HHS Administration for Children and Families
FYSB Community-Based Abstinence Education Program

PERFORMANCE PROGRESS REPORT
SF-PPR
Cover Page

1.Federal Agency and Organization Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		3a. DUNS Number 3b. EIN
4. Recipient Organization (Name and complete address including zip code)				5. Recipient Identifying Number or Account Number
6. Project/Grant Period (i.e., 5 years)		7. Budget Period (i.e., 1 year)		8. Final Report ? ☐ Yes ☐ No
Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	9. Report Frequency ☐ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other* *(If other, describe: ___________ ___________________________)*

10. Performance Narrative

11. Other Attachments

12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12a. Typed or Printed Name and Title of Authorized Certifying Official	12c. Telephone *(area code, number and extension)* 12d. Email Address
12b. Signature of Authorized Certifying Official	12e. Date Report Submitted *(Month, Day, Year)*
	13. Agency use only

HHS Administration for Children and Families
FYSB Community-Based Abstinence Education Program

PERFORMANCE PROGRESS REPORT
SF-PPR
Cover Page (continued)

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

Supplemental Continuation of SF-PPR Cover Page

(1) Label	(2) Additional Information on Grantee or Grant Project	(3) Provide Information Requested:
PR-2-001	Grant Amount	
PR-2-002	Project Title	
PR-2-003	Typed or Printed Name and Title of Contact Person pertaining to this report	
PR-2-004	Telephone Number of Contact Person	
PR-2-005	Email address of Contact Person	
PR-2-006	Grantee Telephone *(area code, number & extension,* if other than authorized official or contact person)	
PR-2-007	Year of Grant Support (2 of 5, etc.)	
PR-2-008	Dates covered by report (name the range of months)	
PR-2-009		
PR-2-010		

INSTRUCTIONS FOR THE COMPLETION OF

PERFORMANCE PROGRESS REPORT
SF-PPR
Cover Page

Purpose of Performance Progress Report, Performance Narrative

ACF will use the information collected to collect comparative data required to account for the annual expenditure of 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 grantees.

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

General Instructions

Submit the 14 pages of this report without the instructional pages that are inserted between pages (such as this one).

Cell 1.	Identify the federal agency and organization element to which the report is submitted.
Cell 2.	Identify the federal grant number assigned by the federal agency.
Cell 3a.	Identify the DUNS number of your organization.
Cell 3b.	Identify the EIN of your organization.
Cell 4.	Identify your organization's name and complete address, including zip code.
Cell 5.	Leave this field blank.
Cell 6.	Identify the project period as displayed on the financial assistance award for this grant (i.e., 5 years).
Cell 7.	Identify the budget period as displayed on the financial assistance award for this grant (i.e., 1 year).
Cell 8.	Indicate whether this is a final report for the budget period such as annual or an intermediate report such as 6-month.
Cell 9.	Indicate the reporting frequency for this grant.
Cell 10.	Record in cell 10 any notes regarding the performance narrative that you will attach after this page (3). Instructions for the performance narrative follow below.
Cell 11.	Record any notes regarding additional attachments in cell 11. Clearly mark and attach the documents behind the performance narrative.
Cell 12.	Self-explanatory.
Cell 13.	Agency use only.

Row PR-2-001.	Identify the grant amount for the budget year, including any carryover from the year before.
Row PR-2-002.	Identify the name of the abstinence education program, not the organization.
Row PR-2-003.	Self-explanatory.
Row PR-2-004.	Self-explanatory.
Row PR-2-005.	Self-explanatory.
Row PR-2-006.	Identify an emergency telephone number, such as that of an administrative assistant or partner.
Row PR-2-007.	Identify both the current year and the total length of the award in years, as per the example.
Row PR-2-008.	Self-explanatory.

NOTE: Instructions for each major section of this report follow the section with the exception of the performance narrative for which instructions are included within the section.

PERFORMANCE PROGRESS REPORT
SF-PPR
Performance Narrative

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

Instructions for Attaching a Performance Narrative

Respond to the following sections and attach as a performance narrative. For each section, the directions are provided in a gray shaded row. Use standard sized paper (8 ½ x 11 inches).Clearly number all pages. **Submit the narrative UNSTAPLED AND UNBOUND so that additional copies can be made for review, if necessary**. Font size must not be smaller than 11 points; you may use single spacing; margins must not be less that one inch; work within the word, sentence, or space limits prescribed for each section.

