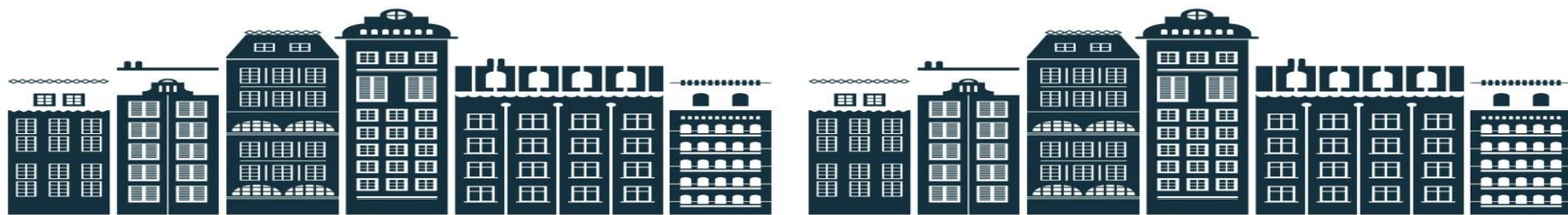


FY17 NEW GRANTEE ORIENTATION

Performance Evaluation and Monitoring

By: Yolanda Domneys
Eileen B. Carroll



WASHINGTON, DC SEPTEMBER 20-22, 2017

Topics Covered



- ❑ Grantee on-going program performance evaluation
- ❑ Grantee monitoring of partners and sub grantees
- ❑ Grantee contractor/site monitoring
- ❑ OLHCHH monitoring of grantees

Performance Evaluation

Why is On-going Performance Evaluation important?

- ❑ To assure you are providing service to your intended audience
- ❑ To assure you have all of the resources to achieve the program goals
- ❑ To assure success in meeting your Quarterly Benchmarks

Performance Evaluation, cont'd

Who should be included and what should be evaluated:

- ❑ All partners should be included in the evaluation (review their performance, goals and objectives)
 - ❑ Should reflect deliverables and limitations of the contract/MOU with the partner
- ❑ Review all processes to track timeframe (from intake to clearance)
 - ❑ Know your rates

Performance Evaluation, cont'd

When should you develop an evaluation plan?

- The best time to do this is before you implement the program. The earlier you develop it and begin to implement it, the better off your program will be, and the greater the outcomes will be at the end.
- Remember, evaluation is more than just did the job get done. It is important to have the data collected to improve the program along the way. Was it done on time, on budget, in compliance, and documented appropriately?

Methods for Evaluation

- ❑ Electronic tracking program (allows you to record and track multiple data points)
- ❑ Job Board (provides easy access to case movement)
- ❑ Regular planned communication/meeting with all partners/partner groups

