

## Data and Reporting

*FY 2015 AFI Grantee Orientation:  
Webinar 3*



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

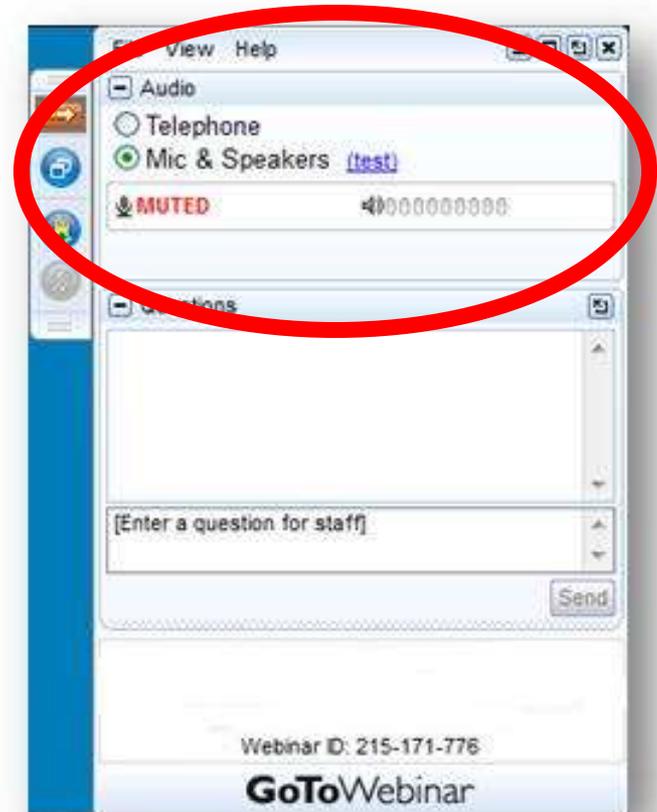


## Introduction of Speakers

- Parker Cohen, Senior Program Manager, CFED
- Stephanie Landry, Program Manager, CFED

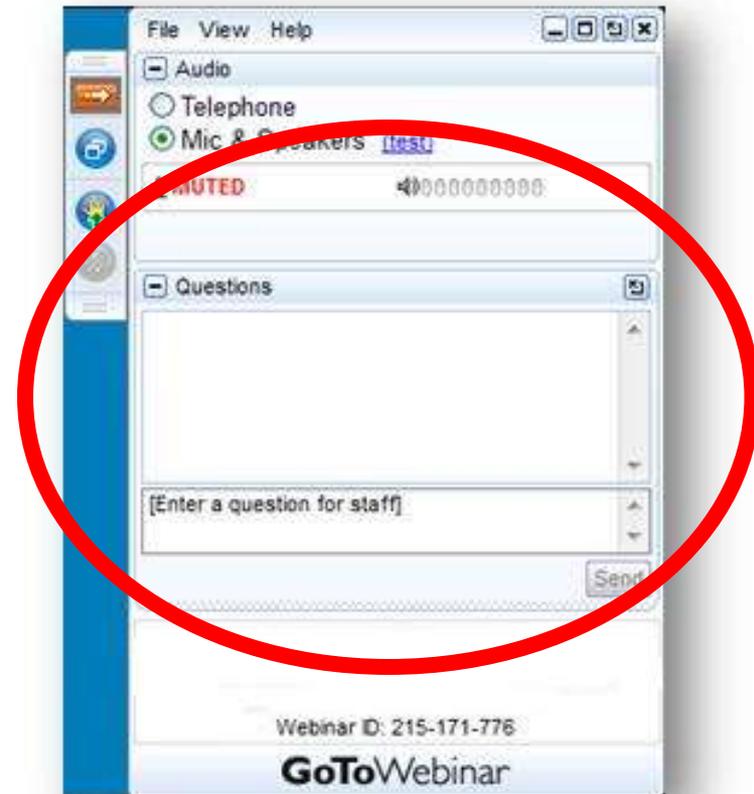
## Connecting to Audio

- Having trouble dialing in?
  - Listen on your computer by clicking the option on the Control Panel.
  - Connect your speakers or a headset to your computer for best quality



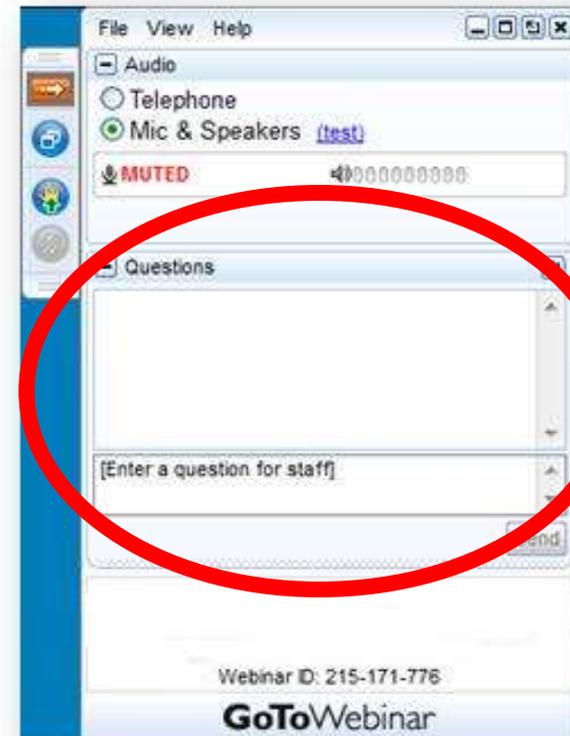
## Technical Issues & Questions

- Having technical difficulties?
  - Use the questions box
  - [slandry@cfed.org](mailto:slandry@cfed.org)
- Use the question box in your webinar control panel to ask questions at any time. We will answer questions at the end of the presentation.



