



GUIDE TO PREPARE PERFORMANCE REPORTS, COMMUNITY COMPASS TECHNICAL ASSISTANCE AND CAPACITY BUILDING PROGRAMS (CFDA NUMBER 14.259)

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I. OVERVIEW

The Department of Housing and Urban Development (HUD) presents this guide to assist award recipients with reporting performance progress of Community Compass Technical Assistance and Capacity Building Program awards. This guide addresses all funding issued under CFDA 14.259, referred to in this guide as the HUD TA Program.

The HUD TA Program awards funding competitively. Recipients use HUD TA program awards to carry out technical assistance (TA) activities that build the capacity of HUD TA customers, such as units of local government, tribes, and nonprofit organizations, to deploy effective HUD programs and initiatives. HUD participates in the design of technical assistance activities using a cooperative agreement funding instrument and a demand-response program model. Under the demand-response model, HUD issues assignments establishing frameworks for recipients to carry out activities in response to evolving technical assistance needs.

HUD tracks the progress of TA activities and achievement of award objectives with quarterly performance progress reports (QPRs). The QPRs provide HUD an opportunity to routinely address adverse conditions and acknowledge favorable developments throughout the award lifecycle.

In advance of award closeout, HUD collects a Final QPR, which differs modestly from routine quarterly reports. You should refer to HUD TA closeout guidance, for specific requirements related to submission of a Final QPR.

II. AUTHORITIES

The following authorities, included explicitly or by reference in HUD TA Program cooperative agreements, provide the context for this guide.

- 2 CFR 200.327 (1/1/2014 version) and 2 CFR 200.328 (8/13/2021 version), Financial reporting
- 2 CFR 200.328 (1/1/2014 version) and 2 CFR 200.329 (8/13/2021 version), Monitoring and reporting program performance
- TA Program Cooperative Agreement Provisions, sections:
 - Monitoring and Reporting Requirements (2020-2021, 2018-2019)
 - Financial and Program Performance Reports (2017, 2016, 2015, 2014)
 - Reports (2008-2013)
- Data elements for OMB approval number 2506-0165 and OMB approval number 2506-0197
- Section VI.C.3 of the TA Program Notices of Funding Availability (NOFAs)

III. REFERENCES

- DRGR User Manual
- TA Program Closeout Guidance

IV. APPLICABILITY

This guide applies to recipients of awards under the HUD TA Program. Use of this guide begins with the QPRs due October 30, 2022. This Guide replaces all previous performance guidance.

V. GENERAL GUIDANCE FOR PERFORMANCE REPORTING

A. Reporting Format

1. Recipients shall submit QPRs to HUD using the form prescribed in HUD’s Disaster Recovery Grant Reporting (DRGR) system. QPRs include the following components, each defined by a “Tab” in the DRGR form:

Table 1. DRGR Form Tabs and QPR Components

DRGR Form Tab	QPR Component
Financials	Financial performance progress
Details	Detailed reporting requirements
Narratives	Narrative of overall award achievements
Documents	Document attachments
Measures	Measures of work plan performance outputs
Activities	Activity Reports of performance progress
History	History of prior comments and corrective actions
Uploads	Uploads of bulk data (future functionality)

2. Activity Reports (work plan progress updates), which you complete under the Activities tab of the QPR, have a tab structure and naming convention that is similar to the award level QPR. This layered structure can cause confusion.

It may help to consider the QPR to be a collection of work plan level Activity Reports rolled-up into an award level report. Inasmuch, the Financials tab and Measures tab of the QPR aggregate your entries in the corresponding tabs of the Activity Reports and do not require direct data entry on your part.

Instructions for completing all QPR tabs are included in this guide, at Sections A – H under the “Performance Report Content” heading. Instructions for completing Activity Report tabs are outlined specifically in Section F under the “Performance Report Content” heading.

B. Timing of Submission

1. You must begin to submit quarterly performance reports, after your award is active for a full federal fiscal quarter.
2. QPRs are due 30 days after the end of each federal fiscal quarter. The due dates for each reporting period are listed in Table 4.
3. You may submit a QPR any time between the end of the quarter and up to three calendar days after the due date, with a reasonable justification for the untimeliness. Reasonable justifications for an untimely submission include but are not limited to the following: the due date falls on a weekend, unavailability of key personnel, or issues with system access. When you submit a report more than three days after the reporting due date, HUD will perform only a cursory review to ensure your submission reflects a good faith effort, before approving the report with a corrective action.

4. To fulfill the 2 CFR reporting requirement, you should submit a QPR, even if you cannot provide a reasonable justification or if the report is more than three days past due. For the purpose of measuring risk to the integrity of the program and addressing regulatory noncompliance, HUD will treat the failure to submit a QPR with greater significance than submitting an untimely QPR.

