PERFORMANCE PROGRESS REPORT
Program/Project Management SF-PPR-F

			Page	of	Pages
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			

F-1. Program/Project Management

	Question	Yes / No/ Not Applicable?	Explanation, if necessary
F-1a.	Do you collect credible performance information, including information from key program partners or sub-awardees, and use it to manage the program/project and improve performance?		
F-1b.	Are the award funds obligated in a timely manner and for intended purposes?		
F-1c.	Do you link your budgets to program/project activities and make adjustments to achieve cost-efficiencies?		
F-1d.	Do you collaborate and coordinate effectively with related programs/projects (if applicable)?		
F-1e.	Have you identified any management deficiencies? If so, provide explanation of deficiencies identified.		
F-1f.	Did you achieve all your performance targets?		
F-1g.	Are you on target to achieve your long- term performance goals?		

F-2. Sub-Award Management *(applicable if sub-grants or sub-contracts are awarded)*

F-2a.	Are the award partners (including sub-awardees and contractors) held accountable for cost, schedule, and performance results (If applicable)?		
F-2b.	Are sub-awards and contracts awarded based on a clear competitive process that includes a qualified assessment of merit?		

Note:
- Agencies will specify if this page is required

Line Item Instructions for Attachment F, Program/Project Management (cont.)

Program/Project Management (cont.)		
Questions		
F-1c	Do you link your budgets to program/project activities and make adjustments to achieve cost-efficiencies?	A yes answer would require that you have procedures to measure and achieve effectiveness and cost efficiencies in your program/project, such as per-unit cost of outputs and outcomes, timing targets, and other. **Explanation Section**--If the answer is yes, please describe what efficiencies are achieved. If the answer is no, explain and provide a plan to put in place or improve cost effectiveness and efficiency. Indicate N/A if this does not apply.
F-1d	Do you collaborate and coordinate effectively with related programs/projects (if applicable)?	A yes answer would require that you collaborate, to the extent appropriate or possible, with related State, local and private programs. **Explanation Section**--Describe collaborations leading to meaningful actions in management and resource allocation. This can include planning documents, performance goals, or information and referral systems. Indicate N/A if this does not apply.
F-1e	Have you identified any management deficiencies? If so, provide explanation of deficiencies identified	Deficiencies include but are not limited to, financial management or other identified deficiencies, such as, known internal control weaknesses concerning data quality. A yes answer would require that deficiencies have been identified. **Explanation Section** --Include a description of how they were corrected and describe the steps taken to ensure the accuracy, reliability, and completeness of the data. Indicate N/A if this does not apply. Definition of Deficiencies will be derived for the OIG Yellow Book.
F-1f	Did you achieve all your performance targets?	A yes answer would require that: (1) an assessment of whether the recipient has compared expected accomplishments with performance targets established for the reporting period; and (2) if partner performance is critical to the program/project achieving its overall targets, and whether the recipient's partners are meeting their performance targets. The project/award goals are specified in the work plan approved by the awarding Federal agency. **Explanation Section**-- If any performance targets are not met, explain and discuss any adjustments that will be made to achieve the performance targets in the future. If additional clarification of the Performance Measures Section is needed, you may provide additional comments here. Indicate N/A if this does not apply.

Line Item Instructions for Attachment F, Program/Project Management (cont.)

Program/Project Management (cont.)		
Questions		
F-1g	Are you on target to achieve your long-term performance goals?	A yes answer would require that the program/project is meeting or making measurable progress toward meeting the long-term performance goals specified in the approved work plan. **Explanation Section**--The explanation should justify the answer in qualitative and quantitative terms. If the answer is no, explain and discuss adjustments that will be made to put the program/project on track. Indicate N/A if this does not apply.
Sub-Award Management		
F-2a	Are the award partners (including sub-awardees and contractors) held accountable for cost, schedule, and performance results (if applicable)?	A yes answer would require that you have established performance standards for your partners and have evaluated whether they met these standards during the reporting period. It would also indicate that you require your partners to achieve specific performance standards. **Explanation Section**--Describe evidence of your partners' accountability. If the answer is no, explain how you are holding them accountable. Indicate N/A if this does not apply.
F-2b	Are sub-awards and contracts awarded based on a clear competitive process that includes a qualified assessment of merit?	**Explanation Section**--Describe your selection processes, whether or not they were competitive or sole sourced. Indicate N/A if this does not apply.