## Housekeeping

- This webinar is being recorded!
  - All attendees are muted to ensure sound quality
  - A video recording and transcript will be available on [idaresources.acf.hhs.gov](http://idaresources.acf.hhs.gov) at a later date.
- The webinar will last approximately 90 minutes.



## Objectives for Today

- Become familiar with the concept of performance management
- Start thinking about how you can use data
- Learn fundamentals to develop your data collection plan
- Learn what you need to know for your semiannual progress and financial reports

## Performance Management in the AFI Program



## Performance Management

- Analytical
  - Why?
- Actionable
  - What to change?

vs

## Reporting

- Static
  - What is?

## What is Performance Management?

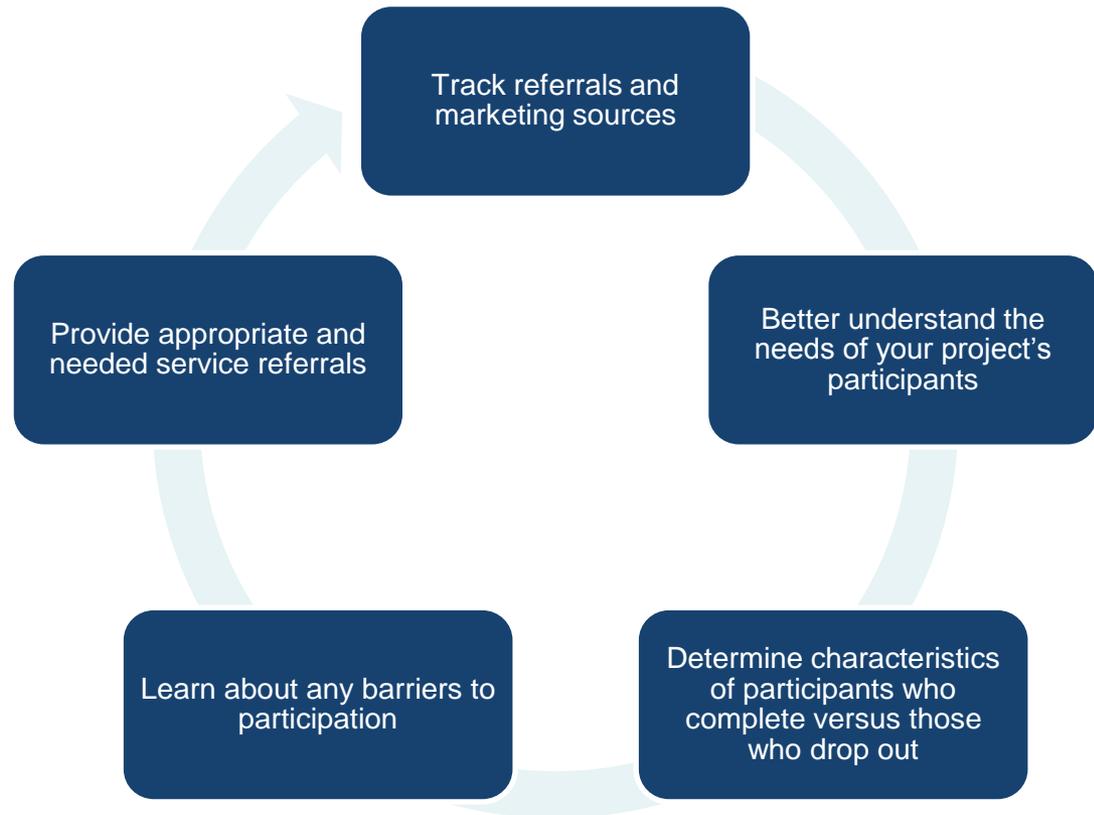
- Performance management is a process of ongoing review and assessment of progress toward goals and objectives.
- A performance management system consists of a set of integrated performance **goals**, **indicators**, and **targets** supported by an organization-wide data collection system.

## Why Use Performance Management?

- Improves decisions and resource use
  - Identify what works best
  - Identify what is not working and how best to respond
- Builds in accountability
  - Allows grantees to track progress towards their project goals.

