**APPENDIX B**

**Survey of Financial Education Practices of AFI Grantees**

**In this survey, we would like to get an overview of the basic financial education (FE) programs offer to AFI participants. We consider basic FE to be basic money management skills, credit, banking services, etc. Asset specific training for home ownership, business ownership and post-secondary education will be covered in separate survey modules.** This information will be used to provide technical assistance to AFI grantees to help improve future training offered to AFI participants.

| **Topic** | **Financial Education for AFI Participants** |
| --- | --- |
| FE Contact Information | Please tell us the name of the AFI grantee organization, the name of the organization represented in the survey (grantee/subgrantee/partner organization) and the grant numbers represented in the survey.  AFI Grantee Name:    Name(s) of Partner or Subgrantee Organization(s) Represented in the Survey:            AFI Grant Number(s) Represented in the Survey:    Individual Responsible for Completing this Survey    Email    Phone |
| Overview of the Range of Financial Education Programs Offered | 1. Please tell us which of the following programs are offered to your AFI participants. Check all that apply.   Yes, Offer  Basic financial education (money management skills, banking services)  Supplementary course on topics like EITC, credit repair  Advanced financial education (investments, retirement, post purchase topics)  Asset-specific training for ***home ownership***  Asset-specific training for ***business ownership***  Asset-specific training for ***education***  Please specify other asset-specific training programs    Please specify other financial education programs     1. Which statement best describes your organization’s overall approach to financial education? **Please select one from the list**   Only AFI participants participate in the basic financial education program  Both AFI and non-AFI individuals participate in the basic financial education program. |

