

PERFORMANCE PROGRESS and MONITORING REPORT Performance Measures

1. Federal Agency and Organization Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		3a. DUNS		Page	of	Pages
				3b. EIN		4. Reporting Period End Date <i>(Month, Day, Year)</i>		
A. Performance Measures								
(1) Measure Number or Label	(2) Objective/Goal Description	(3) Measure	(4) Baseline	(5) Target Year	(6) Project Target	(7) Actual To Date	(8) Explanation	
A-01								
A-02								
A-03								

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 A, Performance Measures

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.
Performance Measures		
A.(1)	Measure Number or Label	Enter number or label used to identify a particular performance measure and associate the measure with specific awarding Federal agency program goals, objectives or program/priority areas. <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>
A.(2)	Objective/Goal Description	For each measure, list the corresponding project/award goal(s) and objective(s) associated with the particular performance measure.

Line Item Instructions for Attachment A, Performance Measures (cont.)

A.(3)	Measure	Enter the description or phrase describing the actual performance measure against which project/award progress and award activities can be measured. This can be quantitative or qualitative. For example, it can include counts, percentages, targeted dates, time periods, or levels. It could also describe a condition, a result, or a status. <i>(Awarding Federal agency guidance may be provided to prescribe specific measures, prescribe how the measures can map to program goals/objectives or program/priority areas, or leave determination to the recipient).</i>
A.(4)	Baseline	Enter the initial starting point or average amount or condition related to each measure.
A.(5)	Target Year	Enter the year you expect to accomplish the targets specified in the approved work plan. Note: Different target years may appear on the same report such as an annual measure and a long-term measure.
A.(6)	Project Target	Enter the expected amount to be achieved as specified in the approved work plan.
A.(7)	Actual to Date	State the actual cumulative amount, condition or status achieved as of the end of the reporting period.
A.(8)	Explanation	If you did not meet or expect to meet your target, you must explain.