SUBMITTING HIGH QUALITY PERFORMANCE PROGRESS REPORTS (PPR)

Division of Community Discretionary Programs

Office of Community Services

Agenda

- Introduction

- What is the PPR and how is it used?

- Benefits of Submitting High Quality PPRs

- Key Details to Include

- Tools and Resources

What is the PPR and how is it used?

- Provides snapshot of how project is doing, how many jobs it has created, and if there is need for further assistance

- Provides funders and OMB with aggregate data on the CED program to show its value and contributions to the community

- Allows grantees to see previous reports, compare data, and archive program records

Benefits of Submitting High Quality PPRs

- Helps Program Specialists identify challenges your project is facing and provide you with assistance and resources to overcome these challenges

- Minimizes rejection of PPRs

- Allows for more timely approval of PPR

How Do I Complete a High Quality PPR?

- Use the explanation fields
  - Explain quantitative data
  - Provide specifics on grant progress

- Minimize use of "NA" in explanation fields

- Provide as much information as possible

- Include attachments as necessary

Form A - Using the Explanation Field

- Use explanation field to provide a short description of what the quantitative data means

- Description provided in the explanation field in Form A should be brief, provide longer narrative in Form B

- Limit use of "NA" in the explanation field

Stop Errors in OLDC

- Explanation required if "0" in the Actual to Date Column

- System does not require explanation if Actual to Date value is a number other than 0
  - HOWEVER, explanation should be included in order to ensure PPR provides sufficient detail

Using the Explanation Field
Business Indicators

(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
Total # of new businesses created	0		1	
# of new businesses that were created AT LEAST 12 months ago	0		0	
# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months	0		0	
Total # of businesses expanded	0		1	

Using the Explanation Field
Business Indicators

(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
Total # of new businesses created	0		1	Saver's Grocery Store - created in January 2014
# of new businesses that were created AT LEAST 12 months ago	0		0	NA - the business was created 4 months ago
# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months	0		0	NA - the business has only been in operation for 4 months
Total # of businesses expanded	0		1	Shopper's Grocery Store expanded in February 2015

Using the Explanation Field
Business Indicators

(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
Total # of new businesses created	0	1	0	No new businesses created – adjusted Project Strategy. See Form B for more details.
# of new businesses that were created AT LEAST 12 months ago	0		0	NA – no new businesses created
# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months	0		0	NA – no new businesses created
Total # of businesses expanded	0	1	2	Company A - Transportation Services Company B - Transportation Services

Using the Explanation Field
Job Creation Indicators

Total # of full-time positions created for low-income and non-low-income people	0		10	Saver's Grocery 1 Manager(non low-income), 2 Cashiers, 1 Checkout Bagger Shopper's - 1 Manager (non low-income), 2 Cashiers, 3 Checkout Baggers Total Positions for all individuals: 10
Total # of part-time positions created	0		0	NA - only full-time positions were created
Total # of full-time positions created	0		8	Saver's Grocery Store - 1 Manager (non low-income), 2 Cashiers, 1 Checkout Bagger Shopper's A - 1 Manager (non low-income), 2 Cashiers Shopper's B - 3 Cashiers Total Positions for low-income individuals: 8
# of those full-time positions that were created AT LEAST six months ago	0		0	NA - no positions were created at least 6 months ago
# of full-time positions created that have been or were operational in the community for AT LEAST six consecutive months	0		0	NA - no positions were in operation for 6 months, because no jobs were created at least 6 months ago

Using the Explanation Field
Job Creation Indicators

- Example 1: No part-time positions created

Total # of part-time positions created	0		0	NA – only full-time positions were created

- Example 2: Part-time positions created -> Full-time positions

Total # of part-time positions created	0		2	2 part-time positions created October 2014 at Saver's Grocery Store - Cashier and Checkout bagger. By March 2015, 1 of these positions turned into a full time position (Cashier at Saver's).

Using the Explanation Field
Job Creation Indicators – Benefits

(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
Total # of full-time positions created with health care benefits			5	All 5 positions created for low-income individuals at Saver's Grocery Store offered health care benefits. No positions at Shopper's offered health care
Total # of full-time positions created with paid sick leave			8	All 8 positions created at Saver's ad Shopper's Grocery Store offered paid sick leave.
Total # of full-time positions created with retirement benefits			0	NA - no positions offered retirement
Total # of full-time positions created with profit-sharing			0	NA - no positions offered profit-sharing

Using the Explanation Field
Employee Indicators

Indicator	Example
Number of low-income Individuals trained in skills for the jobs created	Training provided, how long low-income individuals were trained, skills acquired
Number of low-income and TANF employees	If applicable, % low-income individuals who qualify as TANF
Average starting wage	Average starting *hourly* wage for low-income employees
Number of individuals who received job promotions	Type/reason for raises; if no promotions, specific why not
Number of individuals who received pay raises	Reason for raises; if no raises, specific why not
Job Longevity	Reasons for high or low job longevity