| **Topic** | **Basic Financial Education for AFI Participants** |
| --- | --- |
| AFI FE Program Requirements | The rest of the questions in this survey are about your current practices regarding the basic financial education (FE) provided to your AFI participants. These are the offerings that cover money management skills and provide information to participants about banking services, credit, budgeting, saving, etc. Here, we are not asking about the asset-specific training you provide to participants related to their IDA asset goals (homeownership, small business, or education). Information on your asset-specific programs will be collected in a separate questionnaire module.   1. What is the total number of hours or sessions of basic financial education (FE) that each AFI participant is required to complete?   Total number of hours        **OR**  Total number of sessions  How many hours is each session?  Number of hours per session   1. Must AFI participants complete ***all, some,*** or ***none*** of their required hours/sessionsof basic financial education before opening an IDA in your AFI project? **Please select one from the list**   Number of Hours  ***all*** of their required hours before opening an IDA  ***some*** of their required hours before opening an IDA  ***none*** of their required hours before opening an IDA   1. Are AFI participants required to take other FE courses each year in order to maintain active status in the AFI program?   Yes  No   1. Which of the following statements best describes how your AFI project’s **financial education** (FE) requirement is **most often applied**? (Please check one.)   AFI participants must complete a specified number of hours or sessions (or hours):  Prior to opening an IDA account  Within the initial months after opening an IDA account  Prior to making a matched withdrawal  Other ways your financial education requirement is applied.   1. Please tell me the total number of participants who participated in the basic financial education (FE) training between October 1, 2010 and September 30, 2011.     7a. Out of this total, please tell me the total number of AFI participants who participated in the basic financial education training between October 1, 2010 and September 30, 2011.  7b. Out of this total, please tell me the total number of AFI participants who **completed** the basic financial education training between October 1, 2010 and September 30, 2011. |
| AFI Target Group | By definition, all AFI participants are low-income individuals. However, AFI grantees often try to recruit specific target populations in order to serve some of the more immediate needs of families and individuals in their communities. Please review the list below and indicate which specific target populations your project serves, and the proportion of your AFI participants that fall into that particular target group. ***Please be sure that the sum of all proportions add up to 100%***   1. Which of the following **primary** target groups does your AFI program serve? (Please check any target group your program serves and enter a number indicating the proportion that each target group is served by the AFI program, e.g., 10 for 10%, 50 for 50%, up to 100 for 100%.)   Minority ethnic/racial groups    %  Immigrants or refugees    %  Seasonal and/or migrant workers    %  Residents of public housing    %  People experiencing homelessness    %  Single parents    %  Families with children    %  People with disabilities    %  Prisoners or ex-offenders    %  Youth (ages 13-18 years)    %  TANF Recipients/TANF Eligible Individuals    %  Women    %  Employees of a Particular Firm    %  People experiencing homelessness    %  Homeless Individuals    %  Victims of Domestic Violence    %  EITC Project Clients    %  Other: Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    %  No specific target groups served    %  100% TOTAL |
| Description of FE Training | 1. Please describe the required FE that you provide to AFI participants. Please provide as much detail as you can and use the following description as an example.   *Example: The financial education (FE) that we require of AFI participants is a total of 12 hours. Six classes are offered, either 2 hrs in the evening from 6-8pm or 2 hrs during the day 10am-12 noon, over period of six weeks. During the current fiscal year from October 1, 2008 thru September 30, 2009 we will offer two (2) complete FE trainings to AFI participants. (Note: All six classes are considered one complete FE training, as they satisfy the 12-hour FE requirement). (NOTE: You may copy and paste text from an existent document up to 4 pages or 1,000 words,)*    9a. How often did you offer basic FE trainings during the most recent AFI fiscal year e.g., from October 1, 2010-September 30, 2011)? (Check one)  *Weekly (48 or more times per year)*  Bi-weekly or more *(26-36 times per year)*  *Monthly (10-12 times per year)*  Quarterly *(4 times per year)*  A f*ew times per year (1-3 times per year)*  Please Specify: |
| FE Instruction Methods | 1. What type of experience does your FE Instructor have to teach Basic Financial Education? (Please select all that apply)   Self-taught from teacher manuals, instruction materials, etc  Attended AFI train-the-trainer workshop  Has former work experience in financial services industry (e.g., banking, credit counseling)  Certified Financial Education Instructor  Other. Please specify:  10a. How many years has your primary FE instructor taught basic (FE) financial education?        years   1. What instruction method format(s) are used for your basic required FE course? (Please check all that apply.)   Lectures  Group discussions or Peer Model  One-on-one tutoring or counseling  Webinars  Online or self-study courses  Video-conferencing  Please specify other instruction methods used for your required basic financial education course.   1. What learning activities are used for your basic required FE course? (Please check all that apply.)   Homework  Small group case studies  Simulation  Role plays  Field trips  Family-centered  Commercial games  Course exercises or quizzes  Please specify other learning activities used for your required basic financial education course. |
| FE Instruction Methods | 1. Do you provide individual ***one-on-one, personalized financial counseling or coaching*** to AFI participants that focuses on basic financial concepts such as money management, budgeting, credit repair, and building a banking relationship? Do not include case management for non-financial issues, or asset-specific counseling, such as homeownership counseling in this response.   Yes  No  If NO, SKIP TO QUESTION 14.  ***IF YES***: During the past year between October 1, 2010 – September 30, 2011, what is the average number of hours you spend per participant each year providing ***one-on-one personalized financial counseling or coaching*** to AFI participants? Do not include case management for non-financial issues or asset-specific counseling, such as homeownership counseling in this response.        average hours of ***one-on-one, personalized financial counseling or coaching*** per AFI participant per year  ***IF YES***: How many AFI participants received ***one-on-one, personalized financial counseling or coaching*** between October 1, 2010 and September 30, 2011? Do not include case management for non-financial issues or asset-specific counseling, such as homeownership counseling in this response.        Total AFI participants receiving ***one-on-one, personalized financial counseling or coaching*** in the past year  ***IF YES:*** What is the content of the ***one-on-one, personalized financial counseling or coaching***? Please check all that apply.  Understanding their credit report  Resolving credit report or credit score problems  Tailoring a savings plan  Developing a household budget  Managing emergency situations  Providing emotional and motivational support  Debt management  Setting financial goals  Financial planning beyond the IDA  Planning for retirement  Issues that require professional intervention, (e.g., legal issues)  Referrals to other assistance programs  Please specify other types of coaching |
