



Understanding Completion Targets Within HMRP Projects

Purpose: This document serves to clarify performance expectations and definitions, as outlined in *Section I. Program Description, Program Expectations, General Expectations* and *Section IV.2, Approach, Program Participation Targets* of the FOAs.

Relevant HMRP Expectations

For HMRP projects to achieve their desired outcomes:

- Participants must complete the intended programming;
- OFA expects grantees to achieve annual completion targets, as outlined in their grant applications;
- Grantees must have an understanding of how to manage progress, performance, and data collection activities, and monitor programming with participant completion as a priority.

Defining Completion

The FOAs define “completion” as a client receiving 90 percent of primary workshops. OFA will focus on primary workshop hours (PWHs). Completion is an important target that OFA will track and that will be a critical measure of grant success. It is important to note that, while important, exit survey collection is not equivalent to completion.

Measuring Completion

OFA will closely track whether a sufficient number of clients have received 90 percent of PWHs during each grant year to meet a grantee's 90 percent target(s).¹ To assess achievement of 90 percent completion, **OFA will “count” clients who receive 90 percent of PWHs in the grant year in which the client reaches that milestone.**

Providing Services Across Grant Years

In some cases, clients may enroll in one grant year and reach the milestone of 90 percent of PWHs received in a subsequent grant year. In these cases, the client will count as “complete” for the subsequent grant year, i.e., the year in which the client receives 90 percent of PWHs. Further, completion may occur in a grant year before the client reaches 100 percent of PWHs. In some cases, a client may receive 90 percent of PWHs on or before September 29 of one year, and receive 100 percent of PWHs on or after September 30 of the subsequent grant year. In these cases, the client will count as “complete” for the first grant year, i.e., the year in which the client receives 90 percent of PWHs.

¹As outlined in each grantee's application.

Measuring Completion for School-Based Projects

In school-based projects, OFA will track and assess achievement of 90 percent of PWHs targets based on scholastic year (July 1–June 30), not based on grant year. Students will be tracked from scholastic year to scholastic year, so that a student may be enrolled in one scholastic year and receive 90 percent of PWHs in the successive scholastic year. In such a case, the student would be counted as complete in the scholastic year in which the student reaches 90 percent of PWHs.

Important Workshop Milestones

OFA will most closely track achievement of completion targets. Nevertheless, other targets matter, and other data matter, too. For example, it will be important in different contexts to know enrollment numbers, total number of service hours across the grant program, and average total hours of workshops received, among other things.

Further, it will be important to track how grantees engage with potential clients and clients on the path toward completion. In an effort to provide further clarity and consistency across project activities, OFA provides the following initial list of common client engagement terms:

- **Potential Enrollees:** Clients who may be interested, eligible, and/or available for your services
- **Ready to Enroll:** Clients who are interested, eligible, and available
- **Enrolled:** Clients who complete the enrollment process and also complete the nFORM Applicant Characteristics Survey
- **Initial Attendees:** Clients who attend one primary workshop session
- **Halfway Attendees:** Clients who complete 50 percent of primary workshop hours
- **Completed:** Clients who complete 90 percent of primary workshop hours
- **Fully Finished:** Clients who complete 100 percent of primary workshop hours

Supportive Resources

In order to best support grantees in achieving their 90 percent PWHs targets, FPSs will work collaboratively with grantees to regularly assess their progress toward meeting completion and other targets. In addition, nFORM will provide reporting on how many clients have reached the milestone of receiving 90 percent of primary workshop hours for each grant year. In addition, OFA makes available TA (FPS-led and TTA contractor-led) to assist grantees as they identify challenges or needs. Grantees should consider seeking guidance and support from these grant team members early and as often as necessary to stay on track with their goals.