant recipient provides to a community using RCD grant funds. A project likely consists of multiple activities implemented over a period of time, which may be several months or years and may result in multiple Outcomes. Projects typically assist one community, but some projects may assist multiple, such as regionalization projects.

To understand the structure of the PPR, remember that metrics live under the umbrella of activities, and that activities live under the umbrella of Outcomes.

General Data Collection & Reporting Principles

☐ **#1: Report data in the PPR only when an *activity* is completed.**

Each project an RCD grant recipient implements consists of multiple activities (e.g., conducting a public meeting, conducting a board training, developing an asset management plan, etc.). Report data in the PPR only when an activity is completed. This helps prevent duplication since project data will be aggregated across reporting periods to calculate totals across the 5-year RCD grant period. Reminder: just because you have not reported the *completion* of an activity in the PPR does not imply you have not *made progress towards completion* of that activity during the reporting period. Some activities (e.g., vulnerability assessments, trainings, etc.) are shorter term and can more quickly be reported on, while other activities (asset management planning) take longer and could even extend beyond the end of the grant period.

☐ **#2: Report completed *activities* in the PPR even if the entire *project* is not completed.**

An activity can be reported when it is completed, even if the project is still ongoing and has not yet been completed. As each activity over the course of the project is completed, report on that activity in the PPR. If a project is completed during the 5-year grant period, the current and previous PPRs will include all activities that were completed as part of the project. Therefore, do not re-report all activities associated with a project when a project ends. If a project is not completed by the end of the 5-year grant period, the current and previous PPRs will include activities completed as part of the project through the end of the 5-year grant period. Activities completed after the end of the 5-year grant period will not be included.

☐ **#3: Describe *activities* that are currently underway — but not yet completed — in the Outcome Remarks field under the relevant *Outcome* in the PPR.**

Activities that remain underway at the time of the PPR submission can be noted in the Outcome Remarks field under the relevant Outcome in the PPR. **This is optional but useful.** If an activity is mentioned in the Outcome Remarks field as being underway, it is expected that when the activity is completed, data will be provided in a numerical or drop-down field in a future PPR.

☐ **#4: Data reported for the Outcomes *Access to Safe Drinking Water* and *Access to Sanitary Sewer Services* are not mutually exclusive with data reported for other outcomes.**

The Outcomes *Access to Safe Drinking Water* or *Access to Sanitary Sewer Services* can be the result of other Outcomes. For example, if RCD activities involve supporting grant applications (increasing access to funding), conducting board training (improving capacity), or resolving compliance violations (strengthening compliance), this can lead to additional people gaining access to safe drinking water and sanitary sewer services. If an activity is reported on elsewhere in the PPR *and* it results in additional people gaining access to safe drinking water or sanitary sewer services, the number of new people gaining access or gaining sufficient access as a result of the reported activities should be included in the following metrics as appropriate:

- Number of residents who have gained access to safe drinking water this reporting period
- Number of additional residents provided with water in sufficient quantities to meet basic needs this reporting period
- Number of residents who have gained access to sanitary sewer system this reporting period
- Number of additional residents provided with sewer systems with sufficient capacity and reliability to meet local demand

Outcomes like *Increase Access to Funding*, *Improve Managerial and Financial Capacity*, *Improve Technical Capacity,* and *Strengthen Compliance* are intermediary Outcomes that can lead to the longer-term Outcomes of helping communities improve access to safe water and sanitary sewer. Therefore, for example, if compliance activities are completed, and that results in new people gaining access to safe drinking water, those new people should be reported in the number of residents gaining access to safe drinking water.

☐ **#5: Some of the work RCD grant recipients do will never lead to residents gaining access to safe water, water in sufficient quantity, sanitary sewer, or sewer with sufficient capacity.**

Many RCD activities do not contribute to the Outcomes *Access to Safe Drinking Water* or *Access to Sanitary Sewer Services*. For example, an activity may help ensure there are backup supplies for when a community might run out of water. The activity prevents the community from running out of water, so this would not be reported as residents gaining access because they never lost it.

