

# Quarterly PPR Guidance

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The quarterly PPR is due 30 days after the close of the reporting period. AHSSD will use the ACF Standard PPR Form to track your progress every quarter. We will supply you with guidance about more specific information that we would like to learn through the report.

### What is the quarterly PPR?

The quarterly project performance report (PPR) is a narrative report completed by grant recipients to update the program office on the progress of the grant project.

### How does the program office use the quarterly PPR?

Your program specialist will use the quarterly PPR to provide you specialized training and technical assistance. The office will also use the information to learn about your program's implementation and outcomes for research and evaluation, to develop technical assistance, and for other reporting.

### When is my quarterly PPR due?

It is due 30 days after the end of the reporting period and will cover the activities during that reporting period.

Reporting Period Covered	Due Date
October 1 - December 31	January 30
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30

The due dates for this grant will be: 1/30/2024; 4/30/2024; 7/30/2024; 10/30/2024; 1/30/2025; 4/30/2025.

### What information should I include in my quarterly PPR?

- B-01 Major activities and accomplishments during this period.
  - Please include your approximate project start date (when your program started delivering services using AHSSD funding)
  - Please refer to your project description in your application to describe what activities you have completed to date. Make sure you include the following information:
    - Will you be providing intensive one-on-one services through the grant (e.g., case management)? When do you plan to begin enrolling clients? If you have done so already, please provide the date you began enrollment (MM/YY) and how many clients you have enrolled so far.
    - What staff do you plan to hire for this project (role & %FTE). What is the anticipated (or actual, if known) start date?
    - Please describe any services you have begun delivering or any significant resources you have secured for the community.
    - Please describe any other major activities and accomplishments.
- B-02 Problems
  - Please describe any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates, and special problems encountered or expected.
    - OCS will use this information to provide you with support and learn how to support other grant recipients.
- B-03 Significant findings and events
  - Please describe any significant events, like events for participants or important stakeholder engagement meetings
  - Please describe any significant findings, like what you learned from any needs assessments you have conducted.
- B-04 Dissemination activities
  - Please describe any information dissemination activities.
    - Please include any outreach conducted with residents, including the method of outreach, the purpose of outreach, and your target audience
    - Please describe any dissemination to potential partners or the community.
- B-05 Equity-related activities
  - Please describe any activities you or your subrecipients conducted to address or advance equity.
- B-06 Other activities
  - Please describe any other activities that can help the program office understand your program's progress.
- B-07 Activities planned for next reporting period
  - Please describe the services you plan to start offering to residents during the next reporting period and the anticipated start date.
  - Please describe any outreach, needs assessments, events, or other significant events and activities you have planned for next reporting period.