
**ASSETS FOR INDEPENDENCE
PROGRAM**

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Community Demonstration Programs
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<http://www.acf.hhs.gov/programs/ocs/programs/afi>

Information Memorandum 2016-02

Date: December 16, 2016

TO: All Assets for Independence (AFI) Grantees

SUBJECT: **Programmatic Reporting Requirements**

FROM: The Office of Community Services (OCS), Division of Community Demonstration Programs

RELATED

REFERENCES: Assets for Independence Act in Title IV of the Community Opportunities, Accountability, and Training and Educational Services Human Services Reauthorization Act of 1998, P.L. 105-285.

Paperwork Reduction Act of 1995, P. L. 104-13.

Background

The AFI Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, Pub.L. 105-285, [42 U.S.C. § 604 note]) requires that organizations operating AFI projects submit annual progress reports. Under the Paperwork Reduction Act of 1995, federal agencies must seek approval from the Office of Management and Budget (OMB) to collect information from the public.

Policy Summary

On August 23, 2016, the Office of Community Services (OCS) received OMB approval for the Assets for Independence (AFI) program-specific Performance Progress Report (PPR): OMB Control Number: 0970-0483; Expiration date: 08/31/2019. AFI grantees are now required to use the new PPR to report data on their AFI project(s). AFI will no longer collect the SF-PPR form semiannually. Financial reporting requirements are not affected by the new PPR; grantees must still submit the SF-425 semiannually for each AFI grant.

New AFI PPR Reporting Schedule

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

April 30	Quarter 2 short form	January 1 to March 31
July 30	Quarter 3 short form	April 1 to June 30

Additionally, a final AFI PPR long form must be completed for each grant, as follows:

PPR Due Date	PPR Type	Reporting Period
90 days after grant expires	Final long form	The entire span of the grant, from the date of award through 90 days after the grant expires.

Additional Information

Technical assistance resources for the AFI PPR are available on that AFI Resource Center at: <http://idaresources.acf.hhs.gov/AFIPPR>.

Please address inquiries to:

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