## Why Use Performance Management?

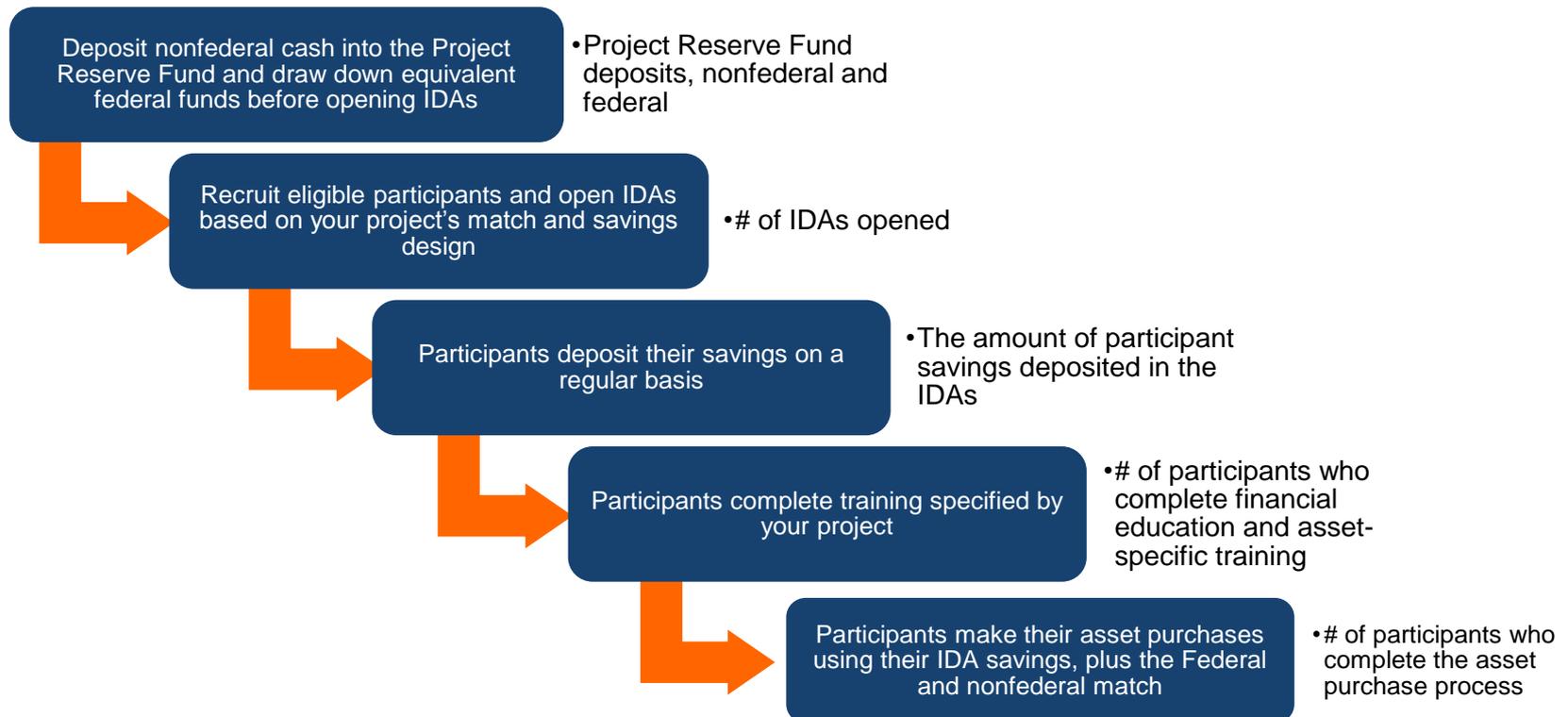
Increases understanding of program implementation



## Why Use Performance Management?

- Shows project outcomes
  - Obtain an accurate “snapshot” of what your project has achieved (e.g. number of purchases, amounts deposited by participants)
  - Learn how you are meeting overall targets and goals—or why you are not

## Key Performance Indicators for Grantees



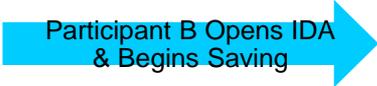
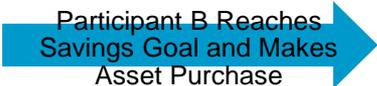
## Example

- **Goal**
  - 75 participants complete savings of \$1,200 and make an asset purchase
- **Indicators**
  - Number who open IDAs
  - Amount they save
  - Number of asset purchases
- **Targets**
  - 15 IDAs opened per quarter for 5 quarters
  - \$50 saved per month per IDA for 8 quarters

## Example

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Year 1			15 IDAs opened 15 Participants save \$2,250	15 IDAs opened (30 total) 30 Participants save \$4,500 (\$6,750 total)
Year 2	15 IDAs opened (45 total) 45 Participants save \$6,750 (\$13,500 total)	15 IDAs opened (60 total) 60 Participants save \$9,000 (\$22,500 total)	15 IDAs opened (75 total) 75 Participants save \$11,250 (\$33,750 total)	75 Participants save \$11,250 (\$45,000 total)
Year 3	75 Participants save \$11,250 (\$56,250 total)	75 Participants save \$11,250 (\$67,500 total)	60 Participants save \$9,000 (\$76,500 total)	45 Participants save \$6,750 (\$83,250 total)
Year 4	30 Participants save \$4,500 (\$87,750 total)	15 Participants save \$2,250 (\$90,000 total)		
Year 5				

## Example

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Year 1			Participant A Opens IDA & Begins Saving 	
Year 2				Participant B Opens IDA & Begins Saving 
Year 3			Participant A Reaches Savings Goal and Makes Asset Purchase 	
Year 4				Participant B Reaches Savings Goal and Makes Asset Purchase 
Year 5				

