

TANF Project Performance Report

Project: _____

Organization Name: _____

Reporting Period: _____ to _____

As a recipient of Temporary Assistance to Needy Families (TANF) project funds, you are expected to report your on-going progress – including the use of subcontractors – towards the stated goals and objectives of the services you are providing with TANF funds. Please submit via e-mail to the TANF Inter-agency Contract Manager.

Name of Person Completing Form: _____

I. Expenditures for this Reporting Period: Current Expenditures Year to Date

Program/Subcontractor Expenditures	_____	_____
Administrative Expenditures (if invoiced)	_____	_____
TOTALS	_____	_____

Service Provision Totals for Reporting Period

Clients Served	Number for Reporting Period	Cumulative Number Year-to-Date	Year-End Goal

II. Major Activities during Reporting Period

Please use status codes: C=Completed; OS=On Schedule; DL=Delayed; CN=Cancelled; P=Planning

Implementation Progress		
Task	Status	Description of Activity and Comments (Include Date Completed)

ODJFS TANF Project Performance Report

Reporting Period: _____ to _____

Project Name: _____

Instructions: Provide a narrative response for the following questions. If the question does not pertain to your program during the reporting period, please put not applicable (N/A).

III. Describe activities performed and highlight any goals achieved during this reporting period.

IV. Describe Recruitment activities that occurred during this reporting period

V. Describe any obstacle or barrier that you foresee endangering full implementation of your project throughout the program year.

VI. Indicate what – if any- measures you have taken to correct variances or hindrances to performance during the reporting period.

VII. Describe activities of subcontractors/trainers/consultants that occurred during this reporting period.

VIII. Describe any Marketing/Advertising and provide copies (i.e., marketing materials, brochures, advertisements,)

ODJFS TANF Project Performance Report

Reporting Period: _____ to _____

Project Name: _____

IX. Indicate major activities to be performed in the next reporting period. Indicate applicable monitoring activities to take place.