

Programmatic Reporting for Your CED Grant



CED
Community Economic Development

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What is the PPR?

- Provides snapshot of how project is doing and how many jobs it has created
- Opportunity to identify need for further assistance
- Provides funders and OMB w/ aggregate data to show value of CED program to the community
- Allows grant recipients to see previous reports, compare data, and archive program records



**Collecting
Your Data**

DATA



PPR Reporting Timeline

REPORTING PERIOD COVERED	REPORTING SYSTEM OPENS	DUE DATE
October 1 – March 31	April 1	April 30
April 1 – September 30	October 1	October 31

Sections of the PPR

Cover Page

Form A: Performance Measures



- Quantitative

Form B: Program Indicators

- Qualitative

Form E: Activity Based Expenditures

Sample Form: Form A – Performance Measures

(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).				
A-02-B		# of new businesses that were created AT LEAST 12 months ago				
A-03-B		# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months				

Reference:

1. Indicator Number
2. Objective/Goal
3. Indicator


Confirm:

4. Baseline
5. Project Target

Complete:

6. Actual to Date (cumulative)
7. Explanation

Column 5: Project Target

Number	Objective / Goal	Indicator	Project Target
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created	
A-04-B	Expand existing businesses to employ low-income individuals	Total # of businesses expanded	
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 individuals	
A-06-J	Create positions to employ low-income individuals	Total # of full-time positions created for low-income individuals	
A-13-E	Prepare low-income individuals for employment	Total # of low-income individuals trained in skills for the jobs created	
A-26-F	Leverage additional funds to increase project success	How many total dollars has your project leveraged?	

Column 6: Actual to Date

Sample Form: Form A – Performance Measures

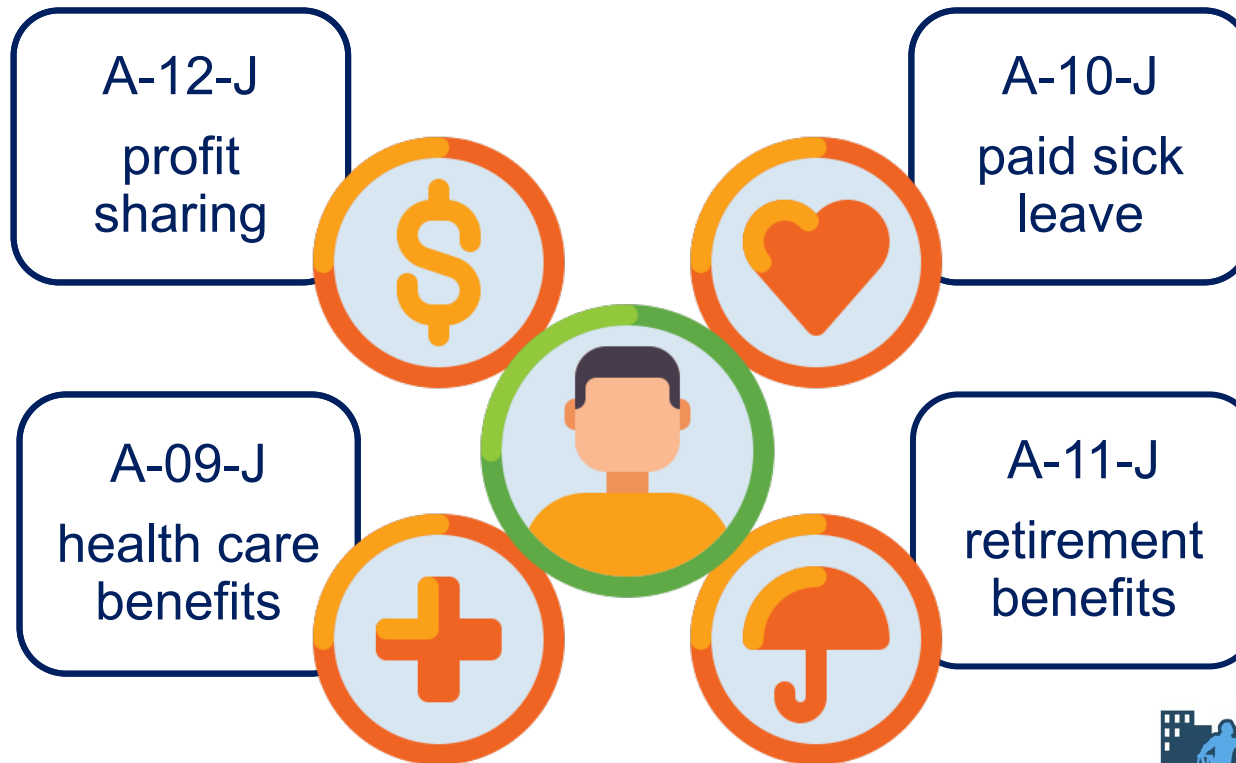
(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created. List name of businesses in Explanation Field (7).	0	0	0	This project is not creating new businesses.
A-02-B		# of new businesses that were created AT LEAST 12 months ago	0		0	N/A
A-03-B		# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months	0		0	N/A
A-04-B	Expand existing businesses to employ low-income individuals	Total # of businesses expanded. List name of businesses in Explanation Field (7).	1	2	2	Two businesses expanded: CED Restaurant was expanded in the last reporting period. CED Child Care was expanded in this reporting period.



