

Data and Reporting

*FY 2016 AFI Grantee Orientation:
Webinar 4*

December 14, 2016



Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services

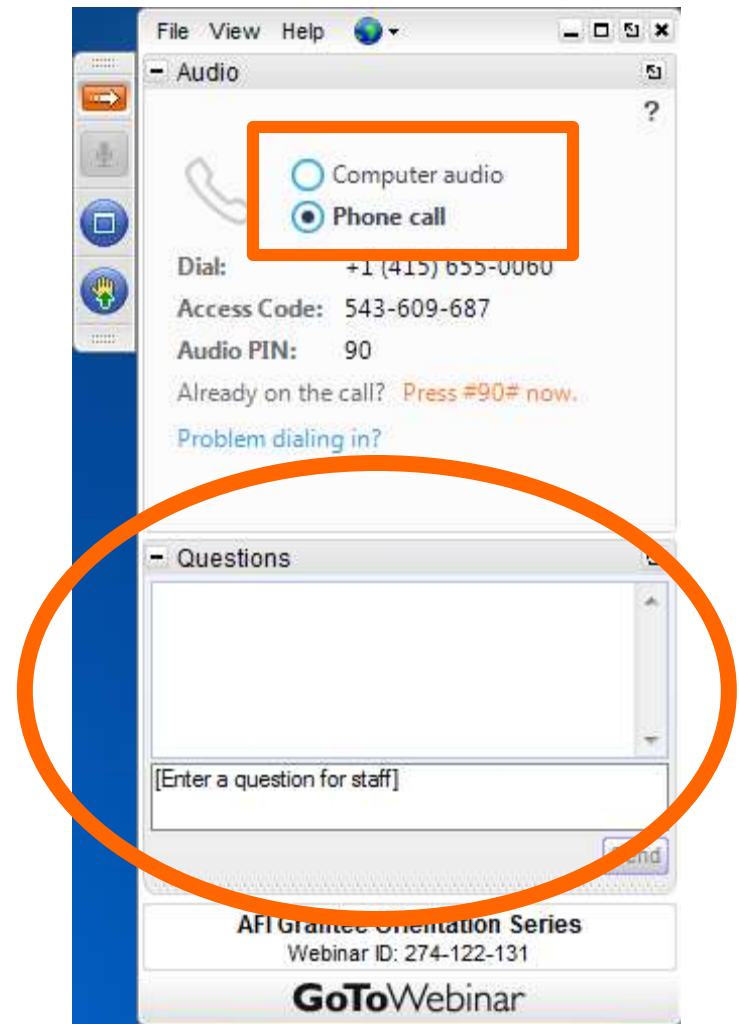


Introduction of Speakers

- Santiago Sueiro, Program Associate, CFED
- Stephanie Landry, Program Manager, CFED
- Heidi Erm, Associate, ICF International

