

## Proposed AFI Performance Progress Report Forms Presentation

May 19, 2015

Welcome to “Proposed AFI Performance Progress Report Forms.” This short presentation will provide an overview of the proposed AFI program specific performance progress report or PPR.

The AFI Program has published two proposed data collection instruments for review and comment. Grantees would submit the proposed AFI PPR long form once each year. Grantees would submit three AFI PPR short forms each year. The short form is an abbreviated subset of 10 metrics from the long form. Both would be completed using the Online Data Collection system (OLDC), a system different than those currently used by AFI grantees.

Together, the long and short forms would replace two reports currently being submitted by grantees: 1) the semi-annual Standard Form Performance Progress Report and 2) the annual data report.

Public feedback—especially from AFI grantees—will help the AFI Program to improve the data collection instruments before rolling them out as required AFI reports. We’ll talk more about how to provide comments later in the presentation.

Here is a summary of the schedule proposed for the AFI PPR.

The AFI PPR long form will be due November 30, approximately 60 days after the reporting period end date.

Short form deadlines will be aligned to quarterly due dates, 30 days after the reporting period end date.

Let’s take a look at the AFI PPR long form. It comprises eight sections, including a cover page. We’ll briefly look at each of these sections in turn.

The AFI PPR long form begins with a cover page, **just like the Standard Form PPR that AFI grantees have been completing semi-annually.**

Section B of the AFI PPR long form collects basic information about the grantee and grantee contacts. Section B also collects information on any **project partners that independently open and administer AFI IDAs. NOTE: Not all project partners would be reported here, only those that independently open and administer AFI IDAs.**

Section B also asks grantees for information on project scope, including information on geographic service area, service area type, service area poverty rate, service area unemployment rate, and target population. Grantees also must identify the types of non-federal match funds that fund their project along with the amount of funds for each type of source.

For grantees that have completed the annual data report in years past, Section B will look similar to the grantee update form that was a part of the annual data report.

Section C on project elements asks questions about whether and how the AFI grant offers each of the types of eligible asset purchases under the AFI program. For example, a grantee that offers IDAs for business capitalization must identify the match rate, maximum savings matched, and other requirements and limitations related to those IDAs. Many of these questions correspond to questions asked in Section C of the annual data report.

Section D of the AFI PPR long form focuses on account activity. Questions in this section cover account openings, account closings, matched withdrawals, and unmatched withdrawals. Questions on matched withdrawals are broken out by asset purchase type, with separate questions for first home purchases, business capitalization, post-secondary education or training, and transfers of AFI IDAs to dependents and spouses.

This section, like other sections of the AFI PPRs, asks for cumulative information from the beginning of the grant to the end of the reporting period. Similar questions were asked in Sections F and G of the annual data report.

Section E on training, services, and assistance offered inventories the ways that grantees support AFI IDA holders beyond offering the IDAs themselves. For example, the section asks about the economic literacy or financial education offered to AFI IDA holders, including details on the curricula used and the numbers of participants served.

This section of the AFI PPR long form asks similar questions to Section C of the annual data report.

Section F on participant demographics at the time of enrollment uses two columns to collect demographic data. Column A asks about participant demographics across all IDA holders, similar to Section D of the annual data report. Column B asks about participant demographics—as collected at enrollment—only for IDA holders that went on to make asset purchases.

**The purpose of asking for this information is to help identify trends regarding which AFI IDA holders actually complete asset purchases. Your organization may find this information useful as you manage your project performance.**

Section G asks questions about participant demographics at the time of asset purchase. The section asks about educational attainment, home ownership, business ownership, and whether participants are recipients of Temporary Assistance for Needy Families.

The purpose of asking for this information is to see if these key attributes have changed during the time passed participating in an AFI project and completing an asset purchase changes these key attributes. Obviously, we expect that participants that complete a first-home purchase will go from not owning a home at enrollment to owning a home after asset purchase. However, some first-home purchase participants also move from receiving TANF to not receiving TANF or increase their level of education during the course of participating in the AFI project.

