

PERFORMANCE PROGRESS REPORT 2015 REFRESHER

Division of Community Discretionary Programs
Office of Community Services



CED

Community Economic Development

Agenda

- Introductions
- What is the PPR and how is it used?
- PPR timeline and important dates
- Recent changes to the OLDC system
- PPR submission process review
- Review new PPR indicator
- Tips for reporting
- Resources and support

What is the PPR and how is it used?

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

Important Dates

Reporting Period	Reporting System Opens	Report Due Date
April 1 – September 29	1 st Monday of October	Oct. 30
September 30 – March 31	1 st Monday of April	April 30

Important 2015 Dates:

April 30, 2015	Reports should have been submitted for the September 2014 to March 2015 reporting period
October 1, 2015	Reporting system opened for the reporting on April to September 2015 reporting period
October 30, 2015	Reports due for April to September 2015 reporting period

Logging in to the OLDC System

- On-Line Data Collection System Secure Sign In:
<https://extranet.acf.hhs.gov/ssi/>

Secure Sign-In

← → ↻ <https://extranet.acf.hhs.gov/ssi/>

Outlook Web A... ICFI Favorites Google Electronic Time... Web Reports Broadband Diigo-Bookmarks OCS HCD Personal iGoogle

 Welcome to
Secure Sign-In

Pop-up Blockers and OLDC:

Please turn off any pop-up blockers or "Allow pop-ups" for this site. OLDC will not display if you have a pop-up blocker.

Did you know

Did you know that OLDC has capabilities to assist users with section 508 needs that can be activated or deactivated by the user. Users can also change their own contact information. You will

- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

SSI (Single Sign-In) is the security gateway to supported applications. It provides user account maintenance, application access control and user authentication. If you have questions about existing user accounts, possible training or have difficulty using SSI for login then please feel free to contact the Helpdesk at 1-866-577-0771 or e-mail the Team at app_support@acf.hhs.gov. Applications are supported on an individual basis depending on the support agreement with the application owner and by the program office on a program by program basis. It is always best, if you have questions on the applications to contact your program office (or regional office) first for assistance. They will either refer your issue to the proper place or ask you to contact the support office involved. The Helpdesk covers support for about 50% of our users for the applications and programs, by agreement. If you have any suggestions as to how you would improve your experience with SSI or the applications it supports, please feel free to contact the Helpdesk or the support office involved. We would love to hear from you.

Warning:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

Sign-in to My Account

User Name
LMALAKOFF

Password
.....

Login

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[Login Help](#)

[PIV Login](#)

Enhanced Home Page

On-Line Data Collection

U.S. Department of Health & Human Services
Administration for Children & Families
Nika Lapointe, Secretary | Daniel Schneider, Acting Asst. Secretary

Name: Whitney Marsland
Last Login: 08/18/15 01:51:05 PM

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[End OLDC](#)

OLDC Home [Switch Home Page \(Enhanced\)](#)

[Report Form Entry](#)
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 **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.

Accessing Username and Password

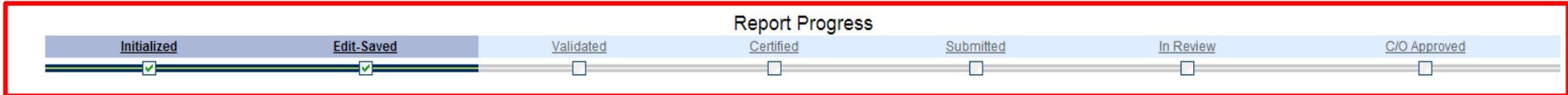
- Before your first report, you should have received two emails from On-Line_Data_Collection_System@acf.hhs.gov.
 - Username and Security Policy
 - OLDC Password
- Please add this address to your email contacts and make sure that spam blockers are not preventing you from receiving emails from this address.
- If you have not received these emails or do not know what your username or password is, please email OCSRegistrar@icfi.com.

