



Best Practices, Reminders, and Technical Assistance for Submitting Your PPR

This resource will help Community Economic Development (CED) grantees submit their semi-annual Project Performance Report (PPR) by providing best practices, reminders, and contact information for technical assistance.

Best Practices and Reminders for Submitting Your PPR

1. Completing the Report for the Correct Reporting Period

OLDC will automatically open the new PPR when that reporting period begins, and it will appear at the top of your PPR list. Confirm the reporting period date is correct before filling out any data.

2. Check the Status of Your Previous Report

If you begin your report without the previous report being approved, your baseline data will not populate correctly.

- If your previous report has a status other than “Submission Accepted by CO,” do not begin your current report.
 - If it has been submitted and not approved, contact your Program Specialist.
 - If it is not submitted, submit it or contact OCSRegistrar@icf.com for assistance.

3. Changing Your Project Contacts

If your Authorizing Official and/or Project Contact has changed or if it is listed incorrectly in OLDC, please submit a request to OCSRegistrar@icf.com with the new contact’s:

- Phone number
- Email
- Position title
- Whether the original Grant Administrator is still with your organization

4. Adding Name of Created and Expanded Business in the Explanation Field

Write the name(s) of created and expanded business(es) in the explanation field (column 7) for indicators:

- A-01-B (Total # of new businesses created)
- A-04-B (Total # of new businesses expanded)

5. Understanding Indicators for Individuals with Low Income Hired or Retained in Form A

The following indicators appear similar but have important differences in reporting.

- A-16: Total number of low-income individuals *ever* hired
- A-22: Total number of low-income individuals who were hired *at least six months ago*
 - i. A-21 is a subset of A-15 that does not include individuals who were hired in the past six months
- A-23: Total number of low-income individuals who retained their full-time jobs for *at least six consecutive months*
 - i. A-23 is a subset of A-22 that does not include individuals who retained their jobs for less than six months

6. Understanding Indicators for Leveraging Funds in Form A

Reporting on leveraging helps demonstrate the success of CED funds by showing that what grantees receive can grow and be put back into the community.

- **A-26: All leveraged funds** is the automatically populated sum of the following indicators:
 - i. A-27: Government funds
 - ii. A-28: Private funds
 - iii. A-29: Loans
 - iv. A-30: Other leveraging

7. Reports can be submitted with Warnings

Some information on the forms is already completed, and you do not need to fill it out. If you change it, you will receive a warning. If you make edits in these fields, please let your Program Specialist know.

- Form B – Changes in Project Strategy (A-01) and Geographic Location (A-05)

8. Errors Must be Resolved Before the Report is Submitted

An error message will appear explaining which indicator the error relates to and how to correct it. Typical errors include:

- Blank field requires number
- Indicators with 0 require an explanation
- Baseline numbers exceed the Actual to Date numbers
- Number of individuals employed is less than number of positions
- TANF recipients employed exceeds individuals with low income employed
- Timeframes do not align

Technical Assistance

OCS Program Specialists

- Provide general grant assistance and guidance
- Can refer you to the right resources and help you make sense of the issues you're encountering
- Be sure to update your Program Specialist about changes in your grant information

OCS Registrar

- Provides technical assistance for reporting with the PPR and accessing OLDC
- Email OCSRegistrar@icf.com