

I. Instructions for Completing the CED Performance Progress Report

I. Appendix B: Instructions for Completing the CED Performance Progress Report

The Performance Progress Report will be used by the Office of Community Services to collect comparative data required to account for the expenditure of Federal funds, assess the progress and impact of the Community Economic Development (CED) program and provide feedback to assist grantees.

The data collected also fulfill the requirements of the Office of Management and Budget (OMB) for assessing program performance.

A. Instructions for Cover Page

Item	Data Elements	Instructions
1.	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a.	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	Recipient Organization	Enter the name of recipient organization and address, including ZIP code.
5.	Recipient Account Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends.
7.	Reporting Period End Date	Enter the ending date of the reporting period. For semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31 and 9/30. For final PPRs, the reporting period end date shall be the end date of the project/grant period. .
8.	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.

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Item	Data Elements	Instructions
9.	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10.	Performance Narrative	Leave blank and complete Form ACF-OGM-SF-PPR-B
11.	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.
12a.	Certification – Name	Type or print the name and title of the Authorized Certifying Official.
12b.	Certification - Signature	The Authorized Certifying Official should sign here.
12c.	Certification – Phone	Enter the area code, phone number and extension of the Authorized Certifying Official.
12d.	Certification – Email	Enter the email address of the Authorized Certifying Official.
12e.	Certification – Date	Enter the date (month, day, year) the report is submitted.

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B. Instructions for CED SF-PPR Form A

Form A will primarily collect the quantitative data about your project.

Please enter the page number and total number of pages in the report in the upper right corner

Please enter Items 1, 2, 3a, and 3b according to the instructions for the same items on the cover sheet.

Please enter the end date of the reporting period for this report in Item 4.

The Performance Measures Table for the SF-PPR Form A

Column 1 lists the indicator number. The A corresponds to the form; the number corresponds to the sequential question or line of data, and the last letter (B, J, E, F) identifies the type of information requested. B indicates that these fields are related to new business creation information. J indicates that these fields are related to new job creation information. E indicates that these fields are related to participant employment information. F indicates that this field is related to leveraging additional funds.

Column 2 describes the program goal. For example, "New businesses created to employ low-income individuals."

Column 3 describes the indicators of progress toward the goal in Column 2 to be used to report in the rest of the columns in the row. Indicators are measurable elements of the desired results of the program. For example, "The # of new businesses created" and "The # of new businesses created that have stayed in operation for AT LEAST 12 months."

Column 4 describes where the project started on this goal. This is described by entering the value of the indicator at the start of [the project, the year or the reporting period- a decision you will want to make]. For example at the beginning of [project/year/reporting period] 10 jobs may have been created, so at the beginning of the [next period] the baseline for the # of jobs created would be 10. In the first [year/reporting period or at the beginning of the project] this number would be 0. In subsequent reports, this number would be the same number that was entered in the "actual to date" column in the previous report.

Column 5 describes the final target for the project. So continuing the example, if the project expects to create 25 jobs at the end of the project, this number would be 25. This number will not change from one reporting period to another.

Column 6 documents the grantees cumulative progress towards the project goal. For example, at the end of the second year the grantee may have created a total of 27 jobs, two more than it had planned on.

Column 7 provides the grantee space to provide any additional data that the OCS Project Specialist might need to better understand the data. For example, the grantee may use this space to explain any variance between actual performance (Column 7) and the performance target (Column 5 or 6)

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Objectives & Goals and Indicators –

The table below has five columns:

Column 1, "Indicator number," contains the corresponding question number on the PPR form A.

Column 2, "Indicator," contains the question, or data element, requested on the PPR form.

Column 3, "Description of Indicator," contains a description of the data requested. In some cases, the description in this column refers to just one indicator; in others, it pertains to multiple related indicators. This description elaborates on the questions in the PPR and provides clarification on the data requested. In cases where the description applies to multiple indicators, it clarifies relationships between the multiple indicators.

Column 4, "Check your data," defines relationships among related answers. The inequalities listed in each cell specify which data elements are subsets of other data elements and should therefore contain numbers that are not greater than the answers for which they are a subset. You should use the information in this column to ensure you filled out the PPR form properly.

Column 5, "Example," provides sample scenarios and how the data would be recorded in the PPR.

