



CITY OF NORFOLK FY2010 Program Year



**BASICALLY CDBG & ESG
FOR ENTITLEMENT COMMUNITIES**



Welcome

Ronald H. Williams, Jr.
Acting Director, Grants Management



Program Overview

Kimberley Pierce
Program Manager, Grants Management



Introduction to:

Grants Management



Ronald H. Williams, Jr.
Kimberley Pierce
Leila LaRock
Phyllis Drake
Latoya Deloach
Kathleen Broughton
Rebecca Rand
Brittney Allen

Acting Director, Grants Management
Programs Manager
Programs Manager
Grants Management Assistant
Grants Management Assistant
Grants Management Assistant
Municipal Intern
Municipal Intern



Introductions

- ❑ Name
- ❑ Organization
- ❑ Types of CDBG/ ESG Activities



More About You



- ☐ Years of experience with CDBG, ESG, HOME Programs
 - < 1 Yr
 - <1-5 yr
 - <5-10 yr
 - 10+ yr

- ☐ Level of CDBG, ESG, and/ or HOME Program Expertise
 - Expert!
 - Some Experience...
 - What are all these acronyms???



Background

- Course goals
- Facilities
- Agenda
- Handouts
- Manuals



Course Rules

- ❑ Time to ask questions!



- ❑ Share information



- ❑ Arrive on time/ Leave on time

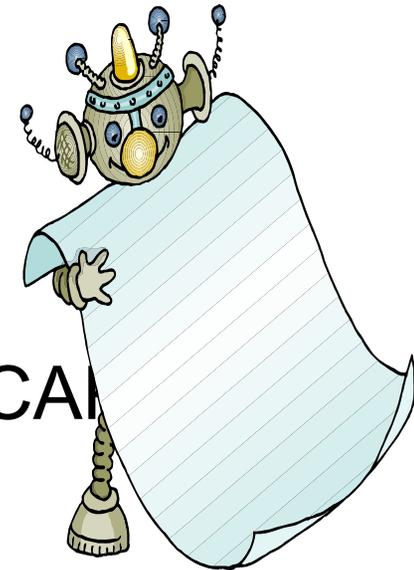


- ❑ Amnesty



Key Definitions

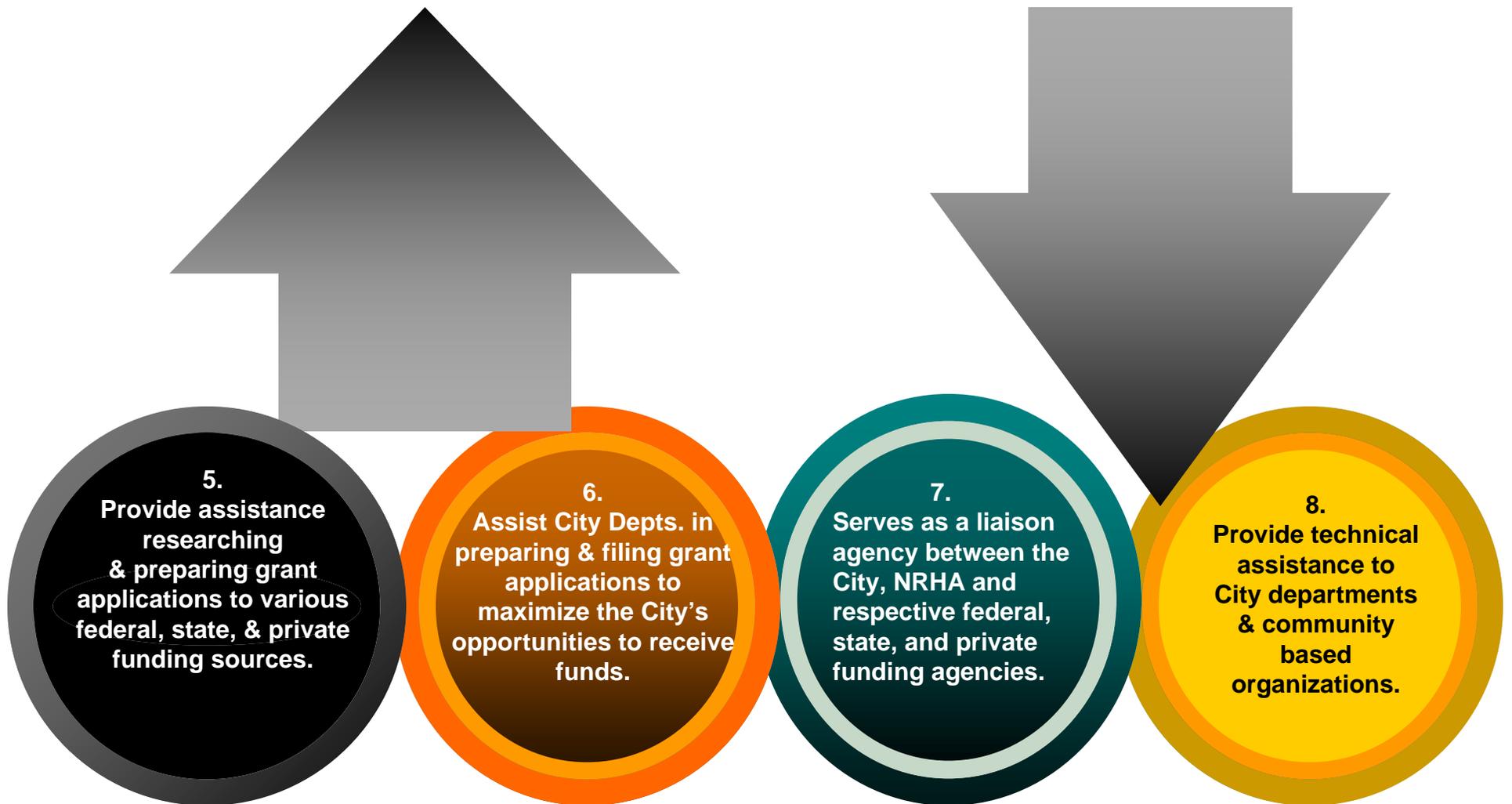
- Entitlement Program
- Grantee
- CDBG/ ESG Subrecipient
- Consolidated Plan/ Annual Plan/ CAP
- Low/Moderate Income



OGM Roles & Responsibilities



OGM Roles & Responsibilities



Primary Objective

□ Covers

- Program history and objectives
- Regulatory context
- Eligible and ineligible CDBG/ ESG activities
- National objectives
- Spending targets and caps



CDBG and ESG Funding

❑ Awarded by:

- U.S. Department of Housing & Urban Development

CDBG and ESG Training

❑ Developed & Presented by

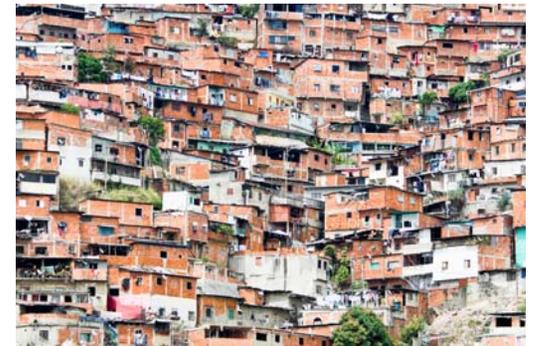
- City of Norfolk's Grants Management



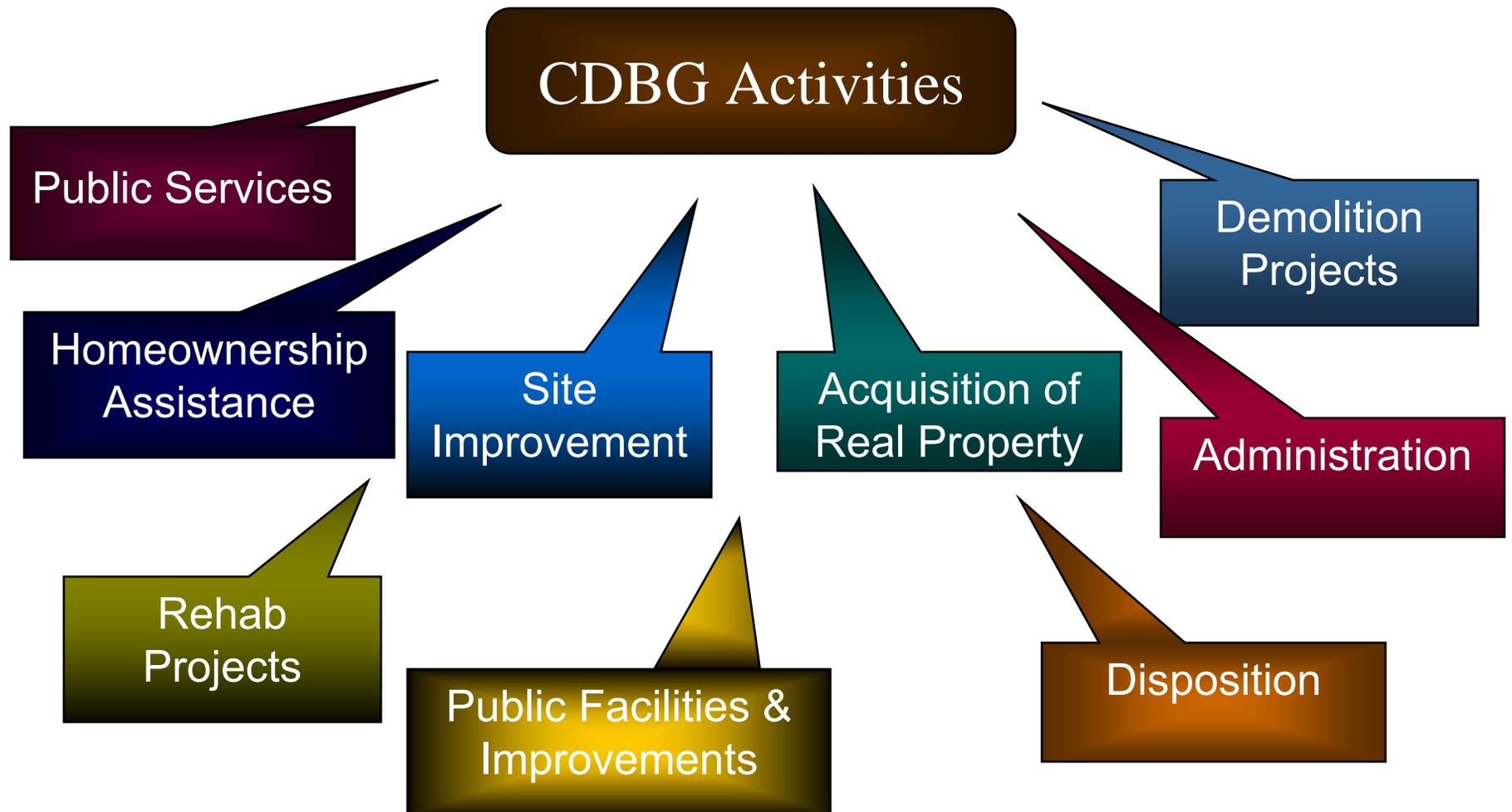
CDBG Overview

- ❑ Development of viable urban communities principally for low/moderate persons through:

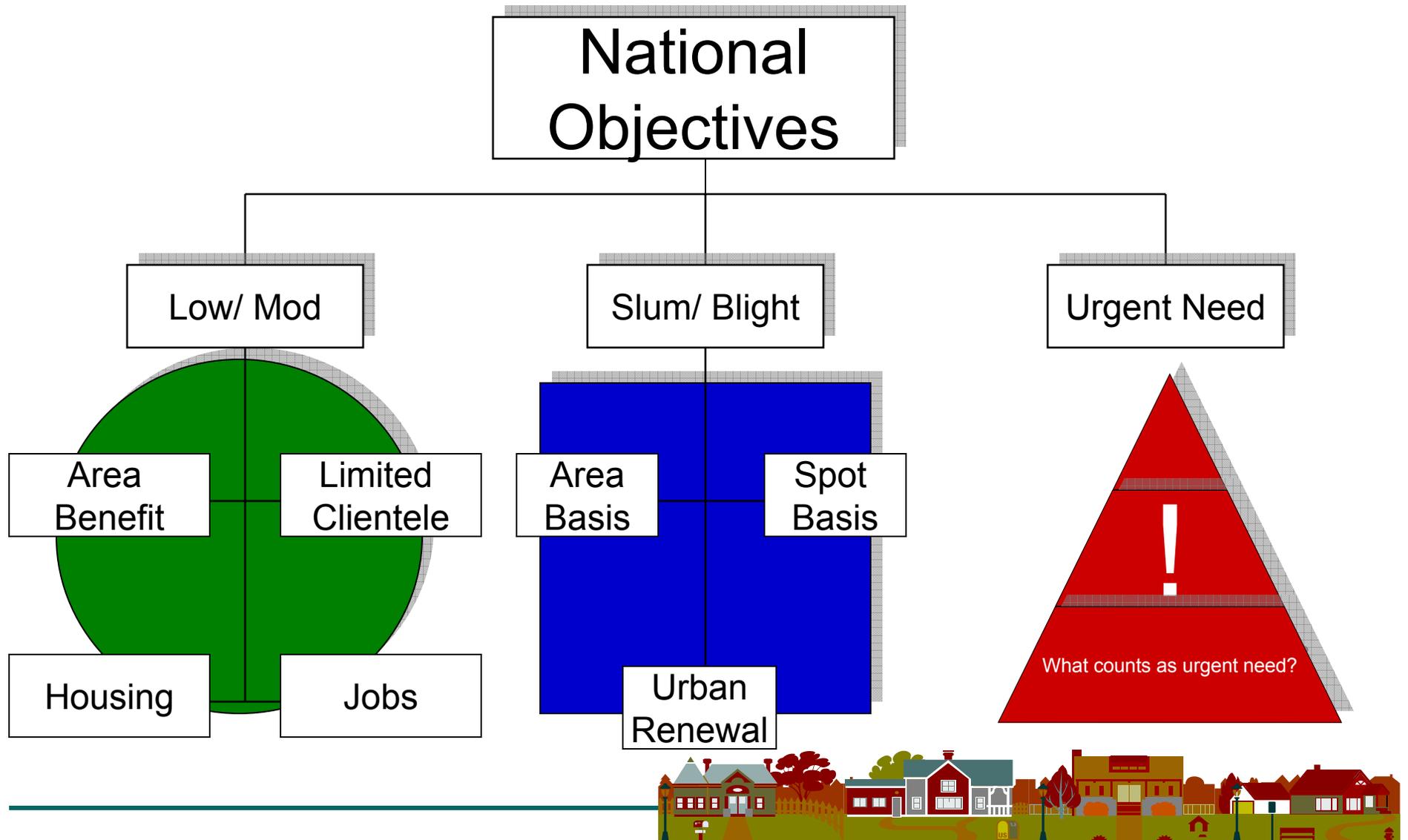
- Decent housing
- Suitable living environment
- Expanded economic opportunity



Types of CDBG Activities



CDBG National Objectives



CDBG National Objectives

☐ Regulation Cite: 24 CFR 570.208

☐ All CDBG activities must:

- Benefit low/moderate income persons
- Prevent or eliminate slums and blight OR
- Meet an urgent need



Low Mod Benefit

National Objective

- ❑ Regulation Cite: 24 CFR 570.208

- ❑ To meet the low/mod national objective, activities must:
 - Meet the area benefit test;
 - Benefit limited clientele;
 - Meet the housing occupancy criteria; OR
 - Meet the job creation or retention test



Key Documentation for Project Files

- Subrecipient application (and Revised Budget)
- Written Agreement
- Financial Records and audits
- Progress / Quarterly Reports
- Demand for Payment (Reimbursement Requests)
- Support documentation
- Monitoring Reports
- Correspondence



Organizational Compliance

❑ Found at 24 CFR 570

- Internal Controls
- Accounting Records
- Allowable Costs
- Source Documentation
- Budget Controls
- Cash Management
- Financial Reporting
- Audits

OMB Circulars A-122 and A-133



Environmental Review Record - ERR

- ❑ What is an Environmental Review Record?
- ❑ Who is responsible in completing an ERR?
- ❑ What companies complete an ERR?



Rehab & Repair Projects - ERR

ERR requires that the following items be addressed:

- Historic Preservation
- Site Contamination
- Floodplains / Wetlands
- Noise/ Tanks/ Airports
- Farmland Protection
- Coastal Zones
- HUD - Request Release of Funds – submitted once **all** of the review records are complete.