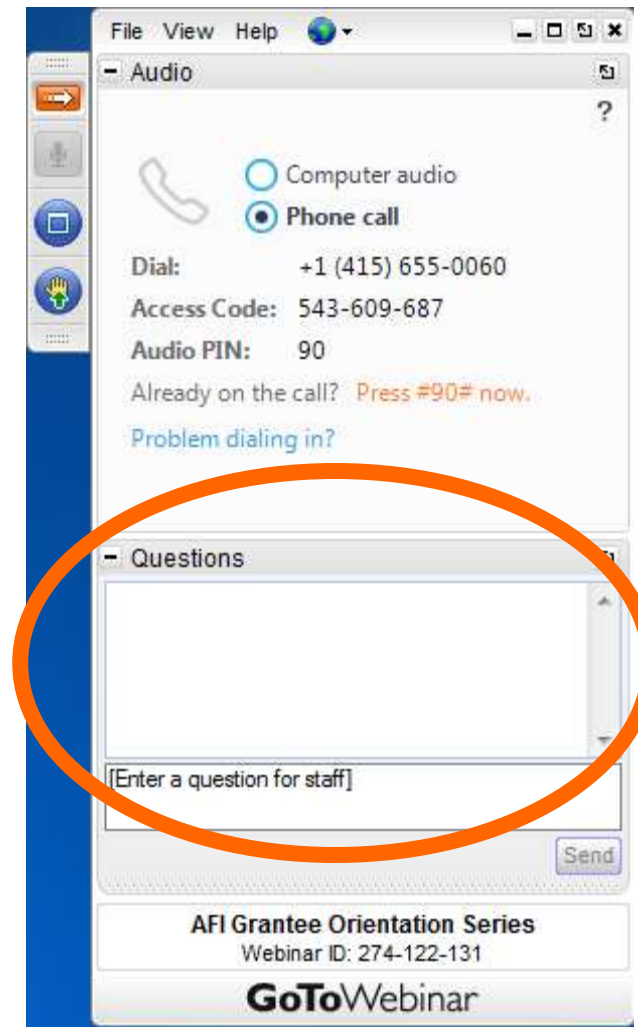
Connecting to Audio

- Chose the appropriate audio setting (computer or phone)
- Ask a question any time by typing the question into the text box on the GoToWebinar Control Panel
- Experiencing technical difficulties?
 - Use the questions box
 - Email us at slandry@cfed.org



Housekeeping

- This webinar is being recorded!
 - All attendees are muted to ensure sound quality
 - A video recording and transcript will be available on idaresources.acf.hhs.gov at a later date.
- The webinar will last approximately 90 minutes.



Objectives for Today

- Become familiar with AFI project reporting:
 - AFI Performance Progress Report (AFI PPR)
 - Federal Financial Report (SF-425)
- Discuss data collection, performance management, and benchmarking

AFI Project Reporting



Overview of Reporting Requirements

- AFI Performance Progress Report (AFI PPR)
 - Detailed project information submitted on an AFI-specific form
 - Due four times each year and after closeout
- Federal Financial Report (SF-425)
 - Financial information submitted on a federal standard form, the SF-425
 - Due two times each year and after closeout

AFI Performance Progress Report (AFI PPR)



What is the AFI PPR

- Details the progress of your project
- The AFI PPR replaces two reports:
 - Semi-annual Standard Form (SF) PPR
 - Annual data report (last collected in late 2014)
- The AFI PPR has two forms:
 - Long Form: collects detailed data
 - Short Form: collects 10 key data elements
- Submitted through the Online Data Collection (OLDC) system

AFI PPR Due Dates

Reporting Period	Due Date	AFI PPR Type
<i>Note: Most fields are cumulative from the beginning of the grant</i>		
October 1 – December 31	January 30	Quarter 1 short form
January 1 – March 31	April 30	Quarter 2 short form
April 1 – June 30	July 30	Quarter 3 short form
October 1 prior year – September 30 current year (a complete federal fiscal year)	November 30	Annual long form

- A final AFI PPR Long Form is due 90 days after the end of the project period

Short Form – Cover Page + 10 Fields

1. Total number of AFI IDAs opened
2. Current total number of AFI IDAs open
3. Total amount of AFI IDA holder savings deposits in AFI IDAs
4. Current total amount of AFI IDA holder savings balances in AFI IDAs
5. Total number of AFI IDA holders who made a matched withdrawal
6. Total amount of AFI IDA holder savings withdrawn from an AIF IDA for a matched withdrawal
7. Total amount of federal AFI grant funds disbursed as matching funds for matched withdrawals
8. Total amount of non-federal cash disbursed as matching funds for matched withdrawals
9. Total number of AFI IDA holders who exited this project without a matched withdrawal
10. Total amount of AFI IDA holder savings withdrawn/re-assigned due to project exit for any reason without a matched withdrawal

Overview of the AFI PPR Long Form

Sections:

- Cover Page (can attach optional narrative)
- A – Project Information and Administration
- B – IDA Design
- C – AFI IDA Holder Account Activity
- D – Training, Services, and Assistance Offered to AFI IDA Holders
- E – AFI IDA Holder Demographics at the Time of Enrollment
- F – AFI IDA Holder Demographics at the Time of Final Matched Withdrawal

OLDC Access

- The AFI PPR must be submitted through the Online Data Collection (OLDC) system
 - OLDC is administered by the GrantSolutions Center of Excellence (COE), but it's a different module than GrantSolutions and requires an additional account to be created
- The AFI Resource Center is handling OLDC account creation and modifications for AFI grantees
- Organizations that are brand new to AFI will get an email from the AFI Resource Center about setting up OLDC access later this month