Introduction

Very briefly restate the purpose of your grant , explain in general terms the progress of the project in achieving that purpose. Set the stage. Page limit: one-half to three-quarters of a page.

Accomplishments

Complete SF-PPR-A below

Key Statistics

Enter your program's statistics into the appropriate row of the following table. If this is a semi-annual report, the statistics are based on the program's first six month's results. If this is an annual report, the statistics are based on the program's cumulative 12-month results.	
	☐ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other*
Item	Results for reporting period
1. Unduplicated count of clients served	
2. Total number of program hours received by clients	

PERFORMANCE PROGRESS REPORT
SF-PPR
Performance Narrative

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

Obstacles

Explain in the space provided any obstacles encountered in implementing the original program strategy, and your actions and/or plans in dealing with them. Obstacles could include any of the following: internal problems encountered, shortcomings in the planned strategy, external changes in circumstances, difficulty in obtaining resources, difficulty in gaining access to youth, suitability of curriculum, etc.

Strategy / Plan / Staffing Changes

Describe all changes to your program plan, made or contemplated. If your current course of action is different from that stated in your grant application, explain all changes here. This includes changes in strategy, staffing, population served, partner organizations, timing of plan implementation, number of clients reached, number of contact hours per client, etc. If you have made no changes, merely write "No changes" in this section.

PERFORMANCE PROGRESS REPORT
SF-PPR
Performance Narrative

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

Implementation Check-list

Recipients of federal funds are required to adhere to several regulations. Using the following check-list, please include your self-assessment regarding adherence to each program requirement. For an explanation of each item see appendix A. For any inconsistencies or uncertainties, write a two to three sentence explanation in the row below each area and the plan to address these issues. *These rows are expandable.*	**Indicate in the columns below your self-assessment for each area whether you are:**		
	Consistent	**Inconsistent**	**Unclear**
Inherently religious activities			
Timely submission of Form 990 or extension			
A-133 audit			
Lobbying			
Political campaign activity			
Conflict of interest or personal gain			
Nondiscrimination			

PERFORMANCE PROGRESS REPORT
SF-PPR
Performance Narrative

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

Intended Deliverables for the Upcoming Grant Year

[*This section is intended for the use of grantees with multiple year project periods or those that have requested and been granted a no-cost extension of a one-year grant*.]
Using the following table, itemize the internal and external outputs and outcomes planned for the next program year, along with their quantities and due dates. These instructions apply if this is your semi-annual report. If this is an annual report, update the table created in your semi-annual report to reflect plan changes that may have been made in the six months after you submitted your semi-annual report. To minimize effort, wherever possible cut and paste line items from the Accomplishments section (SF-PPR-A) and edit them for the forthcoming year. If this is your final grant year, delete this section from the report altogether. A sample table has been constructed as a reference—see Appendix B.]

Item	Quantity	Due Date
Internal outputs (activities)		
External outputs		
Outcomes		

PERFORMANCE PROGRESS REPORT
Performance Measures SF-PPR-A

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

A. Internal Outputs (activities)

(1) Measure Number or Label	(2) Item	(3) Quantity	(4) Due Date	(5) Actual performance	(6) Explanation of variance	(7) Anticipated end of current grant year performance	(8) Explanation of variance
Sample	*Hire and train staff.*	*2 regional directors, 8 instructors*	*11/30/06*	*Objective met*	*n/a*	*Achieve*	
Sample	*Identify program sites.*	*6 schools and 2 community centers*	*10/31/06*	*6 schools and 3 community centers*	*Due to positive word of mouth publicity, a Hispanic community center requested the program.*	*Exceed*	
A-01							
A-02							
A-03							
A-04							
A-05							

Page can be duplicated or expanded if needed.

PERFORMANCE PROGRESS REPORT
Performance Measures SF-PPR-A

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

B. External Outputs

(1) Measure Number or Label	(2) Item	(3) Quantity	(4) Due Date	(5) Actual performance	(6) Explanation of variance	(7) Anticipated end of current grant year performance	(8) Explanation of variance
Sample	Provide instruction to students for 60 minutes per session, weekly for 7 weeks.	4,805 participants x 7 hours per participant = 33,635 hours	Grant duration	3,749 participants x 8.5 hours per participant = 31,866 hours	Able to increase program hours at certain sites due to scheduling modifications. Two schools did not allow access to 10^{th} grade students.	Miss	See column 5
B-01							
B-02							
B-03							
B-04							
B-05							

Page can be duplicated or expanded if needed.