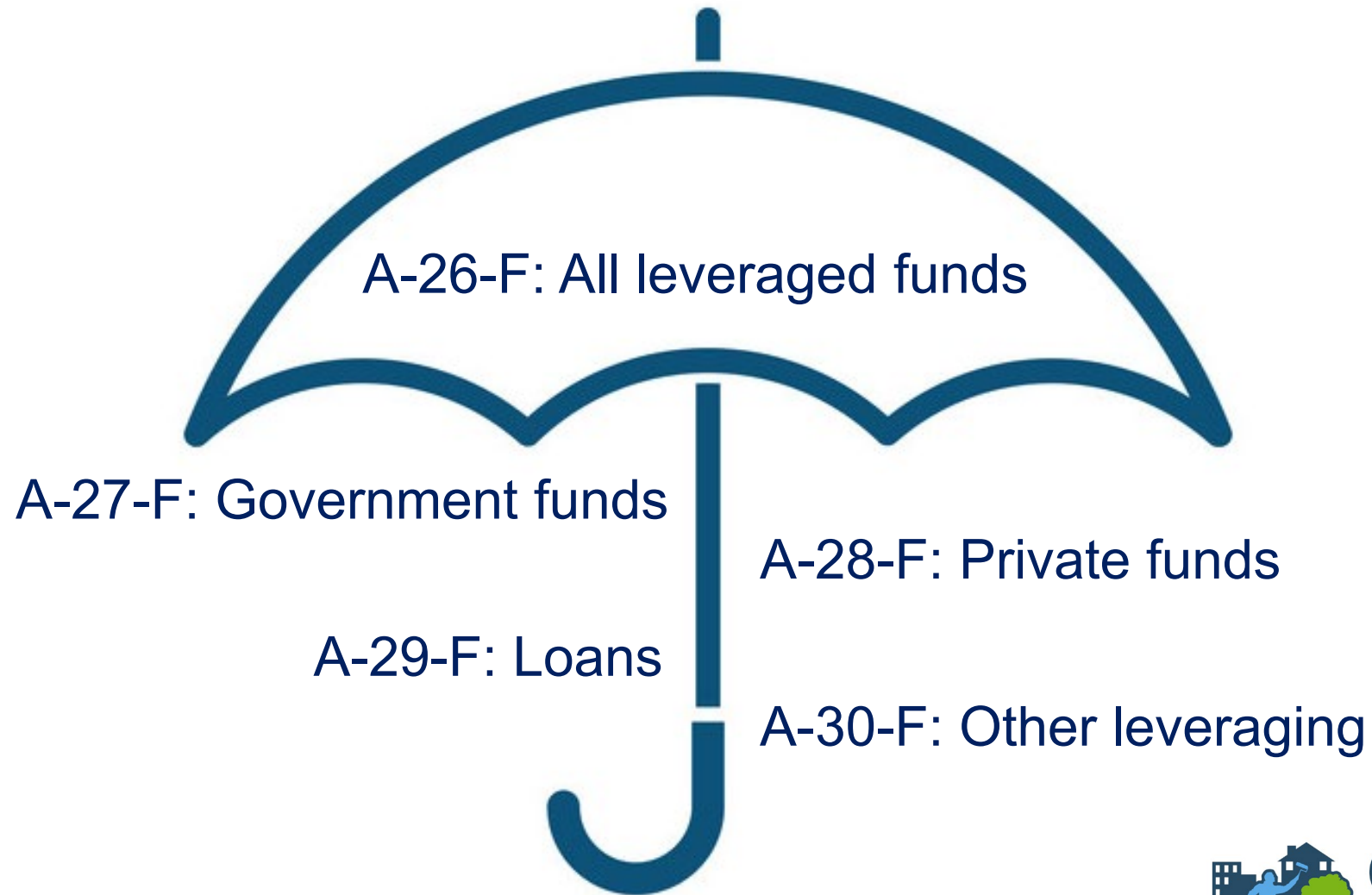
Cumulative over the course of your grant

