

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

OMB Control No.: 0970-0XXX  
Expiration Date: XX/XX/XXXX

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

- Reporting Period 1: September 30 – March 31; Report Due: April 30
- Reporting Period 2: September 30 – September 29; Report Due: October 30

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\\_new\\_exp\\_date\\_113022.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_ogm_ppr_new_exp_date_113022.pdf).

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

- B-01 Performance Narrative
- B-02 Major Activities and Accomplishments
- B-03 Problems
- 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://apply07.grants.gov/apply/forms/sample/SF425-V1.0.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.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to support program performance monitoring and program improvement activities for Healthy Marriage and Responsible Fatherhood programs. Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. The answers you give will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0XXX and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact Dr. Mathew Stange at [nform2helpdesk@mathematica-mpr.com](mailto:nform2helpdesk@mathematica-mpr.com).

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

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

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**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 (MOU) with the grantee.

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**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.

**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.

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**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 section C-01 of the PPR. 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 and enrollment process.

**4. Applicant characteristics performance measures**

Please review the performance measures in section C-02 of the PPR. Please provide additional information describing/explaining the characteristics of program applicants this reporting period.

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**5. Program enrollment**

Please describe your program's progress toward meeting enrollment targets.

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, the challenges you are experiencing and plans to address them.
- If you are exceeding your target, 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 or teen dating violence**

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

**7. Process for handling disclosures of intimate partner violence or teen dating violence**

Please indicate whether the grantee has a written plan to respond to possible disclosures of intimate partner violence or teen dating violence. If yes, please provide a copy with the report.

**8. Program enrollment performance measures**

Please review the performance measures in section C-03 of the PPR. Please provide additional information describing/explaining program enrollment and intimate partner violence or teen dating violence screening this reporting period.

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**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 section C-04 of the PPR. Please provide additional information describing/explaining program participation this reporting period.

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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. Please provide a detailed description of your CQI plan and its implementation.

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

Please review the performance measures in section C-05 of the PPR. Please provide additional information describing/explaining your activities this reporting period to ensure program quality.

13. Staff Training

In the space provided below, please describe any 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 section C-06 of the PPR. Please provide additional information describing/explaining referrals this reporting period.

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16. Local program evaluation (if applicable)

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.

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**B-03 PROBLEMS**

**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 section C-07 of the PPR. 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.

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**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 attend 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

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**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 section C-08 of the PPR. Please provide additional information describing/explaining dissemination activities this reporting period.

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**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).

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

In the table provided below, please list the key activities you plan to engage in over the next 6 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

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**B-08    SELECTED PARTICIPANT OUTCOMES**

**Please review the performance measures in section C-09 of the PPR. Please provide additional information describing/explaining program participants' outcomes from this reporting period.**

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

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**C-01 RECRUITMENT**

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

<i>Phone, mail, or email outreach</i>	
<i>Social media (such as Facebook, blogs, or Instagram)</i>	
<i>Street outreach (recruiting people in person in their neighborhoods or places they frequent)</i>	
<i>Referrals from inside your organization</i>	
<i>Referrals from external organizations</i>	
<i>On-site recruitment at external agencies or events</i>	
<i>Other</i>	

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

<i>Hospitals, maternity clinics, or doctors' offices</i>	
<i>Schools</i>	
<i>Places of worship or faith-based community centers</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>Temporary Assistance for Needy Families (TANF) offices</i>	
<i>Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) agencies</i>	
<i>Head Start</i>	
<i>Healthy Start</i>	
<i>Child protective services (voluntary enrollment)</i>	
<i>Child protective services (court ordered to enroll in a program like this)</i>	
<i>Other child welfare agencies (voluntary enrollment)</i>	
<i>Other child welfare agencies (court ordered to enroll in a program like this)</i>	
<i>Probation and parole</i>	
<i>Correctional facilities</i>	
<i>External organizations</i>	
<i>Self-referrals</i>	
<i>Other</i>	

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

<i>&lt;1 FTE</i>	
<i>1 to 1.9 FTE</i>	
<i>2 to 2.9 FTE</i>	
<i>3 to 3.9 FTE</i>	
<i>4 to 4.9 FTE</i>	
<i>5 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>My school offered the program or class</i>	
<i>Newspaper ad, billboards, or a flyer</i>	
<i>Radio ad, TV commercial, or news story</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 offered in prison or criminal justice facility</i>	
<i>Program staff in the community or at a community event, such as a street fair</i>	
<i>Word of mouth (friends, family, acquaintances)</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, such as with my partner or co-parent</i>	
<i>To find a job or a better job</i>	
<i>To meet a school requirement</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>None of the above</i>	

