PERFORMANCE PROGRESS REPORT
HHS Administration for Children and Families
FYSB Abstinence Education Program
SF-PPR-D
Table of Activity Results

1.Federal Agency and Organization Element to Which Report is Submitted *Populated*	2. Federal Grant or Other Identifying Number Assigned by Federal Agency *Populated*	3a. DUNS *Populated* 3b. EIN *Populated*	4. Reporting Period End Date *(Month, Day, Year)* *Populated*

Section A—UNDUPLICATED COUNT OF CLIENTS SERVED
Indicate the number of all clients served by gender, ethnicity, and age.
CBAE Grantees - do not provide data in the rows for clients ages 19 through 29.

Label	Summary	Ages 12-18	Ages 19-29	Others Served					TOTAL
AE-A-100	Unduplicated Count of Clients Served Females	*Calculated*	*Calculated*	*Calculated*					*Calculated*

Label	Race and Gender	Asian	Black	Hispanic	North American	Native Hawaiian	White	Other	TOTAL
AE-A-101	Female Client(s) age 12								*Calculated*
AE-A-102	Female Client(s) age 13								*Calculated*
AE-A-103	Female Client(s) age 14								*Calculated*
AE-A-104	Female Client(s) age 15								*Calculated*
AE-A-105	Female Client(s) age 16								*Calculated*
AE-A-106	Female Client(s) age 17								*Calculated*
AE-A-107	Female Client(s) age 18								*Calculated*
AE-A-108	Female Client(s) age 19								*Calculated*
AE-A-109	Female Client(s) age 20								*Calculated*
AE-A-110	Female Client(s) age 21								*Calculated*
AE-A-111	Female Client(s) age 22								*Calculated*
AE-A-112	Female Client(s) age 23								*Calculated*
AE-A-113	Female Client(s) age 24								*Calculated*
AE-A-114	Female Client(s) age 25								*Calculated*
AE-A-115	Female Client(s) age 26								*Calculated*
AE-A-116	Female Client(s) age 27								*Calculated*
AE-A-117	Female Client(s) age 28								*Calculated*
AE-A-118	Female Client(s) age 29								*Calculated*
AE-A-119	Female Parent(s)								*Calculated*
AE-A-120	Other female recipients of services or training								*Calculated*
AE-A-121	TOTAL	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*

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Section A (Continued)—UNDUPLICATED COUNT OF CLIENTS SERVED
Indicate the number of all clients served by gender, ethnicity, and age.
CBAE Grantees - do not provide data in the rows for clients ages 19 through 29.

Label	Summary	Ages 12-18	Ages 19-29	Others Served					TOTAL
AE-A-200	Unduplicated Count of Clients Served Males	*Calculated*	*Calculated*	*Calculated*					*calculated*
AE-A-201	Unduplicated Count of Clients Served Males and Females	*Calculated*	*Calculated*	*Calculated*					*calculated*
Label	**Race and Gender**	**Asian**	**Black**	**Hispanic**	**North American**	**Native Hawaiian**	**White**	**Other**	**TOTAL**
AE-A-202	Male Client(s) age 12								*Calculated*
AE-A-203	Male Client(s) age 13								*Calculated*
AE-A-204	Male Client(s) age 14								*Calculated*
AE-A-205	Male Client(s) age 15								*Calculated*
AE-A-206	Male Client(s) age 16								*Calculated*
AE-A-207	Male Client(s) age 17								*Calculated*
AE-A-208	Male Client(s) age 18								*Calculated*
AE-A-209	Male Client(s) age 19								*Calculated*
AE-A-210	Male Client(s) age 20								*Calculated*
AE-A-211	Male Client(s) age 21								*Calculated*
AE-A-212	Male Client(s) age 22								*Calculated*
AE-A-213	Male Client(s) age 23								*Calculated*
AE-A-214	Male Client(s) age 24								*Calculated*
AE-A-215	Male Client(s) age 25								*Calculated*
AE-A-216	Male Client(s) age 26								*Calculated*
AE-A-217	Male Client(s) age 27								*Calculated*
AE-A-218	Male Client(s) age 28								*Calculated*
AE-A-219	Male Client(s) age 29								*Calculated*
AE-A-220	Male Parent(s)								*Calculated*
AE-A-221	Other male recipients of services or training								*Calculated*
AE-A-222	TOTAL	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculate*	*Calculate*	*Calculated*
AE-A-223	**TOTAL MALES & FEMALES**	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculate*	*Calculated*	*Calculated*