## Program Benchmarking Tool

Project Milestones	Year 1 Benchmarks	Year 2 Benchmarks	Year 3 Benchmarks	Year 4 Benchmarks	Year 5 Benchmarks
<b>Milestone 1:</b> Deposit all non Federal funds	100% of funds deposited				
<b>Milestone 2:</b> Draw down all Federal funds	100% of funds deposited				
<b>Milestone 3:</b> Open all participant IDAs	25% of participant IDAs opened	70% of participant IDAs opened	100% of participant IDAs opened		
<b>Milestone 4:</b> All participants complete training		35% of participants complete training	70% of participants complete training	100% of participants complete training	
<b>Milestone 5:</b> All participants complete asset purchases			35% of participants complete asset purchase	70% of participants complete asset purchase	100% of participants complete asset purchase

<http://idaresources.acf.hhs.gov/page?pageid=a04700000ldbSE>

## Program Benchmarking Tool: Step 1

- Enter grant number and AFI Federal grant amount
- Tool automatically calculates non-Federal contribution amount, maximum match amount per participant, and target number of participants
  - These can be modified

### Step 1: Enter your grant information in the yellow highlighted boxes.

*The non-highlighted boxes will automatically fill using calculations that follow AFI guidelines. The grant amount should be a total that includes both the savings match and administrative funds. If your project is using a different maximum match, type it into that box.*

Grant Number:	90EI
AFI Federal grant amount:	

Non-Federal contribution amount:	\$0
Maximum match amount per participant: <sup>1</sup>	\$4,000
Target number of participants: <sup>2</sup>	0

## Program Benchmarking Tool: Step 2

### Step 2: Set your annual benchmarks.

The target percentages in the following table reflect the benchmarking recommendations outlined in Tab #1. You can modify these target percentages to reflect your specific project. The target amounts are calculated automatically using the target percentages in the table and the information you entered about your grant in Step 1. These benchmarks reflect the cumulative total that should be reached by the end of each year.

Project Milestones	Grant Year:	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5
Milestone 1: Deposit all non-Federal funds	Target percentage	100%	100%	100%	100%	100%
	Target amount	\$0	\$0	\$0	\$0	\$0
Milestone 2: Draw down all Federal funds	Target percentage	100%	100%	100%	100%	100%
	Target amount	\$0	\$0	\$0	\$0	\$0
Milestone 3: Open all participant IDAs	Target percentage	25%	70%	100%	100%	100%
	Target amount	0	0	0	0	0
Milestone 4: All participants complete training	Target percentage	0%	35%	70%	100%	100%
	Target amount	0	0	0	0	0
Milestone 5: All participants complete asset purchases	Target percentage	0%	0%	35%	70%	100%
	Target amount	0	0	0	0	0

## Program Benchmarking Tool: Step 3

### Step 3: Compare your progress to your benchmarks.

Fill in each yellow highlighted box below based on the latest data about your grant. In the table, enter numbers, not percentages, in the "Completed" column (e.g., dollar amount of funding or number of people). The "Status" of each milestone will be updated using the information in the highlighted boxes and the information calculated in Steps 1 and 2.

In what year of your grant are you?	
-------------------------------------	--

Project Milestones	Current Grant Information	Completed	Status
<b>Milestone 1:</b> Deposit all non-Federal funds	<i>How much of your non-Federal funding have you deposited in your Project Reserve Fund?</i>		
<b>Milestone 2:</b> Draw down all Federal funds	<i>How much of your Federal funding have you drawn down?</i>		
<b>Milestone 3:</b> Open all participants IDAs	<i>How many participant IDAs have you opened (do not include accounts you closed due to program dropouts)?</i>		
<b>Milestone 4:</b> All participants complete training	<i>How many participants have completed their financial education and asset-specific training?</i>		
<b>Milestone 5:</b> All participants complete asset purchases	<i>How many participants have completed their asset purchase(s)?</i>		

## Data Collection



## Data Collection Checklist

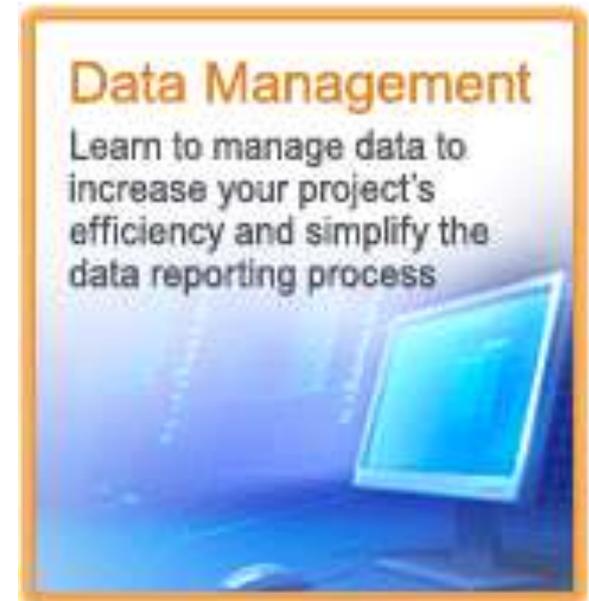
1. Consider how you will **use** information you have about your AFI project
2. Determine or refine **what** information to collect
3. Establish **who** will collect the data
4. Decide **how** to collect data
5. Choose a **system** for collecting, storing, managing, and analyzing your data.

## The Four R's of Analyzing Data

1. **Review** the data or project information
  2. **Reflect** on the context
  3. **Request** additional information or clarification
  4. **Refine**
- And ACT!

