Frequently Asked Questions for CED Data Collection and Reporting

This document provides answers to frequently asked questions regarding data collection and reporting for the CED program, including accessing grant systems, the Performance Progress Report (PPR), the On-Line Data Collection System (OLDC), and more.

Contents

Grant Management Systems

1. What is GrantSolutions?

GrantSolutions is a grants management tool that provides a venue for OCS and OGM to work with you, the grant recipient, to manage your award. It facilitates the electronic sharing of information by allowing grant recipients to collaborate with program offices and grant offices, at the same time. It also allows program offices and grant offices to collaborate with one another about the grants they administer. This is the system in which most transactions will occur. Before imputing information into GrantSolutions, grant recipients should consult with their OCS Program Specialist. This will allow you to alert your program specialist about what is going on with your grant and resolve issues if needed.

2. What is the Payment Management System (PMS)?

The Payment Management System (PMS) is the system you as the grant recipient will use to receive payments. PMS will work with you over the life of your grant to help in matters related to disbursement of your funds, establish the electronic funds transfer process using the 1199A Form, and to return unused Federal funds at the end of the grant period.

For assistance using PMS, contact the PMS help desk at 877-614-5533 or by email at PMSSupport@psc.gov.

3. What is the On-Line Data Collection System (OLDC)?

The On-Line Data Collection System (OLDC) is the system grant recipients use to submit semi-annual Performance Progress reports, or PPRs. In these reports, you will share the detailed progress of your project with OCS. Through OLDC, grant recipients submit the PPR through a secure site that has rule validations and data checks built into the system and that also allows grant recipients to upload supplemental attachments to the PPR. The OLDC system notifies the grant recipient and OCS when a PPR is submitted, approved, and rejected.

Reporting Requirements

4. What is the PPR?

The Performance Progress Report, or PPR, is a semi-annual report that collects key data on your project outcomes related to jobs and businesses created. The report is designed to provide a snapshot of how a project is doing and collects information on key indicators, such as the number of jobs it has created, the number of businesses it has created, amount of funds leveraged, etc.

5. Why is the PPR important?

The data in the PPR allows OCS to identify any projects that may be in need of further assistance and provide your Program Specialist with insight into how the CED project is going. The reports also provide funders, Congress, and other stakeholders with aggregate data on the CED program to show its value and contributions to the community.

6. When is the PPR Due?

The PPR is due twice yearly—in April and October—and a final PPR is due 90 days after the end of your grant (December 30th of the fiscal year your grant period ends).

The six-month reporting periods are from October 1st to March 31st and from April 1st to September 30th.

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

7. How do I submit my PPR?

The PPR is submitted through the On-Line Data Collection System (OLDC). You will access the OLDC system through the GrantSolutions website. To be able to submit your PPR, you will need to gain access to your grant in OLDC. See *Logging into OLDC and GrantSolutions* below for more information about GrantSolutions and OLDC.

8. How do I submit my final PPR?

When your grant period ends, you will submit your final report in the OLDC system, the same way you submit semi-annual PPR reports. You must submit a final report within 90 days of the end of your grant period. The last semi-annual PPR for your grant will be due on October 30th, and your final report will be due on December 30th. There are two options for submitting the final PPR:

- **Option 1:** If you do not anticipate any changes to your data between October 30th and December 30th, mark the last PPR as final and submit in OLDC by October 30th.
- **Option 2:** If you anticipate that you will have changes in your data between October 30th and December 30th, submit the last PPR in OLDC by October 30th and do not mark it final. Then, once your last PPR has been accepted by your Program Specialist, you will create a revised report in OLDC, which you will submit as your final report.
  - This revision will be due **December 30th,** and you will mark it as final.
  - In this revised version, you will only be required to modify the previous report to reflect the changes that occurred after October 30th.

To mark your report as final in OLDC:
- Navigate to the Cover Page
- In field 8. Final Report, select the radio button near "Yes" to indicate the report is final.

