

BREAKOUT B: MAKING SENSE OF YOUR PPR

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Helpful Tip

Completing the Correct Report

It is important to ensure that you are completing the report for the correct reporting period.

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#)

Search:(Optional) [Search For:](#) [Like:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

Step 4: [Funding / Grant Period:](#)

Step 5: [Report Period:](#)

	Reporting Period	Type	Report Status
<input checked="" type="radio"/>	10/01/2015 - 03/31/2016	Semi-Annual	
<input type="radio"/>	04/01/2015 - 09/30/2015	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2014 - 03/31/2015	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2014 - 09/30/2014	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2013 - 03/31/2014	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2013 - 09/30/2013	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	10/01/2012 - 03/31/2013	Semi-Annual	Submission Accepted by CO
<input type="radio"/>	04/01/2012 - 09/30/2012	Semi-Annual	Submission Accepted by CO



Helpful Tip

Check the Status of Your Previous Report

If your previous report has a status other than “Submission Accepted by CO,” please do not begin your current report.

OLDC Home [Form Selection](#)

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

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Search:(Optional) [Search For:](#) [Like:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

Step 4: [Funding / Grant Period:](#)

Step 5: [Report Period:](#)

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<input type="radio"/>	04/01/2012 - 09/30/2012	Semi-Annual	Submission Accepted by CO

Helpful Tip

Changing Your Grant Administrator



- If your grant administrator has changed or if it is listed incorrectly in OLDC, please submit a request to the OCS Registrar with the new Grant Administrator's:
 - Phone number
 - Email
 - Position title
 - Whether the original Grant Administrator is still with your organization.

Helpful Tip

Reporting on Low-Income Individuals



- Only the number of positions created for low-income individuals as outlined in CED guidelines should be reported in the Actual to Date column of Form A.
 - Under CED, low-income is 125 percent of the HHS poverty line.
- If your grant created positions for individuals who do not qualify as low-income under the CED guidelines, include information about the creation of these positions in the Explanation column in Form A, and in Form B of your PPR.

Helpful Tip

Low-Income Individuals Hired or Retained



- A-15: Total # of low-income individuals ever hired
- A-21: Total # of low-income individuals who were hired into a CED-created full-time position AT LEAST six months ago
 - Does not include those who were hired within the past six months.
- A-22: Total # of low-income individuals who retained their full-time jobs for AT LEAST six consecutive months
 - Does not include those who retained their jobs for less than six months.

Helpful Tip

Low-Income Individuals Hired or Retained



A-15: All low-income individuals ever hired

A-21: Low-income individuals hired 6+ mos ago

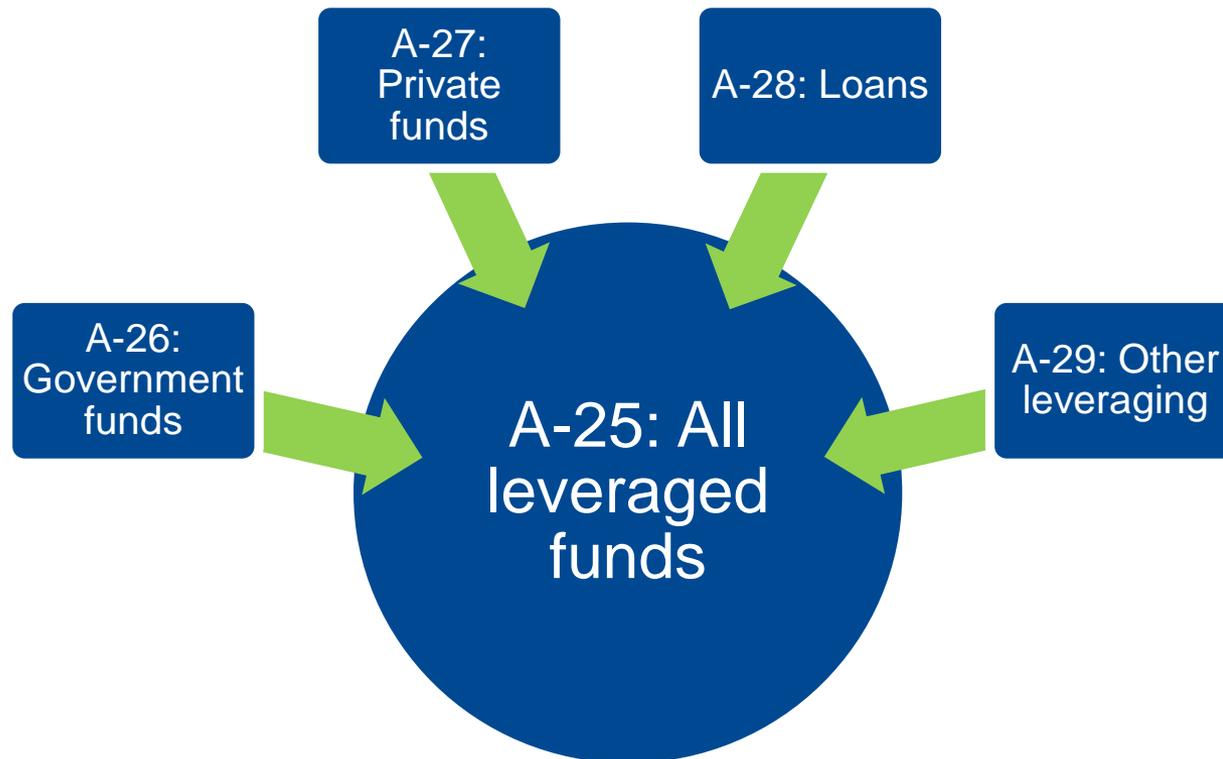
A-22:
Low-income individuals retain job 6+ mos

