

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

OMB Control No.: xxxx-xxxx  
Expiration Date: xx/xx/xxxx

Information from the semi-annual ACF performance progress report (PPR) will be used by the Office of Family Assistance to meet grants management requirements and by grantees themselves to self-monitor progress and challenges (continuous quality improvement). Semi-annual progress reports are due within 30 days of the end of each 6-month reporting period, which are:

- Reporting Period 1: October 1 – March 31; Report Due: April 30
- Reporting Period 2: April 1 – September 30; Report Due: October 31

The PPR consists of the following four parts, with both qualitative and quantitative descriptions of program performance:

**Part 1:** ACF-OGM-SF-PPR Cover Page found at  
[https://www.acf.hhs.gov/sites/default/files/assets/acf\\_ogm\\_ppr.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_ogm_ppr.pdf)

**Part 2:** Appendix B – Qualitative (narrative) description of program indicators:

- B-01 Performance Narrative
- B-02 Major Activities and Accomplishments
- B-03 Problems (Challenges)
- B-04 Significant Findings and Events
- B-05 Dissemination Activities
- B-06 Other Activities
- B-07 Activities Planned for the Next Reporting Period
- B-08 Selected Participant Outcomes

**Part 3:** Appendix C – Quantitative (numeric) performance measures:

- C-01 Recruitment
- C-02 Applicant Characteristics
- C-03 Program Enrollment
- C-04 Program Participation
- C-05 Quality Assurance and Monitoring (Continuous Quality Improvement)
- C-06 Referrals
- C-07 Implementation Challenges
- C-08 Marketing
- C-09 Participant Outcomes
  - 9.1 Adults
  - 9.2 Youth

**Part 4:** Federal Financial Report (FFR) SF-425 found at  
<http://www.acf.hhs.gov/sites/default/files/assets/SF-425.pdf>

Please address each reporting area. Once you complete the PPR packet, upload it, along with the ACF-OGM-SF-PPR Cover Page, as a Grant Note in GrantSolutions. Please contact your OFA Federal Program Specialist for additional guidance.

THE PAPERWORK REDUCTION ACT OF 1995

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The information requested in this survey will be used to document how programs receiving HMRF grant funding operate and describe participant outcomes. The data gathered will allow ACF to better monitor grantee progress and performance. In accordance with the requirements of the Privacy Act of 1974, as amended (5 U.S.C. 552a), ACF/OPRE established system of records titled: 09-80-0361 OPRE Research and Evaluation Project Records, HHS/ACF/OPRE. A Federal Register Notice (80 FR 17893) announced the system.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

**Part 1: ACF-OGM-SF-PPR Cover Page**

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

**Part 2: Appendix B – PROGRAM INDICATORS**

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B-01 PERFORMANCE NARRATIVE**

**Please provide details on the following questions about your program and services.**

**1. Target population**

Please provide a detailed description of your target population.

**2. Program services**

Please provide a detailed description of the following:

- Program components, including workshops and case management
- Curriculum, including name, length, and format
- Type, frequency, and purpose of individual-level contacts with participants
- Program supports, such as gas cards or bus tokens to get to workshops

**3. Job and Career Advancement**

Please provide a detailed description of the following:

- Describe the employment services offered to participants in need of employment.
- Provide a list of employment partners (including those that provide subsidized and unsubsidized jobs) and their roles and responsibilities. Also indicate whether each partner has a memorandum of understanding with the grantee.

**4. Programs with Subsidized Employment Elements**

If employment subsidies are provided, please provide detailed descriptions to the following:

- Policies, procedures, and requirements for placing participants in subsidized employment
- The process used by employment specialists to identify and create employment opportunities.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

5. Staffing

Please provide a list of program key staff with roles and responsibilities.

6. Organizational/Program Partners

Please provide a list of program partners (specify those with MOUs) and their roles and responsibilities for program implementation.

7. Other

Please provide any other details on performance that you think are relevant for this reporting period.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B-02 MAJOR ACTIVITIES & ACCOMPLISHMENTS**

**Describe major programmatic and operational activities and accomplishments during this reporting period in the topical areas shown below.**

**1. Recruitment methods and strategies**

Please provide a detailed description of your recruitment strategies and approaches, including any changes, during this reporting period.