Table 2. Reporting Periods and Due Dates

Reporting Period	QPR Due Date
Quarter 1: 10/1 – 12/31	January 30
Quarter 2: 1/1 – 3/31	April 30
Quarter 3: 4/1 – 6/30	July 30
Quarter 4: 7/1 – 9/30	October 30

C. Comments and Corrective Actions

1. HUD reviewers will evaluate QPRs to establish the satisfaction of 2 CFR 200 reporting requirements:
 - a) the submission is timely;
 - b) the SF-425 is complete;
 - c) the report contains performance progress updates for all open work plans, except Administration work plans; and
 - d) the report includes any appropriation-specific reporting requirements.
2. If HUD identifies that one or more of the regulatory requirements is not satisfied by the QPR, the reviewer will issue a single comment at the Report level identifying all of the regulatory deficiencies and establishing a corrective action. The corrective action will provide for resolution of the deficiencies by proper reporting in the succeeding reporting period.
 You should engage your GTR and GTM for guidance regarding resolution of a corrective action.
3. Upon determination that a succeeding QPR satisfies the regulatory reporting requirements, the HUD reviewer will mark the comment “complete” in the History tab of the DRGR form. If the HUD reviewer determines that the succeeding report is also deficient, the reviewer will issue a new comment with corrective action and leave the initial comment open.
4. HUD reviewers may include comments on the nature of content communicated by the QPR or the nature of the favorable developments or adverse conditions encountered during the quarter. These comments will not include corrective actions. Nevertheless, you should incorporate feedback to these comments in succeeding QPRs. Your response to these comments will not affect HUD’s determination regarding the satisfaction of regulatory reporting requirements, but your response may affect HUD’s impression of your performance progress, technical assistance expertise, or project management capability.

D. Rejections

1. HUD may reject a QPR at your request to facilitate a data correction. For example, if you do not designate a report intended to be a Final QPR as such, the HUD reviewer can reject the report to facilitate a resubmission.
2. HUD may reject a report that is submitted but does not demonstrate a good faith effort to provide an update of activity performance progress in satisfaction of the regulatory reporting requirements. For example, HUD may reject a submission that includes no performance measures or performance update narratives.
3. Reports that are rejected and not resubmitted will be treated as unsubmitted for the purpose of measuring risk to the integrity of the program and addressing regulatory noncompliance.

E. Submission by a Certifying Official

1. A certifying official must review and submit the QPR or provide written delegation of authority for other individuals to submit the reports. Other individuals may enter and save data in DRGR without delegation of authority. You must create and maintain a record of individuals authorized to submit QPRs.

F. Grammar and Style

1. Performance reports should be written for all audiences:
https://www.hud.gov/program_offices/spm/plain_language.

VI. PERFORMANCE REPORT CONTENT

A. QPR Tab 1 “FINANCIALS” – Financial Performance Progress

1. No entry or adjustment should be made to the award-level Financials tab of the DRGR form. The Financials tab aggregates data you enter into Activity Reports at the Activities tab.

B. QPR Tab 2 “DETAILS” – Detailed Reporting Requirements

1. In the Details tab of the DRGR form, you should indicate if the submission will be the Final QPR for the award. A Final QPR should occur in preparation of award closeout, following completion of all TA activities and final payment. Consult TA closeout guidance for additional details on closeout procedures and content of the Final QPR.
2. You must also report SF-425 data elements in the Details tab. Provide an explanation for any variance in the amounts expended and disbursed. Failure to include an SF-425 or failure to explain a variance between the amounts disbursed and expended will trigger a corrective action.
3. If your TA activities generated revenue, report program income generated during the reporting period.
4. If required by your award terms, report any matching contributions generated during the reporting period.

C. QPR Tab 3 “NARRATIVES” – Narrative of Overall Award Achievements

1. In the Narrative tab of the DRGR form, enter specific notable TA impacts or TA accomplishments achieved during the quarter, across all work plans associated with the award. If none occurred during the quarter, note that “No notable TA impacts or TA accomplishments were achieved during the quarter.” HUD does not expect every QPR to include a specific notable accomplishment.

Overall narratives should relate to the impacts and accomplishments *of the technical assistance* delivered, as demonstrated through a change in the condition or capacity of the TA customer. Overall narratives should not relate to project management, such as completion of a work plan.

Overall narratives should be *notable*. Outcome reporting will capture the full universe of TA impacts and accomplishments regardless of their scale, but the impacts and accomplishments reported in the Narratives tab should be of heightened significance. Overall narrative entries should be appropriate for reporting to political appointees, Congress, OMB, or other Federal agencies.

2. Specific notable accomplishments should be reported once and should not be repeated with subsequent reports. Succeeding QPRs should include new specific notable TA impacts or TA accomplishments.

D. QPR Tab 4 “DOCUMENTS” – Document Attachments

1. If required by your award terms, include attachments fulfilling appropriation-specific requirements.
2. If no attachments are required, you may attach project management reports or other resources to enhance the demonstration of performance progress.
3. Do not attach TA deliverables to the QPR.