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

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**C-02 APPLICANT CHARACTERISTICS**

<b>1. Demographic characteristics</b>	<b>Percent of applicants</b>
1. Gender	
<i>Female</i>	
<i>Male</i>	
<i>Transgender</i>	
<i>None of these</i>	
2. Age	
<i>13 – 15 years</i>	
<i>16 – 17 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 years or older</i>	
3. Grade	
<i>Less than 9th grade</i>	
<i>9th grade</i>	
<i>10th grade</i>	
<i>11th grade</i>	
<i>12th grade</i>	
<i>Working toward a GED</i>	
<i>College</i>	
<i>Vocational/technical training or other post-high school education</i>	
4. Race <sup>a</sup>	
<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. Ethnicity	
<i>Hispanic or Latino</i>	

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**1. Demographic characteristics**

**Percent of applicants**

<i>Not Hispanic or Latino</i>	
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6. Primary language	
	<i>English</i>
	<i>Spanish</i>
	<i>English and Spanish equally</i>
	<i>Other</i>

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

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<b>2. Financial well-being</b>	<b>Percent of applicants</b>
1. Educational attainment	
<i>No degree or diploma earned</i>	
<i>General Educational Development (GED)</i>	
<i>High school diploma</i>	
<i>Vocational/technical certification</i>	
<i>Some college, but no degree</i>	
<i>Associate's degree</i>	
<i>Bachelor's degree</i>	
<i>Master's degree or advanced degree</i>	
2. Employment status <sup>a</sup>	
<i>Full-time employed (usually work 35 or more hours a week)</i>	
<i>Part-time employed (usually work 1-34 hours a week)</i>	
<i>Employed but number of hours change from week to week</i>	
<i>Temporary, occasional, or seasonal employment, or odd jobs for pay</i>	
<i>Stay at home parent or homemaker</i>	
<i>Not currently employed</i>	
<i>Actively looking for work (among those not currently employed and stay at home parents only)</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>	
4. Earnings in past 30 days	
<i>No earnings in the past 30 days</i>	
<i>\$1 – \$499</i>	
<i>\$500 – \$1,000</i>	
<i>\$1,001 – \$2,000</i>	
<i>\$2,001 – \$3,000</i>	

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**2. Financial well-being**

**Percent of applicants**

<i>\$3,001 – \$4,000</i>	
<i>\$4,001 – \$5,000</i>	
<i>More than \$5,000</i>	

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

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<b>3. Family status</b>	<b>Percent of applicants</b>
1. Marital status	
<i>Married</i>	
<i>Engaged</i>	
<i>Separated</i>	
<i>Divorced</i>	
<i>Widowed</i>	
<i>Never married/single</i>	
2. Non-marital partner status	
<i>No current partner (unpartnered or single)</i>	
<i>Romantically involved or in a committed relationship with someone on a steady basis</i>	
<i>Involved in an on-again and off-again relationship</i>	
3. Living 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 biological and adopted children younger than 24 years old (not including current pregnancies)	
6. Average number of biological and adopted children who are 24 or younger who live with applicants all or most of the time	
7. Average number of non-biological and non-adopted children who are 24 or younger and who live with applicants all or most of the time	
8. Actively engaged in raising a child or youth up to age 24 who is the child of a partner or relative, but not the biological or legally adopted child the applicant	
9. Foster care status (among applicants 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>	

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

**4. Relationships/Marriage**

Outcome	Average score	Range	Number of respondents
<b>Attitudes about marriage</b>			
Believes that it is better for children if their parents are married		1 (strongly agree) to 4 (strongly disagree)	
Believes that living together is just the same as being married		1 (strongly agree) to 4 (strongly disagree)	
<b>Conflict management (only those with a partner)</b>			
Negative conflict management skills (5-item scale) <ul style="list-style-type: none"> <li>• My partner/spouse was rude or mean to me when we disagree</li> <li>• My partner/spouse seemed to view my words or actions more negatively than I meant them to be</li> <li>• Our arguments became very heated</li> <li>• Small issues suddenly became big arguments</li> <li>• My partner/spouse or I stayed mad at one another after an argument</li> </ul>		5 (never) – 20 (often)	
Satisfaction with how conflict with partner is handled		1 (very satisfied) to 3 (not at all satisfied)	

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**5. Parenting**

Outcome	Average score	Range	Number of respondents
<b>Nurturing parenting<sup>a</sup></b>			
Tries to comfort child when he/she 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>			
Hits, spanks, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child when he/she is mad at him/her		1 (yes) 0 (no)	
Talks about what child did wrong		1 (yes) 0 (no)	
<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 youngest and oldest children, if applicable.

