|  |
| --- |
| **Name of Organization (applicant):** |
| **Name of Funding Agency/Organization:** | **Award Amount:** |
| **Type of Funding Year** | **Award Start Date** | **Award End Date:** |
| 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**

|  |  |  |
| --- | --- | --- |
| **1** | **Unsatisfactory**  | Performance is consistently unacceptable |
| **2** | **Below Expectations** | Performance fails to meet contract / grant requirements on a frequent basis  |
| **3** | **Meets Expectations** | Performance is regularly in compliance with requirements, specifications, regulations and standards provided by agency.  |
| **4** | **Exceeds Expectations** | Performance is routinely above contract / grant requirements and/or product specifications |
| **5** | **Outstanding**  | Performance is consistently superior  |
| **PERFORMANCE FACTORS** | **1** | **2** | **3** | **4** | **5** |
| **Vendor Responsiveness / Customer Service.**  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.  |  |  |  |  |  |
| **Knowledge.**  Contractor or Grantee demonstrated knowledge about the contract/grant and the services that were outlined to be provided.  |  |  |  |  |  |
| **Performance**. Contractor or Grantee achieved the performance measures outlined in the contract/grant and they meet the deliverable in a timely manner.  |  |  |  |  |  |
| **Program Requirements.**  Contractor or Grantee provided invoices, reports, and other programmatic requirements in accordance to the contract terms and conditions.  |  |  |  |  |  |
| **Cost Control.**  Contractor or Grantee demonstrated performance of cost control effectiveness and budget management |  |  |  |  |  |

**Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**