**2. Recruitment performance measures**

Please review the performance measures in Appendix C-01. Is there anything else you would like to share about the recruitment methods?

**3. Program intake and applicant characteristics**

Please describe your program's intake process and when an applicant is considered "enrolled" in your program.

**4. Applicant characteristics performance measures**

Please review the performance measures in Appendix C-02. Is there anything else you would like to share about the characteristics of program applicants this reporting period?

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**5. Program enrollment**

Please describe your program's progress toward meeting enrollment targets. If you are not meeting your enrollment targets, please describe challenges you are experiencing and plans to address them.

In the space provided below, please describe:

- The degree to which you are enrolling your intended target population.
- If you are not meeting your enrollment targets, please describe challenges you are experiencing and plans to address them.
- If you are exceeding your target, please describe what you think is contributing to your success—including both program-related and contextual (i.e., non-program-related) factors.

**6. Screening for Intimate Partner Violence**

Please describe whether and how applicants are screened for intimate partner violence.

**7. Process for handling disclosures of intimate partner violence (IPV)**

Please indicate whether the grantee has a written plan to respond to possible disclosures of IPV. If yes, please provide a copy with the report due on April 30th.

**8. Program enrollment performance measures**

Please review the performance measures in Appendix C-03. Is there anything else you would like to share about program enrollment or IPV screening this reporting period?



**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**9. Program participation**

In the space provided below, please describe:

Enrollment:

- Strategies planned or being implemented to engage program enrollees in services within two weeks of program enrollment.
- Reasons why program initiation is lower than expected or desired, if relevant. Consider program-related factors (e.g., workshop schedule) as well as non-program-related (contextual) factors (e.g., client barriers to participation). Describe your current or planned efforts to increase program initiation.
- Reasons why program initiation is higher than expected, if relevant. Consider program-related and non-program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting enrollees to begin services.

Retention:

- Strategies planned or being implemented to ensure program enrollees complete the workshops in which they have enrolled, and that they receive as many individual service contacts as necessary.
- Reasons why program retention is lower than expected or desired, if relevant. Consider program-related factors as well as non-program-related (contextual) factors. Describe your current or planned efforts to increase program retention.
- Reasons why program retention is higher than expected, if relevant. Consider program-related and non-program-related (contextual) factors. Identify any promising practices you think may be contributing to your success in getting participants to regularly attend and complete program services.

**10. Program participation performance measures**

Please review the performance measures in Appendix C-04. Is there anything else you would like to share about program participation this reporting period?

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

11. Quality assurance and monitoring (continuous quality improvement)

Please provide a detailed description of your plans for program quality assurance and monitoring, including training and supervision.

12. Quality assurance and monitoring (continuous quality improvement) performance measures

Please review the performance measures in Appendix C-05. Is there anything else you would like to share about your activities this reporting period to ensure program quality?

13. Staff Training

In the space provided below, please describe the trainings that staff received.

14. Referrals

In the space provided below, please provide a detailed description of your process for follow-up with participants referred for services.

15. Referral performance measures

Please review the performance measures in Appendix C-06. Is there anything else you would like to share about referrals this reporting period?

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

16. Local program evaluation

Please describe activities and accomplishments pertaining to the design and execution of your local program evaluation.

17. Other

Please describe other activities and accomplishments during the reporting period.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B-03 PROBLEMS (CHALLENGES)**

**Describe challenges encountered implementing your program during this reporting period. Describe any current or expected deviations or departures from the original project plan, including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this section to advise your Federal Program Specialist and Grants Management Specialist of assistance needs.**

**1. Implementation challenges performance measures**

Please review the performance measures in Appendix C-07. For any challenge categorized as “somewhat of a problem” or “a serious problem,” please describe the nature of the problem and any proposed solutions.

**2. Staff turnover**

Please describe any positions that are currently vacant and your plan to fill each vacancy.

**3. Technical assistance needs**

Describe any guidance or technical assistance you would like to help address current or anticipated challenges.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B-04 SIGNIFICANT FINDINGS & EVENTS**

In the table provided below, please list and briefly describe any significant findings and events that occurred this reporting period. Topics may include innovative strategies or promising practices in areas such as:

- Program staffing
- Marketing, outreach, and recruitment strategies
- Achieving enrollment targets
- How to get enrollees to show up to their first service
- How to retain participants in program services and ensure they complete all workshop sessions
- Service delivery structure and sequencing
- Workshop format(s)
- Quality assurance and monitoring of program operations (continuous quality improvement)
- Ensuring staff enter service delivery data accurately, in a timely fashion, and in a manner that protects privacy
- Designing or executing your local program evaluation

When possible, please use data to substantiate your findings.