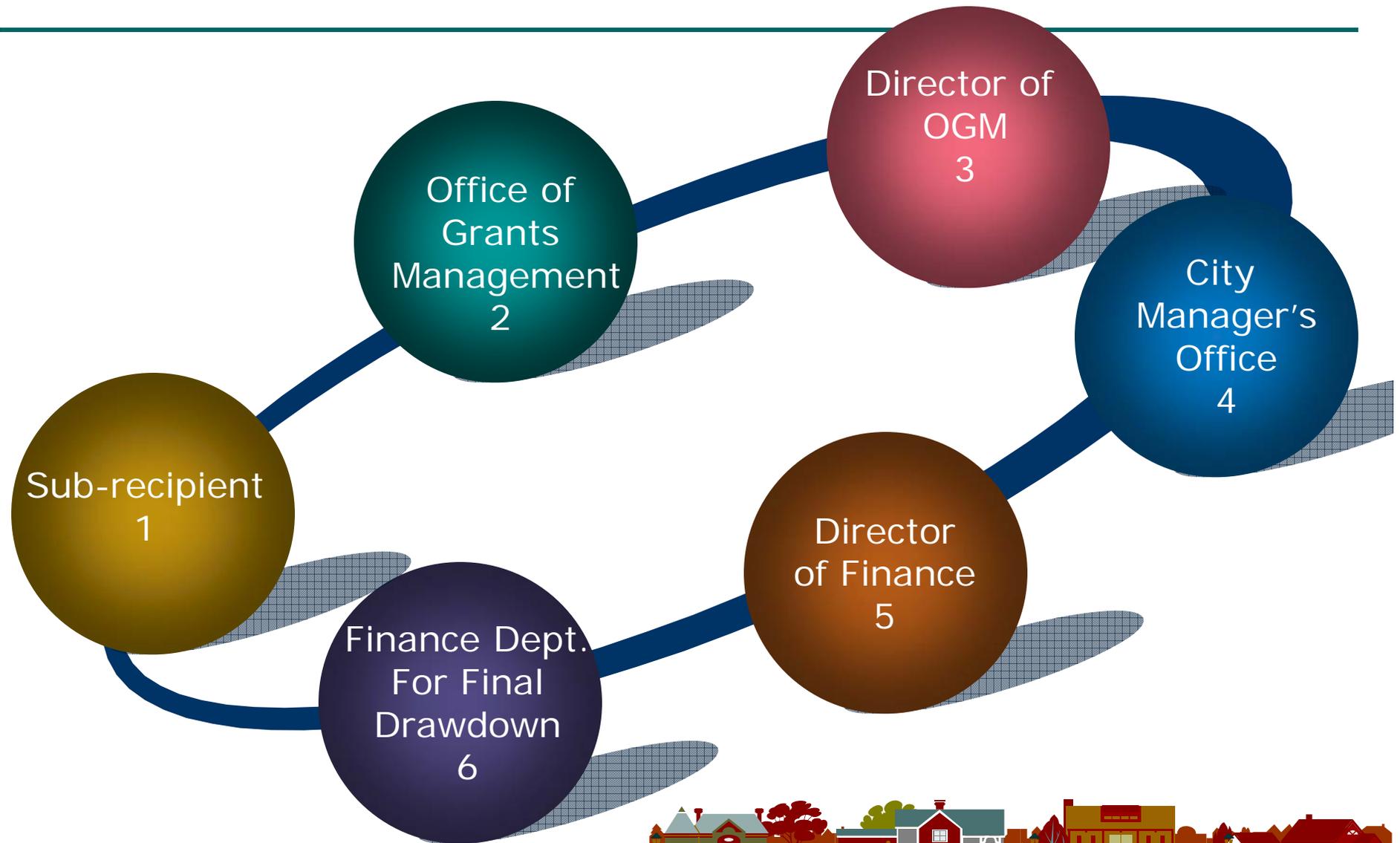


Rehabilitation Projects under CDBG Must:

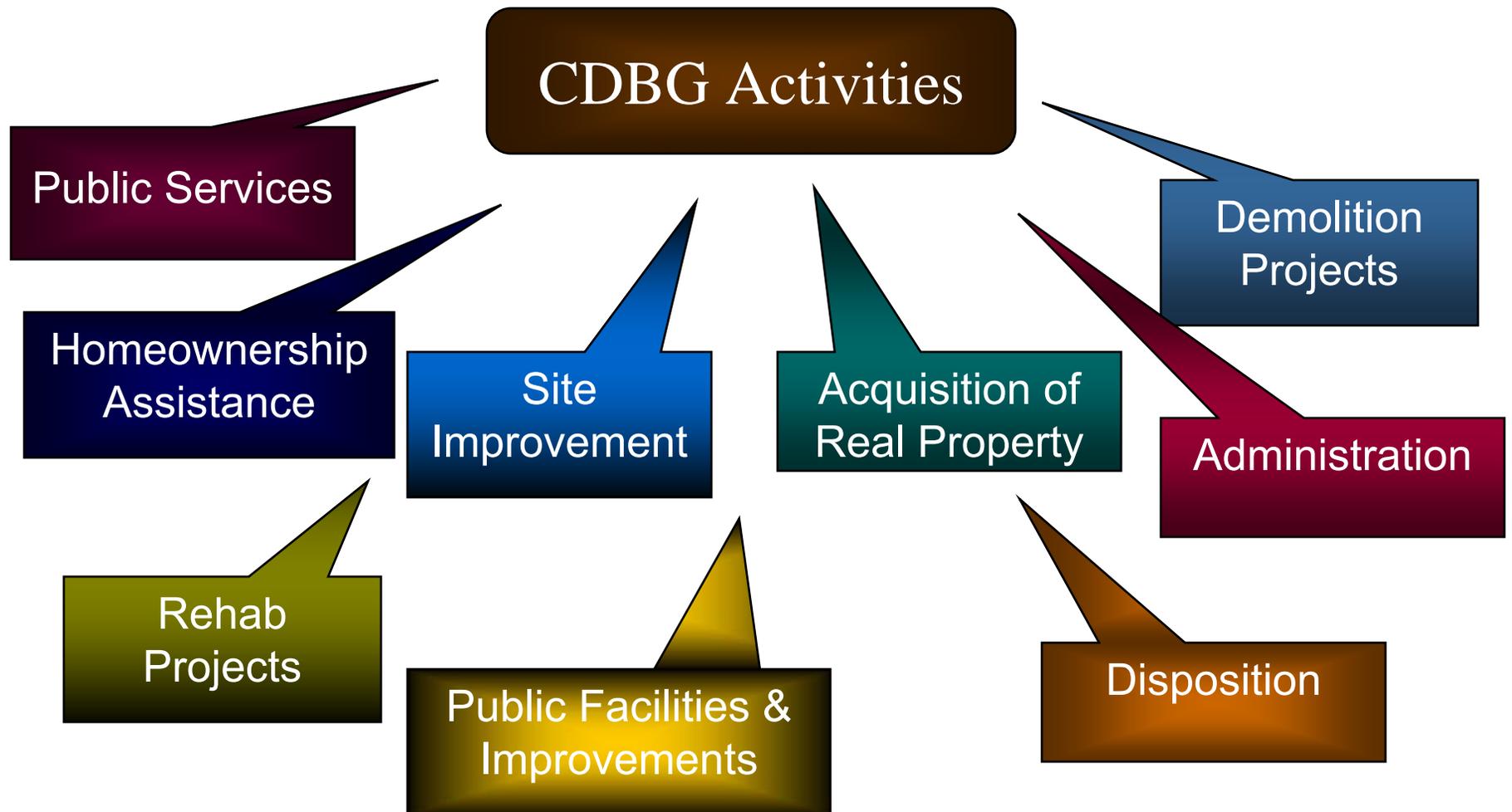
- Include the Owner's application for assistance and property address
- Follow the Contractor solicitation & selection process
- Contain a work write-up on the property
- Capture demographic information on beneficiaries of the activity for the projects
- Undergo Environmental Review
- Mitigate Lead-Based Paint



CDBG & ESG Reimbursement Process



Types of CDBG Activities



CDBG & ESG Reporting Requirements

Leila LaRock

Program Manager, Grants Management



ESG Program Overview

- The objectives of the Emergency Shelter Grant (ESG) Program are to increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness.
- ESG funds assist in providing shelter for the homeless, but also aid in the transition of this population to permanent homes.



ESG Activities



CDBG & ESG Reimbursement Process

Reimbursements must include receipts for each product/service purchased showing:

- Date of purchase
- Place of purchase
- Amount of purchase
- Items/services purchased should be highlighted
- Calculations should be accurately recorded



CDBG & ESG Reimbursement Process

- ❑ Staff costs charged to the CDBG/ ESG Program must include:
 - Invoices, receipts, time and attendance records, etc.



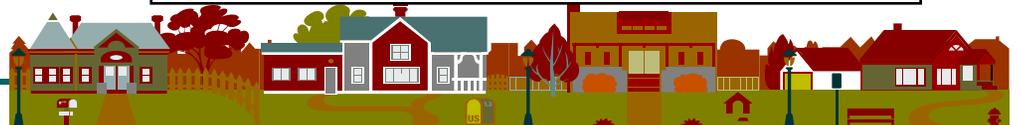
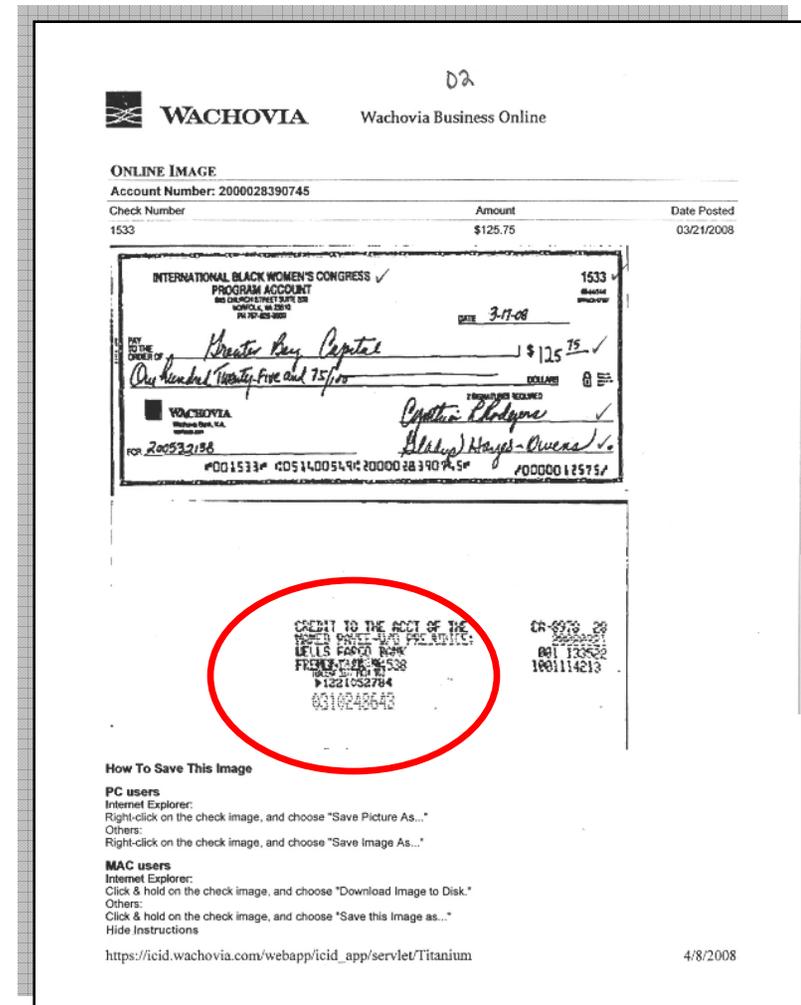
CDBG & ESG Reimbursement Process