**6. Job and career advancement**

Outcome	Average score	Range	Number of respondents
<b>Willing to work</b>			
I would like to learn new job skills		1 (strongly agree) to 4 (strongly disagree)	
I feel confident in my ability to conduct an effective job search for a job I want		1 (strongly agree) to 4 (strongly disagree)	

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

**7. Marriage and relationship attitudes**

Outcome	Average score	Range	Number of respondents
Marriage beliefs			
It is okay to live with a boyfriend/girlfriend without being married		1 (strongly agree) to 4 (strongly disagree)	
It is okay to have kids without being married		1 (strongly agree) to 4 (strongly disagree)	
Attitudes about intimate partner violence/teen dating violence			
Believes that sometimes physical violence, such as hitting or pushing, is the only way to express feelings		1 (strongly disagree) to 4 (strongly agree)	
Believes that it's okay to stay in a relationship even if afraid of boyfriend/girlfriend		1 (strongly disagree) to 4 (strongly agree)	

**8. Attitudes about sex**

Outcome	Average score	Range	Number of respondents
Believes that two 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. Relationship skills**

Outcome	Average score	Range	Number of respondents
I have the skills needed for a lasting, stable romantic relationship		1 (none of the time) to 5 (all of the time)	
I am able to recognize the warning signs of a bad relationship		1 (none of the time) to 5 (all of the time)	

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**10. Parenting**

Outcome	Average score	Range	Number of respondents
Discipline (if live with child)			
Talks about what child did wrong		1 (yes) 0 (no)	
Hits, spans, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child because mad at him/her		1 (yes) 0 (no)	
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	

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**C-03 PROGRAM ENROLLMENT**

**1. Screening for intimate partner violence or teen dating violence**

	Applicants screened for intimate partner violence or teen dating violence	
	#	%
Number and proportion of applicants screened for intimate partner violence or teen dating violence		

**2. Enrollment targets and actual enrollment**

	Number of adult couples <sup>a</sup>	Number of adult individuals	Number of youth
Enrollment target for the grant year			
Enrolled since the beginning of grant year through the end of reporting period			
<i>% of grant-year target met to date</i>			

<sup>a</sup>The number of adult couples is the number of couple units.

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**C-04 PARTICIPATION**

**1. Initial participation**

	Adult couples		Adult individuals		Youth	
	#	%	#	%	#	%
<i>Participated in their first <u>program service</u> (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 participated in a service</i>						
<i>Participated in their first <u>workshop session series occurrence</u> 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 participated in a workshop session series occurrence</i>						

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**2.a Attendance at workshops**

*nFORM generates a table that reports on participation for each workshop offered by the grantee. The primary population served, workshop name, workshop activities, workshop elements, and workshop type automatically fill from what grantees enter in nFORM.*

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

<b>Primary Population Served:</b> <b>Workshop Name:</b> <b>Workshop Activities:</b> <b>Workshop Elements:</b> <b>Workshop Type:</b>	<b>Adult couples</b>	
	<b>#</b>	<b>%</b>
<b>Workshop Retention</b>		
Did not attend any workshop session series hours		
Attended 1 to 24% of all workshop session series hours		
Attended 25 to 49% of all workshop session series hours		
Attended 50 to 74% of all workshop session series hours		
Attended 75 to 89% of all workshop session series hours		
Attended 90 to 99% of all workshop session series hours		
Attended 100% or more of all workshop session series hours		

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**2.b Primary Workshop Participation**

Table 1: Participation in primary workshop hours through end of reporting period	Adult couples		
	Target hours	Average hours	Average %
Participation in primary workshop hours— Clients enrolled in grant year			

Table 2: Participation in primary workshop(s) —Clients enrolled in grant year	Adult couples		
	Annual target	Actual to date	%
Number of clients enrolled			
Attended at least one primary workshop			
Attended at least 50% of primary workshop hours			
Attended at least 90% of primary workshop hours			
Attended at least 100% of primary workshop hours			

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**3. Participation in individual service contacts**

	Adult couples		Adult individuals		Youth	
	#	%	#	%	#	%
Number of individual service contacts participants received during the 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 eight individual service contacts</i>						
<i>Average number of individual service contacts</i>						

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

**1. Staff training**

In the reporting period, did the following staff receive their initial training on the program curriculum(a)?

