

# PERFORMANCE PROGRESS and MONITORING REPORT Benchmark Evaluations

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1. Federal Agency and Organization Element to Which Report is Submitted		2. Federal Grant or other Identifying Number Assigned by Federal Agency				3a. DUNS		4. Reporting Period End Date (Month, Day, Year)	
						3b. EIN			
(1a) Strategic Goals	(1b) Policy Priority	(2) Problem, Need, Situation	(3) Service or Activities/Output	(4a) Units	(4b) Quantity	(5) Outcome	(6) Units	(7) Quantity	(8) Evaluation Tools
Policy		Planning	Programming	Benchmark Measure		Impact		Outcome Measure	Accountability
									A. Tools for Measurement
									B. Where Data Maintained
									C. Source of Data
									D. Frequency of Collection
									E. Processing of Data

**Note:**

- Agencies will specify if this page is required
- This page can be used for one or more activities and results, and can be duplicated

## Line Item Instructions for Attachment C, Benchmark Evaluations

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
<b>Benchmark Evaluations</b>		
C.(1a)	Strategic Goals	Indicate in this column the number or label of the Federal Award Agency-specified or Program-specific goal(s) that your proposed service or activity is designed to achieve. <b><i>(Awarding Federal agencies may provide guidance on format and purpose of this number or label. —For example, an agency may prescribe specific activities, may prescribe how to map activities to specific goals/objectives or program/priority areas, or may leave the determination to the recipient).</i></b>
C.(1b)	Policy Priorities	Indicate in this column the number or label of the Federal Awarding Agency-specified or Program-specific, if any, your proposed service or activity promotes.
C.(2)	Problem, Need Situation	Provide a general statement of need that provides the rationale for the proposed service or activity.
C.(3)	Service or Activity / Output	Identify the activities or services that you are undertaking in your work plan, which are crucial to the success of your program. Not every activity or service yields a direct outcome.
C.(4)	Benchmark Measures	The Benchmark or Output Measure columns ask you to identify units of measure and the quantity that will be used in measuring the progress of your services or activities. <u>Units/Quantity</u> asks for specific interim or final products (call outputs) that you establish for your program's services or activities. Use quantifiable output goals, including timeframes. These should be products or interim products, which will allow you and the Federal Awarding Agency to monitor and assess your progress in achieving your program workplan.
C.(5)	Outcome Measures	<u>Units/Quantity</u> should identify the results associated with the product or output. These may be numerical measures characterizing the results of a program activity, service or intervention and are used to measure performance. These outputs should lead to targets for achievement of outcomes. Results should be represented by both the actual # and % of the goal achieved. Report actual result of your benchmarks. The actual result could be numbers of units developed/created or beneficiaries assisted. Outputs may be short, intermediate or long-term.

## Line Item Instructions for Attachment C, Benchmark Evaluations (cont.)

C.(8)	EvaluationTools	<p>(A) <u>Tools for Measurement</u>: List the tools used to track output or outcome information (e.g., survey instrument; attendance log; case report; pre=post test; waiting list; etc).</p> <p>(B) <u>Where Data Maintained</u>: Identify the place where data is maintained, e.g., central database; individual case records; specialized database, tax assessor database; local precinct; other.</p> <p>(C) <u>Source of Data</u>: Identify the location of source of data, e.g., on-site; subcontractor; other.</p> <p>(D) <u>Frequency of Collection</u>: Indicate how often data is required to be collected, who will collect it and how often data is reported to the Federal Awarding Agency.</p> <p>(E) <u>Processing of Data</u>: Describe methods for retrieving data, e.g., data from case records is retrieved manually, data is maintained in an automated database. This tool will be available for Federal Award Agency review and monitoring and should be used in submitting reporting information.</p>
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