

# Agenda Report

**DATE:** MARCH 8, 2004

**TO:** CITY COUNCIL

**FROM:** CYNTHIA J. KURTZ, CITY MANAGER

**SUBJECT:** MID-YEAR PROJECT PERFORMANCE ASSESSMENT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), EMERGENCY SHELTER GRANT (ESG) PROGRAMS, HUMAN SERVICES ENDOWMENT FUND (HSEF) 2003-2004 PROGRAM YEAR (PY) AND THE HOME INVESTMENT PARTNERSHIP ACT (HOME) PROGRAM

**RECOMMENDATION:**

The following report is presented for information only.

**ADVISORY BODIES:**

This assessment was presented as an information item to the Northwest Commission on Tuesday, February 23, 2004 and to the Human Services Commission on Monday, March 1, 2004.

**BACKGROUND:**

The attached Mid-Year Project Performance Assessment (Exhibits A-D) provides a review of funded projects under the CDBG/ESG/HSEF/HOME Programs for the 29<sup>th</sup> PY (2003-2004). The performance assessment summarizes each project's progress as of December 31, 2003. The following exhibits are attached: Exhibit A-Project Performance Assessment; Exhibit B-CDBG/ESG/HSEF Public/Human Service Projects (2003-04 PY); Exhibit C-CDBG Non-Public Service Projects (2003-04 PY); and Exhibit D-HOME Projects.

This ongoing assessment of performance relies principally on the criteria identified in Exhibit A to determine the status of each project. Exhibit A defines the items that are employed in the overall project performance assessment (i.e., goals/objectives, performance measures, expected outcomes, etc.). The project performance assessment provides the basis for ascertaining the present status of projects and what actions if any, may be necessary to assist sub-recipients/developers and/or community housing development organizations (CHDOs) in achieving their project goals and objectives. City staff provides technical assistance and support to assist projects that are not on schedule, are not meeting their goals, and/or experiencing difficulty in accessing the allocated funds. A follow-up review of projects with noted deficiencies is conducted within thirty (30) days to determine any changes or corrections. Where necessary, additional steps will be taken to address the problems, and if it is warranted,

recommendations will be made regarding corrective actions to resolve performance issues and/or the reduction in the current funding level of these projects.

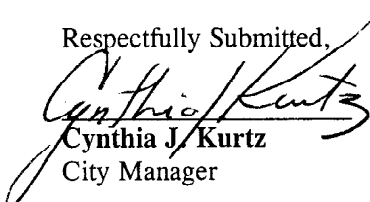
The project performance assessment is also a supplement to the Code of Federal Regulations for the CDBG and HOME Programs, respectively, (24 CFR 570; 24 CFR 91 and 92) which requires the City, as grantee/participating jurisdiction, to make an annual determination that all federally assisted sub-recipients/developers/CHDOs are in compliance with the federal statutes and have the continuing capacity to administer and/or implement the funded projects. The assessment and monitoring of each project is an ongoing process of project review for compliance and implementation of the project's stated goals, objectives and funding allocation. Each sub-recipient is required to provide monthly progress/activity reports and to submit monthly invoices (including documentation) in order to receive reimbursement for approved costs. On-site monitoring visits are conducted at least once during the program year to evaluate the performance and fiscal management of each project.

The Planning and Development Department, Housing and Community Development Division administers the CDBG, ESG and HOME Programs. The Human Services and Recreation Department performs the administrative oversight for the Human Services Endowment Fund (HSEF).

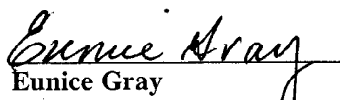
**FISCAL IMPACT:**

Funding for the programs referenced in this report is a combination of federal and local dollars totaling approximately \$4,000,000.


Respectfully Submitted,

  
Cynthia J. Kurtz  
City Manager


Prepared by:

  
Eunice Gray  
Project Planner

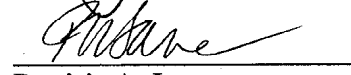
Reviewed by:

  
Gregory Robinson  
Housing Community Development Administrator

Approved by:

  
Richard J. Bruckner  
Director, Planning and Development Department

Concurrence:

  
Patricia A. Lane  
Director, Human Services and Recreation Department  
Attachments