Submitting your AFI PPR: Key Information


- Errors and warnings – validation checks in OLDC.
 - Warnings **will not** prevent report submission. Double check the numbers and explain them in the narrative, if necessary.
 - Errors **will** prevent report submission. Double check the numbers. If the error doesn't make sense, call your data contact. It may be something that we need to change.
- As you're working on the report, section by section, **Save** and **Validate** along the way
- Once you've completed all sections, **Save** and **Validate** at the **report level on the Report Sections screen**
- When you are ready to submit, your AFI PPR must be **certified** and then **submitted**
- Each AFI PPR will be reviewed and you may be asked to revise and resubmit your report if there are reporting mistakes.
- **Don't hesitate to call your data contact with any questions or concerns. If you don't know who your data contact is, call the AFI Resource Center.**




AFI PPR Overview Page:

<http://idaresources.acf.hhs.gov/AFIPPR>

 U.S. Department of Health & Human Services & Administration for Children & Families

 Assets for Independence Resource Center

[AFI Resource Center Home](#) | [Calendar of Events](#) | [AFI e-Newsletter](#) | [Grantee Gateway](#) | [Contact Us](#) | [Materiales en Español](#) | Search

 Select Language ▼

[Managing Your AFI Grant](#) > The New AFI Performance Progress Report

The New AFI Performance Progress Report

NOTE: This page was updated on August 24, 2016. If you've visited this page before this date, please re-read it now.

On August 23, 2016, the new Assets for Independence (AFI) Performance Progress Report (PPR) was approved by the Office of Management and Budget (OMB) without any changes. **AFI grantees are now required to use the AFI PPR to report data on their AFI project(s) moving forward.** AFI will no longer collect the SF-PPR form semiannually. To learn more about the OMB approval process, please visit this [archived page](#).

IMPORTANT: Financial reporting requirements are not affected by the new AFI PPR. AFI grantees must still submit the SF-425 semiannually for each grant.

Reporting FY 2015 Data

The first data that AFI grantees must report using the AFI PPR is federal fiscal year (FY) 2015 data. AFI grants with a grant period that included any time from October 1, 2014 to September 30, 2015 have FY 2015 data to report. This includes grants that did not have any actual program activity during that period for any reason. Even if the data submitted is all zeros, we need you to submit it. **The exception to this rule: Grants awarded on September 30, 2015 do not have to submit an AFI PPR for FY 2015. The first AFI**

Federal Financial Report (SF-425)



Federal Financial Report (SF-425)

- Report collects information on AFI project funds, both the AFI grant funds and the required non-federal cash
- Submitted semiannually: due 30 days after end of each six-month period

Reporting Period	Due Date
October 1 – March 31	April 30
April 1 – September 30	October 30

- A final SF-425 is due 90 days after the end of the project period

SF-425 Instructions for AFI Grantees

- Instructions
 - <http://www.idaresources.acf.hhs.gov/page?pageid=a047000000VjZmn>
- Related Webinar
 - <http://idaresources.acf.hhs.gov/page?pageid=a047000000VIBQwAAN>

GrantSolutions Access

- AFI projects submit the SF-425 through GrantSolutions
- The ACF Office of Grants Management handles GrantSolutions account creation and modifications for AFI grantees
- Contact the Grants Management Specialist assigned to your state to set up GrantSolutions Access

Grants Management Specialists

Grants Management Specialist	Email	Telephone	States
Sandra Adams	sandra.adams@acf.hhs.gov	(202) 401-4663	GA, HI, IA, IN, LA, NM, RI, SD, VA, WV
Telina Bennett-Reed	telina.bennett@acf.hhs.gov	(202) 401-4609	AK, AZ, IL, MD, MO, NV, OR, WY
Anthony Hilliard	anthony.hilliard@acf.hhs.gov	(202) 205-3585	CA, KS, KY, ME, MN, NH, NJ, ND, PR, SC, UT, VT, VI
Twanna Nickens	twanna.nickens@acf.hhs.gov	(202) 260-5319	AL, AR, FL, ID, MA, MS, MT, NC, OK, TN
Marcus Perkins	marcus.perkins@acf.hhs.gov	(202) 690-7883	CO, DE, NE, NY, PA, WA
Monique Weatherspoon	monique.weatherspoon@acf.hhs.gov	(202) 401-9236	CT, DC, MI, OH, TX, WI

OGM Staff Directory:

<http://idaresources.acf.hhs.gov/page?pageid=a047000000Ar7oQ>

Accessing SF-425 in GrantSolutions



GrantSolutions.gov [A grantee] | GrantSolutions-5.2.4-5 2/17/2015 | [Log Out](#)