## Additional Information

- Data Management Section of AFI Resource Center Website (<http://idaresources.acf.hhs.gov/page?pageid=a047000000ApiTa>)
  - Outlines costs, pros & cons for each option in detail
  - Downloadable Decision Tree & Matrix



## Reporting



## AFI Grantee Current Reporting Requirements

- Performance Progress Report (SF-PPR)
  - Details the progress of your project
- Federal Financial Report (SF-425)
  - Details the financial aspect of your grant
- Both reports are due 30 days after the end of each six-month reporting period

Reporting Period	Due Date
October 1 – March 31	April 30
April 1 – September 30	October 30

## GrantSolutions

Online Grants Management System



## What is GrantSolutions?

- Online grants management system which serves as the official grant file
- Where grantees submit semi-annual Performance Progress Report (SF-PPR) and Federal Financial Report (SF-425)
- Supports grant actions such as changes to your authorizing official and applications for no-cost extensions

**Home Page:** <https://home.grantsolutions.gov/home/>

## Requesting User Accounts




THE GRANTS CENTER of EXCELLENCE

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GrantSolutions: [www.grantsolutions.gov](http://www.grantsolutions.gov)

Forward to: [help@grantsolutions.gov](mailto:help@grantsolutions.gov)

For questions please contact the GrantSolutions Help Desk at: (202)-205-7923

## Accessing GrantSolutions

GrantSolutions is certified and best accessed using Internet Explorer 9 and is also supported on the latest versions of Mozilla Firefox and Google Chrome. GrantSolutions is most compatible with JAWS v13. More detailed browser support information may be found at <https://home.grantsolutions.gov/home/browser/>

**First Time Users**

Click the button below to create a User Account.

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**Login to**

Before logging in please read the [Warning Notice](#)

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Password:

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**User Support**  
 (202) 401-5282  
 (866) 577-0771  
[help@grantsolutions.gov](mailto:help@grantsolutions.gov)  
 (8 AM - 6 PM Eastern Time M-F)



## Getting to Your Grant

[\[opre-gi](#)

GrantSolutions.gov

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Online Data Collection Help/Support

Grants > My Grants List

### My Grants List

**University of Delaware College of Human Services/EPP/C**

[Show Expired Grants](#)

Grant Number:	90YR0055-02-00	<a href="#">View NGA</a>
Grant Program:	YR - OPRE Head Start Research	<a href="#">Grant Notes</a>
Program Office:	ACF Central Office	<a href="#">Send Message</a>
Project Title:	Adapting the Attachment and Bio-Behavioral Catch-Up Parenting Intervention for Delivery by Early Head Start Home Visitor	<a href="#">History</a>
Award Issue Date:	08/08/2012	<a href="#">Manage Amendments</a>
Project Period:	09/30/2011 to 09/29/2016	
Budget Period:	09/30/2012 to 09/29/2013	



## Getting to Grant Notes

### My Grants List

[Show Expired Grants](#)

The Swivel Chair Center

Grant Number: 1 FPHPA026059-01-00  
Grant Program: Family Planning Services  
Program Office: Region II - New York, NY Area  
Project Title: FY FPS FOA (NYC)

Award Issue Date:  02/14/2013

Project Period: 02/12/2013 to 06/29/2016

Budget Period: 02/12/2013 to 06/29/2014

Total Approved Budget (Federal): \$80,000

Next T&C Due Date: N/A

Status: No Existing Amendments

Non Competing Status: Pending

Non Competing Due Date:

[View NGA](#)

[Grant Notes](#)

[Send Message](#)

[History](#)

[Manage Amendments](#)

## Grant Notes

# Grants Notes

Grant Number

Grantee Name

Project Start Date 04/01/2012

Project End Date 03/31/2017

Grant Note Create Date From  To

Grant Note Type

Grant Note Category

Author

Subject

Hide Automatic Notes

Use these options to search for existing notes

Paperclip icons indicate attachments

Total 26 notes

1 2 3 [Next]

Subject	Category	Grant Note Type		Author	Date	Support Year	Application Number	Action
SF425 (missing)	Other	Internal		Britney Batz	06/07/2013 12:44 (GMT - 04:56) EDT	1	EI12000210 90EI0747	

Create new note

Only the author can edit the note

View note

Has Attachment Edit Note Delete Note View Note

## Grant Note Naming Conventions



## Grant Notes - Add

Author: Benjamin Miller

\*Subject:

\*Note Type:

\*Category Type:

\*Notes:

Name the report in the Description field

### Note Attachments

Description:

File to Upload:

Upload your report by using the Browse and Upload buttons

Description	Source Attachments	Status	Actions
-------------	--------------------	--------	---------

\* Status updates every 10 seconds

Status says "Successful"; otherwise the document will not be attached to the note!

