

Grant Number/Name:

2010 AFI Data Report Grantee Checklist

Please use this checklist as a guide for reviewing your project's data report prior to submission. If you have any questions about this checklist, or the data report, please contact the AFI Resource Center Data Team at 1-866-778-6037 or via email at info@idaresources.org.

Section A	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up												
<input type="checkbox"/> Contact info completed (A.10 - A.13)														
Section B	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up												
<input type="checkbox"/> Appropriate questions answered based on type of AFI Project <ul style="list-style-type: none"> ▪ If single agency selected in B.1, answers for B.8- B.15 are provided. B.16 - B.20 should not be answered if a single agency. ▪ If Network agency selected in B.1., answers for B.16 - B.20 are provided. B.8 - B.15 should not be answered if a network project. 	<input type="checkbox"/> Agency Budget appears to be representative of entire agency, not just the IDA program (B.3) <input type="checkbox"/> Data management system information provided (B.4). If "other" selected, information is provided in the text box.													
Section C	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up												
<input type="checkbox"/> If varies is selected in any of questions C.6 - C.21, text explaining variation appears. <input type="checkbox"/> Info completed appears to be cumulative, that is numbers provided in 2010 Data Report are greater than or equal to numbers provided in the project's 2009 Data Report for questions: <ul style="list-style-type: none"> ▪ C.25 (number of participants who completed financial literacy training) ▪ C.29 (number of participants who completed home purchase training) ▪ C.32 (number of participants who completed education training) ▪ C.35 (number of participants who completed business training) ▪ C. 36 - 50 (number of participants receiving various services provided) 														
Section D	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up												
<input type="checkbox"/> D.1-D.5 appear cumulative, that is they are greater than or equal to numbers provided in the project's 2009 Data Report. Potential exceptions would be if participants were transferred out of one grant into another. Demographic info totals to answer in D.5 D.5= _____ <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> D.7 - D.9 _____</td> <td style="width: 50%;"><input type="checkbox"/> D.42 - D.52 _____</td> </tr> <tr> <td><input type="checkbox"/> D.11 - D.17 _____</td> <td><input type="checkbox"/> D.54 - D.57 _____</td> </tr> <tr> <td><input type="checkbox"/> D.19 - D.24 _____</td> <td><input type="checkbox"/> D.59 - D.65 _____</td> </tr> <tr> <td><input type="checkbox"/> D.26 - D.32 _____</td> <td><input type="checkbox"/> D.67 - D.74 _____</td> </tr> <tr> <td><input type="checkbox"/> D.34 - D.40 _____</td> <td><input type="checkbox"/> D.76 - D.80 _____</td> </tr> <tr> <td></td> <td><input type="checkbox"/> D.104 - D.108 _____</td> </tr> </table>	<input type="checkbox"/> D.7 - D.9 _____	<input type="checkbox"/> D.42 - D.52 _____	<input type="checkbox"/> D.11 - D.17 _____	<input type="checkbox"/> D.54 - D.57 _____	<input type="checkbox"/> D.19 - D.24 _____	<input type="checkbox"/> D.59 - D.65 _____	<input type="checkbox"/> D.26 - D.32 _____	<input type="checkbox"/> D.67 - D.74 _____	<input type="checkbox"/> D.34 - D.40 _____	<input type="checkbox"/> D.76 - D.80 _____		<input type="checkbox"/> D.104 - D.108 _____		
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Section E	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up												
<input type="checkbox"/> E.1 in 2010 Data Report = E.1 in 2009 Data Report <input type="checkbox"/> E.2 in 2010 Data Report = E.2 in 2009 Data Report <input type="checkbox"/> E.3 in 2010 Data Report is not less than E.3 in 2009 Data Report <input type="checkbox"/> E.4 in 2010 Data Report is not less than E.4 in 2009 Data Report <input type="checkbox"/> E.3 should be less than or equal to amount entered in E.4 (Projects should have drawn down AFI money at rate less than or equal to non-federal match ever deposited.)														