| FE Course Content | 1. Which of the following topics are covered in the basic financial education (FE) program that AFI participants are required to attend? (Please check all that apply.)   Money Values & Setting Goals  Money values  Importance of saving  Setting goals  Record keeping  Budgeting  Income  Understanding pay statements  Tracking Expenses  Creating a budget  How to save money/decreasing expenses  Earned Income Tax Credit and other tax credits or refunds  Net worth  Banking  An Introduction to bank services  Choosing the right account  Maintaining a checking account  Borrowing/Credit  Borrowing basics  An Introduction to credit  Building and maintaining ‘good’ credit  Credit reports and scores  How to reduce your debt  Bankruptcy  Predatory Lending  Consumer Safety  Consumer rights  Identity theft  Money scams, payday lenders, and auto-title loans  Please specify other topics covered:   1. Is your basic financial education program a cohort-based model or a non-cohort based model? It is a cohort-based model if the participants attend a sequence of classes together as a group. A non-cohort based model is when participants are given a schedule of classes and instructed to choose sessions that are convenient for them. Please select one.   Cohort-based model  Non-cohort-based model  Both cohort and non-cohort-based models |
| Gaps in Available FE Curricula | 1. Please tell us which topics you would like to, but are unable to cover in your required FE, either because current resources or time are limited, you don’t have a qualified instructor to teach the topic, or information or knowledgeable trainer on topic is just not available. (Please specify all topics you would like to be able to cover in your FE training.)   General Economics  Teaching Your Family to Develop Good Financial, Asset-building Habits  Building relationships with financial planner, local bank, etc.  Choosing a loan you can afford (e.g., student loan, mortgage, etc.)  Accessing public benefits (e.g., food stamps, health care for children, etc.)  Filing for bankruptcy  Cultural differences and attitudes about money & finances  Purchasing insurance (e.g., auto, home, etc.)  Investments: stocks, interest bearing accounts  Accessing other income supports (e.g., tax refunds or credits, EITC, etc.)  Estate planning (e.g. wills, trusts, living wills, etc.)  Homeownership foreclosure process  Other topic(s) you would like to cover: |
| Variations in FE Course Content | 1. Does the course material for your required financial education course always stay the same, or do instructors vary and adapt the course materials to meet the needs of specific clientele?   Course materials for required FE are always the same – they do not vary  Course materials for required FE vary, depending on clients’ interests and specific financial education needs.  17a. If FE varies in materials, please tell us how you vary and adapt the content of your financial education training to address the specific needs of your clients: |
| FE Curriculum | 1. Which of the following curricula do you use in your AFI required financial education? (Please check all that apply.)   Money Smart (FDIC)  Moneywise  Credit When Credit is Due  Your Money Counts  Dollar Sense  All My Money  Pathways to Prosperity(NEFE with CFED and Fannie Mae Foundation)  Making Your Money Work  Freddie Mac’s Credit Smart  Financial Fitness  Your Money, Your Life  Pathways to Financial Freedom  Realizing your Economic Action Plan  Created our own in-house curricula. Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Guest speaker provides their own curricula. Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other curricula which is not mentioned in the list above.  18a. Please tell us why you use the particular curricula and which modules are most useful in the ones you use. |
| Other FE Training Materials | 1. What other training materials/tools do you use in your AFI required financial education? (Please check all that apply.)   Videos (e.g., Maxed Out, etc*.*)  Computer/Online budget tools  Pocket calculators  Games  Take home resources (i.e. FTC brochures, etc.)  Newspapers, magazines, etc.  Please specify other training materials.  19a. Please tell us the names of any videos, games, online tools, or other items that you find useful for teaching participants about budgeting, banking, and financial management topics… |
| Maintaining Participant Engagement in FE | 1. What are the most effective ways for promoting AFI participants’ participation in the required financial education? (Please check up to three ways.)   Having a training schedule that respects participants’ time and work/family schedules  Providing alternative training options like home study and coaching, on-line curriculum  Accommodating people who need child care or transportation, have physical or learning disabilities, or live in remote areas  Providing refreshments for participants  Please specify other ways for promoting AFI participants’ participation in the required financial education.   1. What are the most effective ways for maintaining AFI participants’ interest in the required financial education? (Please check up to three ways.)   Excusing participants from required FE if they have already mastered the skills addressed in the training  Having a skilled facilitator who is an efficient, effective, and engaging communicator  Customizing the content of the curriculum to make the learning relevant to participants  Designing a training that uses multiple learning styles (e.g., use of visuals, exercises, charts, technology, summarize and repeat key points, drills/role play to practice skills, computer response, allow for breaks and small group discussions, etc.)  Having participants solve a problem or learn how to do something new during the training (e.g., provide solutions to their specific problems)  Having participants participate in small group discussions  Having participants complete an evaluation form on the FE training (i.e., the facilitator, guest speakers, etc.) to measure the effect of the training.  Provide ways for students to follow-up individually with instructor after class or the FE training  Please specify other ways for maintaining AFI participants’ interest in the required financial education. |
| Participant Outcomes | 1. How do you determine whether your participants are achieving favorable results from the financial education course? (Please check all that apply.)   Use pre/post surveys or testsand analyze data collected  Talk to participants about whether they found the course helpful  Talk to instructors about whether participants learned the course materials  Complete a follow-up survey 3 or 6 month after finishing the program  Have a third party evaluate the facilitator and training  Please specify other ways you use to determine whether your participants are achieving favorable results:  If you do not track outcomes and results, please specify why: |
| Participant Measures | 1. Which of the following measures or questions do you use to determine participant outcomes? (Please check all that apply.)   Questions that test whether a participant has become knowledgeable (learned) about financial topics, or gained particular skills (e.g., able to balance a budget, write out a check/deposit slip, etc.)  Questions that indicate that a participant has changed his/her attitude, feelings, or beliefs about a financial issues (e.g., banks, payday lenders/check cashing services, shopping at larger retail stores, saving money, limit use of credit cards, etc.)  Questions that track action steps by participants that indicate a change in their financial behavior (e.g., open a bank account, deposit money into their IDA account, pays bills on time, pay more than minimum on credit card bills, stop using layaway or rent-a-center furniture, stop using payday loan or check cashing services, meet individually with a financial advisor/coach to resolve financial issues, etc.)  Other methods used.  23a. Which of the following measures or questions do you include on your overall course evaluation? (Please check all that apply.)  Participant satisfaction  Facilitator skills  Instructor’s skills and knowledge  Instructor course evaluation  Facilities  Course content  Other |