Report Stages

- Your report will go through a variety of stages during the reporting process.
 - Initialized
 - Saved (*Validated, With Warnings* or *With Errors*)
 - Validated
 - Certified
 - Submitted
 - Submitted with Warnings
 - Submission in Review by CO
 - Submission Accepted by CO
 - Submission Returned by CO

Report Stages

Program Name: JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS
Grantee Name: Fairbanks Native Association, Inc. - No. 00
Report Name: PPR
Funding/Grant Period: 09/01/2001 - 08/30/2005 EO (90EO0108)
Report Period: 10/01/2004 - 03/31/2005 (Liquidation Period)
Report Status: **Saved -- with Errors**
Section Status: Saved -- Validated



[Save](#) [View/Add Attachments](#) [Validate](#) [Next Section](#)

Appendix C: JOLI Performance Progress Report Form
COVER PAGE

1. Federal Agency and Organization Element to Which Report is Submitted Administration for Children and Families, Office of Community Services	2. Federal Grant or Other Identifying Number Assigned by Federal Agency 90EO0108	3a. DUNS Number 095715736
4. Recipient Organization Fairbanks Native Association, Inc.		3b. EIN 1920037488A1
Address Line 1 201 First Avenue, Suite 200		5. Recipient Identifying Number or Account Number
Address Line 2		

Locating and Completing Report Forms

- OLDC -> Report Form Entry
- Select your grant from the Grantee Selection page.
 - Program Name (Urban and Rural Economic Development for CED), Grantee Name, Report Name (Program Performance Form)
- Select Funding/Grant Period and Reporting Period from the Grant & Report Period Selection page.
- Complete the four required forms.
 - Cover Page
 - Form A: Performance Measures
 - Form B: Program Indicators
 - Form E: Activity Based Expenditures

Detailed Guidance

- For detailed guidance on completing your PPR in OLDC, please view the webinars and resources on the PPR Information Page of the CED webpage: <http://www.acf.hhs.gov/programs/ocs/resource/ced-ppr-information-page>

The screenshot displays the website for the Office of Community Services, an office within the Administration for Children & Families, U.S. Department of Health & Human Services. The page features a navigation menu with links for HOME, ABOUT, GET HELP FROM OCS, PROGRAMS, GRANTS, and RESOURCES. A search bar is located in the top right, with options to search all of OCS or OCS Resources. The breadcrumb trail indicates the current location: ACF Home » Office of Community Services » CED PPR Information Page. A 'Listen' button is visible, along with a '< BACK TO SEARCH' link. The main heading is 'CED PPR Information Page', published on August 21, 2015, with an audience of 'Community Economic Development (CED)' and a category of 'Guidance, Policies, Procedures'. At the bottom, there is a 'SHARE' section with social media sharing options for Facebook, Twitter, LinkedIn, and Google+, each with a 'Share' button and a counter.

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

Search all of OCS Search OCS Resources

HOME ABOUT GET HELP FROM OCS PROGRAMS GRANTS RESOURCES

ACF Home » Office of Community Services » CED PPR Information Page

PRINT

Listen

< BACK TO SEARCH

CED PPR Information Page

Published: August 21, 2015

Audience: [Community Economic Development \(CED\)](#)

Category: [Guidance, Policies, Procedures](#)

SHARE

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Final Reports

- **Option 1:** If data will not change after you submit the PPR on October 30th, you can mark this report as final.
- **Option 2:** If you expect changes in your data, submit your last PPR on October 30th, but do not mark it as final. Instead, submit a revised version of this report by December 30, 2015, and mark the revised report as final to reflect the changes that occurred after October 30th.

Final Reports

Report Sections

Program Name: JOB OPPORTUNITIES FOR LOW INCOME INDIVIDUALS
Grantee Name: Fairbanks Native Association, Inc. - No. 00
Report Name: PPR
Funding/Grant Period: 09/01/2001 - 08/30/2005 EO (90EO0108)
Report Period: 04/01/2004 - 09/30/2004 (Liquidation Period)
Report Status: **Saved -- with Errors**

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](#)

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

[View/Add Attachments](#) [Validate](#)

Final Reports

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

[Save](#) [View/Add Attachments](#) [Validate](#) [Next Section](#)