Appendix A: CED Performance Progress Report Form COVER PAGE				
1.Federal Agency and Organization Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		3a. DUNS Number 3b. EIN
4. Recipient Organization				5. Recipient Identifying Number or Account Number
Address Line 1				
Address Line 2				
Address Line 3				
City		State	Zip Code	Zip Ext. 8212
6a. Project/Grant Period Start Date: 09/30/2013	6b. Project/Grant Period End Date: 09/29/2016	7a. Reporting Period Start Date: 04/01/2016	7b. Reporting Period End Date: 09/30/2016	8. Final Report? Yes No

For guidance on final reporting within OLDC, refer to the Final Report Instructions on the PPR Information Page.

9. How do I submit my SF-425 (Federal Financial Report)?

Throughout your grant, you will be required to submit the Federal Financial Report (also known as the SF-425). The SF-425, or Federal Financial Form, is how you report expenditures.

Beginning with all FY 2016 awards, the SF-425 must be submitted to HHS through the Payment Management System (PMS).

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter, as determined by ACF.

- As a result, a recipient that receives awards from more than one Federal program may be subject to more than one approach but will not be required to change its current means of submission or be subjected to more than eight standard due dates.
- For CED grants, whose budget periods end September 30th, the SF-425 form will be due on April 30th and October 31st.
- For CED grants, whose budget periods end September 29th, a final cumulative SF-425 is due 90 days after the close of the project period.

10. How do I submit my Federal Cash Transaction Report (FCTR)?

Throughout your grant, you will be required to submit the Federal Cash Transaction Report, or FCTR. The FCTR is how federal transactions are reported.

Beginning with all FY 2016 awards, the FCTR forms must be submitted to HHS through the Payment Management System (PMS).

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter, as determined by ACF.

- As a result, a recipient that receives awards from more than one Federal program may be subject to more than one approach but will not be required to change its current means of submission or be subjected to more than eight standard due dates.
- For CED grants, whose budget periods end September 30th, FCTR forms will be due on April 30th and October 31st.

Collecting Data for Your Grant

11. Why is data collection important?

All CED grant recipients are expected to track data on jobs and businesses throughout the course of their projects and report progress through the PPR. Data collection is important because it provides the opportunity for both program-level monitoring and analysis, as well as grant recipient-level monitoring. It also provides grant recipients with a way to track their progress over the course of their grant.

At the program-level, this data:

- Provides Congress and other stakeholders with quantitative and qualitative evidence demonstrating the value of the CED program;
- Identifies the areas where grant recipients are most successful; and
- Contributes to future decisions on types of projects to fund.

At the grant recipient-level, this data:

- Keeps program specialists informed about grant recipient accomplishments and challenges; and
- Helps program specialists identify grant recipient support needs.

12. Where can I find more information on the indicators of Form A of the PPR?

To learn more about the indicators that make up the PPR forms, review the following resources available on the PPR Information Page of the CED website:

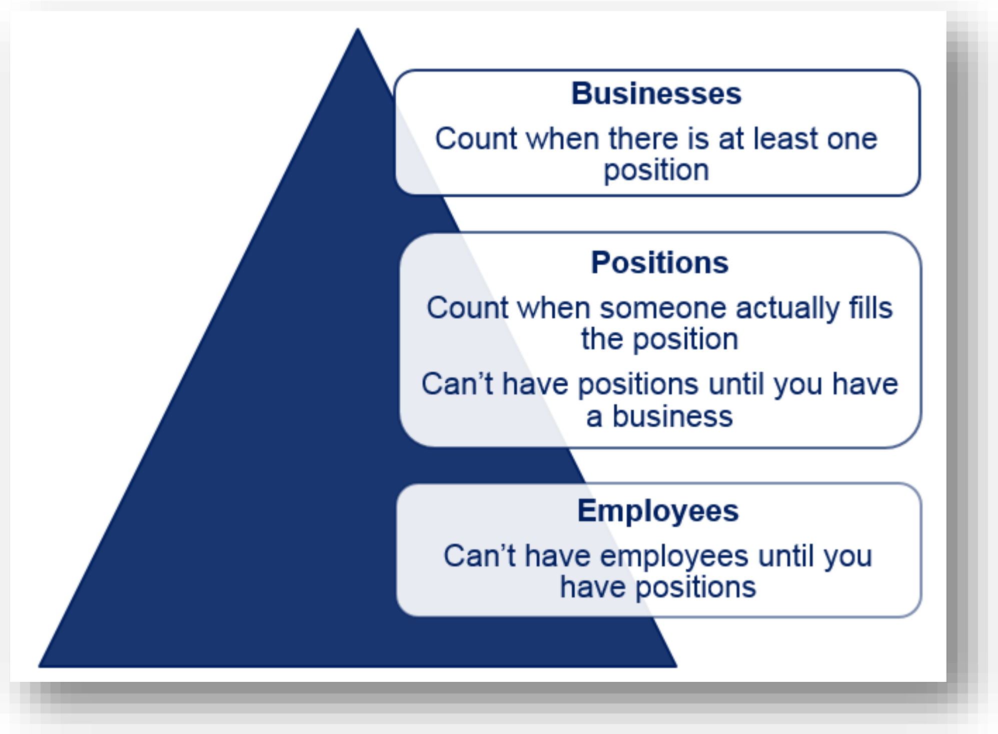
- PPR Forms and Instructions (Cover Page, Form A, Form B, & Form E)
  http://www.acf.hhs.gov/ocs/resource/ced-ppr-forms-and-instructions

