Project Performance Accountability Form

**Program Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reporting Period (Dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scope of Work Tasks/Activities | **Deliverables (product or service)** | **Evidence (verification)** | **Due Date (completion)** | **Financial Consequences/ Unit Cost** |
| The major tasks that the grantee is required to perform and/or the specific activities performed to complete the Scope of Work | The products and/or services that directly relate to a task specified in the Scope of Work.  Deliverables must be  Quantifiable, measurable and verifiable. | * Formative Evaluation Report * Quarterly Program Activity Report (including data and narrative description of activities) * Monthly Attendance Reports   Agency will maintain the following records, as applicable, to support reported activities:   * Staff, volunteer or mentor training agendas * Staff, volunteer or mentor training sign-in sheets * Screening/background documentation * Participant/student sign-in and/or sign out logs or other attendance tracking system * Curriculum/lesson plans | The above documentation may be requested by the FDOE or its representatives at any time.  Date for completion of tasks consistent with quarter | Dollar value of deliverables  *\*Financial Consequences* |

*Note: Add additional lines, if necessary.*

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***Financial Consequences* will *be applied as follows:***

* Require Corrective Action Plans
* Delay in the approval of the next quarterly advance
* Withhold or reduce advance
* Reduction of the next quarterly advance in proportion to the work/tasks not completed as follows:
  + $\_ / training or session
  + $\_ / teacher or student
  + $\_/ served