Some activities will result in the assistance of only part of a community and not the entire community population. For example, the activity of assisting a community with accessing funding to add a new water line would not affect all community members, only those with new water access. The following metrics specifically ask for the number of *new* residents gaining access to safe water and wastewater services:

- Number of residents who have gained access to safe drinking water this reporting period
- Number of additional residents provided with water in sufficient quantities to meet basic needs this reporting period
- Number of residents who have gained access to sanitary sewer system this reporting period
- Number of additional residents provided with sewer systems with sufficient capacity and reliability to meet local demand

☐ **#6: Only report on the *activities* relevant to your project.**

Activities and metrics are included as optional fields. Not reporting on all metrics and activities does not imply that objectives of the program are not met. You are only required to report on activities completed during the reporting period. There is *no penalty* for not reporting on metrics if they do not apply to your projects or if they are for activities that are not yet completed. For example, water system consolidation is an infrequent activity. It is possible that a grant recipient could never do water system consolidation during the five-year grant period, meaning a grant recipient potentially may never report this activity.

☐ **#7: Only report activities under one Outcome.**

Some activities may appear within more than one Outcome category. For example, the activity Capital Improvement Plans can be reported on under the Outcomes *Increase Access to Funding*, *Improve Managerial and Financial Capacity*, and *Improve Technical Capacity*. When activities in the drop-down boxes appear under more than one Outcome, report your data under only one Outcome and leave the other fields where the activity appears blank. Choose the best place to report this data *based on your project*.

☐ **#8: Provide additional data and information as uploaded attachment(s) in GrantSolutions.**

RCD grant recipients may attach supplementary materials, such as case studies or reports, to the PPR as uploaded attachments in GrantSolutions. Providing these materials is not required, but they are highly valuable to OCS, as they support the development of communications that highlight the RCD program.

Required Supplementary Data

In addition to the data fields within the PPR, OCS ***requires*** RCD grant recipients to submit supplementary data using the table below as an uploaded attachment to the PPR in GrantSolutions.

OCS finds value in understanding the number of residents, households, and communities that are served by RCD-funded projects and uses this data to report the outcomes of the program. RCD grant recipients ***must*** attach a completed version of the table below to each PPR submission as an uploaded attachment. The medium of submission for this table (Excel Sheet, Word Document, PDF, etc.) is at the grant recipient's discretion.

Reporting Period	Number of Projects	Number of Communities Served	Population Served	Low-income Population Served	Number of Households Served

The data in this table should be submitted **cumulatively**. At the end of the first reporting period of the grant, report the total number of projects in progress, and communities, individuals, individuals with low incomes, and households served to establish a baseline number for these metrics. For grant recipients with RCD projects initiated under a previous grant that remain ongoing in the current grant period, include those projects and the associated communities, individuals, individuals with low incomes, and households served in the baseline data reported for the first reporting period.

In subsequent reporting periods, add new instances of projects undertaken, and communities, individuals, individuals with low incomes, and households served to these metrics and report the cumulative number (data reported in the most recent reporting period ***plus*** new data in this reporting period) in the table included above.

Example:
For an illustration of cumulative reporting, refer to the table below.

Metrics	Numbers Reported in First Reporting Period	New Data in the Second Reporting Period*	Numbers Reported in Second Reporting Period
Number of Projects	42	18	60
Number of Communities Served	45	18	63
Population Served	3,456	422	3,878
Low-income Population Served	3,122	380	3,502
Number of Households Served	986	133	1,119

**These are new projects undertaken in the second reporting period, and new communities, individuals, individuals with low incomes, and households served by these projects that are not already reported in the first reporting period.*

Note that the data submitted in this table must be **unduplicated**. The same beneficiary should only be counted once for this data, even if they are served over multiple reporting periods. So, if a community is counted in the baseline data submitted during the first reporting period, but the same community is still being served in the following reporting period, the community should ***not*** be counted again.

Note that in cases where a recipient implements two distinct projects in the same community during the five-year project period, the community itself should still be counted once under communities served, since it is the same beneficiary. However, both projects should be counted toward the total number of projects, as they represent separate and distinct projects undertaken by the grant recipient.

To add more context to the numbers submitted, include explanatory details within the supplementary data attachment. Narrative information may be provided after the table (e.g., as a paragraph in a Word document or a text box in an Excel file). OCS encourages grant recipients to add narrative detail when possible and as appropriate to provide some insight into the numbers submitted. RCD grant recipients may choose to provide additional context on data collection methods or identify any reporting anomalies for OCS' awareness.

