HUD Office of Healthy Homes and Lead Hazard Control
Healthy Homes Initiative and Lead Technical Studies Grants
Quarterly Progress Reporting System
Helpful Hints

- Navigating around the Quarterly Reporting System is relatively easy. Each section has a **hyperlink**, which will take the grantee to the top of the page so the information can be saved regularly. The hyperlinks at the top and bottom of the page let the grantee move between sections of the report.
- Use the ***grantee_quarterly@hud.gov*** link at the top of the page to submit attachments to the quarterly report.
- If the narrative response has not changed from last month click on the **Use Previous Quarter Response** hyperlink. This can also be used if the grantee wants to pull the information from last quarter into a particular section of the report so the grantee can edit it for this quarter.
- If the grantee needs additional instructions, click on the **Help** hyperlink located above the section the grantee is working on.
- The detailed information that appears under **Table 7**: Description of Outreach Material, **Table 8**: Data Collection Instruments, **Table 9**: Data Collection Activities and **Table 10**: Data Analysis Activities was pulled from your workplan.
- In **Table 11**: If a task is not yet completed select the **Not-Yet-Started** or **In Progress** button. Do not include a completion date until the task is completed.
- To add information in Part 2 select the **Add a Unit** hyperlink.
- To delete a unit that was entered under Part 2 click on **Edit** and then click on **Delete this Item**.
- The financial information to be submitted for the current reporting period in **Part 3** is based on the negotiated budget included in the HUD grant agreement (including any modifications).
- When entering cost information in **Part 3** include cents, if possible, and do not use commas.
- **Reminder:** Information is required in all the narrative fields and table cells. If information is not entered it will trigger a pre-submission check. If no activities were undertaken for the reporting period specify this in writing in the narrative fields and by entering a 0 in the table cells where a number is requested.
- Once the grantee clicks on **Submit Your Report**, the grantee cannot edit it. Review the information in Parts 1, 2, and 3 of the quarterly report and confirm that it is correct.
- At the top of the page, click the **Pre-Submission Check** button. This checks the report to confirm that the grantee has filled it out completely. If it reports errors, address them before proceeding.
- Once the grantee has reviewed the report and resolved any errors identified by the Pre-Submission check, click the **Send to HUD** button. Once the report is sent to HUD, the grantee cannot edit it, but can still view it.