Account Management → Funding Opportunity Applications Grants → **Reports** → Online Data Collection Help/Support →

My Grants List

Monroe Community College [Show Expired Grants](#)

Grant Number:	90EI0824-01-00	View NGA
Grant Program:	EI - Assets For Independence Demonstration	Grant Notes
Program Office:	Central Office	History
Project Title:	Assets for Independence (AFI) Demonstration Program	Manage Amendments
Award Issue Date:	09/30/2013	
Project Period:	09/30/2013 to 09/29/2018	
Budget Period:	09/30/2013 to 09/29/2018	
Total Approved Budget (Federal):	\$200,000	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	

GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | gsdemo@mail.gs.aws
[Contact Us](#) | [Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)



Accessing SF-425 in GrantSolutions

GrantSolutions.gov [Agree] | GrantSolutions-5.2.4.5 9/17/2015 | Log Out

Account Management → Funding Opportunity Applications Grants → Reports → Online Data Collection Help/Support →

Reports > Federal Financial Report

Federal Financial Reports List

Grant Program		Grant Number		Project		
EI - Assets For Independence Demonstration		90EI0824		Assets for Independence (AFI) Demonstration Program		
Report Period	Due Date	Type	Status	Workflow Status	Action	
09/30/2013 - 09/30/2013	10/30/2013	Semi-Annual	Not Reported	Report Not Started		
10/01/2013 - 03/31/2014	04/30/2014	Semi-Annual	Accepted	Accepted History	View PDF	
04/01/2014 - 09/30/2014	10/30/2014	Semi-Annual	Submitted	Submitted History	View Submission View PDF	
10/01/2014 - 03/31/2015	04/30/2015	Semi-Annual	Due	Report Not Started	Start	
04/01/2015 - 09/30/2015	10/30/2015	Semi-Annual	Pending	Report Not Started		
10/01/2015 - 03/31/2016	04/30/2016	Semi-Annual	Pending	Report Not Started		
04/01/2016 - 09/30/2016	10/30/2016	Semi-Annual	Pending	Report Not Started		
10/01/2016 - 03/31/2017	04/30/2017	Semi-Annual	Pending	Report Not Started		
04/01/2017 - 09/30/2017	10/30/2017	Semi-Annual	Pending	Report Not Started		
10/01/2017 - 03/31/2018	04/30/2018	Semi-Annual	Pending	Report Not Started		
04/01/2018 - 09/29/2018	12/28/2018	Final	Pending	Work In Progress History	Edit View PDF Cancel	

Processing the SF-425



Manage FFR Reporting

Grantee Name [?]

DUNS [?]

Core Grant Number [?]


Program [?]

Grant Program [?]

Reporting Status [?]

FFR Enabled [?]

Search

Grant Program	Grant Number	Title		Grantee	DUNS
 EI - Assets For Independence Demonstration	90EI0873	Assets for Independence Demonstration Program (IDA Project)		Rise Financial Pathways	826372740
Report Period	Due Date	Type	Status	Workflow Status	Action
06/01/2011 - 09/30/2011	10/30/2011	Semi-Annual	Not Reported	Report Not Started	
10/01/2011 - 03/31/2012	04/30/2012	Semi-Annual	Not Reported	Report Not Started	
04/01/2012 - 09/30/2012	10/30/2012	Semi-Annual	Not Reported	Report Not Started	
10/01/2012 - 03/31/2013	04/30/2013	Semi-Annual	Not Reported	Report Not Started	
04/01/2013 - 09/30/2013	10/30/2013	Semi-Annual	Not Reported	Report Not Started	
10/01/2013 - 03/31/2014	04/30/2014	Semi-Annual	Accepted	Accepted History	View PDF
04/01/2014 - 09/30/2014	10/30/2014	Semi-Annual	Not Reported	Report Not Started	
10/01/2014 - 03/31/2015	04/30/2015	Semi-Annual	Due	Report Not Started	Process Paper Submission
04/01/2015 - 09/30/2015	10/30/2015	Semi-Annual	Pending	Report Not Started	
10/01/2015 - 03/31/2016	04/30/2016	Semi-Annual	Pending	Report Not Started	
04/01/2016 - 05/31/2016	08/29/2016	Final	Pending	Report Not Started	Process Paper Submission