Supplementary Data Definitions

Metric	Metric Definitions and Clarifications
Number of Projects	The total number of RCD projects undertaken by the RCD grant recipient during the entire course of the grant, including projects that are ongoing at the time of reporting.
Number of Communities Served	The total number of communities served by a grant recipient over the entire course of the grant, including communities that are currently being served by the grant recipient. A community is considered served by a grant recipient if the RCD project serving that community has recorded *at least one completed activity* as a result of the affiliated project. Once a community is counted as served, also report the associated individuals, individuals with low incomes, and households served within that community.
Population Served	The total number of distinct individuals served by the grant recipient through RCD projects during the entire course of the grant, including individuals that are currently being served by the grant recipient.
Low-Income Population Served	The total number of distinct individuals with low incomes served by the grant recipient through RCD projects during the entire course of the grant, including individuals with low incomes that are currently being served by the grant recipient.
Number of Households Served	The total number of distinct households served by the grant recipient through RCD projects during the entire course of the grant, including households that are currently being served by the grant recipient.

Supplementary Data Collection Strategies

RCD grant recipients may have internal protocols to collect and report the required supplementary data. If this applies to your organization, continue to utilize the internal policies and procedures for collecting this data. However, if your organization requires additional guidance to collect and report this data by utilizing other methods such as pulling census bureau data, please contact your Program Specialist to determine a data collection strategy that aligns with RCD reporting requirements.

Outcomes Details

Outcome 1: Increase Access to Funding
Gaining access to additional sources of funding (government, institutional, philanthropic, beneficiaries, residents, and Tribal nations).

Activities	Metrics	Reporting Format	Reporting Tips and Clarifications
Standard Criteria: 1.a Attained eligibility to receive government or institutional funding			
Collected data required by government or institutional funding sources	Number of applicable data collection efforts/documentations completed this reporting period.	Drop down to select, and provide #: ● ADA Assessment ● Assist with Loan/Grant application ● Assist with Hiring Professional Services ● Attitude/Interest Survey ● Capital Improvement Plans ● Conduct Public Meetings ● Environmental Assessment ● Income Survey ● Infiltration and Inflow Study ● Infrastructure Planning ● Interest Survey ● Letter of Condition ● O&M Plan ● Prepare Funding Plan ● Restructure Entity ● Review Engineering/Professional Studies	Report on data collection efforts, e.g., surveys, and completed documentation to demonstrate that completing these actions leads to increased access to funding.

		● Pressure Survey ● Sanitary Survey ● Septic Survey ● Source Water Assessment ● State Environmental Quality Report ● Water Rights Approval ● Other?	
Completed documentation required to apply for government or institutional funding (e.g., EPA, USDA)	Number of communities for which an eligible legal entity was created (newly eligible)	#	This metric applies to both Outcome 1 and Outcome 2. If an activity or metric is listed under multiple Outcomes within the PPR, report project activities only under the Outcome that most closely aligns with the primary goal of the project. For instance, determine if the eligible legal entity was mainly created to increase access to funding (Outcome 1) or improve managerial capacity (Outcome 2) and then report appropriately. Do not double-count the same action occurring within one community in multiple sections.
Standard Criteria: 1.b Secured government or institutional or philanthropic funding			
Submitted applications for government or institutional/ philanthropic funding	Number of applications for funding submitted	#	
Received funding awards from government or institutions (Grants and loans)	Amount of funding awarded this reporting period (total amount)	$	
Standard Criteria: 1.c Raised funds directly from beneficiaries or residents or Tribal nations			

Implemented system to raise funds directly from beneficiaries or residents, or Tribal nations	Amount of funding raised this reporting period	$	

Outcome 2: Improve Managerial and Financial Capacity
The improvement of processes, procedures, and governance structures to subsequently enable improved operation and management of water and wastewater systems.

Note: For Outcome 2, report progress on managerial training delivery. In the sections for Outcomes 3 and 4, report on technical training and compliance training, respectively, but for the Outcome 2 section, only report metrics for managerial training. Each training should only be recorded under one Outcome. The different types of training have intentionally been separated into different Outcomes to ensure that grant recipients carefully consider the exact types of training delivered in the training and technical assistance efforts and report information in the PPR accordingly. Managerial trainings include board training, utility financial management training, and other types of trainings that support management bodies within water and wastewater systems.