Section H, the last section of the proposed AFI PPR long form, asks about the financial institutions holding AFI participant IDAs, including details on the AFI IDAs open at each institution and combined current balances of AFI IDA holder AFI IDA accounts as of the final day of the reporting period.

The section also asks questions about the AFI project reserve fund and the financial institutions that hold AFI project funds, similar to Section E of the annual data report.

Now let's take a look at the proposed AFI PPR short form.

The purpose of this form is to monitor grant performance on key indicators throughout the year. The short form is restricted to ten key metrics, plus the standard cover sheet. Those ten metrics, shown on this slide, are consistent with metrics also found in the long form.

The Paperwork Reduction Act of 1995, known by its initials as "PRA," requires federal agencies to seek public comment on data collection instruments and to submit those instruments for review and approval by the Office of Management and Budget or OMB. This graphic outlines the process for doing so.

AFI is going through this process now to seek public comment and obtain OMB approval for the proposed AFI PPR. We're currently in a 60-day comment period that began on May 19, 2015 and ends on July 18, 2015. After this period closes on July 18, 2015, AFI will consider the comments that we have received and likely modify the AFI PPR forms. The public then has a second chance to comment on the forms during a 30-day comment period. OMB conducts its own review of the instruments, as well as the comments received during the 30-day public comment period.

[The graphic is adapted from *Information Collection under the Paperwork Reduction Act: Memorandum for the heads of executive departments and agencies, and independent regulatory agencies*, Office of Management and Budget, April 7, 2010. See:

[http://www.whitehouse.gov/sites/default/files/omb/assets/inforeg/PRAPrimer\\_04072010.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/inforeg/PRAPrimer_04072010.pdf).]

As part of the PRA process, the public and OMB consider estimates of the administrative burden of completing the data collection forms. We estimate that the AFI PPR short form will take approximately half-an-hour to complete. We estimate that the AFI PPR long form will take approximately four hours to complete. We estimate the total annual burden of the proposed data collection instruments to be 1,650 hours per year.

Note that these estimates represent the time necessary to complete the form, not the efforts of grantees to collect data.

This is the most important part of this process. Your comments will help OCS improve the AFI PPR before implementing it as a requirement.

Download the draft AFI PPR from the AFI Resource Center. After you have reviewed, send your comments to [infocollection@acf.hhs.gov](mailto:infocollection@acf.hhs.gov) using the subject line "Assets for Independence Performance

Progress Report”. ACF is often taking comments for more than one program at the same time, so the subject line is key to ensuring your comments are passed on to the AFI program office.

Please clearly reference your comments by section, question, or page number, as appropriate.

When you download the draft AFI PPR from the AFI Resource Center, you’ll notice that both the long form and short form are in the same PDF document, with the long form and instructions for the long form first and the short form and instructions for the short form second. Links within the document, like the one shown here, will let you navigate between the sections of the forms and the related instructions.

There are some particular areas that we’re interested in getting comments on. These four questions reflect the standard areas of feedback for PRA public comment requests, which are as follows:

- Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility;
- The accuracy of the agency’s estimate of the burden of the proposed collection of information
- The quality, utility, and clarity of the information to be collected; and
- Ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

In addition to those topics, OCS is particularly interested comments on:

The content and organization of the proposed AFI PPR instruments and instructions.

The clarity of the data elements and instructions.

We encourage you to include supportive comments as well as suggestions for improvement, so that we can get a balanced perspective on what works and what needs revision.

We also welcome suggestions on the data collection process, particularly from those who are familiar with the On-Line Data Collection system. That system—commonly abbreviated as OLDC—will be used to allow grantees to submit their data via online forms. OLDC allows for some pre-population of information and fields that auto-calculate, which we believe will help reduce grantee burden.

Thank you for the comments you are able to provide during this comment period.

Our help desk can answer questions you have about the process of providing comments or other AFI topics. But please note that comments should not be sent to the Help Desk.