View PDF





Completing SF-425

Federal Financial Report

[Instructions](#)

1. Federal Agency and Organizational Element to Which Report is Submitted Administration for Children and Families		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 90EID824		
3. Recipient Organization (Name and complete address including Zip code) Monroe Community College, 1000 E HENRIETTA RD ROCHESTER, NY 14623-5780				
4a. DUNS Number 067921585	4b. EIN 160849590	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <input type="text"/>	6. Report Type Semi-Annual	7. Basis of Accounting <input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year) September 30, 2013		To: (Month, Day, Year) September 29, 2018		9. Reporting Period End Date (Month, Day, Year) March 31, 2015
10. Transactions (Use lines a-c for single or multiple grant reporting)				
Federal Cash (To report multiple grants, also use FFR Attachment):				
a. Cash Receipts			\$	0
b. Cash Disbursements			\$	0
c. Cash on Hand (line a minus b) (Use lines d-o for single grant reporting)			\$	0.00
Federal Expenditures and Unobligated Balance:				
d. Total Federal funds authorized			\$	200,000.00
e. Federal share of expenditures			\$	0
f. Federal share of unliquidated obligations			\$	0
g. Total Federal share (sum lines e and f)			\$	0.00
h. Unobligated balance of Federal funds (line d minus g)			\$	200,000.00



Submitting the SF-425

11. Indirect Expense						
a. Type	b. Rate (%)	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Please select a type ▼	100			\$ 0	\$ 0.00	\$ 0
<input type="button" value="Add"/> <input type="button" value="Delete"/>				g. Totals:	\$ 0.00	\$ 0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)	111-111-1123
	d. Email address	test@gs.gov
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)	
14. Agency use only:		
Standard Form 425 - Revised 10/11/2011 OMB Approval Number: 0348-0061 Expiration Date: 02/28/2015		

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

[Manage Attachments](#)



☐ I verify to the best of my knowledge that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.

Data Collection and Performance Management



Data Collection Checklist

1. Consider how you will **use** information you have about your AFI project
2. Determine or refine **what** information to collect and **when** it will be collected
3. Establish **who** will collect the data
4. Decide **how** to collect data
5. Choose a **system** for collecting, storing, managing, and analyzing your data.

Data Systems

- There is no specific system that AFI grantees must use
- Grantees use many methods for data management, including combinations of products
- Excel data tracking tools aligned to the AFI PPR can be downloaded from the AFI Resource Center:
 - <http://idaresources.acf.hhs.gov/page?pageid=a04390000bSj89AAC>
- Additional information:
 - <http://idaresources.acf.hhs.gov/page?pageid=a04700000ApiTa>

The Four R's of Analyzing Data

1. **Review** the data or project information
2. **Reflect** on the context
3. **Request** additional information or clarification
4. **Refine**

And ACT!

What is Performance Management?