Activities	Metrics	Reporting Format	Reporting Tips and Clarifications
Standard Criteria: 2.a Increased institutional capacity to execute critical activities			
Facilitated creation of governing body (e.g., water governing board, utility board)	Number of communities for which an eligible legal entity was created	#	This metric applies to both Outcome 1 and Outcome 2. If an activity or metric is listed under multiple Outcomes within the PPR, report project activities only under the Outcome that most closely aligns with the primary goal of the project. For instance, determine if the eligible legal entity was mainly created to increase access to funding (Outcome 1) or improve managerial capacity (Outcome 2) and then report appropriately. Do not double-count the same action occurring within one community in multiple sections.
Provided managerial training (e.g., trainings, workshops)	Number of new completions this reporting period	Drop down to select, and provide #: ● Board Training ● Utility Financial Management Training ● Other?	Count the number of people completing the training. For instance, if five people attended one Board Training session, report five for this metric. Note that one individual may have more than one training completion in a given reporting period. In this case, count this person for each training they attended. For example, if they attended a Board Training one month, then another Board

			Training during the next month within the same reporting period, report this individual twice.
Developed and implemented administrative tools for management, oversight, financial stability	Number of new administrative management tools implemented this reporting period	Drop down to select, and provide #: ● Asset Management Plan ● Bookkeeping capacity ● Capability Assurance Plan ● Capital Improvement Plans ● Community Development Plan ● Integrated Solid Waste Management Plan (not part of all contracts) ● Job Descriptions/Hiring ● Management Plan ● Regional Collaboration Plan ● Safety Program ● Standard Operating Procedure ● Other?	For the purposes of this form, report administrative management tools when they are applied and/or implemented, not while they are in development. This metric applies to both Outcome 2 and Outcome 3. If an activity or metric is listed under multiple Outcomes within the PPR, report project activities only under the Outcome that most closely aligns with the primary goal of the project. For instance, if a new Standard Operating Procedure is created, determine if it is mainly for management purposes (Outcome 2) or technical purposes (Outcome 3). Do not double-count the same action occurring within one community in multiple sections.
Standard Criteria: 2.b Improved coordination between critical stakeholders or systems			
Facilitated new partnership agreements	Number/type of new partnership agreements created.	Drop down to select, and provide #: ● Articles of Dissolution ● JPA ● Merger Plan ● MOU/MOA	

		● O&M Contractual Agreement ● Operator workgroups ● Regional collaboration plan ● RFP/RFQ for Goods ● RFP/RFQ for Services ● Source water contract ● Utility management contract ● Water/ Wastewater treatment contract ● Facility Closure Plan ● Other?	
Standard Criteria: 2.c Created conditions necessary for future improvements to water and sewer system operation			
Facilitated creation of policies, procedures and/or resolutions (e.g., ordinances, Tribal laws, Tribal council resolutions, Tribal governance)	New policies, procedures, and resolutions created	Drop down to select, and provide #: ● Capital Improvement Plans ● Established ordinances (laws governing communities, Tribal laws) ● Established policies (water/wastewater system policies, manuals, Tribal governance) ● Established Resolutions (Tribal council) ● Other?	

Outcome 3: Improve Technical Capacity
The improvement of processes and procedures related to the execution of key functions to support water and sewer service delivery.

Note: For Outcome 3, report progress on technical training delivery only, not managerial training or compliance training. These are reported under Outcomes 2 and 4, respectively. Each training should only be recorded under one Outcome.

Activities	Metrics	Reporting Format	Reporting Tips and Clarifications
Standard Criteria: 3.a Increased staff capacity to execute critical roles			
Developed and implemented administrative tools for management, oversight, and/or financial stability	Number of new tools implemented this reporting period	Drop down to select, and provide #: ● Standard Operating Procedure ● CCR (Consumer Confidence Report) ● Corrective Action Plan ● Cross-Connection Control Plan ● Emergency response plan ● GIS capability ● Operator capacity ● O&M Plan ● Public Notices ● Infiltration and Inflow Study ● Pressure Survey ● Sanitary Survey ● Septic Survey ● Source Water Assessment ● State Environmental Quality Report ● Risk Assessment / Security	For the purposes of this form, report administrative tools when they are applied and/or implemented, not while they are in development. This metric applies to both Outcome 2 and Outcome 3. If an activity or metric is listed under multiple Outcomes within the PPR, report project activities only under the Outcome that most closely aligns with the primary goal of the project. Do not double-count the same action occurring within one community in multiple sections. For instance, if a new Standard Operating Procedure is created, determine if it is mainly for management purposes (Outcome 2) or technical purposes (Outcome 3). Do not double-count the same action occurring within one community in multiple sections.