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1							R-Cnty Rehb											
2							O-Ownr occup											
3					In		VS - Vcnt Sale		Hispanic	Median							Date	Date
4			Zip		Target	Developer/	VR - Vcnt Rent		Latino	Income	Year	Sq	Date	Date	Risk	to	from	Inspection
5	Number	Address	Code	Phone Number	Area?	Owner	OR-OccupdRent	Race			Built	Feet	Enrolled	Assigned	Assessor	Tioga	Tioga	Date
6	900	Restbrook	38127		Y	Desiree Davis	O	B	N	<30	1951	975	11/10/2016	11/10/2016	Irwin			11/16/17
7	559	Shofner	38109		Y	Gladys Poole	O	B	N	51-80	1968	1236	11/10/2016	11/10/2016	Irwin			11/15/16
8	30	Sullivan	38109		Y	Wanda Woods	O	B	N	51-80	1976	2021	11/10/2016	11/10/2016	Irwin			12/27/16
9	2295	Celeste	38127		Y	Sherry Montgomery	O	B	N	<30	1963	1518	11/10/2016	11/10/2016	Irwin			12/16/16
10	2097	Alton	38118 493-7940		Y	Juanita Logan	O	B	N	<50	1950	1144	11/10/2016	11/10/2016	Irwin			12/19/16
11	3172	Jade Ln.	38111 305-6067		Y	Cheryl Boone-Neal	O	B	N	<30	1951	1104	11/10/2016	11/10/2016	Irwin			12/19/16
12	2707	Fizer	38114		Y	Loraine Gamon	O	B	N	51-80	1953	2462	11/10/2016	11/10/2016	Irwin			12/15/16
13	2706	Henley	38114		Y	Carolyn Hill	O	B	N	<30	1953	768	11/10/2016	11/10/2016	Irwin			12/7/16
14	1030	Stonewall	38107 359-5883		Y	Lee Sanford	O	B	N	51-80	1937	1936	11/10/2016	11/10/2016	Irwin			11/14/16
15	1516	David St.	38114 569-0469		Y	Cynthia Street	O	B	N	51-80	1947	925	11/10/2016	11/10/2016	Irwin			12/21/16
16	2720	Skylake	38127 859-5729		Y	Silveta Morris	O	B	N	51-80	1954	1652	11/17/2026	11/17/2016	Irwin			11/22/16
17	1545	Hope	38111		Y	Luether Pegues	O	B	N	<51	1952	1194	1/6/2017	1/6/2017	Irwin			1/17/17
18	3440	Lamphier	38122 590-4781		Y	Lester Harmon	O	B	N	<51	1930	1227	1/6/2017	1/6/2017	Irwin			1/26/17
19	739	Mallory E.	38106	947-9037/619-4391	Y	Jerry Williams	O	B	N	51-80	1922	1189	1/6/2017	1/6/2017	Irwin			2/24/17
20	2946	Semmes	38114	(901) 743-4910	Y	Larry Swindle	O	B	N	51-80	1953	1174	1/6/2017	1/6/2017	Irwin			2/16/17
21	1860	Rile	38109	330-7607	Y	Rachel Young	O	B	N	<30	1960	1539	1/6/2017	1/6/2017	Irwin			1/24/17
22	1719	Glenview	38106 489-8501		Y	Della Martin	O	B	N	51-80	1953	1486	1/6/2017	1/6/2017	Irwin			1/25/17
23	4368	Marguerite	38109	212-4360	Y	Dorothy Bradford	O	B	N	<50	1958	1703	1/6/2017	1/6/2017	Irwin			2/21/17
24	785	Roanoke	38106		Y	Linda Brantley	O	B	N	<30	1918	1309	1/6/2017	1/6/2017	Irwin			
25	520	Simpson	38106 864-3220		Y	Bobbie Burks	O	B	N	<30	1950	1224	1/6/2017	1/6/2017	Irwin			1/23/17
26	329	Byron	38109		Y	Luretha Harris	O	B	N	<55	1956	1675	1/6/2017	1/6/2017	Irwin			1/24/17
27	1500	Shadowlawn	38106	948-0017	Y	Flora Simmons	O	B	N	<30	1926	1716	1/6/2017	1/6/2017	Irwin			2/22/17
28	1932	Lamar	38114	(901) 502-9214	Y	Dara McGee	O	B	N	<30%	1920	1232	2/3/2017	2/3/2017	Irwin			3/1/17
29	1171	Cannon	38106	(901) 947-1204	Y	Beatrice Gipson	O	B	N	<30%	1926	1482	2/3/2017	2/3/2017	Irwin			3/2/17
30	2304	Longstreet	38114	(901) 596-8579	Y	Tamara Guy	O	B	N	<30%	1949	1185	2/3/2017	2/3/2017	Irwin			3/7/17
31	1804	Foster	38114	728 4329	Y	Laverne Johnson	O	B	N	<50%	1930	2202	2/3/2017	2/3/2017	Tioga	3/22/2017	4/12/17	3/20/17
32	1557	Monsarrat St.	38109	502-7297	Y	Gerald Brown	O	B	N	<50%	1938	1207	2/3/2017	2/3/2017	Irwin			2/27/17
33	1180	Greenwood	38106 785-2499		Y	Jatun& Carrie Isom	O	B	N	51-80%	1920	1440	2/3/2017	2/3/2017	Irwin			
34	3035	Lynchburg	38134	384-0207	N	Vera Mack	O	B	N	<50%	1969	1641	2/17/2017	2/17/2017	Tioga	3/22/2017	4/12/17	3/30/17
35	753	Eva	38112	458-8896	N	Hazel Lee Brown	O	B	N	51-80%	1930	2106	2/17/2017	2/17/2017	Tioga	3/22/2017	4/12/17	3/24/17

Monitoring

Partners:

- ❑ Show how they are contributing and impacting the process through process flow chart
- ❑ Ensure they know the expectations of the program compliance and technical components and document that they have received all notifications.
- ❑ Weekly/monthly reports on deliverables
- ❑ Regular Meetings to ensure all on same page and address issues/needs from both sides

Monitoring, cont'd

Contractors:

- Due to reporting issues in FFATA you will have to pre-enroll interested contractors to your program before you issue contracts and preferably before you allow bidding.
 - Ensure you have all the needed info from each contracting firm to fill out Subrecipient/Contractor check list in addition to info to ensure full compliance with NOFA for Lead Hazard Control.
- Insure updated certifications are on file (Firm, Supervisor, Workers)
- Regular work-site visits to assure job site is in compliance with HUD, State and local lead regulations and contractor is following the scope of work. (PM and LIRA Staff who are monitoring need the supervisor course)

OLHCHH Monitoring

GTR Monitoring:

- Monthly Portfolio Review
 - ▣ Regular and targeted Technical Assistance
- Reviewing Quarterly Reports
- Annual Risk Analysis
- On-site Monitoring/Technical Visits

Quarterly Reports

Quarterly Reports

- ❑ Due January 30th, April 30th, July 30th, October 30th
- ❑ Submitted and based on reported performance for the quarter period (evaluate the number of assessments completed, the number of units completed and cleared, and the LOCCS drawdowns)
- ❑ HUD reviews actual performance as compared to the established benchmarks for the quarter
- ❑ Number of Assessments = 30 points
- ❑ Number of Units Completed and Cleared = 40 points
- ❑ LOCCS Drawdown = 30 points

Annual Risk Analysis

- Annual Risk Analysis – reviews
 - Grant Management and Oversight
 - Financial Management and Oversight
 - Quality of work
 - Program Requirements
- Grantees are scored and ranked based on risks and it determines where OLHCHH will conduct compliance monitoring site visit and technical assistance site visit

On-site Monitoring/Technical Visits

- OLHCHH conduct on-site monitoring site visits to insure compliance with regulations, review program and financial management, and safe work practices
- The visit is an opportunity for the program to have an open discussion about the grant and issues that may impact performance and work through solutions
- It is never an “I gotcha visit,” we are here to help