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Section B—HOURS OF SERVICE RECEIVED BY CLIENTS
Indicate the number of clients, by age group, who received the total number of "program hours."
CBAE Grantees - do not provide data in the columns for clients ages 19 through 29.

Label	Summary	Ages 12-18	Ages 19-29				TOTAL
AE-B-100	Unduplicated Count of Clients Served	*Populated*	*Populated*				*Populated*
Label	**Number of Hours Received**	**By 12-18 year olds**	**By 19-20 year olds**				**TOTAL**
AE-B-101	1 hour						*Calculated*
AE-B-102	2 hours						*Calculated*
AE-B-103	3 hours						*Calculated*
AE-B-104	4 hours						*Calculated*
AE-B-105	5 hours						*Calculated*
AE-B-106	6 hours						*Calculated*
AE-B-107	7 hours						*Calculated*
AE-B-108	8 hours						*Calculated*
AE-B-109	9 hours						*Calculated*
AE-B-110	10 hours						*Calculated*
AE-B-111	11 hours						*Calculated*
AE-B-112	12 hours						*Calculated*
AE-B-113	13 hours						*Calculated*
AE-B-114	14 hours						*Calculated*
AE-B-115	15 hours						*Calculated*
AE-B-116	16 hours						*Calculated*
AE-B-117	17 hours						*Calculated*
AE-B-118	18 hours						*Calculated*
AE-B-119	19 hours						*Calculated*
AE-B-120	20 hours						*Calculated*
AE-B-121	21 hours						*Calculated*
AE-B-122	22 hours						*Calculated*
AE-B-123	23 hours						*Calculated*
AE-B-124	24 hours						*Calculated*
AE-B-125	25 hours						*Calculated*
AE-B-126	26 hours						*Calculated*
AE-B-127	27 hours						*Calculated*
AE-B-128	28 hours						*Calculated*
AE-B-129	29 hours						*Calculated*
AE-B-130	30 hours						*Calculated*
AE-B-131	31 hours						*Calculated*
AE-B-132	32 hours						*Calculated*
AE-B-133	33 hours						*Calculated*
AE-B-134	34 hours						*Calculated*
AE-B-135	35 hours						*Calculated*
AE-B-136	36 hours						*Calculated*
AE-B-137	37 hours						*Calculated*
AE-B-138	38 hours						*Calculated*
AE-B-139	39 hours						*Calculated*
AE-B-140	40 hours						*Calculated*
AE-B-141	41 hours						*Calculated*
AE-B-142	42 hours						*Calculated*
AE-B-143	43 hours						*Calculated*
AE-B-144	44 hours						*Calculated*
AE-B-145	45 hours						*Calculated*
AE-B-146	46 hours						*Calculated*
AE-B-147	47 hours						*Calculated*
AE-B-148	48 hours						*Calculated*
AE-B-149	49 hours						*Calculated*
AE-B-150	50 hours						*Calculated*
AE-B-151	TOTAL	*Calculated*	*Calculated*				*Calculated*

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Section C—PROGRAM COMPLETION DATA
Report the number of all clients that complete the various types of program(s) offered..
CBAE Grantees - do not provide data in the columns for clients ages 19 through 29.