		Assessment / Vulnerability Assessment ● Sampling Plan ● Source Water Contract ● Wastewater Treatment Contract ● Watershed/Source Water Protection Plan ● Wellhead Protection Plan ● Other?	
Provided technical training	Number of new technical training completions this reporting period	Drop down to select, and provide #: ● Laboratory Parameter/Procedure Training ● Training on State or Federal Regulations ● Operator Training ● Training on Utility Management ● Other?	Technical training refers to training related to maintaining technical operator capacity. Report the number of training completions here. For example, a project might administer a technical training class for which 10 individuals attended and completed. Report 10 training completions. The technical trainings initiatives reported here are not required to result in a certification or credential, though they may.
	Number of new technical training hours completions this reporting period	Drop down to select, and provide #: ● Laboratory Parameter/Procedure Training ● Training on State or Federal Regulations ● Operator Training ● Training on Utility Management ● Other?	Report the number of training hours here. For example, a project might administer a technical training class lasting three hours, for which 10 individuals attended and completed that training. Report 30 training hours. Please note that the number of technical trainings completed and the number of technical training hours completed should be aligned. For instance, if an RCD grant recipient reports training completions for Operating Training, Training on Utility Management, and Other training, then the RCD grant recipient should also report training hours for Operator Training, Training on Utility Management, and Other training. Similarly, report

			training completions for any given training category if it is reported under training hours. RCD Program Specialists would not expect to see Operator Training reported under training hours, but then not under training completions and vice versa. Training hours are not required to be officially approved by primacy agencies (for example, they are not required to be contact hours, professional development hours, or continuing education units). However, it is helpful if you note total approved hours in the Outcome comments section.
Trainees obtained certification in technical area	Number of technical certifications (achieving operator certification or recertification of operator in training status) obtained this reporting period	#	Technical certifications refers solely to professional operator certifications issued by the grant recipient. Only EPA-approved providers of operator certification programs may report technical certifications obtained. Technical certifications are reported by total number of certifications issued. An individual may receive multiple certifications.
	Number of certification credentialing programs administered (e.g., processing applications for certification, testing applicants, maintaining certification exams)	#	Technical certifications refers solely to professional operator certifications issued by the grant recipient. Only EPA-approved providers of operator certification programs may report certification credentialing programs administered. Certification credentialling programs administered are reported at the credentialling program level (i.e., the number of programs, which may be a group course or class, that the grant recipient has administered). For example, a project might administer three credentialling programs, which resulted in 75 certifications to 30 individuals. In this case, the RCD grant recipient would report three certification credentialling programs administered and 75 certifications obtained.
Standard Criteria: 3.b Demonstrated improvements in the delivery, efficiency, or viability of water and/or sewer services			

Facilitated water system consolidation or utility collaboration	Number of water systems consolidated or utility collaboration efforts completed (e.g., Partial consolidation, Full consolidation, New entity formation, Other regionalization strategies including consolidations and mergers)	#	Utilize a broad definition of consolidation to include all collaboration efforts completed (e.g., Partial consolidation, Full consolidation, New entity formation, Other regionalization strategies including consolidations and mergers). Report the number of collaboration efforts completed, not the number of systems that were consolidated (e.g., two systems consolidated into one = one consolidation effort).
Improved coordination between stakeholders or systems	Number of coordination activities	Drop down to select, and provide #: ● Number of meetings ● Number of agreements signed ● Other?	
Built new water or sewer system	Number of new systems built	#	
Rehabilitated/ expanded/upgraded existing water or sewer system	Number of existing systems rehabilitated/expanded/upgraded	#	

Outcome 4: Strengthen Compliance
The improvement of capacity to ensure a system or organization is able to achieve compliance with government rules and regulations.

Note: For Outcome 4, report progress on compliance training delivery only, not managerial training or technical training. These are reported under Outcomes 2 and 3, respectively. Each training should only be recorded under one Outcome.