Using the Explanation Field
Financial Indicators

(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
How many dollars total has your project leveraged?	$100,000	$100,000	$100,000	
How many dollars has your project leveraged from government funds?	$0		$0	N/A
How many dollars has your project leveraged from the private sector?	$0		$0	N/A
How many dollars has your project leveraged from loans?	$0		$100,000	$100,000 Third Party Loan from Bank of America
How many dollars has your project leveraged from other sources?	$0		$0	N/A
How much program income has your CED project generated?	$0		$0	N/A

Minimal Changes Between Reporting Periods

- Do not copy and paste explanations from previous reporting period
- Provide clear explanations that describe why no or minimal changes have occurred

Total # of full-time positions created		8	8	No new jobs created due to delay in recruitment strategies. See Form B for more information. Saver's Grocery Store - 1 Manager (non low-income), 2 Cashiers, 1 Checkout Bagger Shopper's A - 1 Manager (non low-income), 2 Cashiers Shopper's B - 3 Cashiers Total Positions for low-income individuals: 8

Form B

- Expand upon the information provided in Form A

- Four sections
  - Project description – project strategy, population project serves
  - Accomplishments
  - Challenges
  - Changes

Form B - Project Description

(1) Activity Number or Label	(2) Activity Description	(3)	(4) Explanation
Project Description			
*A-01	**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	**Public and Private Partnerships**		
*A-07	Will or did your organization purchase equity in a business with CED grant funds?		
*A-08	Will or did your organization create a revolving loan fund with CED funds?		

Form B - Project Strategy

- High-quality project strategies include:
    - Type of business creation and expansion
    - How CEDs funds are being used
    - Number of jobs project will create & population project will serve
    - Leverage funds
    - The goal of the project by the end of the grant year

- If your project strategy changes during your grant, you MUST alert your Program Specialist

Form B - Project Description

Activity Description	Examples
Type of Businesses Created	Microenterprise, grocery store, strip mall, factory, etc.
Distinctive Characteristics of Participants	Demographics, need, etc.
Distinctive Characteristics of Community	Empowerment Zone, history, poverty level, crime rate, etc.
Geographic location	Urban OR Rural
Public Partnerships	State or local TANF agency, employment agency and/or child support enforcement office, etc.
Will or did your organization purchase equity in a business with CED grant funds?	Yes or No: If yes, describe the investment and the investment amount.
Will or did your organization create a revolving loan fund with CED funds?	Yes or No: If yes, describe the loan and loan amount.

Form B

Highlights & Major Accomplishments	Challenges & Resolutions	Changes
New Business Creation	New Business Creation	Planned Services
Business Expansion	Business Expansion	Planned Timeline
New Job Creation	New Job Creation	Planned Outcomes
Population Served	Population Served	Budget
Participant Recruitment	Participant Recruitment	Leveraged Funding
Participant Training	Participant Training	Partnerships
Participant Placement in Jobs	Participant Placement in Jobs	Staffing
Participant Retention	Participant Retention	Board Leadership
Leveraged Funding	Leveraged Funding	In the Community
Partnerships	Partnerships	In the Field
Composition of Board of Directors	Composition of Board of Directors	Evaluation
Evaluation	Evaluation	Other Changes
Other Accomplishments	Other Accomplishments	

Form E

E. Activity Based Expenditures			
(1) **Activity Number or Label**	(2) **Activity Description**	(3) **Total Estimated Expenditures**	(4) **Funding Expended**
E - 1	Equipment	$982	$982
Total:		$982	$982

- Activity Types
  - General
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Contractual
  - Construction

Adding Attachments

Report Sections

Program Name:	URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:	Kentucky Highlands Investment Corporation - No. n0
Report Name:	PPR
Funding/Grant Period:	10/01/2014 - 09/29/2017 EE (90EE1064)
Report Period:	10/01/2014 - 03/31/2015

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

View/Add Attachments   **Validate**

PPR Important Dates

Date	Action
October 30, 2014	Reports should have been submitted for the April 2014 – September 2014 Reporting Period
April 1, 2015	Reporting system opens for reporting on October 2014 to March 2015 reporting period
April 30, 2015	Reports due for October 2014 to March 2015 reporting period

Resources and Support
PPR Information Page

- http://ocscommunitydevelopment.org/

    Resource Library → Performance Progress Report (PPR) Information Page

    - Frequently Asked Questions

    - Sample forms and instructions

    - Data Collection Tool

    - Webinars

    - User Guides

Resources and Support
Technical Assistance

- OCS Program Specialists
  - General grant assistance and guidance
  - Resource for questions or technical assistance
  - Update your Program Specialist about changes in grant information

- PPR Help Desk
  - Technical assistance for reporting with the PPR
  - Email us at OCSRegistrar@icfi.com

Questions

- Submit a written question via LiveMeeting.

- Press *1 on your phone.

- Contact OCSRegistrar@icfi.com with additional questions