Jobs Created with Benefits

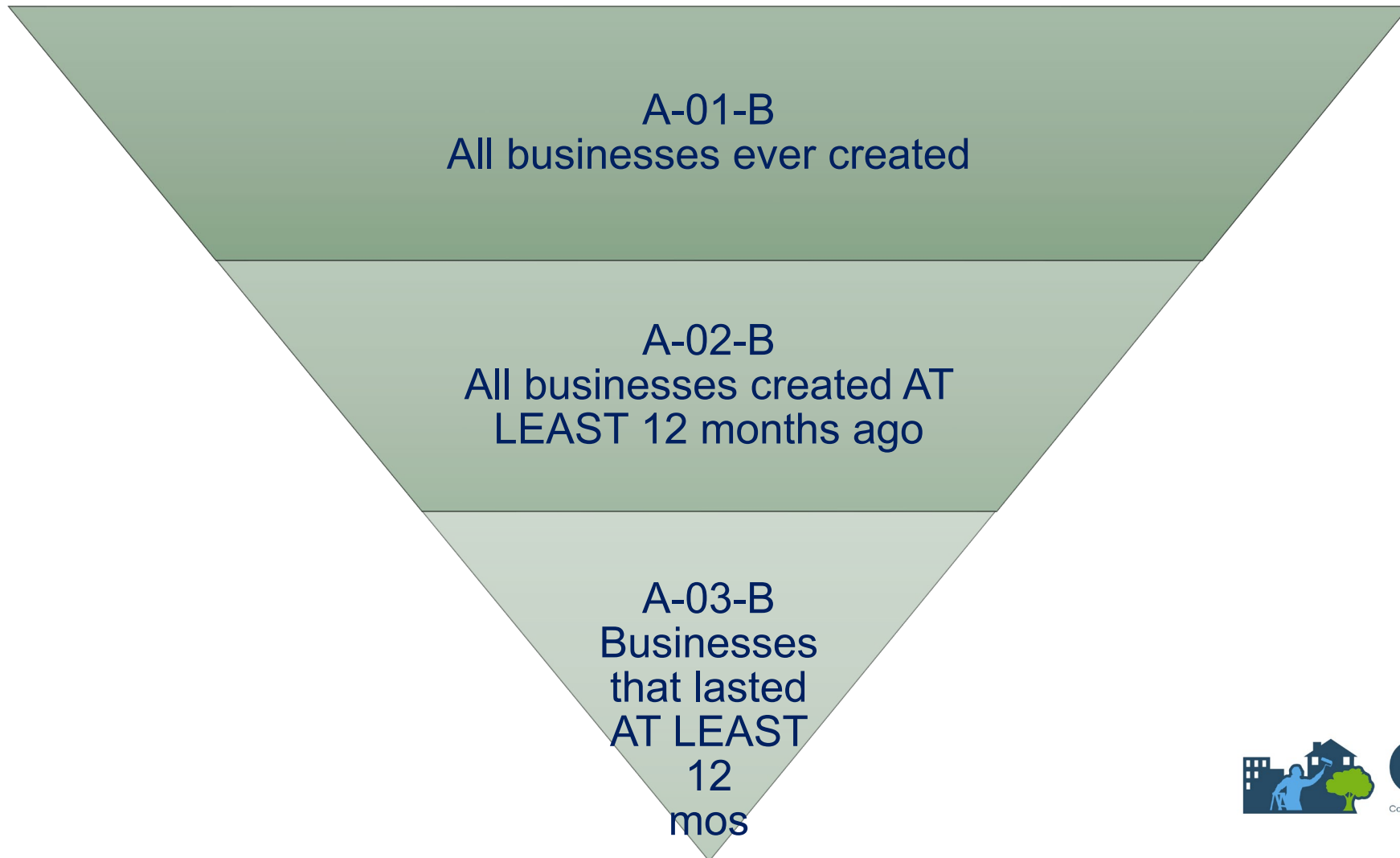
A-06-J: Total FT positions created



Leveraged Funds



Longevity



Column 7: Explanation

- For all questions you answered zero, enter one of the following:
 - “NA” for not applicable – this indicator is not relevant to your project;
 - “DNA” for data not available – the indicator is relevant, but you do not have this information; or
 - A short explanation of why your program currently has zero for indicators that are applicable and you track, but are just at zero. For example, “No jobs were created because construction hasn’t been completed yet.”
- Also include a brief explanation to describe the data you entered in Actual to Date for ALL indicators.



Form B – Program Indicators

(1) Activity Number or Label	(2) Activity Description	(3)	(4) Explanation
A-01	Changes in Project Strategy		
A-02	Type(s) of New Business Created		
A-03	Distinctive Characteristics of Participants		
A-04	Distinctive Characteristics of Community		
A-05	Geographic location		
A-06	Composition of Grant Recipient's Board of Directors/Board Leadership		
A-07	Public and Private Partnerships		
A-08	Will or did your organization purchase equity in a business with CED grant funds?		
A-09	Will or did your organization create a loan or revolving loan fund with CED funds?		

Reference:

1. Activity Number
2. Activity Description

Ignore:

3. Blank!

Complete:

4. Explanation