Activities	Metrics	Reporting Format	Reporting Tips and Clarifications
Standard Criteria: 4.a Brought water and/or sewer systems into compliance with applicable laws and regulations			
Provided compliance training for water or wastewater (sewer) system operators	Number of compliance trainings completed this reporting period	#	Compliance training refers to training done with the purpose of correcting system non-compliance. For example, training an operator on how to correct a specific non-compliant finding. Compliance training may also refer to training an operator who is not certified with the goal that they obtain certification. Compliance training does **not** refer to official certification credentialing programs or courses. Count the number of people completing each training session. Note that an individual may have more than one training completion, and in this case, they will be counted more than once in this metric. For instance, if they complete four compliance training sessions in one reporting period, they will be counted four times in this metric.
Trainees obtained/renewed certification	Number of trained people achieving compliance **certification** this reporting period	#	For the purposes of this report, this metric refers to the number of people who received compliance training from the RCD grant recipient and obtained certification as a result.
Achieved water and/or sewer system compliance	Number of violations/non-compliant elements **resolved** this reporting period	# (total number of violations can be public health, reporting, procedural, monitoring) - Other?	Report the number of non-compliant elements resolved as a result of technical assistance and/or compliance training.
Standard Criteria: 4.b Reduced or eliminated fees associated with non-compliance			

Negotiated reduction of fines/administrative penalties, such as supplied evidence of compliance to agencies responsible for assessing fees for non-compliance	Dollar value of non-compliance fees abated this reporting period	$	
	Total dollar value of non-compliance fees this reporting period	$ Once the value is entered, the form will automatically generate the percentage (resolved/total)	
	Percent reduction in non-compliance fees charged this reporting period	Once the two values above are entered, the system will autogenerate the percent reduction in compliance fees charged	

Outcome 5: Critical Infrastructure Reliability

The achievement of a high level of operational reliability and financial security for critical infrastructure (e.g., water or sewer infrastructure).

Activities	Metrics	Reporting Format	Reporting Tips and Clarifications
Standard Criteria: 5.a Achieved reliability that meets or exceeds levels set by government or industry group			
Implemented improvements to water and wastewater systems to increase uptime	Describe improvements completed this reporting period	Drop down to select, and provide #: ● Asset Management plan ● O&M Plan ● Process Recommendations ● Risk Assessment / Security Assessment / Vulnerability Assessment ● Sanitary Sewer master plan ● Water pipeline replacement master plan ● Other?	
Standard Criteria: 5.b Attained or sustained sufficient financial assets, including reserves, to meet financial needs including reasonably expected emergency needs			
Set sewer rates to a level that provides sustainable finances	Number of systems that have become financially sustainable this reporting period	#	
	Number of systems that have built reserves this reporting period that did not have them prior	#	
Set water rates to a level that provides sustainable finances	Number of systems that have become financially sustainable this reporting period	#	
	Number of systems that have built reserves this reporting	#	

	period that did not have them prior		

Outcome 6: Access to Safe Drinking Water
Access to drinking water that meets public health guidelines in sufficient quantities to meet basic needs.

Note: "Meeting basic needs" is determined by the RCD grant recipient.

Activities	Metrics	Reporting Format	Reporting Tips and Clarifications
Standard Criteria: 6.a Secured access to drinking water which meets applicable public health guidelines			
Implemented improvements to water system to increase water safety	Number of improvements completed this reporting period	Drop down to select, and provide #: ● Developed and updated corrective action plan ● Developed and updated cross connection control plan ● Developed and updated facility closure plan ● Developed and updated sampling plan ● Developed and updated source water contract ● Other?	Actions reported under this activity should result in an increase in water **quality**. For example, if an RCD grant recipient developed a sampling plan that contributes to maintenance of drinkable water for residents, it should be reported under this metric.
	Number of residents who have gained access to safe drinking water this reporting period	# (resident implies person from specific area)	Count **new** residents gaining access to safe drinking water for this Outcome. This metric is about whether residents have gained access to running water that is safe for consumption.

			Data reported for this metric is not mutually exclusive with data reported for other Outcomes (see General Data Collection & Reporting Principles #4 for more details).
Standard Criteria: 6.b Secured access to drinking water in sufficient quantities to meet basic needs			
Implemented consolidation or water purchase to secure sufficient quantities of safe drinking water	Number of additional residents provided with water in sufficient quantities to meet basic needs this reporting period	#	Activities reported under this metric should result in an increase in water **quantity**. This metric is asking whether people have access to a system with enough capacity to function. Do people have access to a system that produces enough water for all the households it needs to, or will there be shortages of water coming out of the tap? To be counted under this metric, residents should have gained access to water in sufficient quantities that did not exist before. Data reported for this metric is not mutually exclusive with data reported for other Outcomes (see General Data Collection & Reporting Principles #4 for more details).