FE Internal Staffing, Functions, and Level of Effort

In the next four questions, we would like to learn who provides the basic financial education and counseling to your AFI participants, both within and outside your organization. We understand that staff within your organization, or that of your subgrantees and partners, may work on multiple projects or deliver training to both AFI and non-AFI participants. Therefore, when answering questions 24 through 27, please provide your best estimate of the time that staff within the Grantee organization, staff of partner organizations, individuals, or volunteers spend dedicated to supporting the delivery of and providing the required basic financial education to AFI participants.

1. Please tell us who within your organization prepares and provides the basic financial education to your AFI participants? (Please check all that apply.)

Internal financial education providers and staff (from inside your organization), of the following type:

AFI program staff:

Directors of AFI Project

Manager of AFI Project

AFI IDA coordinator

AFI FE Trainer/Instructor

AFI Administrative Assistant (AA)

Staff who run, or work on a different (non-AFI) programs, within your organization:

Executive Directors of Grantee Organization

Coordinator of Other (non-AFI) program

FE Trainer/Instructor for organization

IT Specialist

Data Entry Clerk

Data/Research Analyst

Non-AFI Administrative Assistant

Temporary Staff

Other Support Staff

Community Residents

General Public

AmeriCorps Volunteers

Vista Volunteers

Other

**If no internal staff prepare or provides basic financial education to your AFI participants, check the box immediately below and skip to Q.26.**

*No Internal Staff provide basic financial education training or counseling to your AFI participants, please check box and SKIP TO Q.26*

1. Among the staff within your organization that you indicated above who prepare and provide the basic financial education to your AFI participants, please tell us your best estimate of the total number of hours each staff spent per year between October 1, 2010 and September 30, 2011 and what **functions they perform to prepare and deliver financial education to AFI participants**.

|  |  |  |
| --- | --- | --- |
| **Internal Staff Involved in Providing Basic Financial Education** | | |
| **Title** | **Total Hours Per Year** | **Functions (Check all that apply for the specific internal staff)** |
| **25a. Role: Director of Organization** | | |
| Executive Director of Grantee Organization | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| **25b. Role: Managers within Grantee Organization** | | |
| Director of AFI Project | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Manager of AFI Project | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| **25c. Role: Program Coordinator or FE Trainers within Grantee Organization** | | |
| AFI IDA Coordinator | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| AFI FE Trainer/ Instructor | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Coordinator of Other (non-AFI) program | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| FE Trainer/ Instructor for organization | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| **25d. Role: IT or Data Analysis Staff within the Grantee Organization** | | |
| IT Specialist | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Data Entry Clerk | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Data/Research Analyst | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| **25e. Role: Other Support Staff within Grantee Organization** | | |
| AFI Administrative Assistant (AA) | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Non-AFI Administrative Assistant | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Temporary Staff | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Other Support Staff | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| **25f. Role: Volunteers within Grantee Organization** | | |
| Community Residents | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| General Public | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| AmeriCorps Volunteers | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |
| Vista Volunteers | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions |  | |

FE External Staffing, Functions, and Level of Effort

1. Please tell us about external financial education providers from who outside your organization who prepare and provide the basic financial education to your AFI participants? (Please check all that apply.)