FINDING OR EVENT	DESCRIPTION

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B-05 DISSEMINATION ACTIVITIES**

**In the space provided below, please describe your program's marketing and dissemination activities. Additionally, please itemize your efforts and include copies of any newspaper, newsletter, magazine articles, or other published materials relevant to your project's activities, or used for marketing purposes.**

Marketing performance measures

Please review the performance measures in Appendix C-08. Is there anything else you would like to share about dissemination activities this reporting period?

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

**B-06 OTHER ACTIVITIES**

In the space provided below, please describe other activities that are a part of your program. Please indicate whether the program activity is supported by the OFA grant, another funding source, or provided in-kind through another source (if applicable, please name the source).

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B-07 ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD**

In the table provided below, please list please list the key activities you plan to engage in over the next six months, and a general timeline for completion. Activities may be related to:

- Staffing
- Marketing, outreach, and recruitment
- Program enrollment
- Engaging participants in their first program service
- Retaining participants in program services
- Service delivery
- Quality assurance and monitoring program operations (continuous quality improvement)
- Data collection and data entry
- Program evaluation

PLANNED ACTIVITY	TIMELINE



**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

**B-08 SELECTED PARTICIPANT OUTCOMES**

**Please review the performance measures in Appendix C-09. Is there anything else you would like to share about program participants' outcomes this reporting period?**

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

**Part 3: Appendix C – PERFORMANCE MEASURES**

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-01 RECRUITMENT**

**1. Recruitment methods used during the reporting period**

<i>Phone or mail outreach</i>	
<i>Street outreach</i>	
<i>Referrals from community agencies</i>	
<i>On-site recruitment at community agencies</i>	
<i>Other (Please specify: _____)</i>	

**2. Agencies and organizations that provided referrals during the reporting period**

<i>Hospitals, maternity clinics, doctors' offices</i>	
<i>Schools</i>	
<i>Places of worship or faith-based community center</i>	
<i>Child support agencies (voluntary enrollment)</i>	
<i>Child support agencies (court ordered to enroll in a program like this)</i>	
<i>Employment assistance centers or one-stops</i>	
<i>TANF offices</i>	
<i>WIC agencies</i>	
<i>Head Start</i>	
<i>Healthy Start</i>	
<i>Child welfare agencies (voluntary enrollment)</i>	
<i>Child welfare agencies (court ordered to enroll in a program like this)</i>	
<i>Probation and parole</i>	
<i>Other community agencies or organizations</i>	
<i>Self-referrals</i>	
<i>Other (Please specify: _____)</i>	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**3. FTE staff dedicated to recruitment during the reporting period** **Number of staff**

<i>&lt; 0.5 FTE</i>	
<i>0.5 to 0.9 FTE</i>	
<i>1 to 1.4 FTE</i>	
<i>1.5 to 1.9 FTE</i>	
<i>2 to 2.4 FTE</i>	
<i>2.5 to 2.9 FTE</i>	
<i>3 or more FTE</i>	

**4. Program applicants (during the reporting period) who reported hearing about the program through each source** **Percent of applicants<sup>a</sup>**

<i>Word of mouth (friends, family, acquaintances)</i>	
<i>Newspaper ad, billboards, or a flyer</i>	
<i>Radio ad or a TV spot</i>	
<i>Internet ad or social media such as Facebook, Twitter</i>	
<i>Government agency, such as the Office of Child Support Enforcement, TANF, WIC, Child Welfare (CPS), parole/probation office, other agency</i>	
<i>Community organization, such as a school, hospital, maternity clinic, doctor's office, place of worship, Head Start, or Healthy Start center</i>	
<i>Program staff or program</i>	
<i>Other</i>	