Cancelled Check

Cancelled Check Example

Pertinent Documentation

- ✓ Photo copies of each check that shows:
- ✓ Check number
- ✓ Name of organization
- ✓ Person/organization check addressed to
- ✓ Check dollar amount
- ✓ Date
- ✓ Bank verification (stamped)



CDBG & ESG Reimbursement Process

Support Documentation

Program supplies
 $\checkmark \$47.60 \div 2 = (23.80)$
Brand
 $\checkmark 1994 Street$
 $\div 2 =$
 $\$39.94$


 CLUB MANAGER CHAD KELLEY
 (757) 631-9791
 Fax and Mail (757) 631-9627
 VIRGINIA BEACH, VA
 02/12/08 14:47 8022 4711 052 1230
 E MEMBER 101-30071862628

THANK YOU,
 THE SALVATION ARMY

SUSPEND ITEMS FOLLOW
 275744 LAUNDRY DET 11.88 E ✓
 363907 CROUTONS 4.88 E ✓
 210354 17A 16A 4.36 E ✓
 549441 SUGAR BOBEPS 18.56 E ✓
 400759 CLOROX ULTRA 6.05 E ✓
 130632 PROPANE 1.84 E ✓
 834114 BACON TO LB 23.63 E ✓
 749923 SALAD MIX 5.74 E ✓
 749608 ONIONS 10LB 4.67 E ✓
 214747 BROWN B'LKS 6.88 E ✓
 75649 BREAD 3.88 E ✓
 717820 HVR BROSSTNG 8.30 E ✓
 234656 NESTLE 24 CN 9.68 E ✓
 81024 CHEESE 5# RM 12.62 E ✓
 SUSPEND ITEMS COMPLETE
 SUBTOTAL 129.99
 929830 COOKIES 17.23 E ✓
 30708 CROISSANT 4.28 E ✓
 61702 WHOLE MILK 3.45 E ✓
 96652 12PK/6# FUEL 12.64 E ✓
 114293 TRASHBAG 18.84 E ✓
 675186 TOMATO 2LB 18.84 E ✓
 SUBTOTAL 206.53
 SAHS D CREDIT 206.53
 P.O. # 2528
 ACCOUNT # 000479
 APPROVAL #
 CHANGE DUE 0.00

ITEMS SOLD 25
 TCR 2012 8403 4485 2812 0033 7

THANK YOU,
 THE SALVATION ARMY

CLUB MANAGER CHAD KELLEY
 (757) 631-9791
 Fax and Mail (757) 631-9627
 VIRGINIA BEACH, VA
 02/18/08 11:39 9214 4711 051 1271
 E MEMBER 101-30071862528

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 P.O. # 2528
 ACCOUNT # 000479
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 CHANGE DUE 0.00

ITEMS SOLD 23
 TCR 8458-3974 8952 7367 2740 1

IMPORTANT NOTICE
 OUR PRIVACY POLICY HAS CHANGED
 We've updated our Privacy Policy, Effective 02/15/08. The updated policy is designed to be easier to read and understand. The updated policy expands on our description of the information you provide when you register and describes the types of non-personal information we collect when you visit our website. It also provides an updated description of our use and

- Examples of store receipts used toward reimbursement.

TO ENSURE CASH CREDIT, PLEASE RETURN THE UPPER PORTION WITH YOUR PAYMENT.
 PLEASE PRINT YOUR AGREEMENT NUMBER ON YOUR CHECK AND ALLOW 5 - 7 DAYS FOR YOUR PAYMENT TO REACH US.

Example
 INVOICE DATE: 03/05/2008 ✓ INVOICE NUMBER: 200532138-0308 ✓ CUSTOMER NUMBER: 6007481 CUSTOMER NAME: International Black Womens Con ✓ PAID: 1

DESCRIPTION	PAYMENT AMOUNT	TOTALS
Agreement Number 200532138 ✓ Location: International Black Womens Con 645 Church St Ste 200 Norfolk, VA 23510	Payment due 04/01/2008 125.75	
Total Due For 200532138		125.75

D2
 $9.9\% \times 125.75 = 12.45 \checkmark$
paid 3/1/08

Late charges are assessed 5 days from the due date. Total Due 125.75
 Payments received after 03/05/2008 are not reflected on this statement.

GREATER BAY CAPITAL ✓ 300 Tri-State International, Suite 400 Lincolnshire, IL 60069-4417 (800) 370-3607
 For questions concerning your invoice, please call (800) 370-3607
 If your payment is past due, please call (800) 370-3608

Office Supplies \$12.45 ✓

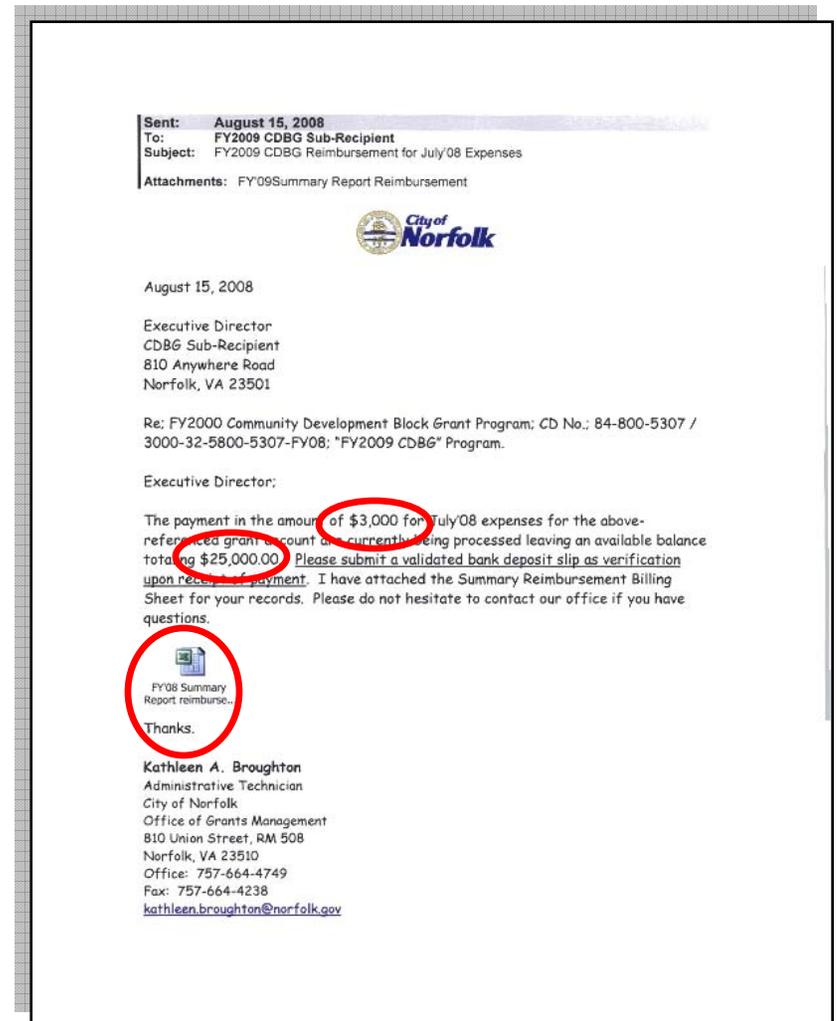
- Receipts must show items purchased, dollar amounts, and method of payment.



CDBG & ESG Reimbursement Process

CDBG & ESG Correspondence

- ✓ Grants Management will provide correspondence to its' sub-recipients similar to this example following each completed reimbursement throughout the CDBG & ESG program year.



CDBG & ESG Reimbursement Process

Drawdown Reporting

Voucher Date

- Reimbursement date completed for payment.

HUD Account Number

- Each program is set up into IDIS and generates an activity number.

Drawn Down Amount

- Total dollars & cents amount approved for payment.