The objectives and goals describe the information that OCS wants the grantee not only to collect, but to include in the grant and annual planning. Given the diversity of CED projects, not all of the objectives will apply to every grantee.

Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)																				
Objective: Create new businesses to employ low-income individuals																								
A-01-B	Total # of new businesses created	This indicator measures how many total businesses were created with the CED grant	$A-01-B \geq A-02-B$	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total new businesses created</td> <td align="right">20</td> </tr> <tr> <td>Number of those that were created AT LEAST 12 months ago</td> <td align="right">15</td> </tr> <tr> <td>Number of those that are still in existence</td> <td align="right">10</td> </tr> <tr> <td>Number of those that are no longer in existence</td> <td align="right">5</td> </tr> <tr> <td>Number of businesses created less than 12 months ago</td> <td align="right">5</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-01-B</td> <td align="right">20</td> </tr> <tr> <td>A-02-B</td> <td align="right">15</td> </tr> <tr> <td>A-03-B</td> <td align="right">10</td> </tr> </tbody> </table>	Scenario		Total new businesses created	20	Number of those that were created AT LEAST 12 months ago	15	Number of those that are still in existence	10	Number of those that are no longer in existence	5	Number of businesses created less than 12 months ago	5	Answers		A-01-B	20	A-02-B	15	A-03-B	10
Scenario																								
Total new businesses created	20																							
Number of those that were created AT LEAST 12 months ago	15																							
Number of those that are still in existence	10																							
Number of those that are no longer in existence	5																							
Number of businesses created less than 12 months ago	5																							
Answers																								
A-01-B	20																							
A-02-B	15																							
A-03-B	10																							
A-02-B	# of new businesses that were created AT LEAST 12 months ago	These two indicators measure how many of the businesses that were created with CED funds at least 12 months ago remained in existence after 12 months. The purpose of these indicators is to measure the longevity of the businesses that have been created, while correcting for businesses that were created less than 12 months ago. This allows OCS to accurately calculate the percentage of new businesses lasting at least 12 months without having businesses less than 12 months old skew the result. NOTE: Businesses created more than 12 months ago that lasted at least 12 months but have since folded should still be counted in A-03-B.	$A-02-B \leq A-01-B$ $A-02-B \geq A-03-B$																					
A-03-B	# new businesses created AT LEAST 12 months ago that have been or were operational in the community for AT LEAST 12 consecutive months		$A-03-B \leq A-02-B$																					
Objective: Expand existing businesses to employ low-income individuals																								

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Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)																
A-04-B	Total # of businesses expanded	This indicator measures the number of already-existing businesses that were expanded using CED funds. It does not measure new businesses that were created with CED funds, but rather businesses that existed before the CED grant and that the CED grant helped expand.																		
Objective: Create positions to employ all individuals (low-income and non-low-income)																				
A-00-J	Total # of full-time positions created (low-income and non-low-income)	This indicator measures the total number of full-time positions that were created using CED funds, including positions created for low-income individuals and those created for non-low-income individuals.	A-00-J ≥ A-06-J A-00-J ≥ A-07-J A-00-J ≥ A-08-J A-00-J ≥ A-09-J A-00-J ≥ A-10-J A-00-J ≥ A-11-J A-00-J ≥ A-12-J	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total full-time jobs created for low-income individuals</td> <td align="right">100</td> </tr> <tr> <td>Total full-time jobs created for non-low-income individuals</td> <td align="right">20</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-00-J</td> <td align="right">120</td> </tr> <tr> <td>A-06-J</td> <td align="right">100</td> </tr> </tbody> </table>	Scenario		Total full-time jobs created for low-income individuals	100	Total full-time jobs created for non-low-income individuals	20	Answers		A-00-J	120	A-06-J	100				
Scenario																				
Total full-time jobs created for low-income individuals	100																			
Total full-time jobs created for non-low-income individuals	20																			
Answers																				
A-00-J	120																			
A-06-J	100																			
Objective: Create positions to employ low-income individuals																				
A-05-J	Total # of part-time positions created	This indicator measures the total number of part-time positions that were created using CED funds.																		
A-06-J	Total # of full-time positions created	This indicator measures the total number of positions created with CED funds, regardless of whether they were filled by TANF recipients.	A-06-J ≥ A-07-J A-06-J ≥ A-08-J A-06-J ≤ A-21-E	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total full-time jobs created</td> <td align="right">100</td> </tr> <tr> <td>FT jobs created AT LEAST 6 months ago</td> <td align="right">60</td> </tr> <tr> <td>FT jobs lasting AT LEAST 6 months</td> <td align="right">30</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-06-J</td> <td align="right">100</td> </tr> <tr> <td>A-07-J</td> <td align="right">60</td> </tr> <tr> <td>A-08-J</td> <td align="right">30</td> </tr> </tbody> </table>	Scenario		Total full-time jobs created	100	FT jobs created AT LEAST 6 months ago	60	FT jobs lasting AT LEAST 6 months	30	Answers		A-06-J	100	A-07-J	60	A-08-J	30
Scenario																				
Total full-time jobs created	100																			
FT jobs created AT LEAST 6 months ago	60																			
FT jobs lasting AT LEAST 6 months	30																			
Answers																				
A-06-J	100																			
A-07-J	60																			
A-08-J	30																			
A-07-J	# of those full-time positions that were created AT LEAST six months ago	These two indicators measure how many of the positions that were created at least six months ago remained in existence six months after they were created. The purpose of this indicator is to measure the longevity of positions created, while correcting for positions that were created less than six months ago. This allows OCS to accurately calculate the percentage of new positions lasting at least six months without having jobs less than six months old skew the result. NOTE: Positions that were created more	A-07-J ≤ A-06-J A-07-J ≥ A-08-J																	
A-08-J	# of full-time positions created that have been or were operational in the community for AT LEAST six consecutive months		A-08-J ≤ A-06-J A-08-J ≤ A-07-J																	