**5. Primary reason applicant chose to enroll in the program** **Percent of applicants**

<i>To learn about being a better parent</i>	
<i>To learn how to improve my personal relationships</i>	
<i>To find a job or a better job</i>	
<i>Friends were coming</i>	
<i>Spouse/partner asked them to come</i>	
<i>Parole/probation officer told them to enroll in a program like this</i>	
<i>A court ordered them to enroll in a program like this</i>	
<i>Child support staff suggested they enroll in a program like this</i>	
<i>Child welfare staff suggested they enroll in a program like this</i>	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**5. Primary reason applicant chose to enroll in the program** **Percent of applicants**

<i>Other</i>	

<sup>a</sup> Applicants may provide multiple responses, so total may exceed 100 percent.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-02 APPLICANT CHARACTERISTICS**

<b>1. Demographic Characteristics</b>	<b>Percent of applicants</b>
1. Sex (male)	
2. Age	
<i>Under 18 years</i>	
<i>18-20 years</i>	
<i>21 – 24 years</i>	
<i>25 – 34 years</i>	
<i>35 – 44 years</i>	
<i>45 – 54 years</i>	
<i>55 – 64 years</i>	
<i>65 years or older</i>	
3. Grade (for programs serving youth)	
<i>Less than 9th grade</i>	
<i>9th grade</i>	
<i>10th grade</i>	
<i>11th grade</i>	
<i>12th grade</i>	
<i>College</i>	
4. Race	
<i>American Indian or Alaska Native</i>	
<i>Asian</i>	
<i>Black or African-American</i>	
<i>Native Hawaiian or other Pacific Islander</i>	
<i>White</i>	
<i>Other</i>	
5. Hispanic or Latino	
6. English is primary language	

<sup>a</sup> Applicants may provide multiple responses, so total may exceed 100 percent.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**2. Economic Stability** **Percent of applicants**

1. Educational Attainment	
<i>No degree or diploma</i>	
<i>High school diploma</i>	
<i>GED</i>	
<i>Schooling beyond high school</i>	
2. Employment Status <sup>a</sup>	
<i>Full-time employed</i>	
<i>Part-time employment</i>	
<i>Employed but number of hours changes</i>	
<i>Temporary, occasional, or seasonal employment, or odd jobs for pay</i>	
<i>Not currently employed</i>	
<i>Actively looking for work</i>	
<i>Retired</i>	
<i>Disabled</i>	
<i>In school full or part time</i>	
3. Receipt of assistance in the past month by anyone in the household	
<i>Temporary Assistance for Needy Families (TANF)</i>	
<i>Supplemental Security Income (SSI)</i>	
<i>Social Security Disability Insurance (SSDI)</i>	
<i>Supplemental Nutrition Assistance Program (SNAP)/Food stamps</i>	
<i>Women, Infants, and Children (WIC)</i>	
<i>Unemployment insurance</i>	
<i>Housing choice voucher (sometimes called Section 8)</i>	
<i>Cash assistance</i>	
<i>Child support</i>	
<i>Other</i>	

<sup>a</sup> Response options are not mutually exclusive, so total may exceed 100 percent.

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**3. Family Structure** **Percent of applicants**

1. Marital status	
<i>Married</i>	
<i>Engaged</i>	
<i>Separated</i>	
<i>Divorced</i>	
<i>Never married</i>	
<i>Widowed</i>	
2. Non-marital partner status	
<i>No current partner</i>	
<i>Involved with someone on a steady basis</i>	
<i>Involved in an on-again and off-again relationship</i>	
3. Living arrangement with partner	
<i>All of the time</i>	
<i>Most of the time</i>	
<i>Some of the time</i>	
<i>None of the time</i>	
4. Applicant or partner is pregnant	
5. Average number of total children younger than 21 years (not including pregnancy)	
6. Average number of biological or adopted children (not including pregnancy)	
7. Average number of biological or adopted children who live with applicant all or most of the time	
8. Foster care status (youth under 21 only)	
<i>Never been in foster care</i>	
<i>Left foster care over 6 months ago</i>	
<i>Recently (in the past 6 months) left foster care</i>	
<i>Currently in foster care</i>	
<i>Not sure</i>	



**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**Characteristics, at Beginning of Program, of Adult Couple and Individual Clients**

**4. Relationships/Marriage**

Outcome	Average score	Range	Number of respondents
Attitudes about marriage			
Believes that it is better for children if parents are married		1 (strongly agree) to 4 (strongly disagree)	
Believes that living together is the same as being married		1 (strongly agree) to 4 (strongly disagree)	
Conflict management (only those with a partner)			
Negative conflict management skills (5-item scale)		5 – 20	
Satisfaction with how conflict with partner is handled		1 (very satisfied) to 3 (not at all satisfied)	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**5. Parenting**

