

## Report Submissions

1. The recipient must submit the AK-PPR-A cover page with the AK-PPR-B form.
2. The recipient must submit both forms no later than the 20<sup>th</sup> calendar day following the reporting period end date. Reporting schedules are outlined on the recipient's award document and coincide with the following calendar quarterly reporting period end dates: 3/31; 6/30; 9/30; and or 12/31. Do not use this form for the Final Report. If you have not received your jurisdiction specific Final Report, please contact the DHS&EM Grants team at [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) or 907-428-7000.

Performance Progress Report		
Item	Date Elements	Line Item Instructions for AK-PPR-A
1	Grantee Name	Enter the name of the jurisdiction as identified on the grant award document.
2	State Grant Number	Enter the State Grant Number as identified on the jurisdictions grant award.
3a	UEI	Enter the jurisdiction's Unique Entity Identifier (UEI). UEI must remain active during grant performance period.
3b	EIN	Enter the jurisdiction's Employer Identification Number (EIN) provide by the Internal Revenue Service (IRS).
4	Reporting Period	Enter the reporting period date for which the report is prepared. The reporting quarters are 1/1-3/31, 4/1- 6/30, 7/1-9/30, and 10/1-12/31 for each calendar year.
5	Report Frequency	Select the appropriate term corresponding to the requirements contained in the grant award document. "Other" may be used when more frequent reporting is provided by the jurisdiction or required by the issuing agency.
6	Performance Narrative	Report any pertinent information not reported on the AK-PPR-B. This includes request for grant extensions, budget adjustments, project realignments, significant problems or delays, other information not reported. If no additional information is required enter "See attached AK-PPR-B".
7a	Typed or Printed Name of Project Manager	Enter name of Project Manager.
7b	Signature of Project Manager	Original signature of the project manager.

### Performance Progress Report

<b>Item</b>	<b>Date Elements</b>	<b>Line Item Instructions for AK-PPR-A</b>
7c	Telephone Number	Enter the project manager's telephone number.
7d	Email Address	Enter the project manager's email address.
7e	Typed or Printed Name of Signatory Official	Enter name of Signatory official.
7f	Signature of Signatory Official	Original signature of the signatory official.
7g	Telephone Number	Enter the signatory official's telephone number.
7h	Email Address	Enter the signatory official's email address.
7i	Date Report Submitted	Enter the date submitted to DHS&EM. Note: Report must be received by the 20th calendar day of the month following the reporting quarter.