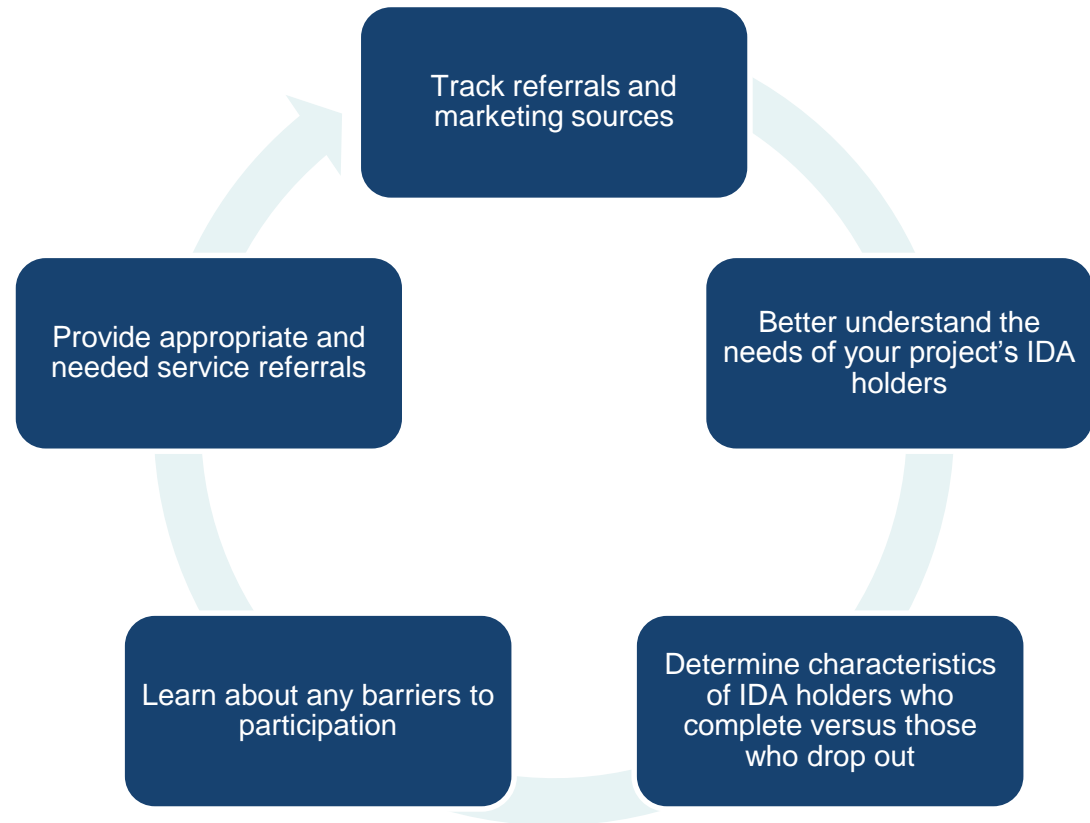
- Performance management is a process of ongoing review and assessment of progress toward goals and objectives.
- A performance management system consists of a set of integrated performance **goals**, **indicators**, and **targets** supported by an organization-wide data collection system.

Why Use Performance Management?

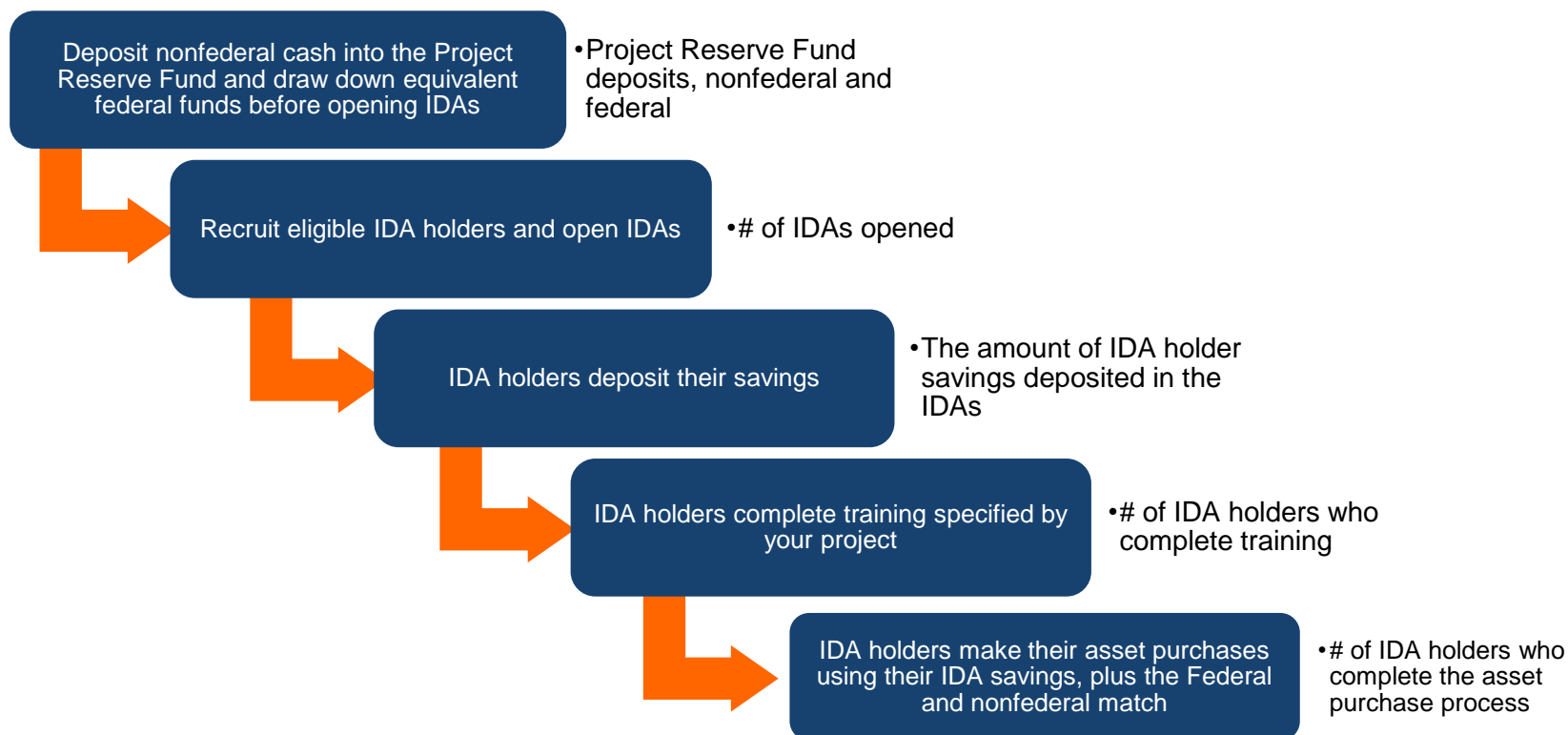
- Improves decisions and resource use
 - Identify what works best
 - Identify what is not working and how best to respond
- Builds in accountability
 - Allows grantees to track progress towards their project goals.
- Shows project outcomes
 - Obtain an accurate “snapshot” of what your project has achieved (e.g. number of purchases, amounts deposited by IDA holders)
 - Learn how you are meeting overall targets and goals—or why you are not