PERFORMANCE PROGRESS REPORT
Performance Measures SF-PPR-A

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

C. Outcomes

(1) Measure Number or Label	(2) Item	(3) Quantity	(4) Due Date	(5) Actual performance	(6) Explanation of variance	(7) Anticipated end of current grant year performance	(8) Explanation of variance
Sample	Increase number of participants between pre and post surveys who strongly agree that abstinence from sexual activity until marriage is a personal standard.	30% increase	Grant duration	n/a	n/a	Exceed	So far, we are seeing even better responses than anticipated, around 35%.
C-01							
C-02							
C-03							
C-04							
C-05							

Page can be duplicated or expanded if needed.

INSTRUCTIONS FOR THE COMPLETION OF PERFORMANCE PROGRESS REPORT
Performance Measures SF-PPR-A

General Purpose of SF-PPR-A, Performance Measures

The purpose of the SF-PPF-A is to provide a tool through which to track your organization's accomplishments under this grant for the current grant year, categorized by internal and external outputs and outcomes, in a detailed, comprehensive manner. ACF will use the information collected to collect comparative data required to account for the annual expenditure of 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 grantees.

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

General Instructions

If your organization has received a multi-year grant, only address the current grant year. Do not address any of the future grant years.

For the purpose of this report, employ the following definitions:

Section A — *Internal output*: activities internal to your organization or activities involving outside entities but not the youth or community members served.
Section B — *External output*: activities you undertake for the populations served.
Section C — *Outcome*: changes in the behavior, skill, attitude, situation, or knowledge of the populations served.

Each category, internal and external outputs and outcomes, should have 10-20 line items. Combine line items if necessary to adhere to this limit, but without making the line item too generic.

Insert the following information into the appropriate column. Please note that the content of the columns 1 through 3 (projections of the program) of the table must cover the entire current grant year, not just the current reporting period. Your performance reporting in the last 4 columns is for the first 6 months for the semi-annual report and the whole year for the annual report.

Internal and external output or outcome.

(1) Number each item following the pattern provided. The letter of the measure number corresponds with the section.

(2) Itemize every internal and external output and outcome your organization committed to accomplishing. This information should be sourced from your original grant application. Please remember to address the entire current grant year, not just the current reporting period. Limit: one to two sentences per item. Keep it short.

(3) *Quantity.* Provide the quantified metric associated with the item.

(4) *Due date.* Indicate the original due date associated with the item.

(5) *Actual performance.* Provide brief *quantified* metrics of the actual accomplishment for the item as of the final date of the current reporting period. If the item is to occur during the second six-month reporting period for the current grant year, simply put "n/a" in this column. Limit: a few words or numbers.

(6) *Explanation of variance.* Provide a brief explanation of the variance between planned and actual performance, when applicable. If the item is to occur during the second six month reporting period of the **current grant year,** simply put "n/a" in this column. Limit: one to two brief sentences. Where there is no variance, no comment is required.

(7) *Anticipated end of current grant year performance.* Provide an assessment of your end of current grant year performance, using the following three categorizations: "miss," "achieve," or "exceed."

(8) *Explanation of variance.* Briefly explain the reasons for the variance between the originally projected grant performance and anticipated end of current grant year performance. Leave this column blank for items classified as "achieve" or "exceed." Limit: one to two brief sentences. If the explanation is the same as Column 5, state "See column 5."

If this is a final report, delete columns six and seven.

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

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

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

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

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

Section A1—COUNT OF CURRICULUM BASED 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-A1-100	Count of Curriculum Based Clients Served Females								
Label									
AE-A1-101	Female Client(s) age 12								
AE-A1-102	Female Client(s) age 13								
AE-A1-103	Female Client(s) age 14								
AE-A1-104	Female Client(s) age 15								
AE-A1-105	Female Client(s) age 16								
AE-A1-106	Female Client(s) age 17								
AE-A1-107	Female Client(s) age 18								
AE-A1-108	Female Client(s) age 19								
AE-A1-109	Female Client(s) age 20								
AE-A1-110	Female Client(s) age 21								
AE-A1-111	Female Client(s) age 22								
AE-A1-112	Female Client(s) age 23								
AE-A1-113	Female Client(s) age 24								
AE-A1-114	Female Client(s) age 25								
AE-A1-115	Female Client(s) age 26								
AE-A1-116	Female Client(s) age 27								
AE-A1-117	Female Client(s) age 28								
AE-A1-118	Female Client(s) age 29								
AE-A1-119	Female Parent(s)								
AE-A1-120	Other female recipients of services or training								
AE-A1-121	TOTAL								

