

Guide to Finalizing and Submitting Your Performance Report

This guide shows each step necessary in the IMPACT Tool to complete the performance reporting process as a subgrantee of the SASP and/or STOP Formula Grant.

1. On the "Validate, Review, and Submit" page click "Final Review Report."

Validate, Review, and Submit

All validation requirements have been met.

Your next step: Review the form and prepare your performance report for PDF generation.

Once you've completed the Final Review, your report will be ready to submit to your State Administrator.

After clicking "Submit": Your performance report will be locked for editing. You will then be able to download the PDF of your performance report.

Need to make edits? Contact your State Administrator to request unlocking after submission.

[Final Review Report](#) ←

2. A pop-up window will appear on your screen. Read the instructions and click "Continue" to start the review.

Generate PDF of Performance Report

All validation requirements have been met.

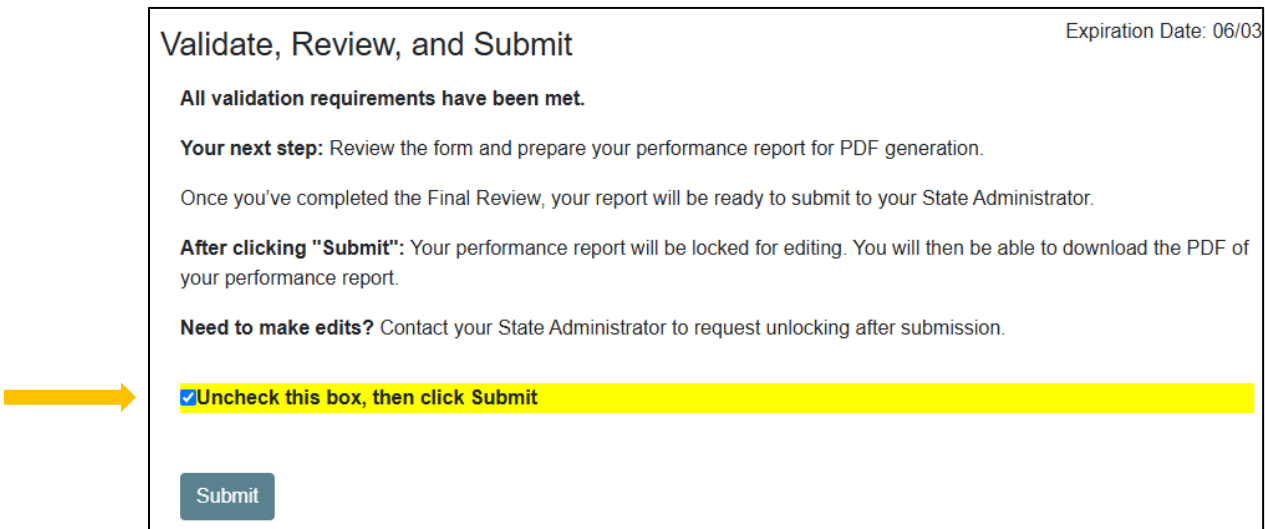
Your next step is to prepare your performance report to generate a PDF. You must review every page of the report and click "Go To Next Page" at the bottom of each page to capture that page in the PDF. This includes pages where you selected "no" to a Section.

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3. Review the data on each page for accuracy. Ensure that you have reported only on allowable activities under your subgrant. If all data is correct, click "Go To Next Page" to proceed through your report.
 - a. If you spot an error, click the "Cancel Review" button on the bottom right side of the screen. The "Cancel Review" button will end the "Final Review Report" process and unlock the data fields so that you can edit the report. You will have to restart the "Final Review Report" process when you are done making data changes.



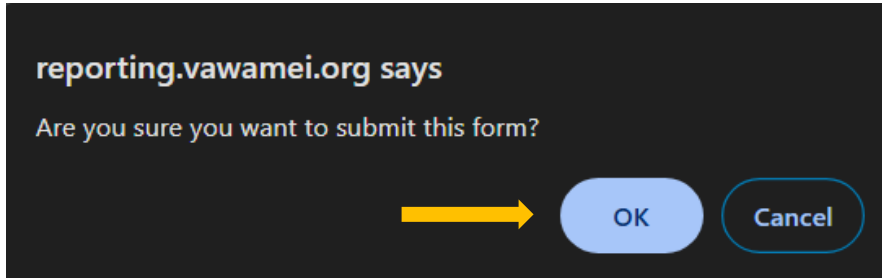
4. A "Submit" button will appear at the end of the report after you click "Go To Next Page" on every page of the report. The "Submit" button is locked while the checkbox directly above it remains checked. You must uncheck the highlighted field that says, "Uncheck this box, then click Submit" to unlock and submit the report.



5. Click "Submit," and your web browser will prompt you for a final confirmation.



6. Click "OK" to confirm final submission.




7. At this point you have successfully submitted your performance report to your State Administrator. Click "Download Report" to download a PDF of your performance report. We encourage you to retain this for your records.

Submission Complete – Download PDF of Performance Report

Thank you for taking the time to submit your progress report and helping to document and measure the

This progress report has been submitted. If you need to make edits to your report, please reach out to y

To download the submitted report, click the "Download Report" button.

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