E. QPR Tab 5 “MEASURES” – Measures of Work Plan Performance Output

1. No entry or adjustment should be made to the Award-level Measures tab of the DRGR form. The Measures tab aggregates data you enter into Activity Reports at the Activities tab.

F. QPR Tab 6 “ACTIVITIES” – Activity Reports of Performance Progress

1. You must provide an Activity Report summarizing the performance progress for all work plans that were open during the quarter – those that are not closed, completed, or cancelled – *except for Administration work plans*. You must report performance progress for open work plans regardless of whether you undertook any activity during the performance period or not.

DRGR auto-generates a list of work plans for performance progress reporting which may omit some open work plans. To view all work plans for an award, use the *Show All Activities* dropdown menu in the *Search Criteria* block of the Activities tab. (Visual #1 below.)

MicroStrategy Report T74 provides a list of all work plans that were open during the quarter.

HUD is developing a long-term DRGR system solution to the challenge of easily identifying work plans that must include performance progress updates in the QPR.

Visual 1. Show All Activities (Work plans)

Disaster Recovery Grant Reporting System

Activity Reports

Search Criteria

Grantee Activity Number: Activity Title:

Project Number: Activity Type:

Show All Activities:

Search Results **3**

Grantee Activity Number	Activity Title	Activity Type	Primary Activity Number	Responsible Organization	Project Number	Project Title	National Objective	Status	Actions
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2. **ACTIVITY REPORT – Financial.** Enter the amount of Funds Expended during the quarter.
3. **ACTIVITY REPORT – Narratives.** You may report performance progress at the task level or summarize task progress at the work plan level. Narrative progress updates are required for all open work plans, except Admin work plans.

Use progress update narratives to communicate a) adverse conditions related to work plan progress, such as difficulty with TA participant responsiveness, and b) favorable developments, such as completion of one or more associated tasks.

Failure to include a progress update narrative for one or more TA work plans will trigger a corrective action.

Entries to task level fields on the DRGR form are not generally required. If the tasks for a specific work plan are organized as independent TA engagements, which is common among on-call or direct TA work plans, it may be efficient and appropriate to provide task level progress reports. Coordinate with the relevant program office to determine whether task level reporting is appropriate for the work plan.

If you include task level narrative updates, you must still include a progress summary at the work plan level. The work plan progress narrative should summarize in brief, not restate in full, the task level narrative updates.

4. **ACTIVITY REPORT– Documents.** If required by your award terms, include attachments fulfilling appropriation-specific requirements. If no attachments are required, you may attach project management reports or other resources to enhance the demonstration of performance progress. Do not attach TA deliverables to the QPR.
5. **ACTIVITY REPORT – Measures.** Recipients shall report the outputs of TA activities that are achieved during the quarter for performance indicators with proposed or projected measures. Accurate performance output reporting is essential for HUD to demonstrate program efficacy to Congress and OMB.
6. **ACTIVITY REPORT – Outcomes.** You should report each outcome once, no later than the QPR following completion of the work plan. HUD encourages you to report outcomes when you achieve the highest foreseeable change in the condition or capacity of the TA customer directly resulting from the technical assistance engagement. Certain work plan structures,

such as on-call TA work plans, with independent on-call engagements structured as tasks, lend themselves to outcome reporting with the completion of each task.

HUD may analyze outcome entries to assess the relative impact and effectiveness of TA modalities and engagements.

7. **ACTIVITY REPORT – History.** Ensure your Activity Report responds to comments at the work plan level from prior reviews.

G. QPR Tab 7 “HISTORY” – History of Prior Comments and Corrective Actions

1. Review the History tab to ensure your QPR responds to comments and resolves corrective actions from prior reviews.
2. Enter comments to draw the attention of HUD reviewers to a specific part of your report or communicate supplemental context about your report.

H. QPR Tab 8 “UPLOADS” – Uploads of bulk data

1. The Uploads tab of the DRGR form will host future functionality for completing QPRs by bulk data upload. It is not presently active.

VII. POST-REPORTING PROCEDURES

A. HUD Review and Comment

1. Within 45 days of the date the performance reports are due, HUD reviewers will enter comments and corrective actions into the review record and close the reporting process for the quarter. MicroStrategy Report *A33 – QPR Review Comment* shows performance report comments from HUD.

B. Quarterly Progress Review Meeting

1. Following the close of each reporting period, HUD will initiate a meeting with each recipient to discuss the content of its performance reports, among other topics. One objective of the quarterly meeting is to design a plan to address adverse conditions and to acknowledge favorable developments.

C. Official File

1. Performance report corrective actions and unsubmitted QPRs will factor into HUD’s annual risk analysis process and potentially into future funding determinations. Performance progress reports, as well as HUD comments and corrective actions may be shared with the public, Congress, OMB, or other Federal agencies.