Outcome	Average score	Range	Number of respondents
<b>Nurturing parenting<sup>a</sup></b>			
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
<b>Discipline<sup>a</sup></b>			
Talks about what child did wrong		1 (never) to 4 (every day or almost every day)	
Hits, spansks, grabs, or uses physical punishment		1 (never) to 4 (every day or almost every day)	
Yells, shouts, or screams at child when he/she is mad at him/her		1 (never) to 4 (every day or almost every day)	
<b>Co-parenting</b>			
Works well with co-parent in parenting child		1 (strongly agree) to 4 (strongly disagree)	

<sup>a</sup> Responses averaged across respondent's two youngest children, if applicable

**6. Economic Stability**

Outcome	Average score	Range	Number of respondents
<b>Willing to work</b>			
Would like to get a job		1 (strongly agree) to 4 (strongly disagree)	
Would like to get a better job		1 (strongly agree) to 4 (strongly disagree)	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**Characteristics, at Beginning of Program, of Youth Clients**

**7. Marriage and relationship attitudes**

Outcome	Average score	Range	Number of respondents
Marriage beliefs			
Believes that marriages are happy or unhappy and not much will change that		1 (strongly agree) to 4 (strongly disagree)	
Believes that in happy marriages, do not need to work on relationship		1 (strongly agree) to 4 (strongly disagree)	
Attitudes about intimate partner violence			
Believes that violence is sometimes only way to express feelings		1 (strongly disagree) to 4 (strongly agree)	
Believes that it's okay to stay in a relationship in which person is afraid of partner		1 (strongly disagree) to 4 (strongly agree)	

**8. Attitudes about sex**

Outcome	Average score	Range	Number of respondents
Believes that people in love do not need to use condoms or birth control		1 (strongly disagree) to 4 (strongly agree)	
Would find it hard to say "no" if boyfriend/girlfriend pressured for sex		1 (strongly disagree) to 4 (strongly agree)	

**9. Current relationship**

Outcome	Average score	Range	Number of respondents
Boyfriend/girlfriend insults or criticizes respondent's ideas		1 (none of the time) to 5 (all of the time)	
During disagreements respondent throws or hits something		1 (none of the time) to 5 (all of the time)	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**10. Parenting**

Outcome	Average score	Range	Number of respondents
Discipline (if live with child)			
Talks about what child did wrong		1 (never) to 4 (every day or almost every day)	
Hits, spansks, grabs, or uses physical punishment		1 (never) to 4 (every day or almost every day)	
Yells, shouts, or screams at child because mad at him/her		1 (never) to 4 (every day or almost every day)	
Frequency saw child in past month (if do not live with child)			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not see child in past month (%)		0–100	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-03 PROGRAM ENROLLMENT**

**1. Screening for Intimate Partner Violence (IPV)**

	Applicants Screened for IPV	
	#	%
Number and proportion of applicants screened for intimate partner violence		

**2. Enrollment targets and actual enrollment**

	Number of Adult Couples	Number of Adult Individuals	Number of Youth
Enrollment target for current grant year			
Actual number enrolled since beginning of current grant year to end of reporting period			
<i>% of grant-year target met to date</i>			
Enrollment target for reporting period			
Actual number enrolled during reporting period			
<i>% of reporting period target met</i>			

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-04 PARTICIPATION**

**1. Initial Participation**

	Number of Adult Couples	Number of Adult Individuals	Number of Youth
<i>Enrolled since beginning of current grant year to end of reporting period only those with at least 2 months since enrollment)</i>			

	Adult Couples		Adult Individuals		Youth	
	#	%	#	%	#	%
<i>Participated in their first program service (workshop or individual service contact) during the time period shown</i>						
<i>    Within 1 week of program enrollment</i>						
<i>    Between 2 and 4 weeks of program enrollment</i>						
<i>    Between 1 and 2 months of program enrollment</i>						
<i>    More than 2 months since program enrollment</i>						
<i>    Not yet engaged in a service</i>						
<i>Participated in their first workshop during the time period shown</i>						
<i>    Within 1 week of program enrollment</i>						
<i>    Between 2 and 4 weeks of program enrollment</i>						
<i>    Between 1 and 2 months of program enrollment</i>						
<i>    More than 2 months since program enrollment</i>						
<i>    Not yet engaged in a service</i>						

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**2. Attendance at Workshops**

Users will query nFORM to generate a table that reports on participation in the specific activities offered by the grantee, for the specific target population it serves. The data for this nFORM-generated table will derive from responses to questions in the three programmatic tiers below.