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

Section A1 (Continued)— COUNT OF CURRICULUM BASED 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-A1-200	Count of Curric.-Based Clients Served Males								
AE-A1-201	Count of Curric. -Based Clients Served Males and Females								
Label	**Race and Gender**	**Asian**	**Black**	**Hispanic**	**Native American**	**Native Hawaiian**	**White**	**Other**	**TOTAL**
AE-A1-202	Male Client(s) age 12								
AE-A1-203	Male Client(s) age 13								
AE-A1-204	Male Client(s) age 14								
AE-A1-205	Male Client(s) age 15								
AE-A1-206	Male Client(s) age 16								
AE-A1-207	Male Client(s) age 17								
AE-A1208	Male Client(s) age 18								
AE-A1-209	Male Client(s) age 19								
AE-A1-210	Male Client(s) age 20								
AE-A1-211	Male Client(s) age 21								
AE-A1-212	Male Client(s) age 22								
AE-A1-213	Male Client(s) age 23								
AE-A1-214	Male Client(s) age 24								
AE-A1-215	Male Client(s) age 25								
AE-A1-216	Male Client(s) age 26								
AE-A1-217	Male Client(s) age 27								
AE-A1-218	Male Client(s) age 28								
AE-A1-219	Male Client(s) age 29								
AE-A1-220	Male Parent(s)								
AE-A1-221	Other male recipients of services or training								
AE-A1-222	TOTAL								
AE-A1-223	**TOTAL MALES & FEMALES**								

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

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

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

Section B1—HOURS OF CURRICULUM BASED SERVICE RECEIVED BY CLIENTS
Indicate the number of clients, by age group, who received the total number of "Curriculum Based 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-B1-100	Count of Curriculum Based Clients Served						
Label	**Number of Hours Received**	**By 12-18 year olds**	**By 19-29 year olds**				**TOTAL**
AE-B1-101	1 hour						
AE-B1-102	2 hours						
AE-B1-103	3 hours						
AE-B1-104	4 hours						
AE-B1-105	5 hours						
AE-B1-106	6 hours						
AE-B1-107	7 hours						
AE-B1-108	8 hours						
AE-B1-109	9 hours						
AE-B1-110	10 hours						
AE-B1-111	11 hours						
AE-B1-112	12 hours						
AE-B1-113	13 hours						
AE-B1-114	14 hours						
AE-B1-115	15 hours						
AE-B1-116	16 hours						
AE-B1-117	17 hours						
AE-B1-118	18 hours						
AE-B1-119	19 hours						
AE-B1-120	20 hours						
AE-B1-121	21 hours						
AE-B1-122	22 hours						
AE-B1-123	23 hours						
AE-B1-124	24 hours						
AE-B1-125	25 hours						
AE-B1-126	26 hours						
AE-B1-127	27 hours						
AE-B1-128	28 hours						
AE-B1-129	29 hours						
AE-B1-130	30 hours						
AE-B1-131	31 hours						
AE-B1-132	32 hours						
AE-B1-133	33 hours						
AE-B1-134	34 hours						
AE-B1-135	35 hours						
AE-B1-136	36 hours						
AE-B1-137	37 hours						
AE-B1-138	38 hours						
AE-B1-139	39 hours						
AE-B1-140	40 hours						
AE-B1-141	41 hours						
AE-B1-142	42 hours						
AE-B1-143	43 hours						
AE-B1-144	44 hours						
AE-B1-145	45 hours						
AE-B1-146	46 hours						
AE-B1-147	47 hours						
AE-B1-148	48 hours						
AE-B1-149	49 hours						
AE-B1-150	50 hours						
AE-B1-151	TOTAL						

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

Section C—PROGRAM COMPLETION DATA
Report the number of all clients that complete the various types of program(s) offered. **Check only one box per activity**.
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 12-18 years olds served	No. of 19-29 year olds completing ≥75%. / No. of 12-18 years olds served	No. of Parents or Other Adults completing ≥75%. / No. of Parents or Other Adults served	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 ☐ Supplemental curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Mentoring (group/clubs) ☐ Youth Leadership ☐ Conference, retreat ☐ Rally, assembly ☐ Other (Describe)_______________					
AE-C-102	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Supplemental curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Mentoring (group/clubs) ☐ Youth Leadership ☐ Conference, retreat ☐ Rally, assembly ☐ Other (Describe)_______________					
AE-C-103	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Supplemental curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Mentoring (group/clubs) ☐ Youth Leadership ☐ Conference, retreat ☐ Rally, assembly ☐ Other (Describe)_______________					
AE-C-104	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Supplemental curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Mentoring (group/clubs) ☐ Youth Leadership ☐ Conference, retreat ☐ Rally, assembly ☐ Other (Describe)_______________					

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PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

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

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
Table of Activity Results SF-PPR-D

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 A1—Count of Curriculum Based Clients Served

Purpose of Section A1

The purpose of Section A1— Count of Curriculum Based Clients Served, is to track and report the number of clients served with abstinence education curriculum based instruction for each program year. Each client is counted only once.

