

API Data

Objectives

- Partners will have a better understanding of why API data is collected
- Partner will be better able to find API Indicators in Quarterly Reports
- Partner will have a better knowledge of how to get Indicators if there is no Quarterly Report or information is missing

Course Content

1. Why do we need API Data?

As a Federal agency, USADF is required to collect and analyze performance data for inclusion in an annual Assessment of Program Impact (API) report for the U.S. Congress.

2. What Data is Needed for the API Report?

USADF collects performance information on individual projects annually for API including:

- (1) Sales Revenues
- (2) Export Sales Revenues
- (3) Net Income (before taxes and depreciation)
- (4) Number of Owners and Full-time Workers
- (5) Number of Female Owners and Full-time Workers
- (6) Salaries and Wages Paid
- (7) Bonuses and Profit-Sharing Paid to Workers
- (8) Number of Farmers or Artisans Supplying Raw Materials
- (9) Number of Female Farmers or Artisans Supplying Raw Materials
- (10) Value of Raw Material Purchases from Farms or Artisans
- (11) Value of Loans Disbursed
- (12) Value of Other Social Benefit Contributions (cash or in-kind)
- (13) Community Reinvestment Contributions (CRG)
- (14) Awards or recognition received
- (15) Expansion or replication
- (16) Types of Export Products
- (17) Follow-on Financing
- (18) Infrastructure Constructed (PDM infrastructure projects only)

- Data is needed for the one year period from **July 1** of the previous year to **June 30** of the current year. (i.e. Data collected in October 2009 should cover July 1, 2008-June 30, 2009.)

- (a) The data is through June because it must reflect a full year period and the request falls after the June Quarterly Report but before the following QR

- Data should be provided for the business on a whole, not just for ADF grant activities.
- Expired projects are required to report on only a subset of the API data.

For definitions of the Indicators see *API Indicators Handout* 

3. What Projects Do We Report API Data on?

- A. Active Grants
 - (1) Grants that were active on April 1st of the current year, and
 - (2) have received cumulative disbursements of at least \$3,000
- B. Expired Grants
 - Grants that expired within the last three years
- C. Exceptions
 - Some grants that are not far enough along to be able to attribute any impact may be excluded
 - Investments that were prematurely terminated may be excluded if data are not available or reliable
 - Microfinance projects only need to report on one item: value of loans disbursed

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- Any exceptions must be discussed and agreed to by ADFW
- D. Partner and Field Offices
- ADF is also required to provide minimal information on both the partner and ADF field offices.
 - Partners and ADF field offices must fill out a one page questionnaire.

4. How Do We Get the Data?

A. Active Grants that started after July 2008

- For grantees using the new quarterly report format, the API data is reported by the grantee on the “Performance Indicator” worksheet in the “Indicators for All ADF Clients” section. Indicators may also be found in the financial statements.

B. Active Grants that started before July 2008

- Grantees should be reporting on the API indicators in their quarterly reports, but the formats are less standard and comprehensive.
- Old QR’s have a page titled “Part 2- Performance Indicator Report and Variance” where most of the data can be found.
- This page includes a chart that lists the project and API Performance Indicators along with the baseline, quarter and total values
- The page titled “Discussion on the Indicators” provides more detailed explanations and narratives on the indicators.

C. Grants with incomplete QR data

- The partner will need to call or visit the grantee to get the API information.
- If the grantee is not sure how the data themselves, plan a visit to show them how. Look at:

- (1) **For** Sales Revenues and Export Sales Revenues **look in** the Sales Journal and Cash Receipts Journal.
- (2) **For** Number of Farmers or Artisans Supplying Raw Materials, Raw Material Purchases from Farms or Artisans, Social Benefit Contributions, and CRG **look in** the Cash Expenditures Journal.
- (3) **For** Net Income **look in** the General Ledger and Annual Reports.
- (4) **For** Loans Disbursed **look in** the Revolving Fund or Loan Tracking Journal.
- (5) **For** Salaries and Wages, Bonuses and Profit-Sharing, and Number of Owners and Fulltime Workers **look in** the Payroll Records.

D. For Expired Projects

- Since you will not have QR’s for expired projects, the partner will need to call or visit the old grantee to get the API data.
- When the grantees sign the Grant Agreement, they commit to provide requested information for the three years after the end of the grant.

5. Timeline for API Data

A. **Late September/Early October-** The

request for API data is sent to the field.

The partners should:

- Begin to gather together the information for each grant
- Identify what information is not already available in the submitted QRs
- Make a plan for which grantees need to be contacted and which staff member will call/visit

B. **Early November-** API data is due to ADFW.

Program staff and the ADF evaluation Officer will review and ask for clarification where needed.

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- C. **Mid November**- Final API data is entered into the ADF grant database either by the partner or ADF staff (varies by country depending on database access).
- D. **December**- ADF compiles the Foundation wide report and submits the final report by January.

6. API Roles and Responsibilities

- A. Partner
 - (1) Collects the API data in the field and submits it to ADF
 - (2) Enters the API data into the ADF grant database (varies by country)
 - (3) Fills out the *Questionnaire for Partner Organizations* providing information on their own organization

For more information see the Questionnaire for Partner Organizations Handout 
- B. ADF Responsibilities

- (1) Gives the partner a complete list of the grants and the data needed for each grant.
- (2) Reviews the data for completeness and accuracy.
- (3) Field office fills out the *Questionnaire for Country Representatives*.
- (4) Enters the API data into the ADF grant database (varies by country).
- (5) Prepares the final performance report for Congress.

For more information see the Questionnaire for Country Representatives Handout 

7. Advice from the Experts

- A strong focus on setting up data collection systems with the grantee during project startup can significantly reduce time and effort spent on API data collection.

Handouts

API Indicators Handout

Sample API Data Collection List

Questionnaire for Partner Organizations Handout

Questionnaire for Country Representatives Handout

API Data Course Notes