Helpful Tip

Leveraging Funds



- Reporting on leveraging helps demonstrate the success of CED funds by showing that what grantees receive can grow and be put back into the community.



Helpful Tip

Validation Errors and Warnings



- Warnings - reports can still be submitted
- Errors - must be resolved before submitting
 - blank fields requiring numbers
 - zeros that require explanations
 - baseline numbers exceed the actual to date
 - number of individuals employed is less than number of positions
 - timeframes do not align
 - TANF recipients employed exceed low-income individuals employed

Helpful Tip

Editable Information in Report Forms



- Some information in the forms is already completed, and you will not need to fill it out.
- In Form B, the Project Strategy (A-01) and Geographic Location (A-05) fields are editable.
 - Edits to these fields will produce a warning.
 - You can still submit your report if you receive this warning.
 - If you have made edits to these fields, please let your Program Specialist know.

Helpful Tip

Editable Information in Report Forms



iline Data Collection - Google Chrome

extranet.acf.hhs.gov/oldcwb/formengine/sectionprocessing.do?CMD=1831

Appendix C: Performance Progress Report Form
PROGRAM INDICATOR SF-PPR FORM B

1. Federal Agency and Organization Element to Which Report is Submitted Office of Community Services	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS 095715736- 3b. EIN	4. Reporting Period End Date 03/31/2005
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B. Program Indicators

(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		Select ▼
*A-06	Public Partnerships		
*A-07	Will or did your organization purchase equity in a business with JOLI grant funds?		
*A-08	Will or did your organization create a revolving loan fund with JOLI funds?		

Highlights & Major Accomplishments

Resources and Support

PPR Information Page

<http://www.acf.hhs.gov/programs/ocs/resource/ced-ppr-information-page>

U.S. Department of Health & Human Services Administration for Children & Families Office of Community Services

OFFICE OF COMMUNITY SERVICES

An Office of the Administration for Children & Families

 Search all of OCS Search OCS Resources

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CED PPR Information

Published: August 21, 2015

Audience: Community Economic Development (CED)

Category: Guidance, Policies, Procedures

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Data Collection Tools

[PPR Data Collection Tool Instruction Guide](#)

This instruction guide provides step-by-step instructions and tips for using the Data Collection Tool to collect data for Form A of the Performance Progress Report (PPR).

[Quick Tips](#)

This document contains general information and tips that may be helpful as you begin to use the Data Collection Tool.



Resources and Support

Technical Assistance

- OCS Program Specialists
 - Provide general grant assistance and guidance
 - Resource for questions or for technical assistance, because they can refer you to the right people and help you make sense of the issues you're encountering
 - Be sure to update your Program Specialist about changes in your grant information
- PPR Help Desk
 - Provides technical assistance for reporting with the PPR
 - Email us at OCSRegistrar@icfi.com