Appendix C: JOLI Performance Progress Report Form COVER PAGE

1. Federal Agency and Organization Element to Which Report is Submitted Administration for Children and Families, Office of Community Services		2. Federal Grant or Other Identifying Number Assigned by Federal Agency 90EO0108		3a. DUNS Number 095715736-	
4. Recipient Organization Fairbanks Native Association, Inc.				3b. EIN 1920037488A1	
Address Line 1 201 First Avenue, Suite 200				5. Recipient Identifying Number or Account Number	
Address Line 2					
Address Line 3 Suite 200					
City Fairbanks		State AK	Zip Code 99701	Zip Ext 4848	
6a. Project/Grant Period Start Date: 09/30/2001	6b. Project/Grant Period End Date: 09/29/2005	7a. Reporting Period Start Date: 04/01/2004		7b. Reporting Period End Date: 09/30/2004	
				8. Final Report? <input checked="" type="radio"/> Yes <input type="radio"/> No	
				9. Report Frequency SEMI-ANNUAL	
10. Performance Narrative (Attach a performance narrative that responds to questions in Form ACF-OGM SF-PPR Attachment B)					
11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)					
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.					
12a. Typed or Printed Name and Title of Authorized Certifying Official			12c. Telephone (area code, number and extension)		
			12d. Email Address		
12b. Signature of Authorized Certifying Official			12e. Date Report Submitted (Month, Day, Year)		

OMB # 0970-0386
Expiration Date: 04/30/2014

[Save](#) [View/Add Attachments](#) [Validate](#) [Next Section](#)

Data Collection Tool

- Grantees can and should use this tool to keep track of their project's data throughout the year.
- All of the information you will need to complete Form A of the PPR will be collected in the final tab of the Data Collection Tool for easy entry into OLDC.
- With this tool, submitting the semiannual report could be as easy as selecting the reporting period from a dropdown box, copying the data from the tool, and pasting it into the online form.
- Available for download in Excel format from the PPR Information Page

Data Collection Tool

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		This will be prepopulated based on what was entered on the application	1	
A-02-B		# of new businesses that were created AT LEAST 12 months ago			1	
A-03-B		# of new businesses created at least 12 months ago that have been open for				

Please Select Your Reporting Period

09/30/2013 – 03/31/2014 ▼

04/01/2011 – 09/29/2011 ▲

09/30/2011 – 03/31/2012

04/01/2012 – 09/29/2012

09/30/2012 – 03/31/2013

04/01/2013 – 09/29/2013

09/30/2013 – 03/31/2014

04/01/2014 – 09/29/2014

Click to Finalize for Your Records

Prior to April – Sept 2014 Reporting Period

Starting with April – Sept 2014 Reporting Period

- PPR Form A addressed only positions created for low-income individuals.

- New Indicator added to Form A addresses positions created for both low-income and non-low-income individuals

- Information about positions created for non-low-income individuals was collected in the Explanation column in Form A and in Form B

- All other indicators continue to deal *specifically* with positions created for low-income individuals

Reporting on Positions Created for All Individuals

- A-00-J represents the total number of positions created, for both low-income and non-low-income individuals
- This is the only indicator in Form A that includes non-low-income people

<u>(1)</u> <u>Indicator</u> <u>Number</u>	<u>(2)</u> <u>Objective/Goal</u>	<u>(3)</u> <u>Indicator</u>
<u>J</u> <u>A-00-</u>	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 people

New PPR Indicator

<u>(1)</u> Indicator Number	<u>(2)</u> Objective/Goal	<u>(3)</u> Indicator
<u>J</u> A-00-	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 people
<u>J</u> A-05-	Create positions to employ low-income people	Total # of part-time positions created
<u>J</u> A-06-		Total # of full-time positions created
<u>J</u> A-07-		# of those full-time positions that were created AT LEAST six months ago
<u>J</u> A-08-		# of full-time positions created that have been or were operational in the community for AT LEAST six consecutive months

Scenario 1	
Total full-time jobs created for low-income individuals	100
Total full-time jobs created for non-low-income individuals	0
Answers	
A-00-J	100
A-06-J	100

Scenario 2	
Total full-time jobs created for low-income individuals	100
Total full-time jobs created for non-low-income individuals	20
Answers	
A-00-J	120
A-06-J	100

