

**2018-2019
CDBG Sub-Recipient
Monitoring Workshop**

TOWN OF APPLE VALLEY

- Welcome
- Introductions
- Monitoring and Reporting
- Monitoring Check List/ File Maintenance
- Quarterly Reports/Payment Request
- Annual Report
- Close

Agenda

- Housekeeping- phones, restrooms
- Sign in Log
- 2018-2019 Sub-Recipient Agreements are required to be executed prior to incurring costs

Welcome

- Town Staff
- *Sub Recipients*
 - *Staff*
 - *One line description of Program Services*

Introductions

- CDBG Program Requirements
- **Monitoring**
 - Quarterly desktop audit
 - New Sub-Recipients - on site visit
 - Experienced Sub-Recipients - alternate years for site visits

Monitoring and Reporting

Progress Reports

- Progress reports with each reimbursement request
- Provide race/ethnicity, income and statistical data
- Provide narrative of program accomplishments

Monitoring and Reporting (cont)

- **Reimbursement**

- Payment Requests/Progress Report due dates

- October 15 1st quarter 7/1 – 9/30
- January 15 2nd “ 10/1 – 12/31
- April 15 3rd “ 1/1 – 3/31
- July 15 4th “ 4/1 – 6/30

Monitoring and Reporting (cont)

- Site visit- verify that necessary records are maintained, labeled, properly filed and available for viewing by HUD program representatives.
 - Agency Documentation
 - CDBG Contract
 - Insurance Certificates
 - Fiscal Documents
 - Program/Contract Activity Files
 - *Reports Fiscal Management Audits*
 - *Clientele Income Qualification*
 - *Service Performance*

Monitoring Check List/ File Maintenance

- Payment Request Form
 - Include appropriate documentation – invoices, cancelled checks, receipts, payroll, mileage logs, procurement process
 - Include spreadsheet showing funding sources and cost allocation formulas
 - Contact information for person preparing request
 - Quarterly Payments- up to $\frac{1}{4}$ of grant

**Progress Reports/
Payment Request**

- Progress Report
 - Use information from Beneficiary Qualification Statement
 - Spreadsheet will capture data provided by clientele- capture number of unduplicated services
 - Narrative will provide additional information not apparent in spreadsheet report- include total number of services provided

**Progress Reports/
Payment Request**

- Progress Report

Spreadsheet will capture data provided by clientele

Count total unduplicated persons served during contract

Example:

1 st quarter –	30 youth in program,	count 30
2 nd quarter-	5 youth join program,	count 5
3 rd quarter-	5 join, 10 drop out	count 5
4 th quarter-	10 join, 10 drop out	count 10
Total for year	50 unduplicated youth served	

Should have 50 Beneficiary Qualification Statements on file

**Progress Reports/
Payment Request**

- Progress Report

Count total unduplicated persons served during contract

Example: Households served but counted as people

1st month – 30 households/3 people each hh count 90

2nd month- 5 households/2 people each
join program, count 10

3rd month- 5 households/2 people each
join program , 10 households/3 people drop
out count 10

Total for quarter 110 unduplicated people served

Should have 40 Beneficiary Qualification Statements on
file

**Progress Reports/
Payment Request**

Beneficiary Qualification Statement

Completed by/with Clientele during Intake Process

Attach Income Documentation if available.
Assistance card for another program ok.

Verify resident within Town limits, not unincorporated areas – map if needed

Count Race, Ethnicity and Statistics based on Head of Household for all clientele in household.

Progress Reports/Payment Request

Performance Measurement System

Goals- Needs identified in the Town's Consolidated/Action Plan

Inputs- resources dedicated to or consumed
Activities- Services/Products provided

Outputs- Units of service accomplished

Outcomes- benefits to person(s) or community

Annual Report- Performance Measurement

Measuring Outcomes

Goals- Needs identified in the Town's Consolidated/Action Plan

Inputs- resources dedicated to or consumed

Activities- Services/Products provided

Outputs- Units of service accomplished

Outcomes- benefits to person(s) or community

Annual Report- Performance Measurement

Program Name: Residential Rehabilitation Loan Program

Contact Name, Address and Phone:

Silvia Urenda

14955 Dale Evans Parkway

Apple Valley, CA 92307

760 240 7000 x 7910

Strategic Plan Goal:

Preserve existing housing stock

(See definitions/goals on pages 16 & 17)

Program Description:

The Town of Apple Valley provides loans of up to \$25,000 for repair work to single family, owner-occupied homes. The program is available to lower income homeowners who live within the Apple Valley Town limits. Loans are available at a rate of 0% simple interest, deferred for a maximum of 30 years. This means payments are not required during the term of the loan; however, deferred loans are immediately due on sale, refinance or transfer of title.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Actual Services or Activities	Output Results	Outcome Goal(s)	Actual Outcome(s)	Measurement Reporting Tools	Additional Information
Provide loans to low-income Apple Valley residents to make necessary repairs to their homes.	The number of homes rehabilitated.	Preservation of the housing stock, neighborhood beautification.	Improving living environment for homeowners, improving neighborhood and community.	Increase in property values or home sales prices, clientele satisfaction survey. Before and after photographs.	Media coverage, success stories, professional acknowledgments, additional grants received.

Annual Report- Performance Measurement

Program Outcomes and Objectives

Objective

Create a Suitable Living Environment

Outcome

**Improve Availability/Accessibility
 Affordability
 Sustainability**

Looking into 19-20 Fiscal Year

Agency Documents Required:

- **Certification of Authorization to Request Funds**
- **Certification of Authorized Official**

Questions and Answers

Thank You

Questions and Answers