



PAST PERFORMANCE FORM

|  |                         |                        |
|--|-------------------------|------------------------|
| <b>Name of Organization (applicant):</b>   |                         |                        |
| <b>Name of Funding Agency/Organization:</b>  |                         | <b>Award Amount:</b>   |
| <b>Type of Funding Year</b>  | <b>Award Start Date</b> | <b>Award End Date:</b> |
| Program Summary (brief description of services and activities provided under the grant or contract). |                         |                        |

**Performance Data**

|                                      |  |  |  |
|--------------------------------------|--|--|--|
| Service Level of Contract/Grant      |  | Number of Participant Enrolled                   |  |
| Number of Participant that Completed |  | Number for Participants that Achieved an Outcome |  |

**PERFORMANCE RATING DESCRIPTION**

|          |                             |   |
|----------|-----------------------------|---|
| <b>1</b> | <b>Unsatisfactory</b>       | Performance is consistently unacceptable  |
| <b>2</b> | <b>Below Expectations</b>   | Performance fails to meet contract / grant requirements on a frequent basis   |
| <b>3</b> | <b>Meets Expectations</b>   | Performance is regularly in compliance with requirements, specifications, regulations and standards provided by agency. |
| <b>4</b> | <b>Exceeds Expectations</b> | Performance is routinely above contract / grant requirements and/or product specifications                              |
| <b>5</b> | <b>Outstanding</b>          | Performance is consistently superior  |

| PERFORMANCE FACTORS  | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| <b>Vendor Responsiveness / Customer Service.</b> Contractor or Grantee attends required trainings, meetings, and responds to program point of contact frequently and in a timely matter. Professionalism of Contractor or Grantee. |   |   |   |   |   |
| <b>Knowledge.</b> Contractor or Grantee demonstrated knowledge about the contract/grant and the services that were outlined to be provided.  |   |   |   |   |   |
| <b>Performance.</b> Contractor or Grantee achieved the performance measures outlined in the contract/grant and they meet the deliverable in a timely manner.   |   |   |   |   |   |
| <b>Program Requirements.</b> Contractor or Grantee provided invoices, reports, and other programmatic requirements in accordance to the contract terms and conditions.   |   |   |   |   |   |
| <b>Cost Control.</b> Contractor or Grantee demonstrated performance of cost control effectiveness and budget management  |   |   |   |   |   |

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_