Performance Report Guidelines

PURPOSE: To provide guidance to Program Specialists and Activity Directors when evaluating or submitting performance reports. Following these guidelines will ensure performance reports meet standards required by federal guidelines.

APPLICABILITY: This procedure applies to Program Specialists and Activity Directors.

Performance Report Guidelines

1. **SUMMARY:** The Summary should succinctly and completely cover the up-to-date progress made by the funded program.

2. **SUMMARY:** The summary should be no more than 250 words.

3. **OBJECTIVES:** If ratio is selected as the data type, real numbers should be used to measure the objective where possible.

If RATIO was chosen as the DATA TYPE, then real numbers should be used in the numerator and denominator to form the planned and actual rate of performance. For example, the bottom number of the ratio should be the total number in the set and the top number should be the actual number meeting the criteria in the objective.

4. **OBJECTIVES:** The data reporting type should be consistent with the type used in the objective.

If the objective measure uses percentages, then RATIO should be used as the data type. if the success measure uses raw numbers, then RAW should be chosen as the data type. Using inconsistent data types makes it difficult to gage the success of the objective.

5. **OBJECTIVES:** Supporting documentation should be submitted via TTrac as backup for performance data reported. A summary of the data explaining how it supports the progress should be included.

6. Funded activities should be progressing adequately toward meeting objectives by the end of each program year of funding.