

2010 MATCHING GRANT REPORTING REQUIREMENTS

For this program, grantees must submit triennial programmatic statistical reports, an annual narrative report, and biannual financial reports.

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

All reports may be submitted in hard copy to the Grants Management Office Contact listed in the initial announcement and by email to the Matching Grant program office contacts listed in the initial program announcement.

1. Financial Reports: Semi-Annually
2. Program Progress Reports: Tri-Annually

1. Financial Reports: Semi-Annually

The original and two copies of the Standard Financial Status Report (SF-269) are due August 30 and March 30.

A final report is due 210 days after the end of each one-year budget period and the three-year project period. (The extended due date of the final report allows time for agencies to complete services for refugees placed into the program during the project period.) The recipient organization's financial officer, or a designated individual in the organization, must sign and mark all financial status reports as final. If the organization uses a designated individual, an authorized official of the organization must notify ACF of this designation. ACF will not consider estimated, interim, or draft reports.

Annual Narrative Report:

Programs must submit a narrative report. Annual reports are due on March 30, immediately following the end of the budget period.

This report shall contain:

- A brief description of program accomplishments, including highlights and concerns;
- A summary of placement strategies versus actual placements. Provide, as an attachment, an updated Appendix Three from the grant announcement, reflecting actual placements;
- A brief description of the circumstances that affected program performance over the year including explanations for low-performing sites (low-performing sites are defined as those 15 percent below the national average) and plans for improvement;
- All monitoring visits conducted as compared to the projected 2010 monitoring plan along with a summary of common findings and corrective actions.
- A summary of technical assistance provided including the topics covered.
- By ethnicity, the number of Matching Grant clients enrolled in the year;
- A summary of enrollments by immigration type (refugee, asylee, etc.) by office as outlined in the MG Program Progress Report Form on the ORR website.
- A summary of outcomes (reflecting the Program Progress Statistical Report) for those refugees (by location); and

Program Progress Statistical Reports:

Programs will submit reports on statistical outcomes at four-month intervals. Reported data is to include national aggregate and all local offices participating in the Matching Grant program.

The report for the period February through May is due June 30. The report for June through September is due October 30 and the report for October through January is due February 30.

Instructions for these reports follow. Applicants can find a suggested template posted on the ORR website under MG Program Progress Report Form at http://www.acf.hhs.gov/programs/orr/programs/match_grant_prg.htm. Electronic files will be requested after the grants have been awarded.

Section 1:

Programs will submit a breakdown of enrollments by immigration type by office for the period reported using the MG Program Progress Report Form suggested on the ORR website.

Section 2:

Programs will provide an update on all visits to local offices for monitoring or technical assistance purposes. This will reflect the monitoring plan proposed in the 2010 Continuation Application. The update will include dates of visits, findings and corrective actions from visits.

Section 3:

Program Progress Report:

The instructions below are for completing the Program Progress Report.

A. New clients placed into the program during the four-month reporting period:

Enter the number of newly-arrived cases and individuals who were enrolled into the Matching Grant Program during the reporting period. The individual count must include all members in the case, including children.

Please note that for cases in which the date of arrival/eligibility and the date of enrollment fall in separate reporting periods, the individual/case should be counted as 'enrolled' during the period of enrollment, not arrival.

B. Clients reaching the 120th day after arrival in the U.S. during the reporting period:

Enter the total number of individuals participating in the Matching Grant Program who have reached their 120th day after date of eligibility during the reporting period.

C. Status of clients reaching the 120th day after eligibility:

1. Economically self-sufficient: Enter the number of cases and individuals who reached the 120th day after date of eligibility during the reporting period who were self-sufficient on that day.

Self-sufficiency is defined as earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions. Cases and individuals receiving Food Stamps, Medicaid, etc., without cash payments, are considered self-sufficient.

In order for a MG case to be counted self-sufficient a minimum of one member in each case must be employed.

2. Not economically self-sufficient and remaining in the program: Enter the number of cases and individuals reaching their 120th day who will continue to receive Matching Grant services beyond their 120th day without accessing public assistance.

3. Time Expired: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period who are not self-sufficient and for whom support through

the program is terminated. For those who are time-expired, enter the number of cases and individuals applying for public cash assistance.

