



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance OSHC-2011-07(b)
Date: June 1, 2011
Subject: Reporting Requirements for Combination HUD-DOT Grantees
Status: Current
Applicability: All FY2010 Joint HUD Community Challenge and DOT TIGER II Grantees
Related Guidance: PPG OSHC-2011-07 Reporting Requirements for OSHC Grantees
Comments:

Dear Joint HUD Community Challenge and DOT TIGER II Planning Grantee:

HUD will be using the SF-PPR form for Sustainable Communities Grantee Reporting. The SF-PPR has many possible components and we will not be using all of them, but a subset to capture required information:

PERFORMANCE PROGRESS REPORT

1. SF-PPR (cover sheet) – sf-ppr.pdf

- a. Include relevant grantee identification and reporting period information as instructed
- b. Performance Narrative: Summary of work performed
 - i. briefly describe activities or work performed during the quarter
 - ii. Describe problems or anticipated issues that will affect project scope, schedule, budget
 - iii. describe what actions are being taken or have been taken to address the above issues
 - iv. Estimate percent of work completed

2. SF-PPR-2 (Cover Page Continuation) – sf-ppr-2_cont.pdf

Could be used for any additional DOT guidance

3. Performance Measures SF-PPR-A – sf-ppr-a.pdf

Optional form for any grantees who would like to track additional performance measures not covered in the HUD Logic Model

4. Program Indicators SF-PPR-B – sf-ppr-b.pdf

Activity Number:	Number high-level activities beginning at the number 1
Activity Description:	State activity name as described in grantee's approved workplan. Report only High-level activities, not lower level tasks.
Indicator or Status:	State if the project is completed, not completed or ongoing, and if there are any deviations from the agreed upon schedule or scope.
Explanation:	Provide detail on the status of the activity or justification for deviations. Note important scheduled milestones. Include key tasks that closed previously reported issues.

5. Benchmark Evaluations SF-PPR-C – sf-ppr-c.pdf

Because this is very similar to the HUD Logic Model, we will not be using it.

6. Table of Activity Results SF-PPR-D – sf-ppr-d.pdf

We will use these for final reports, but not before then.

7. Activity Based Expenditures SF-PPR-E – sf-ppr-e.pdf

Activity Number:	Use same activity numbering as in SF-PPR-B
Activity Description:	Use same activity description as in SF-PPR-B
Total Estimated Expenditures:	Total budget estimated for this Activity in approved workplan and budget
Funding Expended:	Funding Expended for this activity by the end of the reporting period

8. Program/Project Management SF-PPR-F – sf-ppr-f.pdf

Complete as instructed. This gives us a good sense of project status overall.