## GrantSolutions: Resources

### **Training:**

#### [Grantee Module 1: Introduction to GrantSolutions](#)

- Functionality for Grantees
- Account Requests
- Accessing GrantSolutions

#### [Grantee Module 2: GrantSolutions Menu](#)

### **User Guide:**

<http://www.ihs.gov/dgm/documents/GranteeUserGuide201210508c.pdf>

# Performance Progress Report (SF-PPR)



## What is the SF-PPR?

- Performance Progress Report (SF-PPR)
  - Standard, government-wide format
  - Used to collect performance information from recipients of Federal funds
- Semi-annual: due 30 days after end of each six-month period

Reporting Period	Due Date
October 1 – March 31	April 30
April 1 – September 30	October 30

- <http://www.acf.hhs.gov/sites/default/files/assets/SF-PPR.pdf>

		<div style="border: 1px solid black; padding: 2px; display: inline-block;">NOA item 3</div>		Page <input type="text"/> of Pages <input type="text"/>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">NOA item 1</div>	1. Federal Agency and Organization Element to Which Report is Submitted <input style="width: 100%; height: 50px;" type="text"/>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency <input style="width: 100%; height: 50px;" type="text"/>	3a. DUNS <input style="width: 100%; height: 20px;" type="text"/>	
				3b. EIN <input style="width: 100%; height: 20px;" type="text"/>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">NOA item 11</div>	4. Recipient Organization (Name and complete address including zip code) <input style="width: 100%; height: 50px;" type="text"/>		5. Recipient Identifying Number or Account Number <input style="width: 100%; height: 20px;" type="text"/>	
				8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<div style="border: 1px solid black; padding: 2px; display: inline-block;">NOA item 8 &amp; 9</div>	6. Project/Grant Period Start Date: <input style="width: 50px;" type="text"/> End Date: <input style="width: 50px;" type="text"/>	7. Reporting Period End Date <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; color: white; background-color: orange;">September 30 or March 31</div> </div>	9. Report Frequency <input type="checkbox"/> annual <input checked="" type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input type="checkbox"/> other If other, describe: <input style="width: 100%;" type="text"/>	
10. Performance Narrative (Attach performance narrative as instructed by the awarding Federal Agency)				
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.				
<div style="border: 1px solid black; padding: 2px; display: inline-block;">NOA item 11</div>	12a. Typed or Printed Name and Title of Authorized Certifying Official  <hr/>	12c. Telephone (area code-number-extension) <input style="width: 100%;" type="text"/>		
		12d. Email Address <input style="width: 100%;" type="text"/>		
		12e. Date Report Submitted <input style="width: 100%;" type="text"/>		
13. Agency use only				



NOA item 3

Not Relevant



## SF-PPR Narrative

**NOTE:** The narrative is attached on a separate sheet

- Activities/accomplishments: what's working
- Address goals met and targets
- Problems: what's not working
- Significant findings/events
- Dissemination Activities (outreach/recruitment)
- Other activities this period
- Activities planned for next period

## SF-PPR Narrative

- Focus on progress around key project elements
- Start Up
  - Direct Deposit set up (SF-1199A)
  - Nonfederal and Federal funds deposited
  - Partnership agreements
  - Marketing/outreach (# of events/attendees)
- Ongoing Implementation
  - IDAs opened/enrolled (# opened compared to final goal)
  - Retention (# of participants leaving program)
  - Amount of participant savings
  - Description of training provided (# of people attended)
  - Number of assets purchased

## SF-PPR Instructions and Forms

- Instructions
  - <http://idaresources.acf.hhs.gov/page?pageid=a047000000Ar7qC>
- Sample PPR Report
  - <http://idaresources.acf.hhs.gov/servlet/servlet.FileDownload?file=01570000000kF7b>
- Blank PPR Report
  - <http://idaresources.acf.hhs.gov/servlet/servlet.FileDownload?file=01570000000kViQ>

## Federal Financial Report (SF-425)



## Federal Financial Report (SF-425)

- All AFI grantees are required to provide updates on their financial progress
  - Status of all Federal and non-Federal dollars
- Semi-annual: due 30 days after end of each six-month period

Reporting Period	Due Date
October 1 – March 31	April 30
April 1 – September 30	October 30

- A final SF-425 is due 90 days after the end of the project period

## Federal Financial Report (SF-425)

- Completed through GrantSolutions
  - NOT submitted as a Grant Note
- Standard Form 425 (SF-425)
  - Standard required federal grant financial report
  - Not specific to AFI

## SF-425 Instructions and Forms

- GrantSolutions Instructions for the SF-425
  - <http://idaresources.acf.hhs.gov/servlet/servlet.FileDownload?file=01570000001v5wC>
- Line Item Instructions for the SF-425
  - <http://www.idaresources.acf.hhs.gov/page?pageid=a047000000VjZmn>
- Completing the SF-425 for Your AFI Grant Webinar
  - <http://idaresources.acf.hhs.gov/page?pageid=a047000000VIBQwAAN>

## Accessing SF-425 in GrantSolutions



[Agrantee] | GrantSolutions-5.2-4.5 2/17/2015 | [Log Out](#)

**GrantSolutions.gov**

Account Management → Funding Opportunity Applications Grants → **Reports** → Online Data Collection Help/Support →

Federal Financial Report  
Financial Status Report

### My Grants List

**Monroe Community College** [Show Expired Grants](#)

Grant Number:	90EI0824-01-00	<a href="#">View NGA</a>
Grant Program:	EI - Assets For Independence Demonstration	<a href="#">Grant Notes</a>
Program Office:	Central Office	<a href="#">History</a>
Project Title:	Assets for Independence (AFI) Demonstration Program	<a href="#">Manage Amendments</a>
Award Issue Date: ⓘ	09/30/2013	
Project Period:	09/30/2013 to 09/29/2018	
Budget Period:	09/30/2013 to 09/29/2018	
Total Approved Budget (Federal):	\$200,000	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	