Sample Form: Form E – Activity Based Expenditures

(1) Activity Number or Label	(2) Activity Description	(3) Total Estimated Expenditures	(4) Funding Expended
E-01			
E-02			
E-03			

Reference:

1. Activity number or label

Complete:

2. Activity description
3. Total estimated expenditures
4. Funding expended



**Submitting
High-Quality
PPRs**

The background features a collage of business-related graphics. In the top left, a white table contains the number '454,95'. To its right is a 3D pie chart with segments in blue, red, and purple, labeled with '14%' and '15%'. Below these are several 3D bar charts with bars in orange, green, blue, and red, labeled with values '340', '380', '350', and '370'.

CHARACTERISTICS

OF A GOOD REPORT

Navigating OLDC



	1	2	3	4
1. Project A	1.00	1.00	1.00	1.00
2. Project B	1.00	1.00	1.00	1.00
3. Project C	1.00	1.00	1.00	1.00
4. Project D	1.00	1.00	1.00	1.00
5. Project E	1.00	1.00	1.00	1.00
6. Project F	1.00	1.00	1.00	1.00
7. Project G	1.00	1.00	1.00	1.00
8. Project H	1.00	1.00	1.00	1.00
9. Project I	1.00	1.00	1.00	1.00
10. Project J	1.00	1.00	1.00	1.00
11. Project K	1.00	1.00	1.00	1.00
12. Project L	1.00	1.00	1.00	1.00
13. Project M	1.00	1.00	1.00	1.00
14. Project N	1.00	1.00	1.00	1.00
15. Project O	1.00	1.00	1.00	1.00
16. Project P	1.00	1.00	1.00	1.00
17. Project Q	1.00	1.00	1.00	1.00
18. Project R	1.00	1.00	1.00	1.00
19. Project S	1.00	1.00	1.00	1.00
20. Project T	1.00	1.00	1.00	1.00



What is OLDC?

