

# Agenda Report

**DATE:** FEBRUARY 28, 2000

**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 AND HUMAN SERVICES ENDOWMENT FUND (HSEF) 1999 – 2000 PY

**RECOMMENDATION:**

The following report is for information only. No City Council action is required.

**BACKGROUND:**

The attached Project Performance Assessment (Exhibits A – D) provides a mid-year report of the projects approved for funding under the CDBG/ESG/HSEF programs for the 25<sup>th</sup> PY (1999-2000). The performance assessment summarizes each project's progress as of December 31, 1999.

This on-going 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 provides the basis for ascertaining the present status of projects and what actions if any, may be necessary to assist sub-recipients in achieving their project goals and objectives.

The project performance assessment also represents a supplement to the Code of Federal Regulations (24 CFR 570) which requires the City, as grantee, to make an annual determination that all federally assisted sub-recipients 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 sub-recipient is an on-going process of planning, implementation and follow-up. 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 Housing and Development Department administers the CDBG and ESG projects, which are summarized in Exhibits B and C of this report. The Human Services, Recreation and Neighborhoods Department perform the administrative oversight and

program administration for the Human Service Endowment Fund. These activities are included in Exhibit D of this report.

**FISCAL IMPACT:**

Funding for the programs referenced in this report are a combination of federal and local dollars and total approximately \$3,000,000.

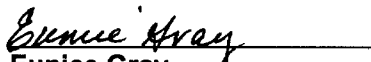
Respectfully Submitted,



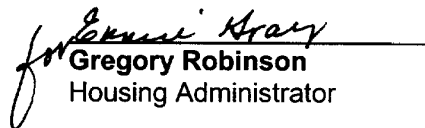
**Cynthia J. Kurtz**  
City Manager

Prepared by

Reviewed by

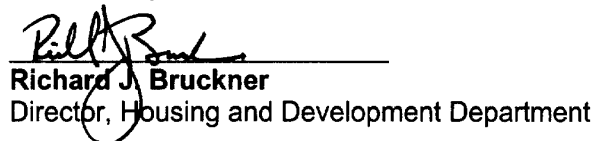


**Eunice Gray**  
Program Coordinator



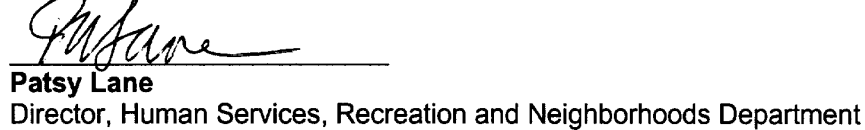
**Gregory Robinson**  
Housing Administrator

Approved by



**Richard J. Bruckner**  
Director, Housing and Development Department

Concurrence



**Patsy Lane**  
Director, Human Services, Recreation and Neighborhoods Department