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## Accessing SF425 in GrantSolutions

GrantSolutions.gov [Agnostic] | GrantSolutions-5.2.4.5 9/17/2015 | [Log Out](#)

Account Management → Funding Opportunity Applications Grants → Reports → Online Data Collection Help/Support →

Reports > Federal Financial Report

### Federal Financial Reports List

Grant Program		Grant Number		Project		
El - Assets For Independence Demonstration		90EI0824		Assets for Independence (AFI) Demonstration Program		
Report Period	Due Date	Type	Status	Workflow Status	Action	
09/30/2013 - 09/30/2013	10/30/2013	Semi-Annual	Not Reported	Report Not Started		
10/01/2013 - 03/31/2014	04/30/2014	Semi-Annual	Accepted	Accepted <a href="#">History</a>	<a href="#">View PDF</a>	
04/01/2014 - 09/30/2014	10/30/2014	Semi-Annual	Submitted	Submitted <a href="#">History</a>	<a href="#">View Submission</a> <a href="#">View PDF</a>	
10/01/2014 - 03/31/2015	04/30/2015	Semi-Annual	Due	Report Not Started	<a href="#">Start</a>	
04/01/2015 - 09/30/2015	10/30/2015	Semi-Annual	Pending	Report Not Started		
10/01/2015 - 03/31/2016	04/30/2016	Semi-Annual	Pending	Report Not Started		
04/01/2016 - 09/30/2016	10/30/2016	Semi-Annual	Pending	Report Not Started		
10/01/2016 - 03/31/2017	04/30/2017	Semi-Annual	Pending	Report Not Started		
04/01/2017 - 09/30/2017	10/30/2017	Semi-Annual	Pending	Report Not Started		
10/01/2017 - 03/31/2018	04/30/2018	Semi-Annual	Pending	Report Not Started		
04/01/2018 - 09/29/2018	12/28/2018	Final	Pending	Work In Progress <a href="#">History</a>	<a href="#">Edit</a> <a href="#">View PDF</a> <a href="#">Cancel</a>	

## Processing the SF-425



### Manage FFR Reporting

Grantee Name <sup>?</sup>

DUNS <sup>?</sup>

Core Grant Number <sup>?</sup>

Program <sup>?</sup>

Grant Program <sup>?</sup>

Reporting Status <sup>?</sup>

FFR Enabled <sup>?</sup>

Search

Grant Program	Grant Number	Title		Grantee	DUNS
EI - Assets For Independence Demonstration	90EI0673	Assets for Independence Demonstration Program ( IDA Project)		Rise Financial Pathways	828372740
Report Period	Due Date	Type	Status	Workflow Status	Action
06/01/2011 - 09/30/2011	10/30/2011	Semi-Annual	Not Reported	Report Not Started	
10/01/2011 - 03/31/2012	04/30/2012	Semi-Annual	Not Reported	Report Not Started	
04/01/2012 - 09/30/2012	10/30/2012	Semi-Annual	Not Reported	Report Not Started	
10/01/2012 - 03/31/2013	04/30/2013	Semi-Annual	Not Reported	Report Not Started	
04/01/2013 - 09/30/2013	10/30/2013	Semi-Annual	Not Reported	Report Not Started	
10/01/2013 - 03/31/2014	04/30/2014	Semi-Annual	Accepted	Accepted History	<a href="#">View PDF</a>
04/01/2014 - 09/30/2014	10/30/2014	Semi-Annual	Not Reported	Report Not Started	
10/01/2014 - 03/31/2015	04/30/2015	Semi-Annual	Due	Report Not Started	<a href="#">Process Paper Submission</a>
04/01/2015 - 09/30/2015	10/30/2015	Semi-Annual	Pending	Report Not Started	
10/01/2015 - 03/31/2016	04/30/2016	Semi-Annual	Pending	Report Not Started	
04/01/2016 - 05/31/2016	08/29/2016	Final	Pending	Report Not Started	<a href="#">Process Paper Submission</a>

View PDF





## Completing SF-425

### Federal Financial Report

[Instructions](#)

1. Federal Agency and Organizational Element to Which Report is Submitted Administration for Children and Families		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 90EID824		
3. Recipient Organization (Name and complete address including Zip code) Monroe Community College, 1000 E HENRIETTA RD ROCHESTER, NY 14623-5780				
4a. DUNS Number 067921585	4b. EIN 160849590	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <input type="text"/>	6. Report Type Semi-Annual	7. Basis of Accounting <input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period From: (Month, Day, Year) September 30, 2013		To: (Month, Day, Year) September 29, 2018		9. Reporting Period End Date (Month, Day, Year) March 31, 2015
10. Transactions (Use lines a-c for single or multiple grant reporting)				
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>				
a. Cash Receipts			\$	<input type="text" value="0"/>
b. Cash Disbursements			\$	<input type="text" value="0"/>
c. Cash on Hand (line a minus b) (Use lines d-o for single grant reporting)			\$	0.00
<b>Federal Expenditures and Unobligated Balance:</b>				
d. Total Federal funds authorized			\$	200,000.00
e. Federal share of expenditures			\$	<input type="text" value="0"/>
f. Federal share of unliquidated obligations			\$	<input type="text" value="0"/>
g. Total Federal share (sum lines e and f)			\$	0.00
h. Unobligated balance of Federal funds (line d minus g)			\$	200,000.00

## Submitting SF-425

11. Indirect Expense						
a. Type	b. Rate (%)	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Please select a type ▼	100			\$ 0	\$ 0.00	\$ 0
Add Delete				g. Totals:	\$ 0.00	\$ 0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.						
13. Certification. By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension) 111-111-1123		
				d. Email address test@gs.gov		
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)		
				14. Agency use only:		
				Standard Form 425 - Revised 10/11/2011 OMB Approval Number: 0348-0061 Expiration Date: 02/28/2015		
<b>Paperwork Burden Statement</b>						
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.						

