

Performance Appraisal

U.S. Department of Housing and Urban Development

Employee Name		Employee's SSN:	Organizational Segment: CPD SAN ANTONIO	Organization Code: 0659
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Position Title: CPD REPRESENTATIVE	Series and Grade: 301-12	Date of Appraisal Period: From	Date Rating Made:
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GM (PMRS Term. Provisions)
 GS (General Schedule)
 WG (Wage Grade)
 GS-AFGE
 WG-AFGE

Rating Official (Signature & Date)	Employee (Signature & Date)
X	X
Reviewing Official (Signature & Date)	
X	

Note: Employee signature indicates only that the rating has been discussed with the employee and does not signify agreement or disagreement with the rating.

Progress Review Employee's initials indicate only that the progress review meeting was held. They do not indicate agreement or disagreement with the results.

Element Ratings:

Critical Element No.	Outstanding	Highly Successful	Fully Successful	Marginally Successful	Unacceptable	Date	Supervisor's Initials	Employee's Initials
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Summary Ratings

Outstanding
 Highly Successful
 Fully Successful
 Marginally Successful
 Unacceptable

Employee Comments

Rating Official/Reviewing Official Comments

Sensitive Information: The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

Elements & Standards

U.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.:
						1

Critical Element Description: REPRESENTATION -- Represents the Department and its community development programs and priorities to grantees officials, citizens, potential and current customers, HUD personnel, and other government personnel.

Strategic Goal: STRENGTHEN COMMUNITIES

Employee's Initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: In addition to meeting the requirements for fully successful, the employee must meet at least three or more of the following requirements for outstanding. (Less than three would equate to highly successful)

- On own initiative, identifies and carries out at least **one (1)** special project or representation opportunity that would improve grantee performance and significantly contribute to the grantee's ability to administer CPD programs.
- Represents CPD in at least **1** formal setting, such as public meetings, special committees or Task Forces, groundbreakings, graduation exercise for job training graduates, etc.
- Leads or conducts a minimum of **one (1)** workshop/meeting that is well designed and effectively delivers resources to participants that will increase their capacity to effectively coordinate CPD programs in their communities.
- **At least 80% or greater** of assigned grantees requesting technical assistance to resolve programmatic issues are provided assistance that will resolve issues within **ten (10)** working days from request.
- Documentation of any significant communication with CPD's customers is maintained in GMP and is recorded accurately at **least 85%** of the time.
- Mail inquiries are processed and responded to on average **within 30 working days** from time of receipt.
- Offers solutions to improve internal operations that are implemented.

Fully Successful Performance Standards: To meet this standard, the employee's performance consistently meets the following:

- Provides information, advice or guidance that demonstrates a thorough knowledge of CPD programs and reflects Departmental policies through written and oral presentation.
- **At least 70%** of assigned grantees requesting technical assistance to resolve programmatic issues are provided assistance that will resolve issues within **fifteen (15)** working days from request.
- Participates in at least **2** informational sharing meetings related to CPD programs.
- Provides quality customer service with **no more than three** valid complaints received from internal or external clients.
- Represents the Department at meetings, conference calls, or other contacts with grantees and/or clients.
- Mail inquiries are processed and responded to on average **within 45 days** from time of receipt.
- Documentation of any significant communication with CPD's customers is maintained in GMP and is recorded accurately at **least 70%** of the time.
- Notifies supervisor of any critical time delays.

Unsatisfactory Performance Standards:

- Information, advice or guidance is consistently unclear, ineffective, or discourteous and usually requires clarification by supervisor.
- **More than three** valid complaints are received from internal or external clients.
- Mail inquiries are processed and responded to on average of **60 days** from time of receipt.
- Documentation of any significant communication with CPD's customers is maintained in GMP and is recorded accurately **less than 70%** of the time.
- Information, advice or guidance that is provided demonstrates a limited knowledge of CPD programs and does not accurately reflect Departmental policies through written and oral presentation.
- **Less than 70%** of assigned grantees requesting technical assistance to resolve programmatic issues are provided assistance that will resolve issues within **ten (10)** working days from request.

Actual Accomplishments:

Elements & Standards

U.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.:
						2

Critical Element Description: PROGRAM KNOWLEDGE, TECHNICAL ASSISTANCE AND TRAINING -- Exhibits knowledge of program authorities, regulations, policies and procedures of assigned CPD programs and is reflected in technical assistance and training provided to CPD staff and grantees.

STRATEGIC GOAL: STRENGTHEN COMMUNITIES

Employee's initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: In addition to meeting the requirements for fully successful, the employee must meet at least three or more of the following requirements for outstanding. (Less than three would equate to highly successful)

- Demonstrates a mastery of regulations, circulars, notices, and policies of CPD programs by interpreting and clearly stating complicated program requirements comprehensively with 90% accuracy that is acknowledged by peers, supervisory staff, and client groups.
- Organizes and presents information to other staff upon return from formal training, conferences and/or workshops within 30 working days after return.
- Improves program compliance for at least one (1) identified assigned grantees (formula/competitive) that focus on efficiency, cost effectiveness, and/or timeliness.
- Execute at least one grantee training on mitigating lead hazard in CPD assisted homeownership and housing rehabilitation programs.
- Develops and executes an assistance plan for one assigned grantee (formula/competitive) to target resources that will meet the community's housing and economic development needs and/or the population they serve.
- Develops and implements one (1) training that is carried out in conjunction with the SuperNOFA, that increases awareness of HUD programs to Faith based organizations, other non-profits, grantees, and other internal and external clients.
- Reviews data/reports for assigned grantees at least monthly and identifies grantees that are not in compliance with commitment, reservation, and/or expenditure standards/requirements. Notification is provided to grantees and technical assistance needs are identified and delivered to work toward bringing the grantee(s) into compliance.