Outcome 7: Access to Sanitary Sewer Systems
Access to a sewage system that adheres to public health guidelines and meets basic needs.

Note: "Meeting basic needs" is determined by the RCD grant recipient.

Activities	Metrics	Reporting Format	Reporting Tips and Clarifications
Standard Criteria: 7.a Secured access to sanitary sewer system which meets applicable public health guidelines			
Implemented improvements to wastewater system to meet public health guidelines	Number of improvements completed this reporting period	Drop down to select, and provide # (potentially roll these up into categories): ● Identify potential contamination sources ● Developed and updated watershed/source water protection plan ● Developed and updated well head protection plan ● Other?	Activities reported under this metric should result in an increase in sewer system **quality**. For example, if an RCD grant recipient identified potential contamination sources, and doing so contributed to the maintenance of a sanitary sewer system for residents, it should be reported under this metric.
	Number of residents who have gained access to sanitary sewer system this reporting period	#	Count **new** residents gaining access for this Outcome. This metric is about whether residents have gained access to access to a sanitary sewer system that safely and effectively disposes of wastewater, without exposing communities to raw sewage or conditions that could result in illness. Data reported for this metric is not mutually exclusive with data reported for other Outcomes (see General Data Collection & Reporting Principles #4 for more details).

Standard Criteria: 7.b Secured access to sanitary sewer system with sufficient capacity and reliability to meet the needs of users			
Implemented consolidation of sewer system to meet local demand	Number of additional residents provided with sewer systems with sufficient capacity and reliability to meet local demand	#	Activities reported under this metric should result in an increase in sewer system **capacity**. This metric is asking whether people have access to a system with enough capacity to function well. Do people have access to a system that has adequate capacity to handle the volume of wastewater generated, or are there overflows, backups, or system failures due to insufficient capacity? To be counted under this metric, residents should have gained access to sufficient wastewater services that did not exist before. Data reported for this metric is not mutually exclusive with data reported for other Outcomes (see General Data Collection & Reporting Principles #4 for more details).

Submitting Your PPR in GrantSolutions

Roles
There are several recipient roles regarding the PPR in GrantSolutions. The roles include Administrative Official (ADO), Principal Investigator/Program Director (PI/PD), Supporting Staff, Grant Recipient Financial Official (FO), Financial Officer Support (FOS).

The individuals within the same grant recipient organization who have the supporting staff role are able to log in to their accounts in GrantSolutions; initiate, edit, and do the data entry for the report; print and check the status; and view the submission. People with supporting staff roles are **not allowed to sign and submit the report**. The individual who finishes the data entry is responsible to notify the PI/PD, ADO, or FO to sign and submit the form.

The person with the PI/PD, ADO, or FO role is able to sign the form and submit it to the Grantor. They also are allowed to initiate, edit, close, and cancel the PPR.

Form Instructions

Page Hero Features

1. **Back Button**: Routes to the Reports List page
2. **Download**: Download icon opens up a PDF version of all Outcomes and metrics.
3. **Print**
4. **Form Reset**
5. **Instruction**: Instruction page will illustrate the definition related to the Outcomes and metrics and instruction about the form sections.
6. **Due Date**
    a. Color code for due date is listed as follows:
        i. Green – Reports that are Submitted OR over 15 days to the due date OR Approved/Accepted
        ii. Yellow – Reports that are due within 7-14 days
        iii. Red – Reports that are due within 7 days
        iv. Gray – Reports that are Not Started
7. The **PPR header**
8. **Grant Number**
9. **Grant Issuing Organization**: Name of the federal agency and organizational element identified in the award document or as instructed by the agency.
10. **Report Type**: The report type for the Performance Progress Report. Quarterly, Semi-Annual, Annual, or Final.
11. **Reporting Period:** Reporting Period: The starting and ending date of the reporting period
    a. For the Performance Progress Report.