13. What types of quantitative data do I need to collect?

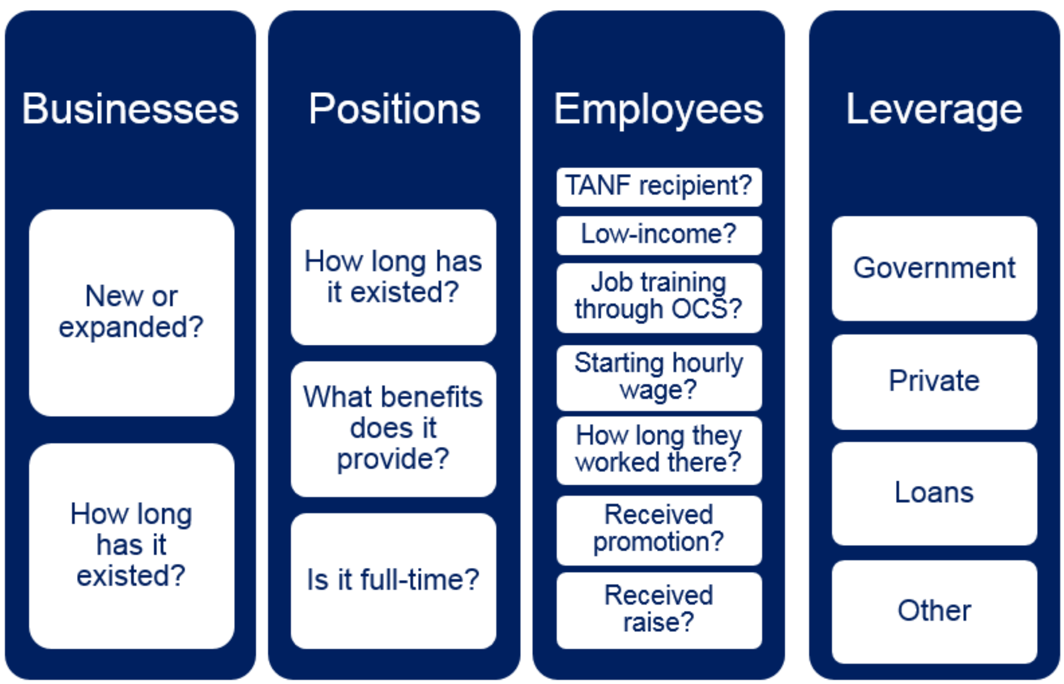
Form A of the PPR consists of 30 different indicators, which are broken out into four categories of information to track: businesses created or expanded, positions created, employees employed in those positions, and funds leveraged. All indicators except for one collect data on individuals with low income.

The pyramid below illustrates the structure of the businesses, positions, and employees' information you will track. For the purposes of collecting and reporting data for your CED grant, you need a business to have positions, and you need positions to have employees.