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Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)														
		than six months ago and lasted at least six months but no longer exist should still be																
Objective: Create full-time positions with benefits																		
A-09-J	Total # of full-time positions created with health care benefits	These four indicators document the quality of the positions created. Not all grantees can create positions with health care benefits or opportunity for advancement. However, those grantees that do will want to show the accomplishment of creating higher quality jobs.	A-09-J ≤ A-06-J															
A-10-J	Total # of full-time positions created with sick leave		A-10-J ≤ A-06-J															
A-11-J	Total # of full-time positions created with retirement benefits		A-11-J ≤ A-06-J															
A-12-J	Total # of full-time positions created with profit-sharing		A-12-J ≤ A-06-J															
Objective: Prepare low-income individuals for employment																		
A-13-E	Total # of low-income individuals trained in skills for the jobs created	This indicator documents the number of low-income individuals who were trained. It includes TANF recipients.	A-13-E ≥ A-14-E	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Number of low-income individuals trained by CED program</td> <td align="right">100</td> </tr> <tr> <td>Number of those low-income individuals who were TANF recipients</td> <td align="right">20</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-13-E</td> <td align="right">100</td> </tr> <tr> <td>A-14-E</td> <td align="right">20</td> </tr> </tbody> </table>	Scenario		Number of low-income individuals trained by CED program	100	Number of those low-income individuals who were TANF recipients	20	Answers		A-13-E	100	A-14-E	20		
Scenario																		
Number of low-income individuals trained by CED program	100																	
Number of those low-income individuals who were TANF recipients	20																	
Answers																		
A-13-E	100																	
A-14-E	20																	
A-14-E	# of those low-income individuals trained who were TANF recipients	This indicator documents the number of low-income individuals who were trained who were TANF recipients when they first took part in CED-funded training.	A-14-E ≤ A-13-E															
Objective: Employ low-income individuals in the positions created																		
A-15-E	Total # of low-income individuals, including TANF recipients, employed in the full-time positions created	This indicator measures the total number of low-income individuals placed in the full-time positions created with CED funds. This number accounts for turnover.	A-15-E ≥ A-06-J A-15-E ≥ A-16-E A-15-E ≥ A-21-E	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total jobs created</td> <td align="right">100</td> </tr> <tr> <td>Total number of low-income individuals employed in those jobs through the course of the grant period</td> <td align="right">125</td> </tr> <tr> <td>Total number of those low-income individuals who were TANF recipients</td> <td align="right">50</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-15-E</td> <td align="right">125</td> </tr> <tr> <td>A-16-E</td> <td align="right">50</td> </tr> </tbody> </table>	Scenario		Total jobs created	100	Total number of low-income individuals employed in those jobs through the course of the grant period	125	Total number of those low-income individuals who were TANF recipients	50	Answers		A-15-E	125	A-16-E	50
Scenario																		
Total jobs created	100																	
Total number of low-income individuals employed in those jobs through the course of the grant period	125																	
Total number of those low-income individuals who were TANF recipients	50																	
Answers																		
A-15-E	125																	
A-16-E	50																	
A-16-E	# of those low-income individuals employed who were TANF recipients	This indicator measures the total number of low-income individuals who were TANF recipients at the time they were placed in the full-time positions created with CED funds. This number accounts for turnover.	A-16-E ≤ A-15-E A-16-E ≥ A-23-E															
Objective: Create full-time positions with opportunity for advancement																		