Label	Description	Select Type of Program	Distinct number of hours provided	No. of 12-18 year olds completing ≥75%.	No. of 19-29 year olds completing ≥75%.	Percent of clients that complete ≥75% of program.
AE-C-101	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐After school abstinence curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)_____				*Calculated*
						Calculated
AE-C-102	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐After school abstinence curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)_____				*Calculated*
						Calculated
AE-C-103	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐After school abstinence curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)_____				*Calculated*
						Calculated
AE-C-104	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐After school abstinence curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)_____				*Calculated*
						Calculated
AE-C-105	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐After school abstinence curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)_____				*Calculated*
						Calculated

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Section D—COMMUNITIES SERVED

Label	Description	State (spell fully for consistency across states)	County	City/Town			
AE-D-101	Area where services provided:						
AE-D-102	Area where services provided:						
AE-D-103	Area where services provided:						
AE-D-104	Area where services provided:						
AE-D-105	Area where services provided:						
AE-D-106	Area where services provided:						
AE-D-107	Area where services provided:						
AE-D-108	Area where services provided:						
AE-D-109	Area where services provided:						
AE-D-110	Area where services provided:						
AE-D-111	Area where services provided:						
AE-D-112	Area where services provided:						
AE-D-113	Area where services provided:						
AE-D-114	Area where services provided:						
AE-D-115	Area where services provided:						
AE-D-116	Area where services provided:						
AE-D-117	Area where services provided:						
AE-D-118	Area where services provided:						
AE-D-119	Area where services provided:						
AE-D-120	Area where services provided:						
AE-D-121	Area where services provided:						
AE-D-122	Area where services provided:						
AE-D-123	Area where services provided:						
AE-D-124	Area where services provided:						
AE-D-125	Area where services provided:						
AE-D-126	Area where services provided:						
AE-D-127	Area where services provided:						
AE-D-128	Area where services provided:						
AE-D-129	Area where services provided:						
AE-D-130	Area where services provided:						
AE-D-131	Area where services provided:						
AE-D-132	Area where services provided:						
AE-D-133	Area where services provided:						
AE-D-134	Area where services provided:						
AE-D-135	Area where services provided:						
AE-D-136	Area where services provided:						
AE-D-137	Area where services provided:						
AE-D-138	Area where services provided:						
AE-D-139	Area where services provided:						
AE-D-140	Area where services provided:						
AE-D-141	Area where services provided:						
AE-D-142	Area where services provided:						
AE-D-143	Area where services provided:						
AE-D-144	Area where services provided:						
AE-D-145	Area where services provided:						

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INSTRUCTIONS FOR THE COMPLETION OF PERFORMANCE PROGRESS REPORT SF-PPR-D
HHS Administration for Children and Families
FYSB Abstinence Education Program
Table of Activity Results

General Purpose of SF-PPR-D, Table of Activity Results

U.S. Code 42, Section 710 references the application of Section 706 of the same code to the abstinence education grant program for states. Section 706 requires block grant recipients to submit reports as directed by HHS.

ACF will use the information collected to collect comparative data required to account for the annual expenditure of $50 million in Federal funds, assess the progress and impact of ACF's federally funded abstinence education programs against ACF's Strategic Plan goals, and provide feedback to assist State grantees.

The data collected also fulfill requirements of OMB for setting of performance targets and assessment and validation of accomplishments.

Section A—Unduplicated Count of Clients Served

Purpose of Section A

The purpose of Section A—Unduplicated Count of Clients Served, is to track and report the unduplicated number of clients served for each program year. Each client is counted only once.

General Instructions

Section A should be submitted as part of all required reports. Annual reports should provide cumulative data for 12 months.

Complete each cell in Section A for an unduplicated number of clients served in all programs funded by the abstinence education grant except for media campaigns.

In determining the age of a client, use the age of the client at the first point of contact during the program year. Since the purpose of the community-based abstinence education (CBAE) program grants is to provide services to youth ages 12-18, CBAE grantees should not provide any data in the rows for clients ages 19 through 29.

If a State program has served youth that are younger than 12 or during the report period, include that data in rows AE-A-120 (females) or AE-A-221 (males).

If you are helping young adults in making decisions related to abstinence, and the young adults happen to be young parents, record these clients under their ages. The row for tracking services to parents (AE-A-119 and AE-A-219) should be reserved for recording those efforts aimed at helping parents talk with their children about their children's sexual choices.