Why Use Performance Management?

Increases
understanding
of program
implementation



Key Performance Indicators for Grantees



Example

- **Goal**
 - 75 IDA holders complete savings of \$1,200 and make an asset purchase
- **Indicators**
 - Number who open IDAs
 - Amount they save
 - Number of asset purchases
- **Targets**
 - 15 IDAs opened per quarter for 5 quarters
 - \$50 saved per month per IDA for 8 quarters



Program Benchmarking Tool

Project Milestones	Year 1 Benchmarks	Year 2 Benchmarks	Year 3 Benchmarks	Year 4 Benchmarks	Year 5 Benchmarks
Milestone 1: Deposit all non Federal funds	100% of funds deposited				
Milestone 2: Draw down all Federal funds	100% of funds deposited				
Milestone 3: Open all participant IDAs	25% of IDA holder IDAs opened	70% of IDA holder IDAs opened	100% of IDA holder IDAs opened		
Milestone 4: All IDA holders complete training		35% of IDA holders complete training	70% of IDA holders complete training	100% of IDA holders complete training	
Milestone 5: All IDA holders complete asset purchases			35% of IDA holders complete asset purchase	70% of IDA holders complete asset purchase	100% of IDA holders complete asset purchase

<http://idaresources.acf.hhs.gov/page?pageid=a047000000ldbSE>



Program Benchmarking Tool: Step 1

- Enter grant number and AFI Federal grant amount
- Tool automatically calculates non-Federal contribution amount, maximum match amount per IDA holder, and target number of IDA holders
 - These can be modified

Step 1: Enter your grant information in the yellow highlighted boxes.

The non-highlighted boxes will automatically fill using calculations that follow AFI guidelines. The grant amount should be a total that includes both the savings match and administrative funds. If your project is using a different maximum match, type it into that box.

Grant Number:	90EI
AFI Federal grant amount:	

Non-Federal contribution amount:	\$0
Maximum match amount per participant: ¹	\$4,000
Target number of participants: ²	0



Program Benchmarking Tool: Step 2

Step 2: Set your annual benchmarks.

The target percentages in the following table reflect the benchmarking recommendations outlined in Tab #1. You can modify these target percentages to reflect your specific project. The target amounts are calculated automatically using the target percentages in the table and the information you entered about your grant in Step 1. These benchmarks reflect the cumulative total that should be reached by the end of each year.

Project Milestones	Grant Year:	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5
Milestone 1: Deposit all non-Federal funds	Target percentage	100%	100%	100%	100%	100%
	Target amount	\$0	\$0	\$0	\$0	\$0
Milestone 2: Draw down all Federal funds	Target percentage	100%	100%	100%	100%	100%
	Target amount	\$0	\$0	\$0	\$0	\$0
Milestone 3: Open all participant IDAs	Target percentage	25%	70%	100%	100%	100%
	Target amount	0	0	0	0	0
Milestone 4: All participants complete training	Target percentage	0%	35%	70%	100%	100%
	Target amount	0	0	0	0	0
Milestone 5: All participants complete asset purchases	Target percentage	0%	0%	35%	70%	100%
	Target amount	0	0	0	0	0

Program Benchmarking Tool: Step 3

Step 3: Compare your progress to your benchmarks.