- Online Data Collection System for HHS grant recipients
- Benefits:
 - Secure site
 - Rule validations and data checks
 - Can upload attachments
 - Automatic notifications of status updates
 - Cumulative tracking of project progress
- OLDC vs. GrantSolutions

Key Staff with GS/OLDC Access?

Project Contacts

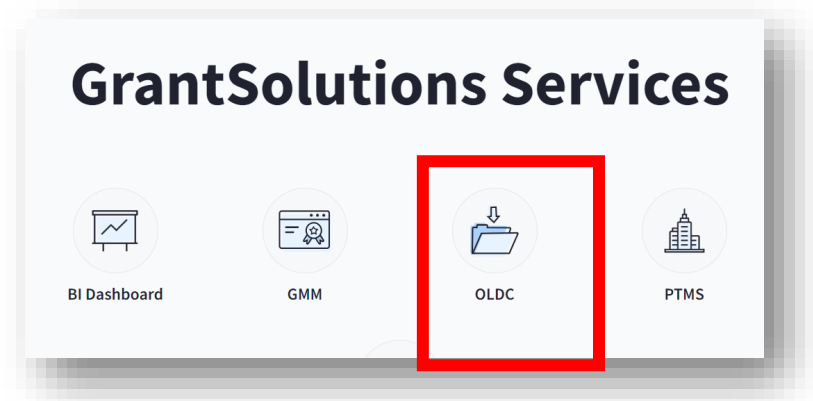
Authorizing Officials

Additional Staff

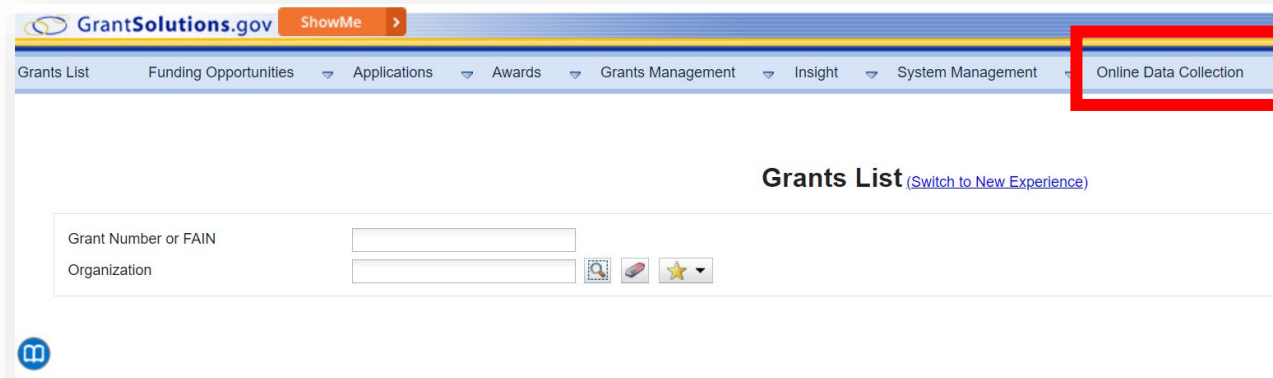
- Submit Grantee User Account Request Form

Logging in to GrantSolutions

- www.GrantSolutions.gov (bookmark this page!)
- Click Log In button 
- Login.gov for Recipients
- Logging in to go directly to OLDC →
Select OLDC icon

