nFORM 2.0
Information, Family Outcomes, Reporting, and Management

Tips for Completing the Progress Narrative

ACF requires grant recipients to provide narrative information on program operations, challenges, and successes as context for the quantitative (numeric) measures in the quarterly performance reports (QPR/PPR). The qualitative narrative is designed to help grant recipients and ACF understand program-level successes and challenges during the reporting period. Grant recipients are encouraged to use the narrative to illuminate and interpret their quantitative performance measures. This tip sheet, updated in December 2023, provides detailed steps for accessing and saving the template and tips on how to complete the progress narrative each quarter.

For more information about the QPR/PPR, see Module VIII.A of the nFORM User Manual. Information on compiling and submitting your progress narrative with your QPR/PPR can be found in Module VIII.A.4.

Accessing and saving the progress narrative template

There are separate templates for the QPR and PPR and for Healthy Marriage and Responsible Fatherhood programs available in both Adobe and Word. If downloading from the HMRF Grantee Resources site, click here for the Healthy Marriage versions or here for the Responsible Fatherhood versions. To access the PDF template from nFORM or the HMRF Grantee Resources site, left-click on the applicable QPR or PPR Narrative PDF link. The template will open on your computer; you will not need to save the file before entering responses. Note that the PDF template is compatible with Adobe Reader versions DC May 2021 (21.001.20155) and later; grant recipient staff with earlier versions of Adobe may have difficulty completing the template.

You can also access a Word version of the progress narrative template on the HMRF Grantee Resources site only. If using the Word template, grant recipients must convert the Word file into a PDF by clicking "File", then "Save As", then selecting "PDF" from the drop-down menu of available file formats. Only PDF versions of the completed progress narrative can be uploaded into Grant Solutions.

When saving either the PDF or Word template to your desktop or another folder, add the due date for the applicable report to the file name. For example, you can name your last progress narrative for grant year 3 as "GrantName-PPR-narrative-10302024".

Completing the progress narrative

As you think through the topics and types of information you want to include in the progress narrative, consider these helpful tips:

- Use the narrative to help tell the story of your program. Describe any successes or challenges your grant recipient faced during the reporting period and how those affected progress towards performance goals and targets.
  - For example, a grant recipient could explain why they are not on track to meet their annual enrollment or primary workshop participation targets and their continuous quality improvement (CQI) strategies for getting back on track.

C-03   Program Enrollment

2. Enrollment targets and actual enrollment

	Number of community individuals
Enrollment target for the grant year	300
Enrolled since the beginning of grant year through the end of reporting period	74
% of grant-year target met to date	24.7%

- Describe trends that might not be apparent in the quantitative section of the QPR/PPR.
  - For example, the quantitative measures may show that a grant recipient is still falling short of their workshop participation targets. But, the grant recipient's attendance rates may have improved in recent weeks as a result of their CQI efforts. This type of programmatic detail can be helpful to include in your narrative.
  - For local evaluation grant recipients that use service assignments in nFORM, clients assigned to Control No Services or Control Waitlist No Services groups are not included in QPR/PPR performance calculations. Local evaluation grant recipients can use the narrative to provide updates on these groups. Grant recipients can also use the narrative to describe reassignments of clients from control waitlist to other groups since those clients' services and outcomes may differ from other clients.
- Focus your narrative by concisely summarizing key points.
  - Discuss additional details during meetings with your grant recipient's FPS, in lieu of long write-ups in the narrative.

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.

Due to the closing of a partner organization that provided childcare during our in-person workshops, we have experienced challenges with recruiting participants since we could no longer offer childcare during our in-person workshops. To address this challenge, we are focusing our CQI efforts on identifying childcare and workshop design alternatives to better meet the needs of the families we serve.

- Avoid restating the numeric data. Instead, provide information that helps your grant team and FPS interpret the performance measures.
  - For example, if a Fatherhood FIRE grant recipient's average cumulative number of substantive ISCs does not align with the grant recipient's service plan or ACF's requirement that FIRE grant recipients provide at least 8 substantive ISCs to each client/couple, use the progress narrative to describe any staffing or client retention issues that contributed to this issue.
- Include relevant information from other sources such as qualitative data (focus groups, interviews, or observations), CQI or evaluation surveys administered outside of nFORM, or other information that your program collects.
  - For example, if your grant recipient offers more than one primary workshop, you can describe the average hours of participation by primary workshop in the narrative, since the PPR aggregates this metric across primary workshops.

? Contact the nFORM 2.0 help desk with any questions at nform2helpdesk@mathematica-mpr.com. We are happy to help!