- A business does not count as "created" or "expanded" until you have at least one new position created. You can't have a business without someone working on it.
- Remember that you can't have employees unless they are working in a position that you created.



For these sets of indicators – businesses, positions, employees, and leverage - you will be asked to specify certain characteristics.



Data Collection Tool

14. What is the Data Collection Tool?

The Data Collection Tool is an Excel-based tool designed to make it easy for any grant recipient to collect all of the data they would need to fill out Form A of the PPR. The tool will help you clarify exactly what information you need to be collecting. And, it calculates all the information needed for Form A of the PPR. If you use the tool to track your data, you'll have accurate numbers to plug into the PPR in the OLDC system. In addition, it will keep a record of what you submitted.

15. How do I get the Data Collection Tool?

The Data Collection Tool is available for download from the PPR Information page of the CED website at: https://www.acf.hhs.gov/ocs/training-technical-assistance/ced-data-collection-and-performance-progress-report-ppr. After accessing the page:

- Select the PPR Data Collection Tool link, then right click the file and select Download.
- Save to your computer so you have it available for each reporting period.

Remember to use same file to record data for each reporting period.

16. Is the Data Collection Tool separate from the PPR in the OLDC system?

Yes. Entering your data into the data collection tool is separate from submitting your PPR in OLDC.

The data collection tool is an optional, but very useful tool for gathering the data for Form A of the PPR. The data collection tool is an excel-based file used for data collection purposes – finalizing the tool does not mean you have completed your reporting requirements; it just puts your data in a PPR ready format so that reporting is easier.

After filling out the tool, you still need to log into the OLDC system and enter the data there. This tool will not automate the submission of your forms. However, using this tool makes gathering data easier and helps you avoid errors.

The PPR is a mandatory report you submit through OLDC every April and October. In addition to the data for Form A you collect with the data collection tool, the PPR also has Form B and E, so you will need to provide additional narrative information come reporting time.

OLDC and GrantSolutions System Access and Login

17. How do I gain access to my grant in the OLDC system to submit my PPR?

OLDC is accessed through the GrantSolutions website:

- For new, first-time CED grant recipients, the Authorized Official and Project Contact listed in your application should have received a GrantSolutions username and password directly from the GrantSolutions system. If the Authorized Official or Project Contact did not receive a GrantSolutions username and password, email OCSRegistrar@icf.com.
- Returning grant recipients who have received a CED grant in the past will use their existing GrantSolutions login credentials to access information on each grant they are awarded.

When you receive a new grant from OCS, you must gain access to the new grant in the OLDC system. To do this, complete the Request for OLDC Access Form.

1. Download the form available on: https://www.acf.hhs.gov/ocs/form/ced-gaining-access-line-data-collection-system.
2. Fill out the sections of page 2 per the step-by-step instructions found in Completing the Request for OLDC Access Form.
3. Email the form to OCSRegistrar@icf.com.

18. Do I need to use Login.gov?

You may be asked to log into GrantSolutions via Login.gov. A Grant Recipient user email address associated with a Login.gov account may log into GrantSolutions through Login.gov using another authentication method. The Grant Recipient user should create a Login.gov account prior to attempting to log into GrantSolutions through Login.gov using another authentication method.

Once all steps have been completed you will have access to your Grantsolutions.gov account.

1. Create a Login.gov account.
2. Log into GrantSolutions through Login.gov.
3. Review the information found in your GrantSolutions profile and, if necessary, update it accordingly.

19. How do additional staff gain access to our grant in OLDC?

If additional staff members at your organization other than the Authorized Official and Project Contact need access to OLDC, they should also complete the Request for OLDC Access Form.

1. Download the form available on: https://www.acf.hhs.gov/ocs/form/ced-gaining-access-line-data-collection-system.
2. Fill out the sections of page 2 per the step-by-step instructions found in Completing the Request for OLDC Access Form.
3. Email the form to OCSRegistrar@icf.com.

20. How do additional staff gain access to our grant in GrantSolutions?

If additional staff members at your organization other than the Authorized Official and Project Contact need access to GrantSolutions, they can create an account by completing the online GrantSolutions User Request Form.

