OPR Instructions

Detailed instructions on how to complete the OPR in OLDC are below. Use these instructions when completing the activities below and when responding to the request for information contained in the OPR.

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Item 1:

Enter legal name of the grantee.

Item 2:

Enter the grant number assigned by DHHS/ACF/ANA. This number is found in Item 3 on the NOA.

Item 3.a:

Enter the grantee DUNS number (received from Dun and Bradstreet). This number is found in Item 25 on the NOA.

Item 3.b:

Enter the Employer Identification Number (EIN) assigned by the IRS. This number is found in Item 22 on the NOA.

Item 4:

Enter grantee name and complete mailing address, including zip code.

Item 5:

Select “yes” if the SF-425 is attached to the OPR. Select “no” if the SF-425 is not attached.

Item 6:

- Enter the *budget* period covered in the report (e.g. Year 1, Year 2 or Year 3)
- Enter the *project* start date (month, day, and year)
- Enter the *project* end date (month, day, and year)

Item 7:

Enter the month, day, and year of the last day covered by the report (e.g. December 31, 20XX, March 31, 20XX, July 31, 20XX, or September 29, 20XX).

Item 8:

Indicate the reporting term (e.g. Mid-Year, Annual, or Final (OER) report). A Final (OER) Report is a cumulative report for the entire project period of the grant award. Select “other” if the report does not cover a six month period and provide information on the period covered by the report.

Item 9:

Enter the title of the ANA project, the name of the individual that prepared the report, the date, his/her email address and phone number. Note that the performance narrative referenced here starts on page 2.

Item 10:

If attachments are being included with the report, list each of the attachments.

Item 11:

Self-explanatory.

Item 12.a:

Enter the name and title of the authorized representative of the grantee. This individual will be the one certifying the accuracy of the report.

Item 12.b:

Enter the signature of the authorized representative certifying the report.

Item 12.c:

Enter the telephone number including the area code and extension number of the authorized representative certifying the report.

Item 12.d:

Enter the email address of the authorized representative certifying the report.

Item 12.e:

Enter the month, day, and year the report is being submitted.

Item 13:

Leave blank.

ONGOING PROJECT PROGRESS

A. Objective Work Plan Status/Update

Item 1: Select "yes" if you need to make any changes to the Objective Work Plan (OWP). Select "no" if no changes do not need to be made to the OWP.

Item 2: Provide an explanation of the changes you intend to make and if you have requested this change from the ANA office.

Item 3: The approved Objective Work Plan will pre-populate in this section when using GrantSolutions. This has been entered in by your Program Specialist.

In the second column, describe your progress towards fulfilling each of the project's objectives and activities accomplished during the reporting term of the budget period. Reporting on activities should be specific and include numbers and dates when possible. Quantitative and qualitative data is useful to help us understand your project's progress. The report should demonstrate how much progress has been made on the activity. If the activity has been delayed, identify the causes and what, if any, steps are being taken to address the challenge. The information on activities is cumulative for each year of the project and should be maintained for the duration of the project period (i.e. do not delete information from previous reporting periods for the current budget period).

In the last column, identify the status of the activity. This column should be updated accordingly. From the pull-down menu, select the correct status:

- "Completed" if the activity was completed based on originally anticipated "end date".
- "Ongoing" only if the activity is supposed to continue past the reporting period according to the OWP.
- "N/A" if the activity is not scheduled to start until later in the project period.
- "Delayed" if the activity was not completed based on the originally anticipated end date and is still active. If the activity is delayed, enter the expected day, month, and year that the activity is expected to be completed.

Describe the current status of the results and benefits for each objective, including quantitative tracking.

B. Staffing and Human Resources

Item 1: Select "yes" if you have any vacancies that are associated with this project. Select "no" if you do not have any vacancies that are associated with this project.

Item 2: If "yes" is selected, list the positions that are vacant or were vacant as of 30 days prior to the end of this reporting period. Also, indicate reasons for vacancies and actions taken or to be taken to fill vacant positions.

Item 3: Select "yes" if you had any changes or turnover in project staff, consultants or contractors during this reporting period. Select "no" if not.

Item 4: If "yes" is selected, list the affected positions, explain the reason for the change, how long the position had been open and if the position has been filled.

Note: A job is classified as being currently filled and required for this project to be completed. Complete the table as follows:

Item 5: Staffing table

- Column one - enter the position title for each person working on the project**.**
- Column two - enter the type of position (project position, consultant, stipend, intern, other). This will be a drop down menu.
- Column three – enter the type of funding that pays for this position. This will be a drop down menu of Federal or non-federal share (NFS)
- Column four- enter the name of the individual filling the position
- Column five – select "yes" or "no, if this is a Native filled position.
- Column six - enter the date the job was filled.
- Column seven - enter the average # of hours per week by the position.
- Column eight - enter the date the job ended, if applicable.
- Column nine-enter if the position had existed before the project started.
- Column ten-enter if the position will continue after the project end (only for final reporting period).

C: Challenges:

Challenges are any issues or events which have negatively impacted the implementation of your project. Challenges occur for nearly every project and can be overcome through careful planning and monitoring. In some cases, technical assistance can be provided to assist grantees in overcoming challenges.

Item 1: Select "yes" if your project encountered any challenges during the reporting period. Select "no" if you encountered no challenges.