	Yes	No	Do not have this position on staff
a. Facilitators			
b. Case managers			
c. Employment specialists			
d. Supervisors			
e. Program managers			
f. Other program staff			

In the reporting period, did the following staff receive follow-up or refresher training on the program curriculum(a)?

	Yes	No	Do not have this position on staff
a. Facilitators			
b. Case managers			
c. Employment specialists			
d. Supervisors			
e. Program managers			
f. Other program staff			

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In the reporting period, did the following staff receive training other than on the program curriculum(a)?	Yes	No	Do not have this position on staff
a. Facilitators			
b. Case managers			
c. Employment specialists			
d. Supervisors			
e. Program managers			
f. Other program staff			

**2. Frequency of direct observation**

Were the following staff observed by a supervisor or another experienced facilitator in the reporting period?	Yes	No
a. Facilitators hired in the reporting period		
b. Experienced facilitators		

**3. Staff supervision**

In the reporting period, on average, how often did the following staff meet with their supervisors one-on-one?	At least weekly	Biweekly	Monthly	Once	Not in reporting period	Do not have this position on staff
a. Facilitators						
b. Case managers						
c. Employment specialist						
d. Supervisors						
e. Program managers						
f. Other program staff						

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**4. Staff meetings**

In the reporting period, how often were staff meetings held (such as discussions about CQI and team-building meetings) that included the following staff?	At least weekly	Biweekly	Monthly	Once	Not in reporting period	Do not have this position on staff
a. Facilitators						
b. Case managers						
c. Employment specialists						
d. Supervisors						
e. Program managers						
f. Other program staff						

**5. Caseloads**

	Average
Average number of participants assigned to each case manager	

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**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 eight 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 1 to 50% of referrals received</i>						
<i>Followed-up on 51% or more of referrals received</i>						
<i>Unknown</i>						

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**C-07 IMPLEMENTATION CHALLENGES**

**1. Common implementation challenges**

	Not a problem	Somewhat of a problem	A serious problem
a. Obtaining referrals from external organizations			
b. Recruiting participants			
c. Enrolling the intended target population			
d. Getting enrollees to start participating in services			
e. Getting enrollees to attend regularly			
f. Keeping participants engaged during sessions			
g. Getting enrollees to complete the program			
h. Recruiting qualified staff			
i. Maintaining staff performance			
j. Ensuring facilitators understand content			
k. Covering all program content in the time allotted			
l. Implementing curriculum with fidelity			
m. Having adequate program facilities			
n. Cooperation of recruitment and referral sources			
o. Working with service delivery partners			
p. Experiencing extreme weather or natural disasters			
q. Getting participants to complete pre-test or post-test			
r. Retaining staff			
s. Filling open staff positions			
t. Providing comprehensive case management services			
u. Providing grant-funded participation supports			
v. Entering and reporting data			

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**2. Staff hiring and turnover**

	<b>Full time staff</b>	<b>Part time staff</b>
Number of staff funded by the grant during the reporting period		
Number of staff funded by the grant who left during the reporting period		
Number of staff funded by the grant who started during the reporting period		

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**C-08 MARKETING**

**1. Advertising purchased, donated, or conducted during the reporting period**

<i>Newspaper ads or publicity</i>	
<i>TV spots</i>	
<i>Billboards, including those on public transportation or bus stop (that is, bench ads)</i>	
<i>Radio ad or announcements</i>	
<i>Internet ads</i>	
<i>Social marketing (such as Facebook or Twitter)</i>	
<i>Flyers</i>	
<i>Presentations to external organizations</i>	
<i>Word-of-mouth campaign/outreach by program graduates</i>	
<i>Other</i>	

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**C-09 PARTICIPANT OUTCOMES**

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

**A. Relationships/Marriage**

Outcome	Average posttest score	Range	Number of respondents
<b>Attitudes about marriage</b>			
Believes that it is better for children if their parents are married		1 (strongly agree) to 4 (strongly disagree)	
Believes that living together is just 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) <ul style="list-style-type: none"> <li>• My partner/spouse was rude or mean to me when we disagree</li> <li>• My partner/spouse seemed to view my words or actions more negatively than I meant them to be</li> <li>• Our arguments became very heated</li> <li>• Small issues suddenly became big arguments</li> <li>• My partner/spouse or I stayed mad at one another after an argument</li> </ul>		5 (never) – 20 (often)	