21. I've forgotten my password. How do I reset it?

Contact the GrantSolutions help desk by email or phone:

- help@grantsolutions.gov
- 866.577.0771 or 202.401.5282

22. Can multiple users use the same username/password for GrantSolutions/OLDC?

No, each member of your organization must use a unique login to access GrantSolutions and OLDC. Multiple people may not share the same login.

OLDC Data Input Errors and Changes

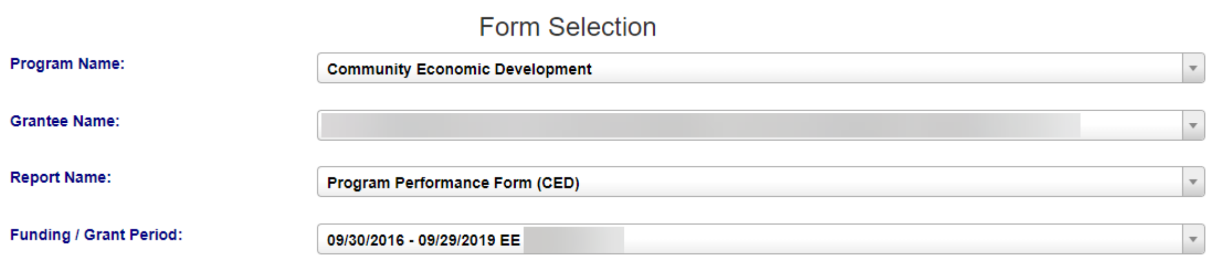
23. Why is the date listed in OLDC different than my grant start and end date?

OCS is aware that the dates that appear on the Form Selection page do not necessarily align with your grant period, and that's OK. However, the grant period should be correct on the cover page of your PPR (titled Grantee Information & Certification).

24. If I have more than one grant, how do I choose the right one in OLDC?

Unfortunately, the grant numbers do not display in the dropdown box listing all your grants; instead, you will see a hyphen with a two-digit number at the end of each line. This may create confusion for your organization if you have many past grants. To find the correct grant number, following these steps:

- On the *Program & Grantee Selection* page, you will choose the grant under the *Grantee Name* drop down. If you have multiple grants, you will need to select the correct grant from this drop down, based on the two-digit number at the end of each line. Grants are assigned numbers chronologically in order of award date of the grant, so a good starting point for selecting the grant is to choose the highest two-digit number.
- Select the *Report Name:* Program Performance Form (CED)
- On the next dropdown, select the drop down in the *Funding/Grant Period* drop box. This will display the dates and grant numbers.
- If the grant number you are looking for does not appear in the drop down, it means you have chosen the wrong two-digit number on the *Grantee Name* dropdown.



Form Selection

Program Name: Community Economic Development

Grantee Name:

Report Name: Program Performance Form (CED)

Funding / Grant Period: 09/30/2016 - 09/29/2019 EE

25. How do I report jobs created with CED funds that did not go to individuals with low-income?

Form A includes one indicator that captures jobs created for non-low-income individuals. This indicator is (A-00-J), which accounts for the total number of full-time positions created for **both** individuals with low income and non-low-income people. ***Note: this is the ONLY indicator in Form A of the PPR that is collecting data on non-low-income individuals. All other indicators are only asking you to report data for individuals with low-income.***

(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
A-00-J	Create positions to employ all individuals (low-income and non-low-income)	Total # of full-time positions created for low-income and non-low-income people	0	40		
A-05-J	Create positions to employ low-income people	Total # of part-time positions created	0			
A-06-J		Total # of full-time positions created	0	30		
A-07-J		# of those full-time positions that were created AT LEAST six months ago	0			
A-08-J		# of full-time positions created that have been or were operational in the community for AT LEAST six consecutive months	0			

Indicator A-00-J is the **only** indicator that includes non-low-income individuals

26. What is the difference between indicators A-00-J and A-06-J?

The difference between the two indicators that ask for the total number of full-time positions is as follows:

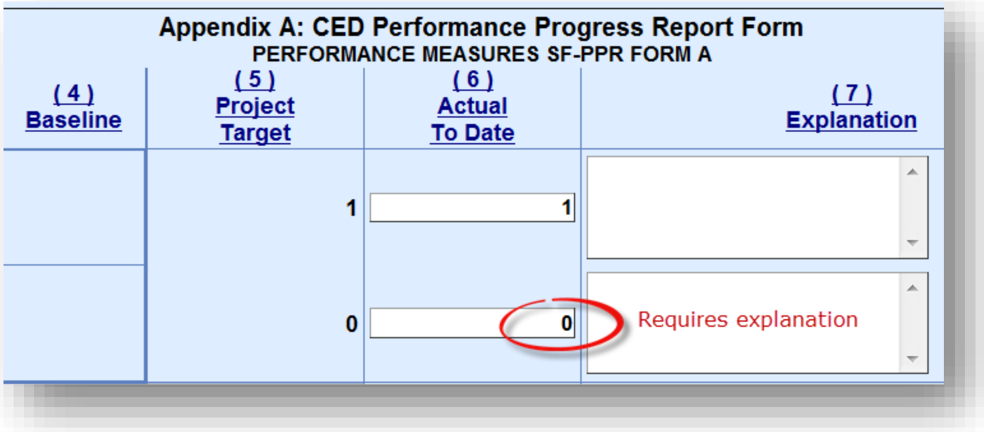
- A-00-J – asks for the total number of full-time positions created for **both** individuals with low income and non-low income people. Indicator A-00-J was added to Form A of the PPR starting with the April – September 2014 reporting period.
- A-06-J asks for the number of positions created **only** for individuals with low-income.

Remember that the principal purpose of the PPR is to collect data on the impacts of your CED grant for people with low income. However, OCS is still interested in the total number of jobs created for non-low-income individuals. A-00-J is where you record and get credit for the total number of positions created for the grant, for both individuals with low income and non-low-income people. In the subsequent job creation indicators (A-05-J through A-12-J), you will report on positions created for individuals with low-income individuals only.

For example, your CED grant may have created 40 total jobs, but only 32 of the total jobs were filled by people with low income. For indicator A-00-J, you will record the total number of jobs created (40) and for indicator A-06-J, you will record the total number of those jobs that were filled by people with ow income (32).

27. Do I have to provide an explanation if I entered zero in the Actual to Date Column in Form A?

Any time you enter a zero in Column 6, Actual to Date in Form A, the system requires you to include an explanation in Column 7, Explanation.


Appendix A: CED Performance Progress Report Form
PERFORMANCE MEASURES SF-PPR FORM A

(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
	1	1	
	0	0	Requires explanation

You may enter a zero in the Actual to Date Column if the indicator(s) do not apply to your specific grant. For example, if your project is expanding an existing business and not creating any new businesses, you would enter zero in the Actual to Date Column for indicators related to new business creation. You may also enter a zero in the Actual to Date Column if at the time you are reporting, the indicator is asking you to report on something the project has not done yet (for example, if there was a delay in construction that has delayed any jobs being created).

The system requires you to explain *why* you have entered zero. You should provide an adequate explanation in the explanation column, which articulates the reason you have entered zero in the Actual to Date column.