Item 2: If you select "yes", please provide a description of each challenge in the first column in the table below. In the second column, select "yes" if you have overcome the challenge and select "no" if you are still encountering this challenge. In the third column, describe how you overcame the challenge, if you selected "yes" or identify your plan to address the challenge, if you selected "no".

Item 3: Select "yes" if the project could benefit from ANA-provided training or technical assistance at this time. Select "no", if not.

Item 4: If you select "yes", tell us the services you would like to receive.

D. Financial

Item 1: Select "yes" if the grantee had trouble accessing (drawing down) funds from the Division of Payment Management (DPM**)** during the reporting period. Select "no" if not.

Item 2: If "Yes" is selected, explain the problem and if it was resolved.

Item 3: Select "yes" if any changes requiring prior approval have been made to your budget during this reporting period. Select "no" if you have not. For more information on prior approval, see 45 CFR 75.308 In general prior approval is needed for grant modifications that request to do the following: change in scope; changes in salary greater than 25%; re-budgeting more than

25% of the federal funds awarded, adding new line items; sub-awards, transfers, or contracting of any work not approved in the original application; request for additional federal funds; moving funds from direct costs to indirect costs and vice versa; and transfer of funds allotted for training allowances to other budget categories.

Item 4: If "Yes" is selected, explain the request that was made and if it was resolved.

Note: This does not take the place of submitting a formal request. All standard procedures for requesting a budget modification must be followed.

Item 5: Financial table:

Enter the federal and non-federal forecasted cash needs from the Standard Form 424A of the approved grant application for the reporting period. Enter the actual cash needs (expenditures) for the reporting period, which should align with what is reported on the SF-425. This information is cumulative and should be maintained from the beginning of the grant to the last day of the budget period.

Item 5a: If forecasted and actual amounts are not the same, explain the reason for the difference for each quarter.

Item 6: Select "yes" if you anticipate obligating all of the Federal funds awarded for the project period by the project period's end. Select "no" if not.

Item 7: Select "yes" if you have any pending amendments with ANA. Select "no" if not.

Item 8: Select "yes" if your project has generated any program income as a result of project activities. Select "no" if not.

Item 9: If "Yes" is selected, indicate how much was generated and from what source.

Item 10: Identify how your program income will be utilized to support the project**.**

E. Other:
Include any additional information your organization would like to share with ANA regarding your project.

F. Native Assets Building Initiative (NABI) Grants

These questions apply only to projects funded under the **Native Asset Building Initiative and the Assets for Independence programs.**

- Question 1: Include in the table below the total number of IDA accounts that were opened in the reporting period. An open IDA account must have been established at the partnering financial institution, and per the policies and procedures of your IDA program. In the first column, enter the total number of IDA accounts opened during the reporting period. In the second column enter the number of IDAs, from the total number of IDAs opened during the reporting period, that were designated with the savings goal of housing. In the third column enter the number of IDAs, from the total number of IDAs opened during the reporting period, that were designated with the savings goal of business capitalization. In the fourth column enter the number of IDAs, from the total number of IDAs opened during the reporting period, that were designated with the savings goal of education. In the fifth column use the drop down menu to designate the corresponding reporting period for the information entered.

- Question 2: In the table below, enter the type of financial education training, and the total number of individuals that have completed financial literacy trainings within the reporting period. In column 1 identify the type of training that was held. Keep in mind there are various types of training, and they should relate to the type of asset that will be purchased. In column 2, indicate the number of individual that completed the training. This number should correspond to the number that successfully completed the training and not the number that began the training. In addition, this number should not include duplicate individuals, for example, that may have taken the training more than once. In column 3, use the drop down menu to indicate the corresponding reporting period for the information entered.

- Question 3: In this table, indicate the number of individuals that have completed an asset purchase using their IDA account during the reporting period, and the corresponding number of assets purchases made for each savings goal (housing, business capitalization, education). In column 1 indicate the total number of assets purchased during the reporting period. In column 2, from the total number of assets purchase made during the reporting period, indicate the number that of asset purchases for housing. In column 3, from the total number of assets purchase made during the reporting period, indicate the number of asset purchases for business capitalization. In column 4, from the total number of assets purchase made during the reporting period, indicate the number of asset purchases for education. In column 5, use the drop down menu to indicate the corresponding reporting period for the information entered.

- Question 4: In the table below, indicate the total amount used on asset purchases during the reporting period. The total amount used includes participant contributions, Federal grant funds, non-federal cash contributions, and any loans secured, or funds borrowed to complete the asset purchase. In column 1, indicate the total amount used for asset purchases during the reporting period. In column 2, indicate, from the total amount used for assets purchases during the reporting period, the amount that was used for housing. In column 3, indicate, from the total amount used for assets purchases during the reporting period, the amount that was used for business capitalization. In column 4, indicate, from the total amount used for assets purchases during the reporting period, the amount that was used for education. In column 5, use the drop down menu to indicate the corresponding reporting period for the information entered.

- Question 5: Include in the table below all non-federal funding you have deposited in to the Project Reserve Fund to match your AFI grant. (Remember, for every dollar of AFI grant funds, you must obtain an equal dollar of matching funds). In column 1 enter the source of funding. In column 2 enter the amount of funding. In column 3 enter the date funds were deposited into the Project Reserve Fund. In column 4 enter the asset goals this funding will support.

- Question 6: Provide any additional comments you would like to share about your NABI project.