Executive Directors from Partner Organization(s)

Management Staff from Partner Organization(s) Operating an AFI Project

Management Staff from Partner Organization(s) who are NOT Operating an AFI Project

Staff from one of your partner organizations (i.e., a local bank or credit union)

Staff from one of your subgrantee organizations

Volunteers from Your Partner Organization(s)

Coordinator of Other (non-AFI) program

Coordinator of AFI program

General Public

Guest Speakers Who Volunteer their time

AFI/FE Trainer/Instructor from Partner organizations

FE Trainer from an Education Training Institute

Instructors from a Community College

Individual Consultants

Other education providers

A HUD-Certified Counseling Agency

Paid staff from Banking Partner

Guest Speakers who are paid a fee/stipend

Other Partners or Providers

Other

1. Among the staff external to your organization that you indicated above who prepare and provide the basic financial education to your AFI participants, please tell us your best estimate of the total number of hours each external staff person spent *per year between October 1, 2010 and September 30, 2011*, and what **functions they perform to prepare and deliver financial education to AFI participants**.

***If no external staff provides basic financial education to your AFI participants, check the box immediately below and skip to Q.28.***

*No External Staff provide basic financial education training or counseling to your AFI participants. Please check box and SKIP TO Q.28*

| **External Staff Involved in Providing Basic Financial Education FE (From outside your organization )** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Total Hours Per Year** | | | | **Functions (Check all that apply for the specific external providers)** |
| **27a. Role: Staff from Partner Organization(s) Operating an AFI Project** | | | | | |
| Executive Director of Grantee Organization | | | | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | | |  | |
| **27b. Role: Management Staff from Partner Organization(s) Operating an AFI Project** | | | | | |
| Director of AFI Project | | | | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | | |  | |
| Manager of AFI Project | | | | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | | |  | |
| AFI IDA Coordinator | | | | per year | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | | |  | |
| **27c. Role: Management Staff from Partner Organization(s) who are NOT Operating an AFI Project** | | | | | |
| Director of AFI Project | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Manager of AFI Project | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Coordinator of Other (non-AFI) program | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| **27d. Role: Volunteers from Your Partner Organization(s)** | | | | | |
| General Public | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| AmeriCorps Volunteers | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Vista Volunteers | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Volunteers from Partner Organizations | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Guest Speakers Who Volunteer their time | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| **27e. Role: Educational Trainers from Partner Organization(s) or Other Institutions** | | | | | |
| AFI/FE Trainer/ Instructor from Partner organizations | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| FE Trainer from an Education Training Institute | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Instructors from a Community College | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Individual Consultant | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| Other education providers | | | per year | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | | |  | | |
| **27f. Role: A HUD-Certified Counseling Agency** | | | | | |
| A HUD-Certified Counseling Agency | | per year | | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | |  | | | |
| **27g. Role: Other Partners and Providers** | | | | | |
| Paid staff from Banking Partner | | per year | | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | |  | | | |
| Guest Speakers who are paid a fee/stipend | | per year | | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | |  | | | |
| **27h. Role: Other Partners or Providers (Please Specify)** | | | | | |
| Other Partners or Providers | | per year | | | Arrange FE Training and Logistics  Recruit FE Training Providers  Recruit volunteers, guest speakers  Manage internal AFI FE staff  Manage external FE providers  Design Basic FE curriculum  Conduct basic FE training course  Solicit in-kind donations for FE course  Provide 1-on1 FE counseling/coaching  Administrative/Logistics  Recruit individual consultants  Conduct the Financial Education course  Provide one-on-one FE  Track FE training completion  Assess progress  Follow up after program completion  Other functions |
| Specify other functions | |  | | | |