28. Why do I receive a warning message for A-01 Changes in Project Strategy and A-05 Geographical Location in Form B?

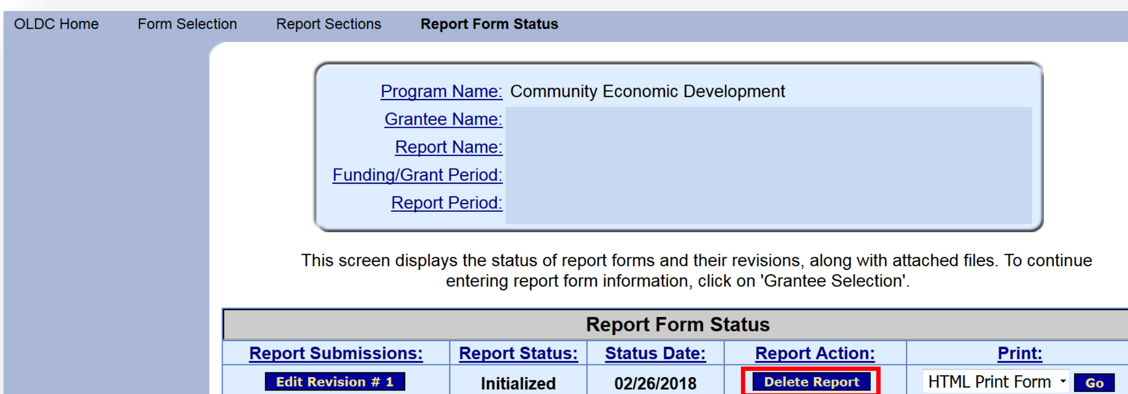
While you cannot submit a PPR with an error message, you may still submit the report if you receive a warning message.

You will receive a warning message for these two indicators when you report to remind you that if you have changed either your project strategy or geographical location of your project, you must contact your OCS Program Specialist and discuss these changes. While you may still submit your report with the edited project strategy and/or geographical location, please be sure to contact your Program Specialist to talk about any changes to your project strategy. If you have not changed your project strategy or geographical location, you may ignore this warning message and proceed with submitting the report.

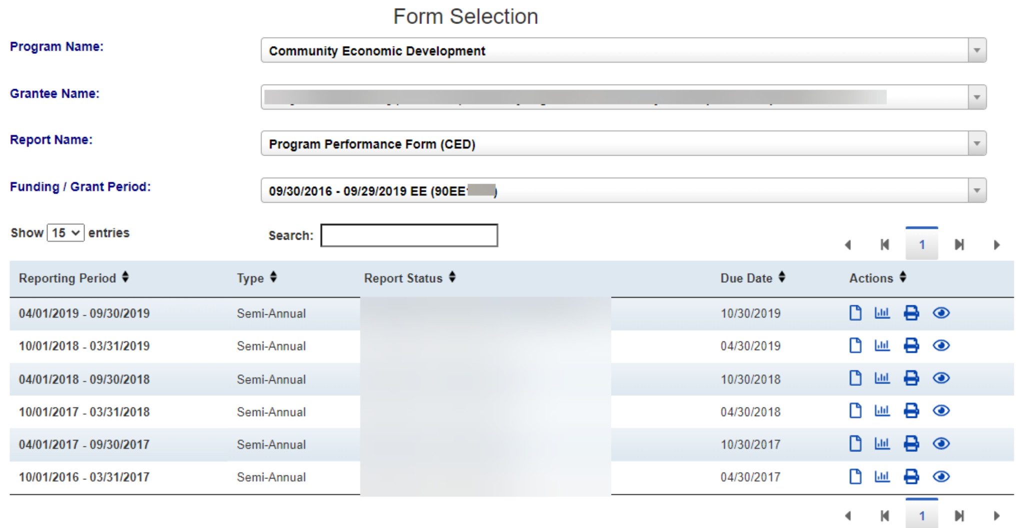
29. I realized I reported for the wrong reporting period. What do I do?

Unfortunately, if you enter your information for the wrong reporting period you have to re-enter your information into the correct reporting period. Therefore, as you begin your report, it is important to ensure you are completing it for the correct reporting period. To correct this:

1. Save the PPR forms you entered for the incorrect reporting period as a PDF. This way, you can use these forms to easily re-enter your data in the PPR for the correct reporting period. Do this by selecting "Print Full Report" button on the report sections screen, then saving the file to your hard drive.
2. Delete the report entered incorrectly in OLDC. Once you delete the report, there is no way to recover it in the system, so ensure you are deleting the report that was entered in error. On the "Report Form Status" screen, select the delete button to delete the report.



3. Use the forms to enter the PPR in OLDC for the correct reporting period. To select the correct reporting period, navigate to the screen titled *Form Selection.* Choose the correct Funding/Grant Period from the drop down for your grant. Then select the correct reporting period.

