

## **Report of Past Performance Instructions**

The Report of Past Performance outlines the extent to which the current year's outcomes and projected numbers of persons served, units of service, cost per unit, etc. are being achieved.

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1. Fill in project title and grantee agency.
2. List current outcomes and measures. List results accomplished for each outcome, to date, including results of measures, etc. Attach an additional sheet if needed.

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3. Insert primary service(s).
  - 3.A. List projected and actual number of unduplicated persons served by county for each primary service (see most recent quarterly report for total number of unduplicated persons served this year by county).
4. List projected and actual number of low income persons served for each primary service.
5. List projected and actual number of minority persons served for each primary service.
6. List unit measure for each primary service, i.e., 1 hour, 1 session, 1 contact, etc. Include projected and actual number of units by quarter for each primary service.
7. Fill in projected and actual total unit cost information for each primary service (see Program Budget Summary in current grant for projected unit cost information and most recent quarterly report for actual unit cost information).