

**DELTA REGIONAL AUTHORITY
QUARTERLY PROJECT PERFORMANCE ACTIVITY
REPORT
&
FINANCIAL STATUS REPORT**

Form SF-269, "Financial Status Report," and a Project Performance Activity Report will be required of all grantees on a quarterly basis (due 15 working days after end of quarter). A final Project Performance Report will be required with the last SF-269. A final report may serve as the last quarterly report (final report sample attached). Grantee shall constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved.

THESE REPORTS ARE REQUIRED QUARTERLY UNTIL THE PROJECT IS COMPLETED, EVEN IF DELTA REGIONAL AUTHORITY FUNDS HAVE BEEN FULLY DISBURSED TO GRANTEE.

The project performance reports shall include, but not limited to, the following:

1. A comparison of actual accomplishments to the objectives established for that period;
2. Reasons why established objectives were not met;
3. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation; and
4. Objectives and timetables established for the next reporting period.