Voucher Number

- Each approved payment is assigned a voucher number. This number will not be used again and is used to track activities during the life of the programs.

WEB390 Translator Page 1 of 1

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06/23/08 09:27 C04MD53

DATE: / / VOUCHER NBR: HUD ACTIVITY NUM:

SELECTION: X - INQUIRE, C - CANCEL, R - REVISE PAGE: 001

VOUCHER LINE NUMBER	ITEM	VOUCHER DATE	HUD ACT NUMBER	VOUCHER STATUS	PCM CD	PR YR	SRCE TYPE	FUND TYPE	DRAWDOWN AMOUNT
1458950	07	10/03/2007	3465	COMPLETED	B	MC	EN		\$2,320.4
1458965	01	10/03/2007	3465	COMPLETED	B	MC	EN		\$3,113.6
1463653	01	10/16/2007	3465	COMPLETED	B	MC	EN		\$54.3
1463660	01	10/16/2007	3465	COMPLETED	B	MC	EN		\$3,113.6
1477879	01	11/27/2007	3465	COMPLETED	B	MC	EN		\$3,114.3
1485714	01	12/18/2007	3465	COMPLETED	B	MC	EN		\$3,169.7
1485721	01	01/30/2008	3465	COMPLETED	B	MC	EN		\$3,351.6
1506974	01	02/15/2008	3465	COMPLETED	B	MC	EN		\$3,362.7
1512008	01	03/17/2008	3465	COMPLETED	B	MC	EN		\$3,346.0
1529573	01	04/17/2008	3465	COMPLETED	B	MC	EN		\$3,348.0

SELECT A DRAWDOWN TRANSACTION TO WORK WITH, PRESS ENTER
F4 - MAIN MENU F7 - PREV F12 - EXIT IDIS F17 - UP F18 - DOWN

[ATTN] [CLEAR] [PF13] [PF14] [PF15] [PF16] [PF17] [PF18] [PF19] [PF20] [PF21] [PF22] [PF23] [PA1] [PA2] [PA3] [ENTER]

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ESG Matching Funds

In general, ESG matching funds may include:

- ❑ Amount of funds from other sources (Salary award) to carry out the project of the sub-recipient
- ❑ Time contributed by volunteers (currently determined at the rate of \$5.00 per hour)
- ❑ Value of any donated material or building, or of any lease, calculated using a reasonable method to establish a fair market value



Program Reporting Process - CDBG & ESG

Project / Case Files



CDBG & ESG Program

Reporting Performance

Client Data:

Gathering Client Data is critical to effectively measure performance. Don't just measure outputs – but measure outcomes which are essential.

Timely Reporting:

Quarterly Reports – CDBG & ESG

CAPER – Consolidated Annual
Performance Evaluation Report



Program Reporting Process

HUD's Income Criteria

At Least 51% of CDBG clients must come from low-moderate income households.

According to HUD's income criteria effective March 2009, program client files should reflect the figures shown in the chart until updated income criteria have been established.

City of Norfolk
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
INCOME CRITERIA


N O R F O L K

NUMBER OF PERSONS IN HOUSEHOLD
FY2008 MFI: \$65,100

30% OF AREA MEDIAN	1	2	3	4	5	6	7	8
30% (EXTREMELY LOW INCOME)	\$13,700	\$15,650	\$17,600	\$19,550	\$21,100	\$22,700	\$24,250	\$25,800
50% (VERY LOW INCOME)	\$22,800	\$26,050	\$29,300	\$32,550	\$35,150	\$37,750	\$40,350	\$42,950
80% (LOW INCOME)	\$36,450	\$41,700	\$46,900	\$52,100	\$56,250	\$60,450	\$64,600	\$68,750



Program Reporting Process

Performance Measures should include:



- Describing the intended result or consequence that will occur from carrying out a program or activity.
- Provide outcomes that are of direct importance to beneficiaries and the public as well as the program.



ESG Program Reporting



ESG Performance Measures should include:

- Number of clients served
- Demographic information on each client served
- Type of services or housing assistance provided
- Description of the beneficiaries (i.e. mentally ill, runaway youth, battered spouse, etc.)
- Shelter Type
- Other sources of funding to support the ESG project



CDBG & ESG GRIEVANCE PROCEDURE

CDBG & ESG have a grievance procedure in place that will:

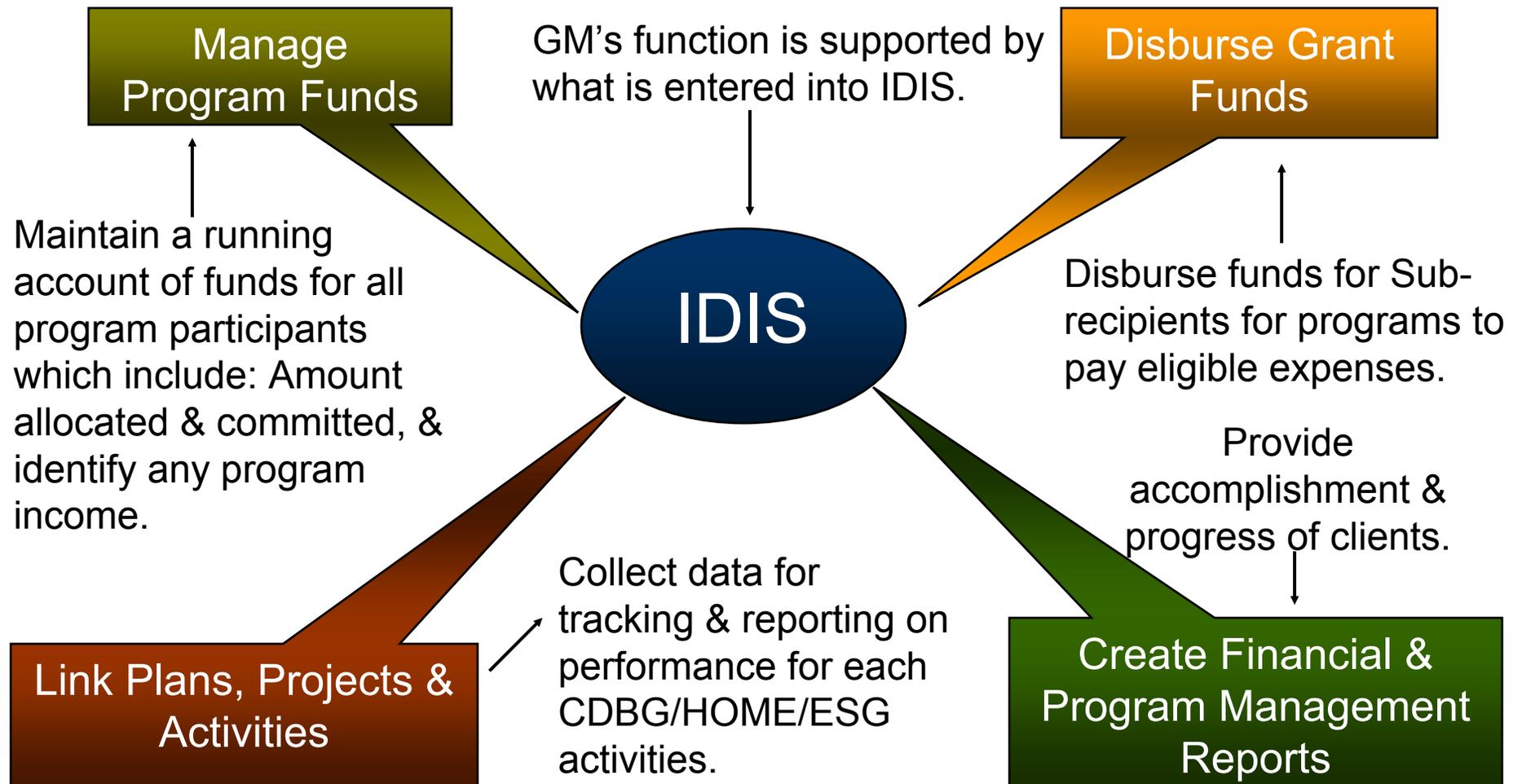
- Describe program requirements
- Termination process
- Process that will allow clients to request a hearing regarding the termination of their assistance.



* Posting a policy on a bulletin board in a common area in the Facility is an effective way to ensure the procedures are available to access at any time.



Program Reporting Process/ IDIS



CDBG/ ESG Site Monitoring

Site Monitoring & Time Management

Why is Site Monitoring Important to CDBG/ ESG?