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Outcome	Average posttest score	Range	Number of respondents
Positive conflict management skills (7-item scale) <ul style="list-style-type: none"> <li>• My partner/spouse and I were good at working out our differences</li> <li>• I felt respected even when my partner/spouse and I disagree</li> <li>• When my partner/spouse and I had a serious disagreement, we worked on it together to find a resolution</li> <li>• When my partner/spouse had a serious disagreement, we discussed our disagreements respectfully</li> <li>• During arguments, my partner/spouse and I were good at taking breaks when we needed them</li> <li>• When my partner/spouse and I argued, past hurts got brought up again (reverse coded)</li> <li>• My partner/spouse understands that there are times when I do not feel like talking and times when he/she does</li> </ul>		7 (never) – 28 (often)	
Satisfaction with how conflict with partner is handled		1 (very satisfied) to 3 (not at all satisfied)	
Commitment to marriage (only those who are married)			
View marriage as lifelong		1 (strongly agree) to 4 (strongly disagree)	

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**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>			
Hits, spansks, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child when he/she is mad at him/her		1 (yes) 0 (no)	
Talks about what child did wrong		1 (yes) 0 (no)	
<b>Helpfulness of program for parenting</b>			
Overall, how helpful the program was for parenting		1 (not at all) to 5 (extremely helpful)	
		Not addressed by program	
<b>Co-parenting</b>			
Works well with co-parent in parenting child		1 (strongly agree) to 4 (strongly disagree)	
<b>Helpfulness of program for co-parenting</b>			
Overall how helpful the program was for co-parenting		1 (not at all) to 5 (extremely helpful)	
		Not addressed by program	

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

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**C. Job and career advancement**

Outcome	Average posttest score	Range	Number of respondents
Willing to work			
I would like to learn new job skills		1 (strongly agree) to 4 (strongly disagree)	
I feel confident in my ability to conduct an effective job search for a job I want		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	
Stay-at-home parent or homemaker			
Not currently employed		0–100	
Actively looking for work		0–100	
In school, working toward GED, or in college or other post-high school education		0–100	
Employment stability			
Length of time in current job		To be determined	
Perceived improvements in money management			
Overall, how helpful the program was for financial well-being		1 (not at all) to 5 (extremely helpful)	
		Not addressed by program	

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**D. Program perceptions**

Outcome	Average posttest score	Range	Number of respondents
Overall, how helpful the program was		1 (not at all) to 5 (extremely helpful)	

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

**A. Marriage and relationship attitudes**

Outcome	Average posttest score	Range	Number of respondents
<b>Marriage beliefs</b>			
It is okay to live with a boyfriend/girlfriend without being married		1 (strongly agree) to 4 (strongly disagree)	
It is okay to have kids without being married		1 (strongly agree) to 4 (strongly disagree)	
<b>Expectations</b>			
Expect to have a healthy marriage with 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 sometimes violence is the only way to express feelings		1 (strongly disagree) to 4 (strongly agree)	
Believes that it's okay to stay in a relationship even if afraid of partner		1 (strongly disagree) to 4 (strongly agree)	
<b>Ended unhealthy relationship</b>			
Ended an <u>emotionally</u> unhealthy or abusive relationship since completing the program (%)		0 – 100	
Ended a <u>physically</u> unhealthy or abusive relationship since completing program		0 – 100	

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Outcome	Average posttest score	Range	Number of respondents
(%)			

**B. Attitudes about sex**

Outcome	Average posttest score	Range	Number of respondents
Believes that two 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. Relationship skills**

Outcome	Average posttest score	Range	Number of respondents
I have the skills needed for a lasting, stable romantic relationship		1 (none of the time) to 5 (all of the time)	
I am able to recognize the warning signs of a bad relationship		1 (none of the time) to 5 (all of the time)	

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**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 (yes) 0 (no)	
Hits, spans, grabs, or uses physical punishment		1 (yes) 0 (no)	
Yells, shouts, or screams at child because mad at him/her		1 (yes) 0 (no)	
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	Average posttest score	Range	Number of respondents
Overall, how helpful the program was		1 (not at all) to 5 (extremely helpful)	

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**Part 4: Federal Financial Report**