To provide information on the count of curriculum based clients served the program must use curriculum that adheres to the following criteria:

- Abstinence education curriculum must have at least 70 percent of the material directly relate to the 13 themes and the A-H elements.
- Abstinence education curriculum must address the 13 themes and the A-H elements in a balanced and adequate manner. No one theme should be over or under represented in the entire curriculum.

General Instructions

Section A1 should be submitted as part of all required reports. Annual reports should provide cumulative data for 12 months.

Complete each cell in Section A1 for a number of clients served with curriculum based instruction for all programs funded by the abstinence education grant.

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 during the report period, include that data in rows AE-A1-120 (females) or AE-A1-221 (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 curriculum education to parents (AE-A1-119 and AE-A1-219) should be reserved for recording those efforts aimed at educating parents with abstinence education curriculum to help them 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, 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.

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	Total
1	5,000		5,000
20	1,000		1,000

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 whole hour. For example, 343 minutes of curriculum based instruction will equal 6 hours while 315 minutes of curriculum based instruction will equal 5 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 hour event, the total number of program hours for that student would be 18 hours.

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 B1— Curriculum Based Hours of Service Received by Clients

Purpose of Section B1

The purpose of Section B1, Curriculum Based Hours of Service Received by Clients, is to track and report the total number of abstinence education curriculum based instruction hours that clients have received during the report period.

To provide information on the curriculum based hours of services received by clients the program must use curriculum that adheres to the following criteria:

- Abstinence education curriculum must have at least 70 percent of the material directly relate to the 13 themes and the A-H elements.
- Abstinence education curriculum must address the 13 themes and the A-H elements in a balanced and adequate manner. No one theme should be over or under represented in the entire curriculum.

For example, a grantee may provide 1,000 ninth grade students with 20-hours of curriculum based instruction while also providing 5,000 other youth with curriculum based instruction. Section B1 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 curriculum based instruction, 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	Total
1	5,000		5,000
20	1,000		1,000

<u>General Instructions</u>

Indicate the number of clients, by age group, who received the total number of hours listed for each row for curriculum based instruction. 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 whole hour. For example, 343 minutes of curriculum based instruction will equal 6 hours while 315 minutes of curriculum based instruction will equal 5 hours.

For clients that received more than 50 program hours, report their hours in the report form narrative. Do not include any other program activities such as assemblies, mentoring, drama productions, etc. in Section B1. Rather, report such activities, and the numbers served, in section B.

The data provided in section B1 should reflect the data presented in section C for the cell labeled "distinct number of hours provided" particularly the box checked "in-class abstinence curriculum" or "after school abstinence curriculum".

Section C—Program Completion Data

<u>Purpose of Section C</u>

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.

<u>General Instructions</u>

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 <u>with a distinct number of program hours</u>. 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, sixth, or seventh column list the number of clients that completed at least 75% of the program in the row 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.

To select “In-class abstinence curriculum” or “After school abstinence curriculum”, the program must use curriculum that adheres to the following criteria:

- Abstinence education curriculum must have at least 70 percent of the material directly relate to the 13 themes and the A-H elements.
- Abstinence education curriculum must address the 13 themes and the A-H elements in a balanced and adequate manner. No one theme should be over or under represented in the entire curriculum.

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.

PERFORMANCE PROGRESS REPORT
SF-PPR
HHS Administration for Children and Families
FYSB Community-Based Abstinence Education Program
Appendix A Guidelines for Implementation Checklist

1. **Inherently religious activities**
   Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department (45 CFR 87).

2. **Timely submission of Form 990 or extension**
   The Form 990 is used by tax-exempt organizations and is due to the IRS on the 15th day of the fifth month after the organization's accounting period ends. Two 3-month extensions may be obtained if filed for (they are not automatic). Additional instructions for Form 990 and the complete Internal Revenue Manual can be found at www.irs.gov.

