

**STEP - Project Grade**

Q No.	Question	Choices	Rules	Points	Min	Max	Meets
<b>1</b>	<b>PR Submissions</b>				<b>0</b>	<b>6</b>	<b>6</b>
		Ontime (submitted within the due date)	Each Month gets 0.5 pts. Each Qtr gets 1.5 pts	6			
		Missed (No PR)	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
<b>2</b>	<b>RFR Submissions</b>				<b>0</b>	<b>6</b>	<b>6</b>
		Ontime (submitted within the due date)	Each Month gets 0.5 pts. Each Qtr gets 1.5 pts	6			
		Missed (No RFR)	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
<b>3</b>	<b>Match - TotalCumulExpendMatchPercentage on RFR Summary</b>				<b>0</b>	<b>4</b>	<b>0</b>
		> 2 * Target (TotalBudgetMatchPercentage)		4			
		> 1.5 * Target && <= 2 * Target		3			
		> 1.25 * Target && <= 1.5 * Target		2			
		> Target && <= 1.25 * Target		1			
		<= Target		0			
<b>4</b>	<b>STEP Indicator</b>				<b>-20</b>	<b>14</b>	<b>14</b>
		<1.00		-20			
		>=1.00 && <1.50		-15			
		>=1.50 && <2.00		-10			
		>=2.00 && <2.50		-5			
		> 2.5 && < Target		0			
		>= Target		14			
<b>5</b>	<b>PI &amp; E</b>						
	<b>a</b>				<b>0</b>	<b>2</b>	<b>2</b>
		>= Target		2			
		< Target		0			
	<b>b</b>				<b>0</b>	<b>2</b>	<b>2</b>
		>= Target		2			
		< Target		0			
	<b>c</b>				<b>0</b>	<b>2</b>	<b>2</b>
		>= Target		2			
		< Target		0			
	<b>d</b>				<b>0</b>	<b>2</b>	<b>2</b>
		>= Target		2			
		< Target		0			
	<b>e</b>				<b>0</b>	<b>2</b>	<b>2</b>
		>= Target		2			
		< Target		0			
<b>6</b>	<b>Citations / Arrests</b>				<b>0</b>	<b>12</b>	<b>9</b>
		Exceeds	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		Meets	Each Month gets 0.75 pts Each Qtr gets 2.25 pts	9			

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Q No.	Question	Choices	Rules	Points	Min	Max	Meets
		< Target - Justified	Each Month gets 0.75 pts Each Qtr gets 2.25 pts	9			
		< Target - Not Justified	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
<b>7</b>	<b>Risk Assessment</b>				<b>0</b>	<b>12</b>	<b>9</b>
		Exceeds	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		Meets	Each Month gets 0.75 pts Each Qtr gets 2.25 pts	9			
		Below	Each Month gets 0.5 pts. Each Qtr gets 1.5 pts	6			
		High Risk	Each Month gets 0.25 pts Each Qtr gets 0.75 pts	3			
		Suspension / Termination	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
<b>8</b>	<b>Overrun/Underrun</b>				<b>0</b>	<b>12</b>	<b>12</b>
		Overrun - Within 10% of target	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		Overrun- Above 10% of target, but Justified	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		Overrun- Above 10% of target	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
		Underrun - Within 10% of target	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		Underrun- Below 10% of target, but Justified	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		Underrun- Below 10% of target	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
<b>9</b>	<b>Are all expenditures being charged to the appropriate budget categories</b>				<b>0</b>	<b>12</b>	<b>12</b>
		Yes	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		No but justified	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		No	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
<b>10</b>	<b>Is supporting documentation submitted (outlay detail form or equivalent) to justify the expenditure</b>				<b>0</b>	<b>12</b>	<b>12</b>
		Yes	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		No but justified	Each Month gets 1 pts. Each Qtr gets 3 pts	12			
		No	Each Month gets 0 pts. Each Qtr gets 0 pts	0			
<b>Total</b>					<b>-20</b>	<b>100</b>	<b>90</b>
<b>Grades</b>				<b>PR</b>	<b>RFR</b>	<b>Tot</b>	
<b>A</b>	<b>&gt;= 90</b>			<b>Project Manager</b>	24	36	60
<b>B</b>	<b>&gt;= 80 &amp;&amp; &lt; 90</b>			<b>System</b>	30	10	40
<b>C</b>	<b>&gt;= 70 &amp;&amp; &lt; 80</b>			<b>Total</b>	<b>54</b>	<b>46</b>	<b>100</b>
<b>D</b>	<b>&gt;= 60 &amp;&amp; &lt; 70</b>						
<b>F</b>	<b>&lt; 60</b>						

**STEP - Performance Report  
Review Comments Page**

Q No.	Question	Choices				
<b>1</b>	<b>Citations</b>					
		<b>Speed</b>	<b>DWI</b>	<b>Seat Belt</b>	<b>ITC</b>	
	< Target - Not Justified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	< Target - Justified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Meets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Exceeds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Not Applicable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Factor = Number of Applicable					
<b>2</b>	<b>Risk Assessment</b>					
	<input type="radio"/>	Exceeds				
	<input type="radio"/>	Meets				
	<input type="radio"/>	Below				
	<input type="radio"/>	High Risk				
	<input type="radio"/>	Suspension / Termination				
<b>3</b>	<b>Comments</b>					
		Text Box with 2000 characters				
	<b>Citations ( For Programming Calculations)</b>					
		<b>Speed</b>	<b>DWI</b>	<b>Seat Belt</b>	<b>ITC</b>	
	< Target - Not Justified	0 / Factor	0 / Factor	0 / Factor	0 / Factor	
	< Target - Justified	0.75 / Factor	0.75 / Factor	0.75 / Factor	0.75 / Factor	
	Meets	0.75 / Factor	0.75 / Factor	0.75 / Factor	0.75 / Factor	
	Exceeds	1 / Factor	1 / Factor	1 / Factor	1 / Factor	
	Not Applicable					