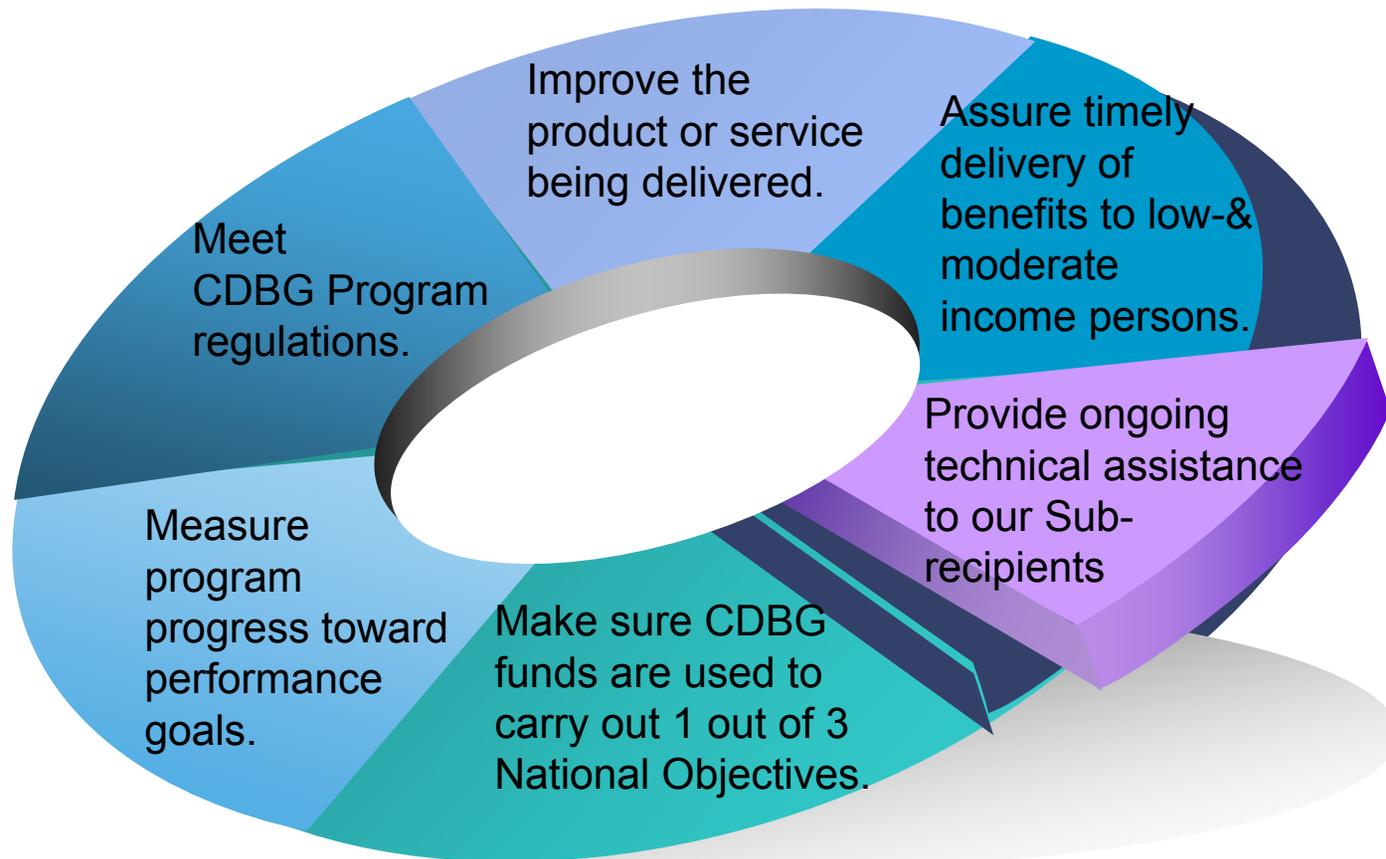
Important to ensure Sub-recipients are complying with HUD's program requirements; especially for:

- ✓ New Sub-recipients
- ✓ New staff of current Sub-recipients
- ✓ Current Sub-recipients that have issues
- ✓ Current Sub-recipients that are undertaking new activities



CDBG / ESG Program

Effective Monitoring & Reporting



CDBG/ ESG Program Monitoring

Program Risk

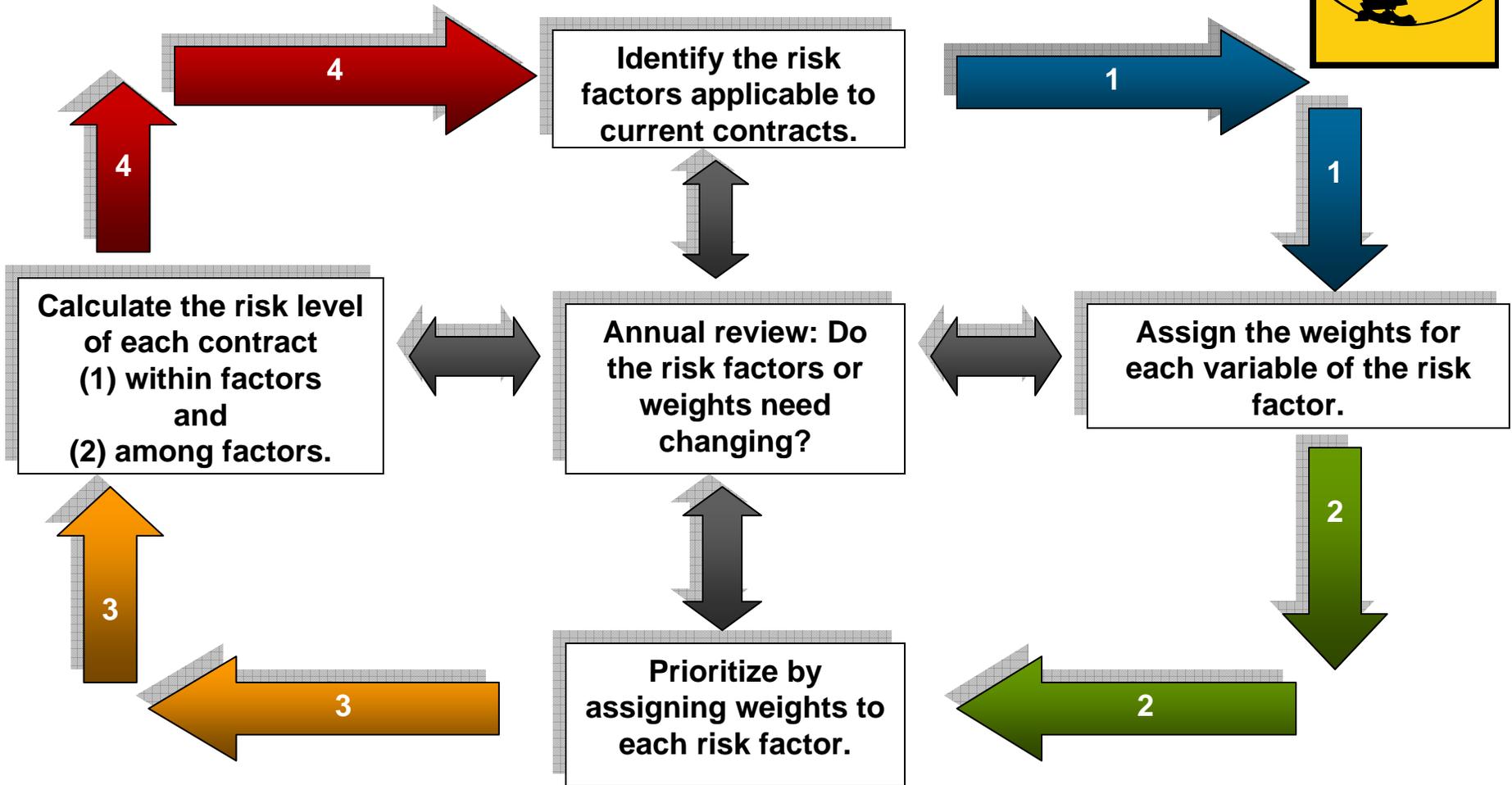
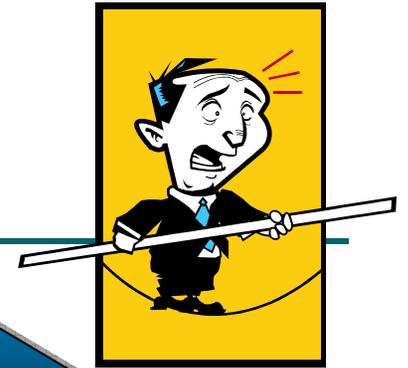
Risk is always present when a public entity contracts with an external entity to provide services for the City.

Risk Assessment is a systematic method for determining the intensity of contract monitoring appropriate for each Sub-recipient.



