U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY17 NEW GRANTEE ORIENTATION

Performance Evaluation and Monitoring

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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
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
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

- Due January 30\textsuperscript{th}, April 30\textsuperscript{th}, July 30\textsuperscript{th}, October 30\textsuperscript{th}
- 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.