General Information Tab
General Information will display a list of the pre-populated and locked fields. The fields include:

1. **Grant Issuing Organization**: Name of the federal agency and organizational element identified in the award document or as instructed by the agency.
2. **Grant Number**: The grant number assigned to the award by the federal agency.
3. **DUNS Number**: The recipient organization's Data Universal Numbering System (DUNS) number

or Central Contract Registry extended DUNS number.
a. **EIN**: Recipient organization's Employer Identification Number (EIN).

4. **Organization Name**: Name of the recipient organization.
5. **Organization Address**: Complete address of the recipient organization including zip code.
6. **Project Period**: The period established in the award document during which federal sponsorship begins and ends.
7. **Reporting Period**: The starting and ending date of the reporting period for the Performance Progress Report.
8. **Report Type**: The report type for the Performance Progress Report. Quarterly, Semi-Annual, Annual, or Final.

Outcome Tab

Outcome tab displays all the Outcomes on which grant recipients will be able to click and any of the Outcomes on which they would like to give a report.
Each Outcome page will have the following:

1. Outcome title at the top of the page
    a. Number of activities for the Outcome
    b. Information icon: By hovering over the information icon, grant recipients can view details about the metrics, as presented in the Outcomes tables above.
2. Activity Card
    a. There are several activity cards on each Outcome page; grant recipients can report on any of them. The activity card includes:
        i. **Title**
        ii. **Metrics**: Grant recipients report on the metrics about which they have numeric data. There are no required metrics. The value that they enter for the metrics must be numeric.
        iii. **Metrics Dropdown:** Grant recipients are able to select the metrics from a dropdown menu labeled "Add the Applicable Metrics". There is also an "Other" option inside the dropdown. Grant recipients are allowed to select up to one "Other" metric in case the metric related to the activity is not among the choices.
3. **Outcome Remarks**: Grant recipients can leave an explanation about the numeric data related to the Outcome and its metrics. Filling out the Outcome Remarks is optional, and it has a 1,200 character limit.
4. **Back button**: Clicking on the *Back button* takes the grant recipients to the previous screen.
5. **Next Outcome button**: Clicking on the *Next Outcome button* takes the grant recipients to the next Outcome, which is also listed inside the Outcomes tab.

Narrative Tab

Narrative tab will display two narrative sections including:

1. **Your PPR Highlight**: Grant recipients can leave comments about their accomplishments, challenges, highlights in their program, etc. It is optional, and it has a 2,500 character limit.
2. **Add Attachment**: Grant recipients can attach any extra documents. It is optional. They can upload up to five files. Supported file formats include xls, doc, pdf, jpg, and ppt. Max file size is 1GB. All files will be scanned for viruses and converted into a PDF.

NOTE: This attachment field is where you will upload your additional data — see page 5 of these instructions for the table of data you must upload.

Review Tab
Review tab will display only the list of the Outcomes with their metrics and narratives that have been filled out in the form. Grant recipients can review them or edit them if any wrong information or an error is found.

If there is an error that has not been resolved in the previous section, the grant recipient must address the error before they sign and submit the report.

Sign and Submit Tab
The individuals within the same grant recipient organization who have the supporting staff role are able to log in to their accounts in GrantSolutions, then initiate, edit, and complete the data entry for the report. People with supporting staff roles are **not allowed to sign and submit the report**. The individual who finishes the data entry is responsible to notify the PI/PD, ADO, or FO to sign and submit the form. The person with the PI/PD, ADO, or FO role is able to sign the form and submit it to the Grantor. They are also allowed to initiate, edit, close, and cancel the PPR.

When the form is submitted, the grant recipient will receive an email confirmation.

Summary Overview
Summary overview helps grant recipients to see the progress on the report. Grant recipients can check what Outcomes are completed, what Outcomes are still in progress, and what Outcomes remain unreported while they are still in the report process.

Version Control

Version	Date	Changes Made
1.0	October 2023	Original Version
2.0	January 2026	• General streamlining and wording improvements throughout. • Added the Required Supplementary Data section to provide instruction to RCD grant recipients regarding this topic. • Redesigned the tables under each outcome by creating a column for reporting tips and clarifications and making the metrics column stand out. • Added additional instruction regarding technical training completions and hours. • Added additional instruction regarding certification credentialing programs. • Added additional instruction regarding access to safe drinking water. • Added additional instruction regarding access to sanitary sewer systems.