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| Funding for (FE) | 1. What funding sources do you use to finance your basic **financial education** for AFI participants? Please check all that apply.   AFI grant funds  Grants and funds raised by the grantee organization, including for other programs  Funds from a subgrantee/partner organization that operates an IDA project  Funds from a partner organization that does not operate an IDA project  Partner organization in-kind services, materials, facilities, etc.  Fees charged to the AFI participants  Please specify Fee per participant: $     )  No funding sources for AFI FE in the past year.  Please tell us why no funding sources were used for basic FE in the past year:  Please specify other funding sources.   1. What is the **total** amount of funding spent on your required **FE** for AFI participants in the past year? (Please provide your best estimate).   $  29a. Please provide best estimate of the total amount of in-kind funding provided for AFI basic FE training between October 1, 2010 and September 30, 2011? (Please provide your best estimate.)  $  29b. What is the total amount of funding from non-AFI sources for the AFI basic FE training in the past year? (Please provide your best estimate.)  $  29c. What is the total amount of funding for training materials for the AFI basic FE training in the past year? (Please provide your best estimate.)  $   1. What is the **average** amount of funding spent **per AFI participant** on your required financial education in the past year? (Please provide your best estimate).   $ |
| Challenges Faced | 1. What are the most serious challenges faced by your AFI program in providing effective **financial education** to participants? (Please check up to three challenges.)   Content  Curriculum does not cover the appropriate topics for the AFI target group  Course content is too basic to meet participants’ needs  Course content is too advanced to meet participants’ needs  Participants in FE training is a mix between basic to advanced levels of financial literacy  Logistics  Difficulty in arranging classes at a convenient time or location for participants  Participants do not have access to adequate transportation  Daycare or transportation issues for participants to attend FE training  Developing advertising and marketing materials (e.g., cost and development)  Recruiting participants  Time management of AFI program with other work duties/responsibilities within organization  Need to provide additional one-on-one assistance to AFI participants attending FE training  Evaluation  Inability to assess the initial knowledge level of program enrollees  Measuring what knowledge and skills they learned from the FE training  Participants are not willing to participate in long-term follow-up  Trainer Concerns  Staff lack depth of technical knowledge to provide training and support  Staff lack knowledge and skills to provide engaging and effective training  Other  Limited literacy levels of participants  Limited English language proficiency of participants  Lack of fundingto provide training  Please specify other challenges in providing financial education to participants. |
| Training and Technical Assistance Needs | 1. What are the most important areas in which the AFI Resource Center could provide assistance to your organization in improving your **financial education**?   Assessing current financial education  Review our financial education curricula and course offering  Selecting an appropriate curriculum  Customizing current curriculum to better meet the needs of the AFI target group  Amend financial education curricula/course offerings to include participatory activities  Recommending additional materials and resources  Planning evaluation  Developing pre- and post-training assessments  Assessing our financial education providers  Training your financial education providers  Incorporate other financial education approaches--coaching, counseling, resource centers  Incorporate other asset specific education approaches--sector specific mentoring circles, foreclosure prevention counseling, etc  General tips for improving planning and delivery of financial education  Networking with other financial education providers in my region to conduct trainings and share teaching experiences  Develop proposals for funding financial education or asset-specific education  Specify other needs. |

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| BOE Course Content | 1. 33. ONLY FOR GRANTEES WHO OFFER MICRO-ENTERPRISE AS AN ELIGIBLE ASSET: Which of the following topics are covered in the business ownership education for AFI participants? (Please check all that apply.)   Business planning: A basic guide to understand what’s involved in starting a business  Business ownership assessment: Assisting participants in determining whether business ownership is right for them  Starting or investing in a business: How to choose whether to buy a franchise, start your own business, or invest in a business  Knowing your business ownership rights: legal requirements, laws, regulations, compliance, rights, etc.  How to prepare a Business Plan  How to prepare a Business Loan package  Franchising basics: Information franchises and how to purchase one, etc.,  Business investment: Information on how to invest in a business  Business financing: Information on financing options, business loan information and the steps involved in applying for a business loan, Small Business Association’s Loan Guaranty programs, disaster assistance, financial assistance, etc.  Accounting: Introduction to business accounting  Marketing: How to market your business and/or product  Internet marketing: web marketing, e-commerce communications, building your website,  Employee management: Learning about the steps to successful long-term business ownership, hiring, communication, employment compensation, and retention, etc.  Business preservation: Information on how to keep your business, ways to avoid bankruptcy, what to do if your business is losing money, ways to down-shift in a slowing economy, getting out of your business with effective exit strategy, etc.  Business taxes, deductions, and benefits of business ownership (e.g., tax credits, deductions, or refunds). The basic tax aspects of operating a business.  Protecting your assets: information on ways to protect your personal and business assets, and build wealth  Retirement planning  Refinancing your business  Purchasing office space and equipment  Business opportunities (e.g., winning government contracts)  Technology  Other topic. Specify:  Other topic. Specify: |