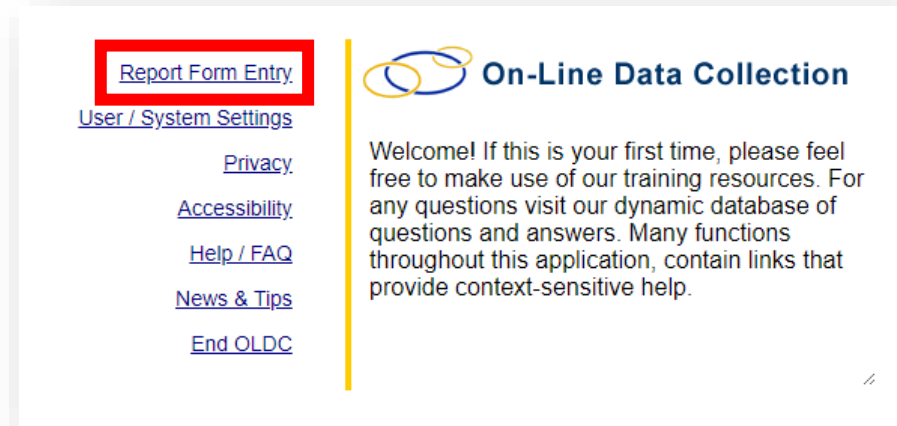


- Already working in GS → Click Online Data Collection on the toolbar



Locating your PPR in OLDC

- Select: Report Form Entry
- Select the report form you want to start with
- Navigating between forms/sections of the PPR



[Report Form Entry](#)

[User / System Settings](#)

[Privacy](#)

[Accessibility](#)

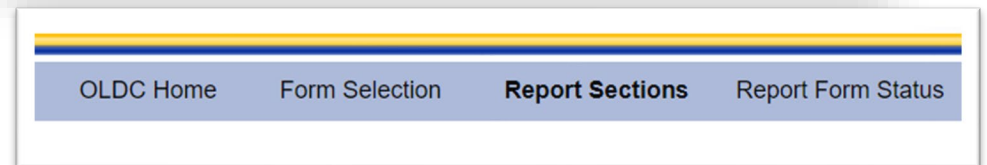
[Help / FAQ](#)

[News & Tips](#)

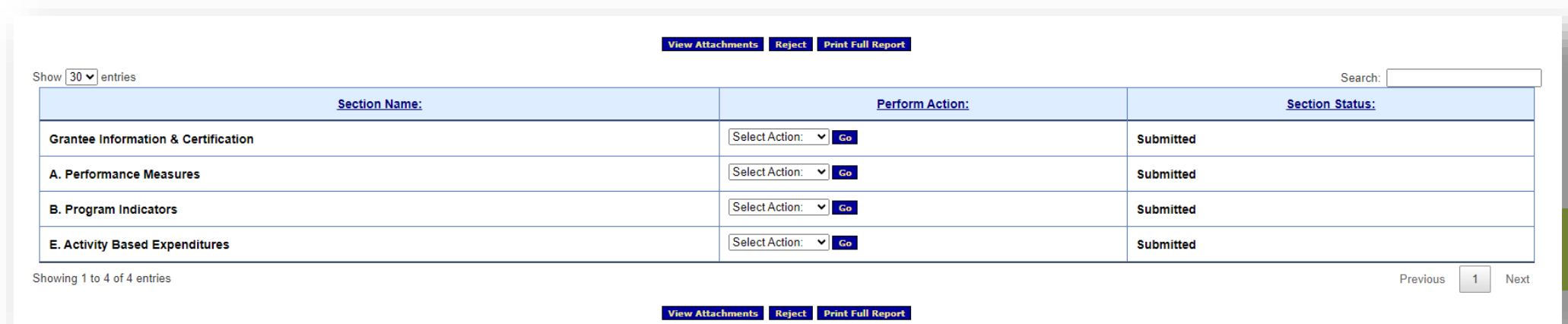
[End OLDC](#)

On-Line Data Collection

Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help.