<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<i>Population Served</i>	<i>Workshop Activity</i>	<i>Workshop Element</i>
SELECT ONE  <input type="checkbox"/> Youth <input type="checkbox"/> Adult Individual <input type="checkbox"/> Adult Couple	SELECT ONE  <input type="checkbox"/> Education in High School <input type="checkbox"/> Premarital Education <input type="checkbox"/> Marriage and Relationship Skills Education <input type="checkbox"/> Marriage Enhancement <input type="checkbox"/> Divorce Reduction <input type="checkbox"/> Marriage Mentoring	SELECT ALL THAT APPLY  <input type="checkbox"/> Financial management <input type="checkbox"/> Parenting <input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Job and Career Advancement

**Example of nFORM-Generated Table on Participation:**

Adult Couples receiving Divorce Reduction (element: Conflict Resolution ONLY)

<b>Options selected:</b> <input checked="" type="checkbox"/> Adult Couples <input checked="" type="checkbox"/> Divorce Reduction <input checked="" type="checkbox"/> Conflict Resolution <i>ONLY</i>	<b>ADULT COUPLES</b>	
	<b>#</b>	<b>%</b>
<b>Workshop Attendance</b>		
Attended at least one <u>Divorce Reduction</u> workshop, with conflict resolution		
<b>Workshop Retention</b>		
Did not attend any <u>Divorce Reduction</u> workshop hours with conflict resolution		
Attended 1 to 24 percent of all <u>Divorce Reduction</u> workshop hours, with conflict resolution		
Attended 25 to 49 percent of all <u>Divorce Reduction</u> workshop hours, with conflict resolution		
Attended 50 to 74 percent of all <u>Divorce Reduction</u> workshop hours, with conflict resolution		
Attended 75 to 99 percent of all <u>Divorce Reduction</u> workshop hours, with conflict resolution		
Attended 100 percent of all <u>Divorce Reduction</u> workshop hours		

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**3. Participation in individual service contacts**

	Adult Couples		Adult Individuals		Youth	
	#	%	#	%	#	%
Number of individual service contacts participants received during reporting period						
<i>No individual service contacts</i>						
<i>One to four individual service contacts</i>						
<i>Five to eight individual service contacts</i>						
<i>More than 8 individual service contacts</i>						
<i>Average number of individual service contacts</i>						



**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-05 QUALITY ASSURANCE AND MONITORING (CONTINUOUS QUALITY IMPROVEMENT)**

**1. Staff Training**

<b>a. Training in Curricula</b>	Proportion of Staff that Received Training in Curriculum				
	None	Fewer than half	Half	More than half	All
During the reporting period, approximately what proportion of the following types of staff received training in the program curricula?					
Facilitators					
Case Managers					
Employment specialists					
Supervisors					
Program managers					
Other program staff					

<b>b. Staff Development Training</b>	Proportion of Staff that Received On-the-job Training				
	None	Fewer than half	Half	More than half	All
During the reporting period, approximately what proportion of staff received on-the job training?					
Facilitators					
Case Managers					
Employment specialists					
Supervisors					
Program managers					
Other program staff					

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**2. Frequency of direct observation**

	Proportion of Workshops Observed				
	None	Fewer than half	Half	More than half	All
For the two types of facilitators shown below, what proportion of their workshops was observed by a supervisor or another experienced facilitator during the reporting period?					
Facilitators hired during the reporting period					
Experienced facilitators					

**3. Staff Supervision**

	Frequency of Meetings with Supervisors				
	At least weekly	Biweekly	Monthly	Once	Not during reporting period
During the reporting period, on average, how often did the following types of staff meet with their supervisors one-on-one?					
Facilitators					
Case workers					
Employment specialists					
Supervisors					
Program managers					
Other program staff					

**4. Caseloads**

	Average
Average number of participants assigned to each case worker	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-06 REFERRALS**