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| One-on-one BOE Counseling | 34. ONLY FOR GRANTEES WHO OFFER MICRO-ENTERPRISE AS AN ELIGIBLE ASSET: Do you provide individual ***one-on-one, personalized business ownership counseling*** to AFI participants that focuses on financing, purchasing, or starting a business?  Yes  No  ***IF Q.10 = YES***: During the past year between October 1, 2008 – September 31, 2009, what is the average number of hours you spend per participant each year providing ***one-on-one business education counseling*** to AFI participants who will be owning a business?        average hours of ***one-on-one business ownership counseling*** per AFI participant per year  ***IF Q.10 = YES***: How many AFI participants received ***one-on-one business ownership counseling*** in the past year?        Total AFI participants receiving ***one-on-one business ownership counseling*** in the past year  ***IF Q.10 = YES:*** What is the content of the ***one-on-one business ownership counseling***? (Please check all that apply.)  Helping them understanding their business goals  Helping them choose a business to start or invest in  Helping them choose a business or franchise  Helping them develop a business plan  Helping them apply for a business loan  Help them developing a long-term (5yr) financial plan and annual budget  Assistance with developing a plan to pay the business loan or other business expenses  Business advice or technical assistance when they are starting the business  Assistance with finding a employees, office space, and equipment for their business  Assistance with developing a payment plan to repay their loan  Assistance with refinancing their business loan  Assistance with avoiding bankruptcy  Other types of counseling (specify)  Other types of counseling (specify)  Other types of counseling (specify) |

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| HOE Course Content | 1. 35. ONLY FOR GRANTEES WHO OFFER HOME OWNERSHIP AS AN ELIGIBLE ASSET: Which of the following topics are covered in the home ownership education for AFI participants? (Please check all that apply.)   The key steps involved in purchasing a home: Overview and basic introduction to understanding the home buying process  Assessing readiness to purchase a home: How to determine and decide whether you can and want to purchase a home  Shopping for a home: Choosing a neighborhood and search for a home that you can afford  Home inspections: What are the pros and cons of paying for a home inspection  Pre-qualifying for a mortgage: The steps and benefits of pre-qualifying for a mortgage  Knowing your rights: Fair Housing Laws, Real Estate Settlement, Borrower’s Rights, etc.  The purchase process: Including the purchase contract, role of a realtor and lawyer, upfront financial expenditures and deposits, and the content of the financial agreements you will need to sign  Housing Assistance resources: Information on home buying programs, down payment assistance, closing assistance, etc.,  Mortgage products: Financing options, mortgage loan information, and the steps involved in applying for a mortgage loan  Understanding the technical terms: technical terms of real estate brokers and lawyers, mortgage lenders and bankers and the technical language in the contract agreements, as well as other terminology  Overview of the closing process: Information on settlement costs and the closing process for becoming a homeowner  Money management: Managing your money, life-long money management skills  Home maintenance: How to maintain, repair, and improve your home and property  Responsibilities of home ownership: Learning about the steps to successful long-term home ownership, post-purchase ideas, community involvement, etc.  Home ownership preservation: Information on how to keep your home, ways to avoid foreclosure, what to do if you are at-risk of losing your home  The Income tax benefits: of Home ownership (e.g., tax credits, deductions, or refunds)  Homeowners insurance  Predatory lending practices  Refinancing your mortgage loan  Other topic. Specify:  Other topic. Specify: |

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| One-on-one HOE Counseling | 1. 36. ONLY FOR GRANTEES WHO OFFER HOME OWNERSHIP AS AN ELIGIBLE ASSET: Do you provide individual ***one-on-one, personalized home ownership counseling*** to AFI participants that focuses on purchasing a home?   Yes  No  IF Q.10 = YES: During the past year between October 1, 2008 – September 31, 2009, what is the average number of hours you spend per participant each year providing ***one-on-one home ownership counseling*** to AFI participants who will be buying a home?        average hours of ***one-on-one home ownership counseling*** provided per AFI participant per year  IF Q.10 = YES: How many AFI participants received ***one-on-one home ownership counseling*** in the past year        Total AFI participants who received ***one-on-one home ownership counseling*** in the past year  IF Q.10 = YES: What is the content of the ***one-on-one*** ***home ownership counseling***? (Please check all that apply).  Helping them put a plan together to reach their home ownership goals  Helping them choose a neighborhood and home to purchase  Helping them apply for a mortgage loan  Helping them find a real estate broker or lawyer  Helping them find a fair priced mortgage interest rate  Helping them developing a financial plan and budget  Assistance with developing a payment plan for mortgage or other housing expenses  Assistance with finding a home and making an offer  Assistance with finding a home inspector  Assistance with finding homeowners insurance  Assistance with the closing process  Assistance with developing a payment plan to repay their mortgage  Assistance with refinancing their mortgage  Assistance with avoiding foreclosure  Other types of counseling (specify)  Other types of counseling (specify)  Other types of counseling (specify) |

