



Submitting the New AFI PPR Long Form

July 5, 2016

Hello and welcome to the AFI Resource Center webinar “Submitting the New AFI PPR Long-Form.”

Our agenda for today’s webinar includes:

- The AFI reporting change to the new AFI PPR and online reporting system.
- A look at the new online reporting system, OLDC.
- A look at the new AFI PPR Long Form and how to handle new fields.
- AFI PPR resources.
- The AFI PPR Short Form
- And the timing of AFI PPR reporting into the future.

AFI postponed the collection of fiscal year (FY) 2015 AFI grant data as we were seeking approval from the Office of Management and Budget (OMB) for the [proposed new AFI PPR](#).

Pending OMB approval, **AFI will collect FY 2015 data this summer using the new annual Long-Form PPR.**

Pending OMB approval, the new AFI PPR will consist of a Long Form and Short Form.

The Long Form will be collected annually, with the types and number of data points very similar to the Data Report.

The Short Form consists of 10 data points, and will be submitted quarterly.

Both the Long and Short Forms will be submitted through OLDC, which we will discuss a little later.

Pending OMB approval, AFI will collect FY 2015 data this summer using the new annual Long-Form PPR in the On-Line Data Collection (OLDC) system.

Once the form is approved and reporting dates and deadlines are confirmed, the AFI Resource Center will be in touch with all grantees.

The form will be open for several weeks to allow grantees to login to OLDC and enter their data. Similar to prior annual reporting periods, the AFI Resource Center will assign Data Contacts to each grantee – these data contacts will monitor reporting progress, reach out with calls and emails, and be available for questions. Grantees who are required to report have received an email with your Data Contact’s information. If you are unsure of who to contact, please start with the AFI Resource Center helpdesk.

The AFI Resource Center will be in touch with all grantees regarding deadlines and training resources for this new annual reporting process.

Please note that we have worked to identify the data items in the AFI PPR that grantees were not previously required to report, and these items will be optional for the FY 2015 data collection.

The new PPR will be submitted in OLDC. OLDC is an online reporting system that was developed for the Department of Health and Human Services. OLDC is already used by other HHS programs including LIHEAP, CSBG, and CED.

Grantee staff who are working on the PPR will each need their own username and password. AFI will be issuing login information closer to the first reporting period. Thank you to the grantees who responded to AFI's request and confirmed their reporting contact at the end of May – this will expedite setting up your OLDC accounts.

The AFI Resource Center will be reaching out directly to those grantees who did not confirm their point of contact so that OLDC accounts can be set up.

Later this summer, AFI will post an OLDC webinar and resources on the AFI Resource Center. Grantees will receive emails when those materials are posted.

The New PPR Long Form is similar in many ways to the Data Report. There are approximately 170 fields, some with subparts.

On this slide you can see the seven sections, including cover page. Section A collects data on the project and its administration. Section B on the IDA design. Section C on AFI IDA holder account activity. Section D on the training, services, and assistance offered to AFI IDA holders. Section E on AFI IDA holder demographics at the time of enrollment. And Section F on AFI IDA holder demographics at the time of final matched withdrawal.

The PPR can be viewed outside of OLDC in the Word version posted to the AFI Resource Center, under Managing Your AFI grant, ****Proposed New Performance Progress Report.**

The new PPR Long Form includes new fields, to reflect your great work.

Grants that were in progress during FY 2015 are not required to supply data for the new fields.

AFI will be phasing in the new fields for these grants.

Grants for which the first annual report will be the FY 2016 PPR Long-Form are expected to supply data for the new fields.

In addition to the direct support to grantees from data contacts, the AFI Resource Center will be providing the resources listed to help grantees with submission of this new report in OLDC.

Several resources are already available, including this webinar, the PPR overview page, the Excel data tracking tools, lists of new fields and fields no longer collected, and checklist of where to make changes in your AFI Project to reflect the new report.

An OLDC webinar and resource page on navigating in OLDC will be posted soon.

With the creation of the AFI PPR, ReportAssist is no longer available.

For data tracking, the AFI Resource Center has created two tools in Excel for grantees needing a simple way to track project data that corresponds with the new PPR. Use of these tools is not mandatory – many grantees have set up their own software to manage their project data, but some grantees will find these Excel tools sufficient for their needs.

The Participant version is set up so grantees can enter information for each participant and Excel formulas will do the work of rolling-up cumulative numbers.

The Partner version is meant to be used by AFI projects that have partners which independently open and administer AFI IDAs. The grantee organization will have each partner organization collect their own participant data in the *Participant* version, and then can copy partners' participant data into the Partner version which will roll-up cumulative numbers for the project.

The tools and a document describing best practices for using the tools are available on the AFI Resource Center website. If you experience any technical issues with the tools, please contact the AFI Resource Center.

Just to give you an idea what the tracking tool looks like, this screen shows the table of contents on the Welcome tab of the Participant version—the Partner version is very similar. Each Excel tool has multiple tabs that correspond to the PPR Long Form and Short Form, so that when it comes time to submit, all a grantee needs to do is open the file and look up the values the tool has cumulated for each PPR field.

The PPR Short Form will be submitted quarterly, with the first one due January 30th, 2017 for the reporting period of October 1st, 2016 through December 31st, 2016.

The Short Form will also be submitted in OLDC.

The PPR Long-Form for fiscal year 2015 data will be the first new AFI PPR to be submitted.

The PPR Long-Form for fiscal year 2016 will return AFI grantees to a schedule similar to past annual reports of submitting in the fall with reports opening in mid-October, and due November 30.

The first PPR Short Form will be due on January 30th, 2017 for the reporting period of October 1st, 2016 through December 31st, 2016.

SF-425s are not affected by the change in PPRs. Continue to submit SF-425s every six months in GrantSolutions.

We want to thank you for joining our webinar. We hope you have found it helpful in preparing to complete your first new AFI PPR. If you have any questions, please contact the AFI Resource Center at 1-866-778-6037 or info@idaresources.org. Thank you and have a great day!