

Descriptive Evaluation Final Report Dissemination Email for HMRF Grant Recipients

To: All HMRF grant recipients with descriptive studies

From: HMRE Help desk; RF Help desk

CC: FPSs, ETAPs

Subject: Final Report Template and Instructions Now Available for HMRF Grant Recipients

Dear [Project Directors and Local Evaluators],

The Administration for Children and Families (ACF) Office of Family Assistance (OFA) requires all OFA-funded Healthy Marriage and Responsible Fatherhood (HMRF) grant recipients conducting descriptive local evaluations to submit a final report.

To aid your team in developing your final report, please use the two documents attached to this email: (1) the *Descriptive Evaluation Final Report Template*, and (2) the *Instructions for the Descriptive Evaluation Final Report Template*. Please populate the template with findings from your descriptive and implementation studies (as applicable) by following the guidance in the instructions document. Many sections of the final report template can be populated by drawing on your approved analysis and evaluation plans, so using and modifying text from those plans can simplify your report writing.

Once you have filled out the template, email your draft final report to your Family Assistance Program Specialist (FPS) and copy your Evaluation Technical Assistance Partner (ETAP) by March 31, 2025. Please send a Word version of the report, not a PDF. For consistency, please use this common file naming convention when submitting your draft final report:

[Grant recipient name] [Grant Project type i.e. FF/FW/R4L] Descriptive Evaluation Final Report.docx

Your FPS and ETAP will review the draft final report, provide comments, and return it to you for revisions. You will then have time to incorporate the revisions and finalize your report. You must submit the final draft of the final report to your FPS and ETAP by August 29, 2025. If you have questions, feel free to reach out to your FPS or ETAP.

Thank you,

HMRF Local Evaluation TA team

OMB # XXX-XXXX
Expiration Date: XX/XX/202X