New Indicator and the Data Collection Tool

A. Performance Measures		
(1) Indicator Number	(2) Objective/ Goal	(3) Indicator
A-04-B	Expand existing businesses to employ low-	Total # of bus expanded
A-05-J	Create positions to employ low-	Total # of part-time positions created

Data Collection Tool without A-00-J Indicator

Form A in OLDC with A-00-J Indicator

Indicator Number	(2) Objective/Goal	(3) Indicator
A-04-B	Expand existing businesses to employ low-income people	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 people
A-05-J	Create positions to employ low-income people	Total # of part-time positions created

Helpful Tip

Completing the Correct Report



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

Grant & Report Period Selection

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT

Grantee Name:

Report Name:

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

Step 1: Funding / Grant Period:

Step 2: Report Period:

Select	Reporting Period:	Status:
<input checked="" type="radio"/>	04/01/2015 - 09/30/2015	
<input type="radio"/>	10/01/2014 - 03/31/2015	Submission Accepted by CO

Step 3: Select Action:

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.

Grant & Report Period Selection

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name:

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

Step 1: Funding / Grant Period:

Step 2: Report Period:

Select	Reporting Period:	Status:
<input type="radio"/>	04/01/2015 - 09/30/2015	
<input type="radio"/>	10/01/2014 - 03/31/2015	Submission Accepted by CO

Step 3: Select Action:

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

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

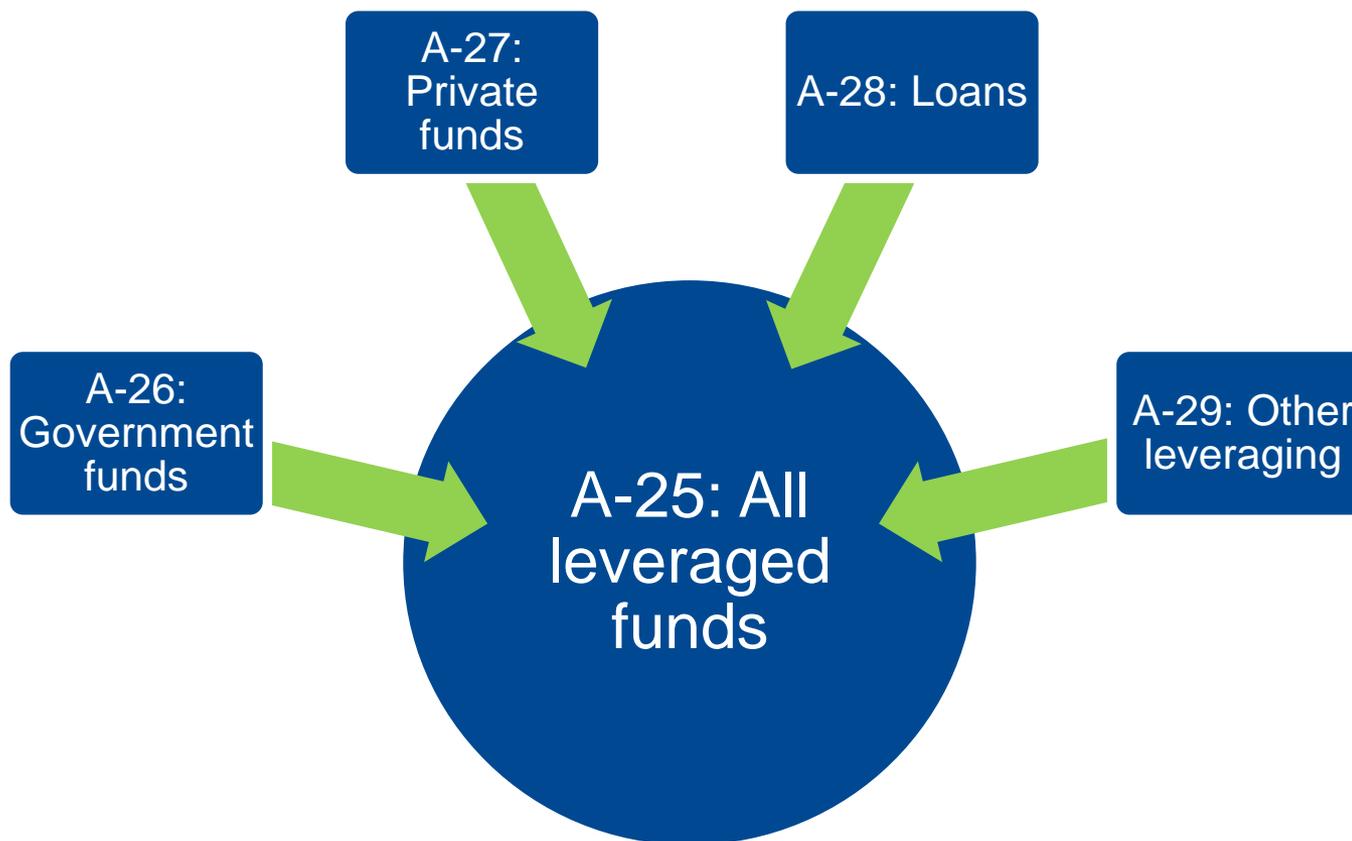
A-22:
Low-income individuals retain job 6+ mos