Fill in each yellow highlighted box below based on the latest data about your grant. In the table, enter numbers, not percentages, in the "Completed" column (e.g., dollar amount of funding or number of people). The "Status" of each milestone will be updated using the information in the highlighted boxes and the information calculated in Steps 1 and 2.

In what year of your grant are you?	
-------------------------------------	--

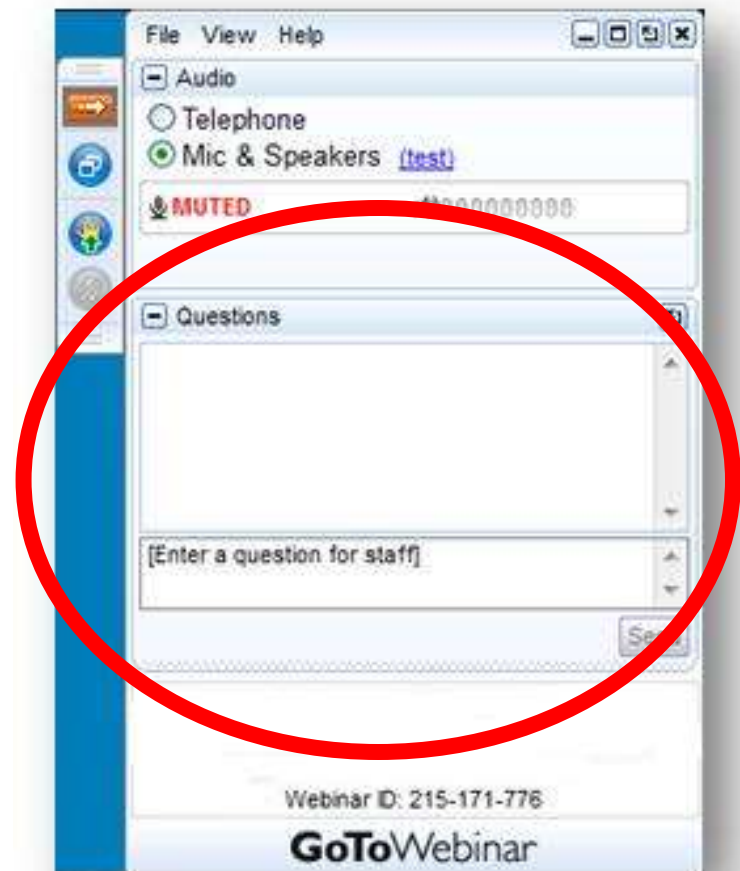
Project Milestones	Current Grant Information	Completed	Status
Milestone 1: Deposit all non-Federal funds	How much of your non-Federal funding have you deposited in your Project Reserve Fund?		
Milestone 2: Draw down all Federal funds	How much of your Federal funding have you drawn down?		
Milestone 3: Open all participants IDAs	How many participant IDAs have you opened (do not include accounts you closed due to program dropouts)?		
Milestone 4: All participants complete training	How many participants have completed their financial education and asset-specific training?		
Milestone 5: All participants complete asset purchases	How many participants have completed their asset purchase(s)?		

Reviewing Today's Objectives

- Become familiar with AFI project reporting:
 - AFI Performance Progress Report (AFI PPR)
 - Federal Financial Report (SF-425)
- Discuss data collection, performance management, and benchmarking

Questions?

- Ask your questions using the box on the right side of your screen



AFI Resource Center

- Home: idaresources.acf.hhs.gov
- Help Desk:
 - Email: info@idaresources.org
 - Phone: 1-866-778-6037
 - New Grantee Orientation Series:
 - Webinar One: Introduction to AFI - <http://idaresources.acf.hhs.gov/page?pageid=a04t0000002rgijAAA>
 - Webinar Two: Launching Your AFI Project - <http://idaresources.acf.hhs.gov/page?pageid=a04t0000001CuRTAA0>
 - Webinar Three: Savings, Economic Education, and Asset Purchase - <http://idaresources.acf.hhs.gov/page?pageid=a04t0000001D6HhAAK>



Thank You!