Fully Successful Performance Standards: To meet this standard, the employee's performance consistently meets the following:

- Demonstrates knowledge of regulations, circulars, notices, and policies of CPD programs through written material and inputs into GMP that are prepared with 75% accuracy.
- Shares program knowledge and skills by presenting updates to staff and grantees at least once per year through oral presentation or written communication.
- Organizes and presents information to other staff upon return from formal training, conferences and/or workshops within 45 working days after return.
- Reviews data/reports for assigned grantees at least quarterly and identifies grantees that are not in compliance with commitment, reservation, and/or expenditure standards/requirements. Notification is provided to grantees and technical assistance needs are identified and delivered to work toward bringing the grantee(s) into compliance.
- Notifies supervisor and requests any necessary changes to proposed technical assistance activities to be undertaken that require adjustment due to competing priorities or demand. Makes recommendations offering alternative course of action to balance technical assistance needs and meeting local management goals.

Unsatisfactory Performance Standards:

- Knowledge of regulations, circulars, notices, and policies of CPD programs reflects a lack of understanding of program requirements and usually requires clarification by supervisor.
- Organizes and presents information to other staff upon return from formal training, conferences and/or workshops after 45 working days after return.
- Technical assistance needs of assigned grantees are not identified or addressed or completes less than 70% of technical assistance needs for identified assigned grantees

Actual Accomplishments:

Elements & Standards

U.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.:
						3

Critical Element Description: ORGANIZATION AND MANAGEMENT OF PORTFOLIO: Organizes and performs day-to-day work in a manner consistent with carrying out the priorities of the division. Assignments are completed in a timely manner.

STRATEGIC GOAL: Embrace High Standards of Ethic, Management, and Accountability

Employee's initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: In addition to meeting the requirements for fully successful, the employee must meet at least five or more of the following requirements for outstanding. (Less than five would equate to highly successful)

- Volunteers and/or initiates an additional activity that aids the office in furthering the objectives of CPD operations
- Grants are managed and documents reviewed for completeness, technical accuracy and regulatory compliance. Reviews and recommendations are completed, documented and provided to the supervisor for final disposition. Supervisor returns the completed product **no more than one time** for substantive revisions.
- Grant activities are documented in official office files and GMP. Documentation recorded in GMP is complete and technically accurate at **least 85%** of the time.
- Correspondence in the management of grantees is responded to in **thirty days at least 85%** of the time.

For Managing Assigned Formula Grantees

- **At least 85%** of Con Plans and Annual Action Plans are reviewed **within 40 days** of receipt.
- **At least 85%** of CAPERs are processed to completion and assessment communicated to grantee **within 60 days** of receipt.
- **At least 85%** of Formula grantees report some objectives and outcomes in IDIS by September 30.

For Managing Assigned Competitive Grantees

- **At least 85%** of assigned Grant applications rating reviews, as a result of SuperNOFA, are completed in accordance with processing deadlines identified in instructions from HQ.
- **At least 85%** of assigned conditional homeless awards to include the processing of technical submissions are completed and finalized via an executed grant agreement by September 30.
- **At least 85%** of assigned YB and RHED awards, to include processing of executed grant agreement to grantee, are completed within deadlines established.
- **At least 85%** of Performance Reviews (i.e. annual, semi-annual) are processed **no later than 60 working days** from date of receipt to HUD.

Fully Successful Performance Standards: To meet this standard, the employee's performance consistently meets the following:

- Grants are managed and documents reviewed for completeness, technical accuracy and regulatory compliance. Reviews and recommendations are completed, documented and provided to the supervisor for final disposition. Supervisor returns the completed product **less than 75%** of the time for substantive revisions.
- Grant activities are documented in official office files and GMP. Documentation recorded in GMP is complete and technically accurate at **least 75%** of the time.
- Correspondence in the management of grantees is responded to **in forty-five working days at least 75%** of the time.
- Manages assigned workload in accordance with Department policies and CPD's Grant Management System, and keeps supervisor informed of major issues and identifies potential delays prior to becoming critical.

For Managing Assigned Formula Grantees

- **At least 70%** of Con Plans and Annual Action Plans are reviewed **within 40 days** of receipt.
- **At least 70%** of CAPERs are processed to completion and assessment communicated to grantee **within 75 days** of receipt.
- **At least 70%** of Formula grantees report some objectives and outcomes in IDIS by September 30.