4. Dropped out prior to the 120th day: Enter the number of cases and individuals who were enrolled in the Matching Grant Program and would have reached their 120th day this reporting period had they not dropped out of the program prior to that date. Of that number, report reasons for dropping out in the categories below:

a. Receipt of public cash assistance: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and who left the program prior to the 120th day due to receipt of public cash assistance. If a case accessed public cash assistance but had not reached the 120th day after eligibility during the current reporting period, do not include it in the current report. Report this in the next report.

b. Out migrated: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and whose status is unknown because they moved from Matching Grant service area prior to the 120th day.

c. Other: Enter the number of cases and individuals who reached the 120th day after eligibility during the reporting period and whose status does not fit any of the above categories. Please comment in the narrative section of the report giving reasons for the exception to the above categories, e.g., death, ill health.

D. Outcomes for Employable Adults

Enter the number of employable individuals who participated in Matching Grant employment services, and who reached the 120th day after eligibility during this reporting period.

1. Entered Employment: Enter the total number of individuals who reached the 120th day after eligibility who were employed during the reporting period.

a. Full-time employments: 35 hours or more per week.

b. Part-time employments: Fewer than 35 hours per week.

If a client holds more than one part-time job resulting in a combined total of hours of employment of 35 hours or more per week, this placement can be considered as one full-time

entered employment. Subsequently, agencies would then report a weighted average hourly wage as if it were one full-time placement.

2. Average Hourly Wage: Average hourly wage at placement is defined as the sum of the hourly wages for the unduplicated number of full-time job placements, entered at *D.1.a.*, divided by the total unduplicated number of individuals placed in full-time employment (*D.1.a.*) and the sum of the hourly wages for the unduplicated number of part-time job placements, entered at *D.1.b.*, divided by the total unduplicated number of individuals placed in part-time employment (*D.1.b.*).

In the case where a refugee with multiple part-time jobs is being counted as a full-time placement (see above), a weighted average of the part-time wages should be used in calculating the full-time average hourly wage.

3. Entered Employment with Health Benefits Available: For those individuals who entered full-time employment (see *D.1.a.*), enter the number of placements offering health benefits either at placement or within six months of placement. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option. Health benefits should be considered available even if coverage is available only to the employee and is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Follow Up on Previous Progress Report

E. Self-sufficiency Retention:

Enter the number of cases and individuals who were reported self-sufficient during the last reporting period (*C.1* of last report).

1. Self-sufficient 60 days later: Of the total cases in *E*, enter the number of cases and individuals who retained their self-sufficiency through the 180th day.

F. Clients remaining in the program who were reported in the last progress report and who have completed 180 days in the program:

Enter the total number of cases and individuals who continued in the program at 120 days, reported in section *C.2* of the previous reporting period. Report for the following categories:

Self-sufficient at 180 days: Of the total cases in F , enter the number of cases and individuals of this description who reached self-sufficiency. Self-sufficiency is defined as earning a total family income at a level that enables a family unit to support itself without receipt of a cash assistance grant per 45 CFR 400.2 Definitions. Cases and individuals receiving Food Stamps, Medicaid, etc., without cash payments, are considered self-sufficient.

2. Not self-sufficient at 180 days: Of the total cases in F , enter the number of cases and individuals of this description who did not reach self-sufficiency.

G. 180-Day Performance Measure:

Enter the total number of cases and individuals who reached the 120th day after arrival (B) in the last reporting period. This number should represent all clients, no matter what their status at 120 days.

1. Enter the total number of cases and individuals who were self-sufficient at the 180-day mark ($EI + FI$ above).

Please note that cases that were Time Expired or Dropped out of the Matching Grant Program at 120 days may not be counted here, regardless of whether or not they are self-sufficient.

Narrative

Describe any deviations from established goals, special concerns, problems, initiatives, and accomplishments during this period.

- * Provide a breakout of clients enrolled this period by immigration status, i.e., refugee, C/H entrant, asylee, Amerasians, victims of severe forms of human trafficking.

Records

Grantees must provide for the maintenance of such operational records as are necessary for Federal monitoring of the grantee's project. Grantees are to maintain adequate records to track and report on project outcomes, matching contributions, and expenditures by budget line item. The official receipt point for all reports and correspondence is the ACF Grants Management Office. A grantee will submit the original and two copies of each report by the due date directly to the Grants Management contact named in the award letter.