3. **A-133 audit**
   Non-Federal entities that expend $500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year (Subpart B--Audits §___.200 (a) of the OMB Circular A-133).

4. **Lobbying**
   No Federal appropriated funds have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (31 USC 1352).

   If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions.

5. **Political campaign activity**
   Under the Internal Revenue Code, all IRC section 501(c)(3) organizations, including churches and religious organizations, are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office (http://www.irs.gov/pub/irs-pdf/p1828.pdf).

6. **Conflict of interest or personal gain**
   Grantees must establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain (SF 424B). Further, no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved (2 CFR 215.42 and 45 CFR 74.42).

7. **Nondiscrimination**
   Grantees must comply with all federal laws regarding nondiscrimination. These include certain prohibitions against discriminating on the basis of race, color, national origin, sex, handicaps, age, and drug or alcohol abuse. (Statutory citations and assurance of compliance are provided on the SF 424B.) Also, note that a religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964, 42 U.S.C. 2000e-1, is not forfeited when the organization receives direct or indirect financial assistance from the Department (45 CFR87.1(g)).

   Disclaimer: Nothing in this document shall be construed by the recipient as either legal or tax advice.

PERFORMANCE PROGRESS REPORT
SF-PPR
HHS Administration for Children and Families
FYSB Community-Based Abstinence Education Program
Appendix B-Sample Table of Intended Deliverables

Following is a sample table of intended deliverables. The table has been developed based on a fictitious grantee's semi-annual report. The reporting period is from 09/30/08 through 3/31/09.

Item	Quantity	Due Date
Internal outputs		
1. Hire and train additional staff for new school year: program administrator and two abstinence educators.	3 FTE	10/31/08
2. Order curriculum workbooks for new school year.	5,000 booklets	10/15/08
3. Develop data base for newsletter.	4,750 records	1/30/09
4. Produce semi-annual newsletter for teachers and parents.	4,750 newsletters	3/15/08 and 9/15/09
5. Design and mount billboards in each county advertising the program and the program's web site.	3 billboards	3/31/09
6. Update web site content for current school year.	1 web site	10/30/08
7. Track web site users.	4 reports	Quarterly
8. Re-print "Why it matters" promotional web site bracelets.	5,000	11/15/08
9. Confirm program re-implementation at the middle and high schools where the programs were held in grant year one.	5 middle schools and 3 high schools	10/10/08
10. Recruit additional schools for the 2009-20010 program years.	1 new middle school and 3 new high schools	09/10/09
11. Hold professional staff development trainings for all program staff.	4 trainings	Quarterly
12. Attend annual CBAE grantee conference.	1 conference	TBD
13. Produce promotional DVD featuring program participants.	1 DVD	7/28/09
14. Conduct pre- and post-program surveys with all program participants.	4,500 surveys	On-going
15. Evaluator to evaluate the program survey results.	1 evaluation report	9/15/09
16. Conduct program staff evaluations.	Annually	6/31/09
17. Participate in annual audit.	1 audit	Annually
External Outputs		
18. Teach curriculum to 12-18 year olds in 12 middle and high schools in three target counties, eight sessions each one-hour long.	4,500 youth	9/29/09
19. Hold auditions for, prepare, and present at parents' end-of-year school banquets a dramatic arts play featuring the abstinence message with 25 program participants in each of 12 participating schools. Also show promotional DVD.	1 dramatic arts play and DVD in each of 12 participating schools	9/29/09
20. 3,150 students fill out and turn in abstinence pledge cards.	3,150, 75% of program participants	9/29/09
21. Send out semi-annual newsletter to program participants and teachers.	4,500 program participants & 250 teachers	3/30/09 and 9/29/09
22. Email each program participant at least three times to promote the contests, prizes, journal, and web site.	At least once per quarter	9/29/09
23. In order to promote the program web site, do a drawing monthly and award a prize to the student chosen.	9 prizes	Monthly
24. Additional youth to visit the web site and receive supplemental abstinence education through it.	3000 youth	9/29/09
25. Distribute parent booklet to parents of students participating the school program.	4,500 booklets	10/31/08
26. Host parent education sessions at 12 participating schools each quarter.	1 session per quarter with 50 parents attending per session at each school	9/29/09
Outcomes		
27. Program participants indicate an intention to abstain for sexual activity until marriage.	75% of program participants, 3,375 students	9/29/09
28. Program participants indicate an understanding of the benefits of abstinence and the risks of sexual activity.	70% of program participants, 3,150 students	9/29/09