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Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)										
A-17-E	Average STARTING wage of all low-income individuals, including TANF recipients, placed in full-time positions created	These two indicators measure the average wage at which individuals in CED-funded positions are hired. These numbers only account for starting wage, and do not factor in the new wages of employees who have been awarded raises.												
A-18-E	Average STARTING wage of TANF recipients placed in full-time positions created													
A-19-E	# of individuals in positions created who received job promotions	These two indicators measure the upward mobility in the jobs created.	A-19-E ≤ A-15-E											
A-20-E	# of individuals in full-time positions created who received pay raises		A-20-E ≤ A-15-E											
Objective: Help low-income individuals retain new jobs														
A-21-E	Total # of low-income individuals who were hired into a CED-created full-time position AT LEAST six months ago	These two indicators measure the total number of low-income individuals who were employed in a job created with CED funds and remained in that job for at least six consecutive months. It includes individuals who retained their jobs for at least six months and then left the jobs, as well as individuals who retained their jobs for longer than six months. Low-income individuals include TANF recipients.	A-21-E ≥ A-06-J A-21-E ≤ A-15-E A-21-E ≥ A-22-E A-21-E ≥ A-23-E	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total jobs created</td> <td>100</td> </tr> <tr> <td>Total low-income individuals employed in the jobs created</td> <td>125</td> </tr> <tr> <td>Number of those low-income individuals who were hired AT LEAST 6 months ago</td> <td>60</td> </tr> <tr> <td>Number of those low-income individuals employed who kept their jobs for AT LEAST 6 months</td> <td>40</td> </tr> </tbody> </table>	Scenario		Total jobs created	100	Total low-income individuals employed in the jobs created	125	Number of those low-income individuals who were hired AT LEAST 6 months ago	60	Number of those low-income individuals employed who kept their jobs for AT LEAST 6 months	40
Scenario														
Total jobs created	100													
Total low-income individuals employed in the jobs created	125													
Number of those low-income individuals who were hired AT LEAST 6 months ago	60													
Number of those low-income individuals employed who kept their jobs for AT LEAST 6 months	40													
A-22-E	Total # of low-income individuals who retained their full-time jobs for AT LEAST six consecutive months	These two indicators measure the total number of TANF recipients who were employed in a position created with CED funds and remained in that position for at least six consecutive months. It includes individuals who retained their jobs for at least six months and then left the jobs, as well as individuals who retained their jobs for longer than six months. TANF recipients are a subset of	A-22-E ≤ A-21-E	<table border="1"> <tbody> <tr> <td>Number of the total low-income individuals employed who were also TANF recipients</td> <td>50</td> </tr> <tr> <td>Number of those TANF recipients who were hired AT LEAST 6 months ago</td> <td>25</td> </tr> <tr> <td>Number of TANF recipients who were employed AT LEAST 6 months</td> <td>20</td> </tr> </tbody> </table>	Number of the total low-income individuals employed who were also TANF recipients	50	Number of those TANF recipients who were hired AT LEAST 6 months ago	25	Number of TANF recipients who were employed AT LEAST 6 months	20				
Number of the total low-income individuals employed who were also TANF recipients	50													
Number of those TANF recipients who were hired AT LEAST 6 months ago	25													
Number of TANF recipients who were employed AT LEAST 6 months	20													
A-23-E	# of TANF recipients who were hired into a CED-created full-time position AT LEAST six months ago		A-23-E ≤ A-16-E A-23-E ≤ A-21-E A-23-E ≥ A-24-E	<table border="1"> <thead> <tr> <th colspan="2">Answers</th> </tr> </thead> <tbody> <tr> <td>A-21-E</td> <td>60</td> </tr> <tr> <td>A-22-E</td> <td>40</td> </tr> <tr> <td>A-23-E</td> <td>50</td> </tr> <tr> <td>A-24-E</td> <td>20</td> </tr> </tbody> </table>	Answers		A-21-E	60	A-22-E	40	A-23-E	50	A-24-E	20
Answers														
A-21-E	60													
A-22-E	40													
A-23-E	50													
A-24-E	20													

