

Agreement Performance Requirements Summary

The Agreement performance requirements are summarized below. The performance threshold briefly describes the minimum acceptable levels of performance required for each requirement.

Performance Objective	Performance Standard	Performance Threshold	Method of Surveillance
Task 1 – (insert task title)			
PRS # 1 Project Administration	The recipient will participate in an onsite (DOT Headquarters) or teleconference kickoff meeting with the FHWA Agreement Officer's Representative (AOR) and USDOT/EPA Steering Team where the recipient's Draft Management and Work Plan will be presented. The recipient will develop a Draft Marketing, Communication and Facilitation Strategy for the off hours delivery project. The recipient will provide a Draft Management and Work Plan containing the management approach and critical schedule needed to complete the tasks.	Zero deviation from standard	100%, FHWA HOFM office will review upon receipt. Time frame for review 2 weeks
PRS # 2 Project Implementation	The recipient will implement an off hours freight delivery project in accordance with the Management and Work Plan developed in Task 1. This program shall continue for a minimum of 24 months after implementation.	Zero deviation from standard	100%, FHWA HOFM office will review upon receipt. Time frame for review 2 weeks
Task 2 – (insert task title)			
PRS # 3 Project Evaluation	The recipient will work with USDOT/EPA Steering Team and FHWA contractor to undertake an analysis and evaluation of the pilot project to understand the efficacy of the program and to serve as a case study.	Zero deviation from standard	100%, FHWA HOFM office will review upon receipt. Time frame for review 2 weeks