	Adult Couples		Adult Individuals		Youth	
	#	%	#	%	#	%
Number of referrals participants received during reporting period						
<i>No referrals</i>						
<i>One to four referrals</i>						
<i>Five to eight referrals</i>						
<i>More than 8 referrals</i>						
<i>Average number of referrals</i>						
Number of participants who followed-up on referrals (of those who received at least one referral)						
<i>Did not follow up on any referrals</i>						
<i>Followed up on at least 50 percent referrals received</i>						
<i>Unknown</i>						

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-07 IMPLEMENTATION CHALLENGES**

**1. Common implementation challenges**

Challenge	Not a Problem	Somewhat a problem	A serious problem
Obtaining referrals from community organizations	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Participant recruitment	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Enrolling the intended target population	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Getting enrollees to start participating in services	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Getting enrollees to attend regularly	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Keeping participants engaged during sessions	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Getting enrollees to complete the program	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Recruiting qualified staff	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Staff performance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Ensuring facilitators understand content	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Covering all program content in the time allotted	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Implementing curriculum with fidelity	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Program facilities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Cooperation of recruitment and referral sources	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Service delivery partners	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Extreme weather or natural disasters	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Getting participants to complete pretest or posttest	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Other: _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**2. Staff turnover challenges**

Staff who left or were removed from their position during the reporting period	Proportion of Staff Who Turned Over			
	None	Fewer than Half	Half	More than half
<i>Facilitators</i>				
<i>Case workers</i>				
<i>Employment specialists</i>				
<i>Supervisors</i>				
<i>Program managers</i>				
<i>Other</i>				

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-08 MARKETING**

Advertising purchased, donated, or conducted during the reporting period

<i>Newspaper ads</i>	
<i>TV spots</i>	
<i>Billboards, including those on public transportation or bus stop (that is, bench ads)</i>	
<i>Radio ad or announcement</i>	
<i>Internet ads</i>	
<i>Social marketing (such as Facebook, Twitter )</i>	
<i>Theater ads</i>	
<i>Flyers</i>	
<i>Presentations to program partners or community organization leaders or staff</i>	
<i>Word of mouth</i>	
<i>Other (Please specify: _____)</i>	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C-09 PARTICIPANT OUTCOMES**

**1. Characteristics, at Program Exit, of Adult Couple and Individual Clients**

**A. Relationships/Marriage**

Outcome	Average posttest score	Range	Number of respondents
<b>Attitudes about marriage</b>			
Believes that it is better for children if parents are married		1 (strongly agree) to 4 (strongly disagree)	
Believes that living together is the same as being married		1 (strongly agree) to 4 (strongly disagree)	
<b>Relationship status (%)</b>			
Married		0 – 100	
Engaged		0 – 100	
Separated		0 – 100	
Divorced		0 – 100	
Widowed		0 – 100	
Never married		0 – 100	
<b>Conflict management (only those with a partner)</b>			
Negative conflict management skills (5-item scale)		5 – 20	
Positive conflict management skills (7-item scale)		7 – 28	
Satisfaction with how conflict with partner is handled		1 (very satisfied) to 3 (not at all satisfied)	
<b>Commitment to marriage (only those who are married)</b>			
View marriage as lifelong		1 (strongly agree) to 4 (strongly disagree)	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B. Parenting**

Outcome	Average posttest score	Range	Number of respondents
<b>Nurturing parenting<sup>a</sup></b>			
Happy being with child		1 (never) to 4 (often)	
Feels very close to child		1 (never) to 4 (often)	
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
<b>Discipline<sup>a</sup></b>			
Talks about what child did wrong		1 (never) to 4 (every day or almost every day)	
Hits, spansks, grabs, or uses physical punishment		1 (never) to 4 (every day or almost every day)	
Yells, shouts, or screams at child when he/she is mad at him/her		1 (never) to 4 (every day or almost every day)	
<b>Co-parenting</b>			
Works well with co-parent in parenting child		1 (strongly agree) to 4 (strongly disagree)	
<b>Perceived improvements in parenting and co-parenting</b>			
Feels more confident in parenting skills since attending program		1 (strongly agree) to 4 (strongly disagree)	

<sup>a</sup> Responses averaged across respondent's two youngest children, if applicable