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Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)
A-24-E	# of TANF recipients who retained their full-time jobs for AT LEAST six consecutive months	low-income individuals, so every TANF recipient should also be counted as a low-income individual.	$A-24-E \leq A-21-E$ $A-24-E \leq A-22-E$ $A-24-E \leq A-23-E$	<i>More specific examples concerning how to count individuals employed in jobs created can be found on Page 9.</i>
Objective: Leverage additional funds to increase project success				
A-25-F	How many dollars total dollars has your project leveraged?	These five indicators measure the amount of money leveraged through any non-CED source.	$A-25-F$ equals the sum of $A-26-F$, $A-27-F$, $A-28-F$ and $A-29-F$ $A-26-F$ $A-27-F$ $A-28-F$ $+ \underline{A-29-F}$ $A-25-F$	
A-26-F	How many dollars has your project leveraged from government funds?			
A-27-F	How many dollars has your project leveraged from the private sector?			
A-28-F	How many dollars has your project leveraged from loans?			
A-29-F	How many dollars has your project leveraged from other sources?			
Objective: Generate revenue through CED-created businesses				
A-30-E	How much program income has your CED project generated?	This indicator measures the amount of gross revenue your CED project has generated. It refers to revenue generated through your CED-		

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Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)
		created business(es), and does not count leveraged funds. If your project has not generated any revenue, please enter 0.		

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Specific examples for how to count individuals employed in CED-created jobs

For all three examples that follow, assume you created Business A with your CED funds and that it is September 2010.

Example 1: John was hired at Business A in July 2009. When he was hired, he qualified as a low-income individual. He was also a TANF recipient. He still holds a job at Business A. John would be counted in each of the following categories:

- ✓ **A-15-E** - # of low-income individuals employed in jobs created
- ✓ **A-16-E** - # of low-income individuals employed who were TANF recipients
- ✓ **A-21-E** - Total # of low-income individuals who were hired into a CED-created job AT LEAST six months ago
- ✓ **A-22-E** - Total # of low-income individuals who retained their jobs for AT LEAST six consecutive months
- ✓ **A-23-E** - # of TANF recipients who were hired into a CED-created job AT LEAST six months ago
- ✓ **A-24-E** - Total # of individuals who were TANF recipients who retained their jobs for AT LEAST six consecutive months

Example 2: Mary was hired at Business A in June 2009. When she was hired, she qualified as a low-income individual. Mary stayed with Business A until July 2010 and then left. Mary would be counted in each of the following categories:

- ✓ **A-15-E** - Total # of low-income individuals employed in jobs created
- ✓ **A-21-E** - Total # of low-income individuals who were hired into a CED-created job AT LEAST six months ago
- ✓ **A-22-E** - Total # of low-income individuals who retained their jobs for AT LEAST six consecutive months

Example 3: Charlie was hired at Business A in February 2010. At the time he was hired, he qualified as a low-income individual. He was also a TANF recipient. He left the job at Business A in April 2010. Charlie would be counted in each of the following categories:

- ✓ **A-15-E** - Total # of low-income individuals employed in jobs created
- ✓ **A-16-E** - # of low-income individuals employed who were TANF recipients
- ✓ **A-21-E** - Total # of low-income individuals who were hired into a CED-created job AT LEAST six months ago
- ✓ **A-23-E** - # of TANF recipients who were hired into a CED-created job AT LEAST six months ago

Example 4: Jennifer was hired at Business A in July 2010. When she was hired, she qualified as a low-income individual. Jennifer still holds a job at Business A. Jennifer would be counted in each of the following categories:

- ✓ **A-15-E** - Total # of low-income individuals employed in jobs created

C.