Use the following definitions when determining race:

- **Asian -** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American -** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- **Hispanic or Latino -** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

- **American Indian or Alaska Native -** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Native Hawaiian or Other Pacific Islander -** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Other (not required by OMB) -** A person wishing to identify himself or herself as "other" rather than one of the demographic groups described above.

If your program is implementing a media campaign, report such activities, and the numbers served, in the narrative of your program progress report.

Section B—Hours of Service Received by Clients

Purpose of Section B

The purpose of Section B, Hours of Service Received by Clients, is to track and report the total number of service hours that clients have received during the report period.

For example, a grantee may provide 1,000 ninth grade students with a 20-hour curriculum program while also providing 5,000 other youth with a one-hour event. Section B allows the grantee to report these numbers in greater detail, rather than averaging the program hours together. Averaged together, the result would show that 6,000 youth received an average of 4 hours of service, which would not clearly represent the nature of the programs. A more detailed report of the example is captured in the sample table rows below.

Number of Hours Received	By 12-18 year olds	By 19-29 year olds
1	5,000	
20	1,000	
Total 12-18	**6,000**	

General Instructions

Indicate the number of clients, by age group, who received the total number of hours listed for each row. CBAE grantees should leave blank (not provide any data) in the columns for 19-29 year olds.

An hour is equivalent to 60 minutes, and all sessions should be counted only for the actual number of minutes that a youth is served. A session that lasts for 30 minutes should be counted as 30 minutes; 43 minutes should be counted as 43 minutes. The total number of minutes of service that a youth receives must be converted into hours and rounded to the nearest ¼ hour. For example, 343 minutes will equal 5.75 hours.

For clients that receive services from multiple programs, program staff must add together the time received together so that only one number of program hours received will be recorded for each client served. For example, if a student participated in 17 hours of a 20-hour curriculum program and also participated in a one-half hour event, the total number of program hours for that student would be 17.5.

For clients that received more than 50 program hours, report their hours in the report form narrative. Do not include any media campaign activities in Section B. Rather, report such activities, and the numbers served, in form SF-PPR (general performance progress report).

The total number of clients served in each of the two age group columns should be equal to the unduplicated count of clients served for those age groups in Section A, row AE-A-201.

Section C—Program Completion Data

Purpose of Section C

The purpose of Section C, Program Completion Data, is to track and report the number of all clients that complete the various types of program(s) offered.

General Instructions

In each row, choose and report on one type of program offered by the grantee during the program year. A grantee may have several programs such as separate programs for middle school and high school students, events, or training programs, etc., and each row should be devoted to one program type with a distinct number of program hours. For example, if a program offers two after-school abstinence curriculum programs with one totaling 12 hours and the second totaling 24 hours, these should be recorded on separate rows. However, if a grantee offers three after-school programs that all provide 15 hours of programming, the data for these should be added together and recorded in one row.

In the fourth column, list the total number of hours that are provided by each program type.

In the fifth or sixth column, list the number of clients that completed at least 75% of the program above the total number of clients served for each of the age ranges indicated. CBAE grantees should leave blank (not provide any data) in the column for 19-29 year olds.

The total number of clients served by all programs, if they were to be added together, may be greater than the unduplicated count of all clients, as reported in Section A, if clients participated in more than one program.

Grantees with sub-grantees may wish to have each sub-awardee fill out this form separately and then compile the data into one form. In these cases, grantees will likely need to use more than one page.

Section D—Communities Served

Purpose of Section D

The purpose of Section D, Communities Served, is to track and report geographical areas in which the grantee has provided services.

General Instructions

Record the geographical areas in which all programs were provided during the budget year by state, county, and city/town. Grantees need not report the communities in which the clients reside.

Optional Narrative

If needed, submit with SF-PPR-D a narrative that describes any elements related to sections A-D that need to be explained. For example, the narrative may describe:

- clients served through media activities;
- groups that have been combined under “Other” in section A; or
- hours of service received by clients outside the age ranges of 12-18 or 19-29.

Organize the narrative in the order of sections A through D, and use headings to clearly identify which section the narrative is describing.