Section F	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up
<input type="checkbox"/> F.1 in 2010 Data Report = F.1 in 2009 Data Report <input type="checkbox"/> If F.3 is greater than 0, at least one reason in F.4 - F.8 is selected. <input type="checkbox"/> F.9 = D.5. (F.9 would not equal D.5 if a participant opened more than one AFI IDA.) <input type="checkbox"/> (F.10+F.11) ≤ F.9. The number of accounts ever closed should be less than or equal to those ever opened. <input type="checkbox"/> Reported answer in F.12 is participant savings only (does not include match funds) <ul style="list-style-type: none"> ▪ If unexplained variance appears in Section H for Participant Savings Balance, check F.12 for feasibility given program features. 	<input type="checkbox"/> Sum Total of IDAs Open as of 9/30/10 = F.9 – (F.10 + F.11) The number of <i>reported open IDAs as of September 30, 2010</i> should be equal to the <i>number of IDAs ever opened</i> minus those <i>IDAs closed due to asset purchase</i> and minus those <i>IDAs closed for other reasons</i> . <input type="checkbox"/> Sum Total of Participant Savings in Open Accounts as of 9/30/10 = Includes only participant savings in open accounts as of 9/30/10. DOES NOT INCLUDE MATCH FUNDS.	
Section G	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up
If type of withdrawal is offered, the number of participants who made withdrawals is less than or equal to the number of withdrawals made: <ul style="list-style-type: none"> <input type="checkbox"/> G.3 ≤ G.2 <input type="checkbox"/> G.9 ≤ G.8 <input type="checkbox"/> G.15 ≤ G.14 <input type="checkbox"/> G.21 ≤ G.20 <input type="checkbox"/> G.26 ≤ G.25 <input type="checkbox"/> G.29 ≤ G.28 <input type="checkbox"/> The number of account holders making a matched withdrawal should be less than or equal to the number of individuals who have completed financial education. C.25 ≥ (G.3 +G.9+ G.15 +G.21).	<input type="checkbox"/> For each applicable withdrawal category, AFI match funds disbursed is less than or equal to (≤) non-federal match disbursed. If this is legitimately not the case, explanation is provided in G.31. <input type="checkbox"/> Number of withdrawals and withdrawal amounts appear cumulative, that is they are greater than or equal to numbers provided in the project's 2010 Data Report. Potential exceptions would be if participants (and their relevant withdrawals) were transferred out of one grant into another.	
Section H	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up
<input type="checkbox"/> A. Variance is reasonable and explained (Please investigate variance to verify that it truly exists. Legitimate variance is that which falls within AFI policy guidelines, e.g., interest or qualified administrative expenditures.) <input type="checkbox"/> B. Variance is reasonable and explained (Please investigate variance to verify that it truly exists. Legitimate variance is that which falls within AFI policy guidelines.)	<input type="checkbox"/> C. Variance is explained. It is uncommon for this area to have legitimate variance. Please investigate, and if variance still exists, provide specific explanation.	
Section I	<input type="checkbox"/> OK	<input type="checkbox"/> Needs Follow-up
<input type="checkbox"/> Section is completed only if project had matched Withdrawals Demographic info totals to answer in I.2 I.2 = _____ <input type="checkbox"/> I.4 - I.6 _____ <input type="checkbox"/> I.8 - I.14 _____ <input type="checkbox"/> I.16 - I.21 _____ <input type="checkbox"/> I.23 - I.29 _____	<input type="checkbox"/> Data is only matched withdrawals in FY 2010 <input type="checkbox"/> I.31 - I.41 _____ <input type="checkbox"/> I.43 - I.46 _____ <input type="checkbox"/> I.48 - I.55 _____ <input type="checkbox"/> I.57 - I.61 _____ <input type="checkbox"/> I.68 - I.72 _____	