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



Online Data Collection - Google Chrome

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

Appendix C: JOLI 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 90EO0108	3a. DUNS 095715736- 3b. EIN 1920037488A1	4. Reporting Period End Date 03/31/2005
--	--	---	---

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 <input type="button" value="v"/>
*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

Helpful Tip

Editing a Returned PPR



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

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name:
Funding/Grant Period:
Report Period:

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Original	Submission Returned by CO	04/27/2015	Unsubmit Report Review	

Helpful Tip

Editing a Returned PPR continued



Report Sections

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT
Grantee Name:
Report Name:
Funding/Grant Period:
Report Period:

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:

- Print Section - Opens a new browser window with the report in a print-friendly version.
- View Section - Opens the form section in a read-only version.

[View Attachments](#) [UnCertify](#) [Submit With Warnings](#)

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

Resources and Support

PPR Information Page

CED PPR Information Page

Published: August 21, 2015

Audience: Community Economic Development (CED)

Category: Guidance, Policies, Procedures

SHARE



2014 Data Collection and Reporting Webinar Recording

This 2014 webinar provides CED grantees with the information they need about data collection for their grant. It provides an overview of the data that must be tracked and reported, including businesses, positions, and employees. It also provides information and key dates related to submitting semi-annual Performance Progress Reports (PPRs) within the On-line Data Collection System (OLDC). The session also introduces a tool that grantees can use to track their data more easily throughout the life of their grant.



CED PPR Forms and Instructions

This sample document contains CED PPR forms A, B and E, as well as instructions for properly filling out the form. Please note that this document should only be used as an example, it is not for submission.

CED PPR Frequently Asked Questions

This document contains answers to frequently asked questions regarding the PPR and the OLDC system.

CED PPR OLDC Assignment Delegation User Guide

This user guide contains instructions for adding users and assigning permissions to new users through the On-Line Data Collection System (OLDC).



Resources and Support

PPR Information Page

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

- Frequently Asked Questions
- Sample forms and instructions
- Data Collection Tool
- Webinars
- User Guides

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

Questions

- Submit a written question via LiveMeeting.
- If you have a question, please change your feedback (status) from green to purple to let us know you have a question.
- Press *1 on your phone.
- If your question is answered while you are waiting, please remove yourself from the queue by pressing *2. Wait until the indicated intervals for the question and answer period.
- Contact OCSRegistrar@icfi.com with additional questions

Upcoming Webinar!

CDFI Funding for CED/CED-HFFI Projects Webinar

Thursday, October 22, 2015; 2-3pm Eastern

Since its creation in 1994, the CDFI Fund has awarded more than \$1.9 billion to CDFIs, community development organizations, and financial institutions. In FY 2015, the HFFI will serve as a supplemental funding opportunity through CDFIs for healthy food-focused financing activities. This webinar is an opportunity to hear from a panel of CDFI experts and grantees about HFFI funding and how CDFIs can support your communities and projects.

Speakers:

- *Moderator:* Matthew Lee, HomeGrown Advisors
- Keri McCrorey, East Missouri Action Agency, Inc.
- Cassandra Archbold, Opportunity Finance Network
- Catherine Howard, Northern California Community Loan Fund

Email OCSRegistrar@icfi.com to register!