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***ASSETS FOR INDEPENDENCE  
PROGRAM***

**U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Division of Community Discretionary and  
Demonstration Programs  
330 C Street S.W., 5th Floor  
Mail Room 5425  
Washington, DC 20201  
<http://www.acf.hhs.gov/programs/ocs/programs/afi>**

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**Information Memorandum 2017-03**

**Date: December 1, 2017**

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**TO:** All Assets for Independence (AFI) Grantees

**SUBJECT:** **Revised Programmatic Reporting Requirements**

**FROM:** The Office of Community Services (OCS), Division of Community Discretionary and 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**

OCS is reducing the frequency of collecting the AFI program-specific Performance Progress Report (PPR) [OMB Control Number: 0970-0483; Expiration date: 08/31/2019]. The AFI PPR will now be collected semiannually rather than quarterly.

**NOTE: The reporting schedule in this information memorandum (IM) supercedes the schedule in AFI IM 2016-2, dated December 16, 2016.**

**New AFI PPR Reporting Schedule**

<b>AFI PPR Due Date</b>	<b>AFI PPR Type</b>	<b>Reporting Period Dates</b> <i>Note: Most fields are cumulative from the beginning of the grant.</i>
November 30	Long form	October 1 prior year to September 30 current year (a complete federal fiscal year)
April 30	Short form	October 1 to March 31

The requirement of completing a final AFI PPR long form following the end of each grant has not changed:

<b>PPR Due Date</b>	<b>PPR Type</b>	<b>Reporting Period</b>
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 the AFI program website: <https://www.acf.hhs.gov/ocs/resource/afi-performance-progress-report-ppr-overview>.

Please address inquiries to:

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 Office of Community Services  
 Division of Community Discretionary and Demonstration Programs  
 Assets for Independence Program  
 330 C Street S.W., 5th Floor  
 Mail Room 5425  
 Washington, DC 20201  
 Email: [OCSgrants@acf.hhs.gov](mailto:OCSgrants@acf.hhs.gov)

\_\_\_\_\_/s/\_\_\_\_\_  
 Lynda E. Perez  
 Director  
 Division of Community Discretionary and  
 Demonstration Programs  
 Office of Community Services

\_\_\_\_\_/s/\_\_\_\_\_  
 J. Janelle George  
 Acting Director  
 Office of Community Services