

NeighborWorks America Reporting Requirements Overview

Members of the NeighborWorks® Network are expected to complete several reports every fiscal year.

The most important of these reports are:

The Quarterly Production Report (QPR):

The NeighborWorks® Network Quarterly Production Report captures the quarterly output of programmatic activities executed by network organizations across various lines of business. It measures the value of these activities in terms of new dollars invested in the community and the number of clients/housing units created. The data is used for NeighborWorks® America internal analysis and grant-making decisions.

Currently, data is collected in the following areas:

- Homeownership Promotion and Preservation
- Financial Capability
- Development and Preservation of Residential Housing Units For Sale and Rental
- Development and Preservation of Commercial Units
- Commercial Lending
- Special Projects
- Community Building and Engagement.

NeighborWorks America operates on the Federal Fiscal Year, which runs from October 1 - September 30. All parts of the quarterly report are due on the 25th of the month that follows the end of the reporting period.

The Annual Survey:

The NeighborWorks® Network Annual Survey is a comprehensive report that is collected on a yearly basis, and it is comprised of the following surveys:

- Programs and Services
- Community Business Lending
- General Information
- National Real Estate Programs
- Residential Lending Activities
- Salary Information

In addition to these reports the organization may be responsible for completing other ad-hoc reports throughout the fiscal year.

The Quarterly Production, Annual Survey and other ad-hoc data is collected via the Online Reporting System (ORS) which is a cloud-based data management application.

The data collection process is overseen by the Data Management-Corporate Strategy and Impact Department. This department is responsible for administering the surveys and reports that are used to collect data from the chartered organizations, perform data quality control and provide training and ongoing technical support.