OLDC Home Form Selection **Report Sections** Report Form Status



View Attachments Reject Print Full Report

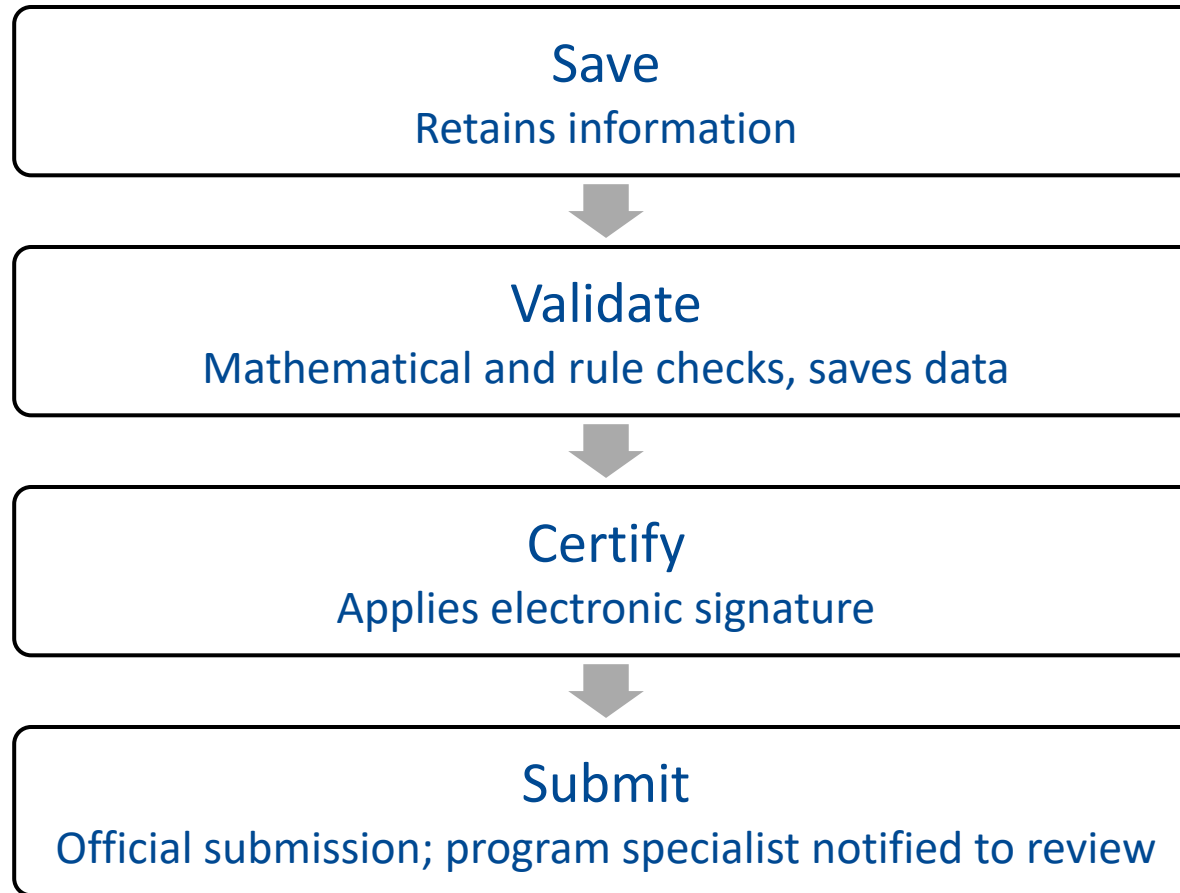
Show entries Search:

Section Name:	Perform Action:	Section Status:
Grantee Information & Certification	Select Action: <input type="button" value="Go"/>	Submitted
A. Performance Measures	Select Action: <input type="button" value="Go"/>	Submitted
B. Program Indicators	Select Action: <input type="button" value="Go"/>	Submitted
E. Activity Based Expenditures	Select Action: <input type="button" value="Go"/>	Submitted

Showing 1 to 4 of 4 entries Previous 1 Next

View Attachments Reject Print Full Report

Submitting a PPR



To edit, first un-certify

Report rejected by
program specialist;
un-submit



PPR Resources

Data Collection and the Performance Progress Report (PPR) Module of the CED Grant Recipient Toolkit: <https://www.acf.hhs.gov/ocs/training-technical-assistance/ced-grantee-toolkit>

Reporting through the On-Line Data Collection System



How to Start Collecting Data for Your CED Grant



PPR Forms and Instructions

[PPR Forms and Instructions](#) (PDF) contains CED PPR forms A, B and E, as well as instructions for properly filling out the forms.

This document should only be used as an example, it is not for submission. PPRs must be submitted semi-annually within OLDC.

New in 2023: This document contains updated guidance for the most recent version of the PPR (updated 2023).



PPR Resources

- PPR Help Desk: OCSRegistrar@icf.com
- GrantSolutions Help Desk: help@grantsolutions.gov
- PPR Forms and Instructions: <https://www.acf.hhs.gov/sites/default/files/documents/ocs/ced-ppr-instructions-and-forms-a-b-e-2023.pdf>