CDBG & ESG Program Monitoring

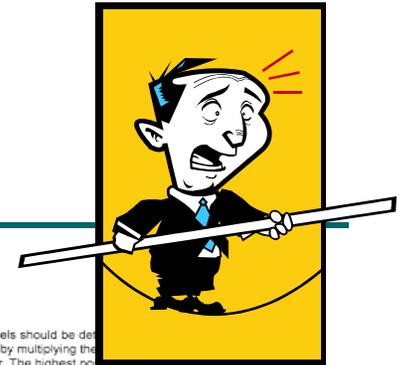
Risk Assessment



****Note: A risk assessment is currently underway for each program activity.**



CDBG/ ESG Program Monitoring Risk Assessment Tool



FY2009 CDBG MONITORING RISK ASSESSMENT

ORGANIZATION NAME: SAMPLE ORGANIZATION
 PROGRAM NAME: CDBG FUND: \$120,000
 FISCAL YEAR: FY2009
 COMPLETED BY: OGM STAFF

FACTORS	Score or Weight Within Factors	Rank or Weight Among Factors	Total Points
Contracted Dollars		8 Points	
\$100,000 - Above	10 Points	10	80
\$45,000 - \$99,999	8 Points	0	0
\$20,000 - \$44,999	6 Points	0	0
\$10,000 - \$19,999	4 Points	0	0
Under \$10,000	2 Points	0	0
Program Oversight		8 Points	
No Active Board of Directors	10 Points	0	0
No Audit Although Required	10 Points	0	0
Financial Audit and/or Compliance Audit Available	1 Points	1	8
Active Board of Directors	1 Points	1	8
Site of Service		8 Points	
% Programs/ Project Completion	10 Points	0	0
Reimbursement	4 Points	4	24
Advancement of Payments	8 Points	0	0
Fixed Price	2 Points	0	0
Number of Clients Served		8 Points	
100+	8 Points	10	60
50 - 99	6 Points	0	0
Less than 50	4 Points	0	0
Key Organizational Change		3 Points	
Executive Director & Financial Manager	10 Points	0	0
Executive Director or Financial Manager	7 Points	0	0
Program Director/ Manager	4 Points	0	0
None	2 Points	2	6
Goals		6 Points	
Essential to accomplish Division goals	10 Points	10	60
Not essential for accomplishment of Division goals	2 Points	0	0
Program Performance		6 Points	
CDBG Program did not begin on schedule/delayed	10 Points	0	0
CDBG Program was forfeited due to circumstances	4 Points	0	0
CDBG Program began on schedule	2 Points	2	12
Performance Measures		6 Points	
Sub-recipient has history of not submitting CDBG reports timely	10 Points	0	0
Sub-recipient has history of submitting CDBG reports timely	4 Points	4	24
Contract Experience History		8 Points	
New Provider	10 Points	10	50
1 - 3 Years	5 Points	0	0
4 Years & Over	2 Points	0	0
Last Monitoring Visit		8 Points	
New Provider	10 Points	10	60
2 Years or more	7 Points	0	0
Less than 2 Years	4 Points	0	0
Corrective Actions (Monitoring Audits)		4 Points	
New Program	10 Points	10	40
Major Findings: Findings that would affect services, clients, or potential for payment error.	10 Points	0	0
Minor Findings: Findings that require provider's action without qualifying as a major finding.	5 Points	0	0
No Findings	0 Points	0	0
Signature: _____ Date: _____		Total Points	432

a. Determining the Risk Categories.

Before the risk assessment is calculated, the cut-off points for high, medium, and low risk levels should be determined. The Monitoring Table below shows how this is done. The lowest possible score is 122, arrived at by multiplying the rank for each factor in the Sample Risk Assessment Weight Table and adding these together. The highest possible score is 628. This creates a range of 418 points (122 - 628). The sample monitoring table designates the low-risk category for 25% of the scores, medium-risk for 50% of the scores, and high-risk category for 25% of the scores.

Activity / Level of Risk	Provider Self-Monitoring checklist and two on-site annual comprehensive administrative and programmatic review.	Provider Self-Monitoring checklist. Administrative/ Programmatic review of payment/ reimbursement requests.	Review of payment/ reimbursement requests.
High (418 - 628)	✓		
Medium (239 - 417)			
Low (122 - 238)			

Comments:
 NEW CDBG PROGRAMS ARE REQUIRED TO UNDERGO A SITE MONITORING VISIT FROM THE CITY OF NORFOLK DUE TO HIGH RISK FACTORS.

An example of a Risk Assessment that will be completed for each CDBG/ ESG Sub-recipient.

Risk Assessment will assess new programs vs. returning, No. of clients served to total amount of award and whether program begins timely.

A score is developed based on risk and assigned weight factors.

Site Monitoring will be achieved based on the outcomes of total scoring.



CDBG/ ESG Program Monitoring

Risk Assessment



The risk assessment instrument lists risk factors that could be considered:

- (1) ***Dollar Value of the Contract.*** The higher the contract dollar figure, the higher the risk the department assumes in contracting with a provider.
- (2) ***The Type of Program Oversight.*** Weights are assigned based on the type of oversight given the provider, such as whether a board of directors provides oversight to the provider.
- (3) ***Number of Clients Served.*** The more clients served, the higher the risk.
- (4) ***Prior Provider Performance and Corrective Actions.*** Providers who have previously had serious financial, administrative or program deficits or have had difficulty being responsive to department requirements should be considered to present a higher risk than those who have not.



CDBG/ ESG Program Monitoring

Risk Assessment



- (5) ***Department's Goal.*** How essential the provider's program is to the department meeting its goals. The more essential, the higher the risk.
- (6) ***The Type of Contract.*** The basis of payment to the provider: Percentage of completion, reimbursement, advance payment or fixed price.
- (7) ***New Provider or Change in Key Executives.*** A higher risk occurs where the department has no contracting history with a provider or where a provider has made changes in its key executives (e.g., executive director, financial manager, etc.) within the past year.
- (8) ***Last Monitoring Visit.*** The intensity & period of time since the last monitoring visit will count heavily in the risk assessment. Providers with no monitoring history may be expected to rank high followed by those who have not received a monitoring visit in a year or more.



CDBG Program – Life of the Grant

Program Reporting



Community Development Block Grant Program runs annually.

CDBG program have at least one year to expend program funds.

CDBG Timeline	Description	Period	% Funds Expended
July 1, 2009	CDBG Programs begin	07/01/09	
October 15, 2009	1st Quarterly Report	07/1/09 - 09/30/09	25%
January 15, 2010	2nd Quarterly Report	10/1/09 - 12/31/09	50%
April 15, 2010	3rd Quarterly Report	01/01/2010 - 03/31/2010	75%
July 15, 2010	4th Quarterly Report	04/01/2010 - 06/30/2010	100%



ESG Program – Life of the Grant

Program Reporting



Emergency Shelter Grant Program runs on a two-year cycle; but is awarded funding annually.

ESG agencies have two years to expend program funding.

ESG Timeline	Description	Period	% Funds Expended
July 1, 2009	ESG Programs begin	07/01/09	50%
October 15, 2009	1st Quarterly Report	07/1/09 - 09/30/09	
January 15, 2010	2nd Quarterly Report	10/1/09 - 12/31/09	
April 15, 2010	3rd Quarterly Report	01/01/2010 - 03/31/2010	
July 15, 2010	4th Quarterly Report	04/01/2010 - 06/30/2010	25%
October 15, 2010	5th Quarterly Report	07/01/2010 - 09/30/2010	
January 15, 2011	6th Quarterly Report	10/01/2010 - 12/31/2010	
April 15, 2011	7th Quarterly Report	01/01/2011 - 03/31/2011	25%
July 15, 2011	8th Quarterly Report	04/01/2011 - 06/30/2011	



CDBG & ESG Program Monitoring

Program Monitoring/ Financial Audit

A CDBG site monitoring visit is not intended to find something wrong with the Sub-recipient.

Monitoring letters will be provided and include any issues found during monitoring review.

Provides an opportunity to work together & recognize the accomplishments & ways to overcome obstacles and improve operations.

Over period of time will be payoffs with fewer non-compliance, improved performance, & greater compliance w/ HUD regulations.



CDBG & ESG Program

Reporting Performance

Appropriate performance goals should:

Include performance measures and target goals for the program.

