

## **Report of Past Performance Instructions**

The Report of Past Performance outlines the extent to which the current year's projections are being achieved.

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1. Fill in project title and grantee agency.
2. List activities and accomplishments. Examples include: leader recruitment, promotions and marketing, site identification, partnerships created, etc.
3. List Classes Projected information for the current year (this information is available in your current project grant Attachment C – Proposed Evidence-Based Health Promotion Programs and Attachment D – Persons to be Served Form).
4. List Classes Completed information to date. NOTE: (1) A completed Evidence-Based Program (class) is one where the last session of the class has been completed; (2) A person must attend the following number of sessions in order to have completed the class – CDSMP = 4 of 6 sessions & MOB = 5 of 8 sessions.
5. List total number of low income persons who enrolled in classes and the number who completed classes.
6. List total number of minority persons who enrolled in classes and the number who completed classes.
7. List Classes Scheduled and/or Anticipated for the remainder of the year. Include all available information.