**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**C. Economic Stability**

Outcome	Average posttest score	Range	Number of respondents
Willing to work			
Would like to get a job		1 (strongly agree) to 4 (strongly disagree)	
Would like to get a better job		1 (strongly agree) to 4 (strongly disagree)	
Current employment status (%)			
Full-time employment (usually work 35 hours or more a week)		0–100	
Part-time employment (usually work 1 – 34 hours a week)		0–100	
Employed, but hours vary		0–100	
Temporary, occasional, or seasonal employment, or odd jobs for pay		0–100	
Not currently employed		0–100	
Actively looking for work		0–100	
Retired		0–100	
Disabled		0–100	
In school full or part time		0–100	
Employment stability			
Length of time in current job		To be determined	
Perceived improvements in money management			
Knows how to handle money and bills better since attending program		1 (strongly agree) to 4 (strongly disagree)	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**D. Program Perceptions**

Outcome	Percent reporting	Range	Number of respondents
Program helped a lot (%)		0–100	
Program help some (%)		0–100	
Program helped not at all (%)		0–100	

**2. Characteristics, at Program Exit, of Youth Clients**

**A. Marriage and relationship attitudes**

Outcome	Average posttest score	Range	Number of respondents
<b>Marriage beliefs</b>			
Believes that marriages are happy or unhappy and not much will change that		1 (strongly agree) to 4 (strongly disagree)	
Believes that in happy marriages, do not need to work on relationship		1 (strongly agree) to 4 (strongly disagree)	
<b>Expectations</b>			
Expect to be married to one person for life		1 (almost no chance) to 5 (almost certain chance)	
Expect to live with boyfriend/girlfriend without being married		1 (almost no chance) to 5 (almost certain chance)	
Expect to have a child without being married		1 (almost no chance) to 5 (almost certain chance)	
<b>Attitudes about intimate partner violence</b>			
Believes that violence is sometimes only way to express feelings		1 (strongly disagree) to 4 (strongly agree)	
Believes that it's okay to stay in a relationship in which person is afraid of partner		1 (strongly disagree) to 4 (strongly agree)	
<b>Ended unhealthy relationship</b>			
Ended <u>emotionally</u> unhealthy or abusive relationship since attending program (%)		0 – 100	
Ended <u>physically</u> unhealthy or abusive relationship since attending program (%)		0 – 100	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**B. Attitudes about sex**

Outcome	Average posttest score	Range	Number of respondents
Believes that people in love do not need to use condoms or birth control		1 (strongly disagree) to 4 (strongly agree)	
Would find it hard to say "no" if boyfriend/girlfriend pressured for sex		1 (strongly disagree) to 4 (strongly agree)	

**C. Current relationship**

Outcome	Average posttest score	Range	Number of respondents
Boyfriend/girlfriend insults or criticizes respondent's ideas		1 (none of the time) to 5 (all of the time)	
During disagreements respondent throws or hits something		1 (none of the time) to 5 (all of the time)	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
**REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS**

**D. Parenting**

Outcome	Average posttest score	Range	Number of respondents
Nurturing parenting (if live with child)			
Happy being with child		1 (never) to 4 (often)	
Feels very close to child		1 (never) to 4 (often)	
Tries to comfort child when she/he is upset		1 (never) to 4 (often)	
Spends time with child doing what he/she likes to do		1 (never) to 4 (often)	
Discipline (if live with child)			
Talks about what child did wrong		1 (never) to 4 (every day or almost every day)	
Hits, spansks, grabs, or uses physical punishment		1 (never) to 4 (every day or almost every day)	
Yells, shouts, or screams at child because mad at him/her		1 (never) to 4 (every day or almost every day)	
Frequency saw child in past month (if do not live with child)			
Every day or almost every day (%)		0–100	
One to three times a week (%)		0–100	
One to three times a month (%)		0–100	
Did not see child in past month (%)		0–100	

**E. Program perceptions**

Outcome	Percent reporting	Range	Number of respondents
Program helped a lot (%)		0–100	
Program help some (%)		0–100	
Program helped not at all (%)		0–100	

**PERFORMANCE PROGRESS REPORT**  
**Office of Family Assistance**  
**Healthy Marriage and Responsible Fatherhood Grant Program**  
***REPORT TEMPLATE FOR HEALTHY MARRIAGE PROGRAMS***

**Part 4: Federal Financial Report**