Project Performance Accountability Information, Instructions, and Forms

**NOTE: The following pages are included in the RFP (DOE 905D) template and are to be completed by the applicant.**

The Florida Department of Education has a standardized process for preparing proposals for discretionary funds. This section of the RFP, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

**The Department’s project managers will:**

* track each project’s performance based on the information provided and the stated criteria for successful performance
* verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department’s project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis.

**The Scope of Work/** **Project Narrative** must include the specific tasks that the grantee is required to perform.

**Deliverables must:**

* be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
* identify the minimum level of service to be performed
* be quantifiable, measureable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*) Evidence or proof that the activity took place. *Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project; training & technical assistance and the method of provision; number of clients or individuals served, the method of providing the service and frequency. Criteria for acceptance will vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.*

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

Project Performance Accountability Form

Definitions

* **Scope of Work-** The major tasks that the grantee is required to perform
* **Tasks-** The specific activities performed to complete the Scope of Work
* **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
* **Evidence-** The tangible proof
* **Due Date-** Date for completion of tasks

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| **Scope of Work Tasks/Activities** | **Deliverables**  **(product or service)** | **Evidence**  **(verification)** | **Due Date (completion)** |
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Note: Add additional lines if necessary