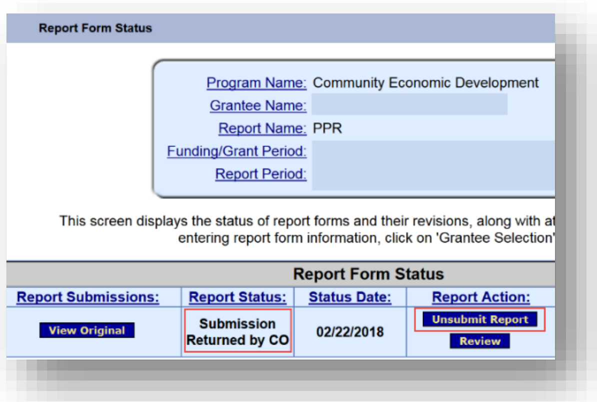


For assistance in completing your report for the correct reporting period, contact OCSRegistrar@icf.com. You will be provided with the data you entered in the incorrect reporting period and asked to re-enter this data in the correct reporting period.

30. My PPR was returned, how do I edit it in the system?

Your Program Specialist may return a submitted PPR in the system if they have questions or need you to provide additional information.

- If the PPR is in the status “In Review with CO” but the program specialist has contacted your via email that the report is rejected and the grant recipient needs to make edits, the program specialist must reject the report in the system.
- If the PPR is in the status “Returned by CO” you cannot edit the PPR. Instead, you will need to do the following to be able to edit the report and re-submit:
  - Navigate to the “report form status page” and select the blue “un-submit” button. This will move the report into “Certified” status.



- Then, navigate to the “report sections” page and select “uncertify.” Now, this will move the report to “Saved” status and you will be able to edit the report and re-submit.

31. Is the data in the PPR cumulative?

The data you enter in the *Actual to Date* column is cumulative unless the indicator asks you to provide information within a specific time period.

- If the indicator in Form A asks for the TOTAL number, then enter in the TOTAL number over the life of the grant into the Actual To Date column.
- If the indicator in Form A asks for the number during a specific time period (this will either be at least 6 or 12 months ago), then enter in only the number for that specific time period.

For example, indicator A-01-B asks for the total number of new businesses created. The number you enter in the *Actual to Date* column for this indicator will be **cumulative** and include **all** the new businesses that were created by the grant since the grant start date. (See example below).

The following two indicators that relate to the number of new businesses created, A-02 and A-03, specify a 12-month time period. The data you enter in the *Actual to Date* column for these indicators will **not be cumulative** and will **only** include the total number of new businesses created AT LEAST 12 months ago.

A. Performance Measures

(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created	16	15	22
A-02-B		# of new businesses that were created AT LEAST 12 months ago	7		10
A-03-B		# of new businesses created at least 12 months ago that have been or were operational in the community for AT LEAST 12 consecutive months	5		7

HINT: The number of businesses created in A-01 is cumulative, so it will always be equal or greater than the values you enter into A-02 and A-03.

32. Can I only report on leveraged funds if they have been expended?

Leveraged funds for the purpose of the PPR refers to the amount of funds committed to the project. If funds are committed, regardless of whether they have been expended, they should be reported in the PPR.

33. What are the changes from the 2023 PPR renewal?

The PPR forms were renewed with minor changes in 2023. Grant recipients will continue to follow the same reporting process for the same indicators. Minor updates were approved to provide clearer and more consistent data. These changes will not alter grant recipients' overall data collection processes. The changes include:

- In Form A, grant recipients should report the names of businesses created or expanded in the explanation field (Column 7) for indicators:
    - A-01-B (Total # of new businesses created)
    - A-04-B (Total # of new businesses expanded)

For example:

(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created. **List name of businesses in Explanation Field (7).**	0	2	1	**During this reporting period, the project completed construction on ABCD Grocery store, which opened in December 2022.**

- In Form B:
    - The indicator A-01 title was updated to "Changes in Project Strategy" and language was added to clarify that the field only needs to be updated if there was a *change* to project strategy.
    - In indicators A-06 and D-08, title was updated to "Composition of Grant Recipient's Board of Directors/Board Leadership" to clarify the information is being requested for the organization, not the participating businesses in the project.