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| PSE  Course Content | 37. ONLY FOR GRANTEES WHO OFFER SECONDARY EDUCATION AS AN ELIGIBLE ASSET: Which of the following topics are covered in the post-secondary education courses that AFI participants are required to attend? (Please check all that apply.)  Planning for your Education: Overview, a basic guide to understand the time commitment and costs of completing post-secondary education for yourself  Planning for your Child(ren)’s Education: Overview, a basic guide to understand what’s involved in planning and paying for post-secondary education for Child(ren)  Career and Education assessments: Information on the different career and educational assessment tests that participants can take to help them determine whether a post-secondary or vocational education is right for them, and what career they are interested and skilled in.  Career and Education Goals: Understanding and mapping your career and education goals, identifying your needs versus wants  Post-Secondary Education Exploration: How to find a post-secondary or vocational institution that meets your learning style, career and educational interests, and budget  Career Exploration: How to find a Career that meets your interest, skill, and budget  Studying Abroad: An overview of the possible universities and financial costs for students looking to attend an college or university oversees; topics such as: Studying Abroad, Costs of studying abroad, Preparing to go abroad, Managing money while abroad, Paying for study abroad. Saving money in college  Paying for Post-Secondary Education: Understanding the true costs of college, taking a financial inventory to determine affordability, budgeting & financial planning, how to navigate financial aid, how to make the most of college while working.  How to Budget Your Money while Attending School: The challenges and guidance on how to budget and save your money while completing your education  How to Manage Work, and Family-life while Attending School: The challenges and guidance on how to manage work and family responsibilities while completing your education and how to make the most of college while working.  How to Stay in School: Learning about the services and guidance available on how to resolve financial, personal, or health issues that can cause students to drop-out of school  How to select Academic Courses to Meet your Career Goals: Guidance on how to select appropriate academic courses or tutoring classes to help you realize your career goals  Postsecondary Education & Financial Aid: An overview of the various financing options available to students looking to finance their education, including scholarships, fellowships, student loans, grants and how to navigate and apply for financial aid.  Financial Aid Programs offered by State and Federal Agencies: An overview of the public financial aid programs available to students looking to finance their education, including government grant programs (e.g., Pell Grants), Military Assistance (e.g., ROTC), Community Service Scholarships (e.g., Teach for America, Segal Americorps Education Award), state-supported financial aid, etc.  Education tax credits and deductions An overview of the tax credits, deductions, or refunds available to students.  Student Loan Repayment Process: An introduction to student loan repayment responsibilities, forecasting annual costs, budgeting, and repayment options like loan deferment or forgiveness options  How to Search and Prepare for the Job You Want: Information on how to find a job, how to create effective resumes, how to apply for a job and prepare for a job interview, and follow-up after the interview.  Other topic. Specify:  Other topic. Specify: |

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| One-on-one PSE Counseling | 38. ONLY FOR GRANTEES WHO OFFER SECONDARY EDUCATION AS AN ELIGIBLE ASSET: Do you provide individual one-on-one, personalized education counseling to AFI participants that focuses on financing, applying for, and pursuing a post-secondary education?  Yes  No  IF Q.10 = YES: During the past year between October 1, 2008 – September 31, 2009, what is the average number of hours you spend per participant each year providing one-on-one education counseling to AFI participants who will be purchasing post-secondary education?        average hours of post-secondary education counseling provided to an AFI participant per year  IF Q.10 = YES: How many AFI participants received post-secondary education counseling in the past year        Total number of AFI participant who received post-secondary education counseling in the past year  IF Q.10 = YES: What is the content of the one-on-one post-secondary education counseling? (Please check all that apply).  Helping them understanding their career and education options and goals  Helping them choose a career  Helping them choose an educational institution  Helping them apply to a college or university  Developing a financial plan and budget  Helping them apply for financial aid  Assistance with them with a plan or process of paying for education course, semester, or other school bills  Academic guidance when they are attending school  Assistance with finding a job once they graduate from the program or school  Assistance with developing a payment plan to repay their student loan once they graduate from the program or school  Assistance with refinancing their student loan once they graduate from the program or school  Other types of counseling (specify)  Other types of counseling (specify)  Other types of counseling (specify) |