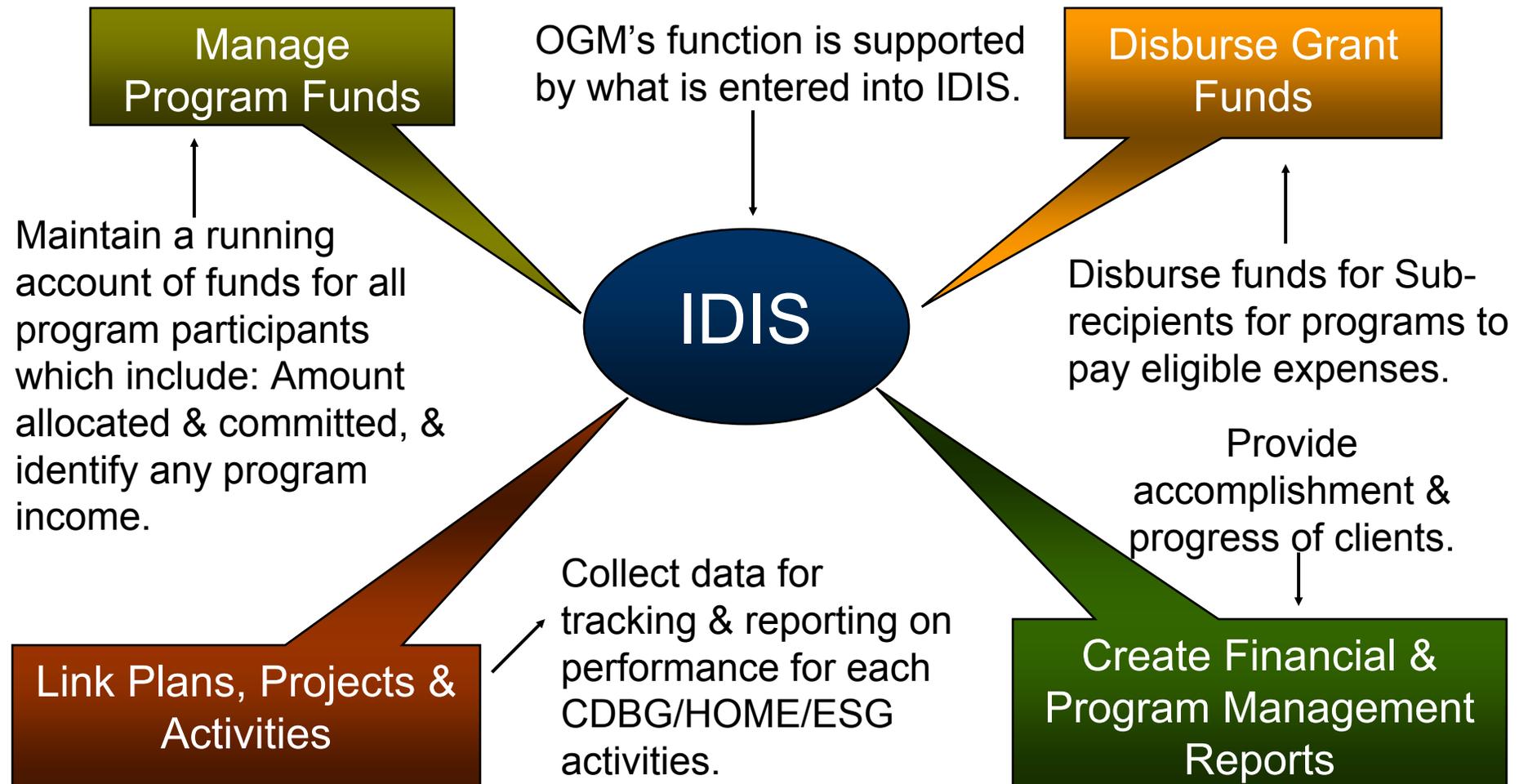
Focus on program outcomes, but use outputs when necessary.

Include annual and long-term measures along with their targets.



CDBG & ESG Program

Client Data & Performance Measures/ IDIS



CDBG & ESG Program

Reporting Performance into IDIS

Quarterly Report Data

- Program activities are recorded into IDIS quarterly (proposed vs. actual no. of people served).

Measurable Outcome

- Assessing the progress for the activities being done for each organization.

Drawdowns (Reimbursements)

- Ability to show draw-downs & disburse committed funds for an activity.

Annual Reporting

- Ability to report accomplishments & performance throughout the program year.

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Page 1 of 1

ATTN	CLEAR	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12	PA1	PA2	PA3	ENTER
06/20/08	14:59	SETUP ACTIVITY												C04MA04			
GRANTEE ACTIVITY NBR: CD 83846								HUD ACTIVITY NBR: 000000003473									
ACTIVITY NAME: CITY PS CHILD AND FAMILY SERVICES																	
ACTIVITY STATUS CODE: <input checked="" type="radio"/> 3 UNDERWAY COMPLETION DATE: __ / __ / __																	
ACCOMPLISHMENTS FOR THIS ACTIVITY REPORTED AT ANOTHER ACTIVITY (Y/N): <input type="radio"/> N																	
ACCOMPLISHMENT DATA:																	
TYPE												REPORT YEAR: <input type="radio"/> 2007					
UNITS																	
PROPOSED <input type="radio"/> 01 PEOPLE (GENERAL)												125					
ACTUAL <input type="radio"/> 01 PEOPLE (GENERAL)												141					
ACCOMPLISHMENTS NARRATIVE:																	
<input type="radio"/> 1ST QTR-THREE FAMILY SUPPORT WORKERS PROVIDED 307 HOM																	
<input type="radio"/> FAMILIES THIS QTR. AND GAVE PARENTS INFORMATION ON CHILD																	
<input type="radio"/> ELOPMENT, POSITIVE PARENTING SKILLS, & PROVIDED COMMUNI																	
<input type="radio"/> EMPOWER FAMILIES TO REACH GOALS OF IMPROVED FAMILY FUN																	
<input type="radio"/> SUFFICIENCY. 100% OF TARGET CHILDREN CONTINUED TO USE PI																	
<input type="radio"/> OF ALL TARGET CHILDREN HAVE RECEIVED ALL IMMUNIZATIONS.																	
F1 = HELP F3 = VALD F4 = MAIN F5 = PROJ INFO F7 = PRV F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD																	
ATTN	CLEAR	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20	PF21	PF22	PF23	PF24	PA1	PA2	PA3	ENTER

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CDBG & ESG Program

Reporting Performance into IDIS

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Page 1 of 1

ATTN CLEAR PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12 PA1 PA2 PA3 ENTER					
06/20/08 15:04 CDBG DIRECT BENEFIT DATA - by Persons CDBG08					
Grantee Activity ID CD 83846			IDIS Activity ID 3473		
Activity Name CITY PS CHILD AND FAMILY SERVICES			Natl/Obj LMC		
Totals for program year: 2007					
----T O T A L---- Totals (All Years)					
Race	--All--	--Hisp--	--All--	--Hisp--	
11	10	3	10	3	
12	121		121	0	
18	5		5	0	
20	2		2	0	
0			0	0	
0			0	0	
0			0	0	
0			0	0	
0			0	0	
0			0	0	
0			0	0	
0			0	0	
0			0	0	
0			0	0	
Totals:	138	3	138	3	
Insert/Delete program year(I/D)?					
F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE					
ATTN CLEAR PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24 PA1 PA2 PA3 ENTER					

Quarterly / Annual Reporting

- Ability to report accomplishments & performance throughout the program year.
- Demographic data that calculates the number of clients in each demographic characteristic listed in the CDBG & ESG Quarterly Reports are reported into IDIS.



CDBG & ESG Program

Reporting Performance into IDIS

New Access

- When a service is offered for the first time.

Improved Access

- When a service was offered, but the public service activity allowed the grantee to expand the service, in terms of size, capacity, or location.

Substandard Service

- Public service activity was used to meet a quality standard or measureable improved quality.
- Report on the number of persons that are no longer have access to a substandard service.

```
05/03/06 13:42 Public Services/Public Facilities and Improvements CDBG17
Grantee Activity ID IDIS Activity ID 538
Activity Name BOYS & GIRLS CLUB Natl/Obj LMC

Year to Insert: ___ : 0
Of the persons assisted, enter the number that:
Now have new access (continuing) to this service or benefit: _____
Now have improved access to this service or benefit: _____
Now receive a service or benefit that is no longer substandard: _____
Total: 0
Now have new access (continuing) to this type of public facility
or infrastructure improvement: _____
Now have improved access to this type of public facility or
infrastructure improvement: _____
That are served by public facility or infrastructure that is no
longer substandard: _____
Total: 0
# of beds created in overnight shelter or other emergency housing: _____

Insert/Delete program year (I/D)? _
Type year to be inserted and press <ENTER> to confirm.
F4=MAIN MENU F5=PROJ INFO F7=PRÉV F8=NEXT
```



Timeliness

Kimberley Pierce
Program Manager, Grants Management



CDBG & ESG Program

Timeliness

- ❑ FY2010 Program Year for Public Service Organizations begins July 1, 2009 through June 30, 2010.

- ❑ ***What does the term No Cost Time Extensions (NCTE) Mean?***

- ❑ In the past, GM approved various organizations in allowing extensions - additional time to expend CDBG program funds beyond the program year (>June 30).

- ❑ Our office will not automatically approve NCTE beyond the program year.

- ❑ Each request will be decided on a case-by-case basis.

- ❑ Your funds may be re-programmed.



CDBG & ESG Program

Meeting Deadlines

- ❑ Any CDBG funds that are not obligated or spent within the timeframes will be re-allocated.
- ESG funds will be re-captured & re- allocated to other grantees.
- CDBG funds will be re-programmed and allocated to other projects, not public service programs.



CDBG, HOME & ESG Program

Time Management



Timeline	Description
July 1, 2009	CDBG & ESG Programs begin
August 2009	FY2009 CDBG, HOME, ESG CAPER Draft
September, 2009	FY2011 CDBG, HOME, ESG Application Information begins
September 30, 2009	FY2009 CAPER is due to HUD
October 15, 2009	1st Quarterly Report Due (7/1/09-9/30/09)
October 31, 2009	FY2011 CDBG, HOME, ESG Applications are due
January 15, 2010	2nd Quarterly Report Due (10/1/09-12/31/09)
March – April 2010	FY2011 CDBG, HOME, ESG Award/Denial Letters
April 15, 2010	3rd Quarterly Report Due (1/1/2010-3/31/2010)
April – May 2010	FY2011 CDBG, HOME, ESG Annual Plan is completed
April – May 2010	FY2011 CDBG, HOME, ESG Revised Budgets
July 15, 2010	4th Quarterly Report Due (4/1/2010-6/30/2010)
June /July 2010	FY2011 CDBG, HOME, ESG Contract Agreements are drafted



Closing Remarks



Any Hot Questions?

