

PROJECT PERFORMANCE ACCOUNTABILITY FORM

College Reach-Out Program (CROP)

Each quarter projects are required to submit an updated *Project Performance and Accountability Form* along with a completed *Activity Report* for the identified quarter. The disbursement of payment is rendered upon the submission of evidence indicating the progress of a project meeting the expected targets of at least 50 %, for the identified level of services.

Each quarter projects are required to submit an updated *Project Performance and Accountability Form* along with a completed *Activity Report* for the identified quarter. The updated *Project Performance and Accountability Form* will include measurable outcome results of the project for the identified tasks. The Department's program managers will review each submission to verify that the project's activities/deliverables are progressing in a satisfactory manner that are consistent with the expectations of the program in accomplishing the intended goal, objectives, and outcomes as described in their approved application.

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform.
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work.
- **Due Date-** The date when evidence of completed tasks is submitted to the Department for review and approval.
- **Level of Services-** The specific activities performed to complete the Scope of Work tangible proof.
- **Minimum level of services-** The measurable and expected target for the identified deliverable (product/service).
- **Proposed-** (established by the project) a measurable target that a project intends to accomplish for the identified deliverable.
- **Actual-** The measurable outcome results of the project for the identified deliverable.
- **Financial Consequences-** Per Chapter 215.971, F.S. financial consequences will be applied if the project recipient fails to submit and perform the minimum level of services required by the agreement.

Deliverables must:

- be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service that will support the project in accomplishing the intended goal of the program;
- include services that reflect the minimum level of service and intended Scope of Work;
- be quantifiable, measurable, and verifiable (how many, how often, duration);
- and be effective in producing the intended goal (as measured by the goal, objectives and outcomes described in the *Program Outcome Expectations and Performance Ratings form*).

PROJECT PERFORMANCE ACCOUNTABILITY FORM

College Reach-Out Program (CROP)

Each quarter projects are required to submit an updated *Project Performance and Accountability Form* along with a completed *Activity Report* for the identified quarter. The disbursement of payment is rendered upon the submission of evidence indicating the progress of a project meeting the expected targets of at least 50 %, for the identified level of services.

PROGRAM NAME:					Financial Consequences
Scope of Work	Performance Period	Proposed	Actual	Level of Services	
1. Pre- Planning and Recruitment	Q1			# of school meetings with school officials	<p>Per Chapter 215.971, F.S. financial consequences will be applied if the project recipient fails to submit and perform the minimum level of services required by this agreement.</p> <p>In the event that the minimum level of service targets/deliverables are not met within the quarter in which they are scheduled, and the appropriate progress is not resolved within two weeks of being notified by the Department, the project recipient will be subject to a reduced payment amount of at least 25% for the identified quarter.</p> <p>The contract manager will consider and assess all financial consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contractor to meet the timely and desired results.</p> <p>A project can receive the funds retained by a financial consequence when evidence is submitted to indicate that the performance targets (minimum level of service) was met. This evidence must be completed and submitted to the Department no later than Q4.</p>
				# of orientation/ welcome meetings with students	
	Q2			# of school meetings with school officials	
				# of orientation/ welcome meetings with students	
	Q3			# of school meetings with school officials	
				# of orientation/ welcome meetings with students	
	Q4			# of school meetings with school officials (for the following year)	
				# of orientation/ welcome meetings with students (for the following year)	

PROJECT PERFORMANCE ACCOUNTABILITY FORM

College Reach-Out Program (CROP)

Each quarter projects are required to submit an updated *Project Performance and Accountability Form* along with a completed *Activity Report* for the identified quarter. The disbursement of payment is rendered upon the submission of evidence indicating the progress of a project meeting the expected targets of at least 50 %, for the identified level of services.

PROGRAM NAME:					Financial Consequences
Scope of Work	Performance Period	Proposed	Actual	Level of Services	
2. Tutoring and Academic Support	Q1			# of student participants per session	<p>In the event that the minimum level of service targets/deliverables are not met within the quarter in which they are scheduled, and the appropriate progress is not resolved within two weeks of being notified by the Department, the project recipient will be subject to a reduced payment amount of at least 25% for the identified quarter.</p> <p>The contract manager will consider and assess all financial consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contractor to meet the timely and desired results.</p> <p>A project can receive the funds retained by a financial consequence when evidence is submitted to indicate that the performance targets (minimum level of service) was met. This evidence must be completed and submitted to the Department no later than Q4.</p>
				# of tutoring and/or academic support sessions	
	Q2			# of student participants per session	
				# of tutoring and/or academic support sessions	
	Q3			# of student participants per session	
				# of tutoring and/or academic support sessions	
	Q4			# of student participants per session	
				# of tutoring and/or academic support sessions	

PROJECT PERFORMANCE ACCOUNTABILITY FORM

College Reach-Out Program (CROP)

Each quarter projects are required to submit an updated *Project Performance and Accountability Form* along with a completed *Activity Report* for the identified quarter. The disbursement of payment is rendered upon the submission of evidence indicating the progress of a project meeting the expected targets of at least 50 %, for the identified level of services.

PROGRAM NAME:					Financial Consequences
Scope of Work	Performance Period	Proposed	Actual	Level of Services	
3. Student and Parent Workshops	Q1			# of student workshops (SW)	<p>Per Chapter 215.971, F.S. financial consequences will be applied if the project recipient fails to submit and perform the minimum level of services required by this agreement.</p> <p>In the event that the minimum level of service targets/deliverables are not met within the quarter in which they are scheduled, and the appropriate progress is not resolved within two weeks of being notified by the Department, the project recipient will be subject to a reduced payment amount of at least 25% for the identified quarter.</p> <p>The contract manager will consider and assess all financial consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contractor to meet the timely and desired results.</p> <p>A project can receive the funds retained by a financial consequence when evidence is submitted to indicate that the performance targets (minimum level of service) was met. This evidence must be completed and submitted to the Department no later than Q4.</p>
				# of student participants per workshop (sp)	
				# of parent workshops (PW)	
				# of parent participants per workshop (pp)	
	Q2			# of student workshops (SW)	
				# of student participants per workshop (sp)	
				# of parent workshops (PW)	
				# of parent participants per workshop (pp)	
	Q3			# of student workshops (SW)	
				# of student participants per workshop (sp)	
				# of parent workshops (PW)	
				# of parent participants per workshop (pp)	
	Q4			# of student workshops (SW)	
				# of student participants per workshop (sp)	
				# of parent workshops (PW)	
				# of parent participants per workshop (pp)	

PROJECT PERFORMANCE ACCOUNTABILITY FORM

College Reach-Out Program (CROP)

Each quarter projects are required to submit an updated *Project Performance and Accountability Form* along with a completed *Activity Report* for the identified quarter. The disbursement of payment is rendered upon the submission of evidence indicating the progress of a project meeting the expected targets of at least 50 %, for the identified level of services.

PROGRAM NAME:					Financial Consequences
Scope of Work	Performance Period	Proposed	Actual	Level of Services	
4. Summer Residential Program	Q4			# of student participants	Per Chapter 215.971, F.S. financial consequences will be applied if the project recipient fails to submit and perform the minimum level of services required by this agreement.