[Manage Attachments](#)



I verify to the best of my knowledge that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.

Save Submit Close

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## Grants Management Specialists

Grants Management Specialist	Email Address	States
Britney Burke (formerly Yannayon)	<a href="mailto:Britney.Burke@acf.hhs.gov">Britney.Burke@acf.hhs.gov</a>	CA, ND
Marcus Perkins	<a href="mailto:Marcus.perkins@acf.hhs.gov">Marcus.perkins@acf.hhs.gov</a>	CO, ID, NJ, NY, WA
Monique Weatherspoon	<a href="mailto:Monique.weatherspoon@acf.hhs.gov">Monique.weatherspoon@acf.hhs.gov</a>	IN, MI, NE, OH, WI
Sandra Adams	<a href="mailto:Sandra.adams@acf.hhs.gov">Sandra.adams@acf.hhs.gov</a>	DC, IA, NM, NV, PA, SD, VA, WV
Telina Bennett-Reed	<a href="mailto:Telina.bennett-reed@acf.hhs.gov">Telina.bennett-reed@acf.hhs.gov</a>	AK, AZ, IL, MD, MN, MO, OR
Tony Hilliard	<a href="mailto:tony.hilliard@acf.hhs.gov">tony.hilliard@acf.hhs.gov</a>	CT, DE, HI, KS, MA, ME, MT, NH, PR, RI, UT, VI, VT
Twanna Nickens	<a href="mailto:Twanna.nickens@acf.hhs.gov">Twanna.nickens@acf.hhs.gov</a>	AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX

OGM Staff Directory:

<http://idaresources.acf.hhs.gov/page?pageid=a047000000ApF9w>

## Additional Resources

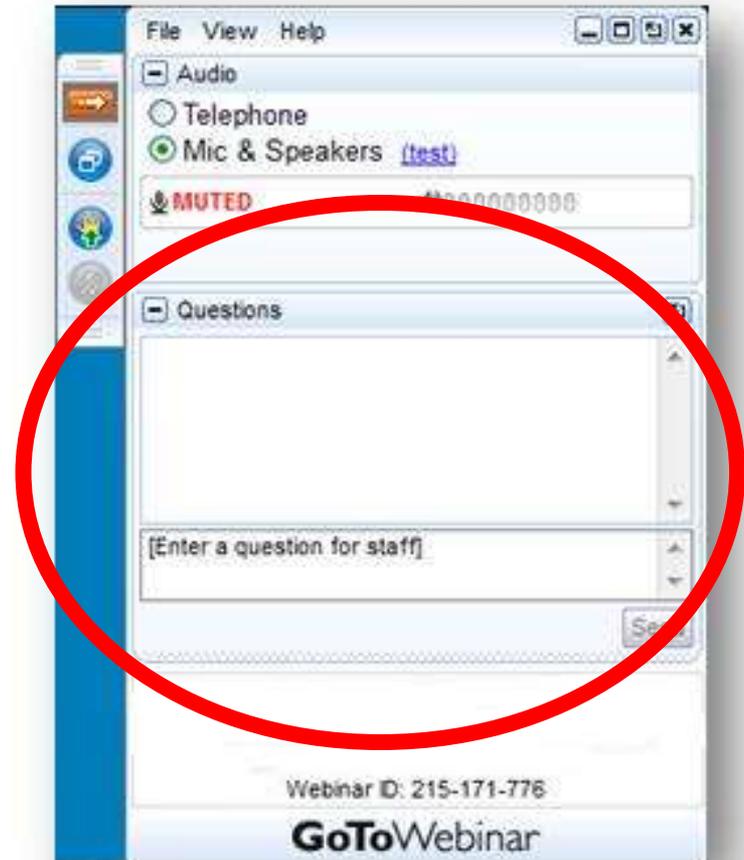
- GrantSolutions FFR Training Video
  - <https://home.grantsolutions.gov/home/federal-financial-report-ffr-for-grantees/>
- IDA Resources:
  - <http://idaresources.acf.hhs.gov/>

## Reviewing Today's Objectives

- Become familiar with the concept of performance management
- Start thinking about how you can use data
- Learn fundamentals to develop your data collection plan
- Anticipate what you need to know for your semiannual progress and financial reports

## Questions?

- Ask your questions using the box on the right side of your screen



## AFI Resource Center

- Home: [idaresources.acf.hhs.gov](http://idaresources.acf.hhs.gov)
- Calendar: <http://idaresources.acf.hhs.gov/Calendar>
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  - Email: [info@idaresources.org](mailto:info@idaresources.org)
  - Phone: 1-866-778-6037



Thank You!