For Managing Assigned Competitive Grantees

- **At least 70%** of assigned Grant applications rating reviews, as a result of SuperNOFA, are completed in accordance with processing deadlines identified in instructions from HQ.
- **At least 70%** of assigned conditional homeless awards to include the processing of technical submissions are completed and finalized via an executed grant agreement by September 30.
- **At least 70%** of assigned YB and RHED awards, to include processing of executed grant agreement to grantee, are completed by assigned deadlines.
- **At least 70%** of Performance Reviews (i.e. annual, semi-annual) are processed **no later than 90 working days** from date of receipt to HUD.

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Elements & StandardsU.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.: 3 (cont)
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Critical Element Description: ORGANIZATION AND MANAGEMENT OF PORTFOLIO: Organizes and performs day-to-day work in a manner consistent with priorities of the division. Assignments are completed in a timely manner.

STRATEGIC GOAL: Embrace High Standards of Ethics, Management, and Accountability

Employee's Initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Unsatisfactory Performance Standards:

- Grants are managed and documents reviewed for completeness, technical accuracy and regulatory compliance. Reviews and recommendations are completed, documented and provided to the supervisor for final disposition. Supervisor returns the completed product **more than 70%** of the time for substantive revisions.
- Grant activities are documented in official office files and GMP. Documentation recorded in GMP is complete and technically accurate **less than 70%** of the time.
- Correspondence in the management of grantees is responded to in **more than forty-five working days** at least **70%** of the time.

For Managing Assigned Formula Grantees

- Less than 70%** of Con Plans and Annual Action Plans are reviewed **more than forty days** from receipt.
- Less than 70%** of CAPERs are processed to completion and assessment communicated to grantee **more than 75 days** from receipt.
- Less than 70%** of Formula grantees report some objectives and outcomes in IDIS by September 30.

For Managing Assigned Competitive Grantees

- Less than 70%** of assigned Grant applications rating reviews, as a result of SuperNOFA, are completed in accordance with processing deadlines identified in instructions from HQ.
- Less than 70%** of assigned conditional homeless awards to include the processing of technical submissions are completed and finalized via an executed grant agreement by September 30.
- Less than 70%** of assigned YB and RHED awards, to include processing of executed grant agreement to grantee, are completed by established deadlines.
- Less than 70%** of Performance Reviews (i.e. annual, semi-annual) are processed **more than 120 working days** from date of receipt to HUD.

Actual Accomplishments:

Elements & StandardsU.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.: 4
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Critical Element Description: EVALUATION OF GRANTEE PERFORMANCE: conducts on-site and in-house reviews and evaluations of Grantees' programs to assess risk and monitor for contract and regulatory compliance to ensure protection of the public trust in CPD programs.

STRATEGIC GOAL: EMBRACE HIGH STANDARDS OF ETHICS, MANAGEMENT, AND ACCOUNTABILITY

Employee's Initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: In addition to meeting the requirements for fully successful, the employee must meet at least five or more of the following requirements for outstanding. (Less than five would equate to highly successful)

MONITORING:

- At least 85% of monitoring strategies are completed, approved by management, documented in GMP, and letter mailed to identified grantees to be monitored at least forty-five days before the start of monitoring.
- Participates in monitoring team visit (as assigned) and provides the lead reviewer with monitoring conclusions and supporting documentation within 15 days of monitoring visit.
- At least 85% of monitoring reports (with supporting documentation) are submitted to supervisor for review within 25 days of the exit conference, to allow time for corrections, edits, and/or additional information.
- Monitoring reports are supported, technically accurate, identify correct program guidelines, and are returned on average no more than one time for revisions.
- At least 85% of monitoring reports are completed, input into GMP, and transmitted to the grantee no later than 30 days from the exit conference. Monitoring reports are prepared in accordance with CPD policies and accurately reflect program requirements.
- At least 85% of prior year monitoring findings/sanctions are closed out by end of current fiscal year and documented in GMP and program files.
- Completes one or more additional monitorings (onsite/remote) that will contribute to the division exceeding its' monitoring goal by 10% by the end of the Fiscal Year.

OIG COMPLAINTS/CONGRESSIONAL CORRESPONDENCE: (if applicable)

- At least 85% of hotline complaints and congressional correspondence are responded to within established deadlines

Fully Successful Performance Standards: To meet this standard, the employee's performance consistently meets the following:

RISK ANALYSIS:

- Completes Risk Analysis for assigned grantees in accordance with CPD guidelines and is properly documented in GMP by required due date.

MONITORING:

- At least 70% of monitoring strategies are completed, approved by management, documented in GMP, and letter mailed to identified grantees to be monitored at least thirty (30) days before the start of monitoring.
- At least 70% of monitorings (onsite/remote) are completed on schedule according to the workplan and remainder of monitorings are completed by September 30.
- Participates in monitoring team visit (as assigned) and provides the lead reviewer with monitoring conclusions and supporting documentation within 25 days of monitoring visit.
- At least 70% of monitoring reports (with supporting documentation) are submitted to supervisor for review no later than 35 days of the exit conference, to allow time for corrections, edits, and/or additional information.
- Monitoring reports are supported, technically accurate, identify correct program guidelines, and are returned on average no more than two times for revisions.
- At least 70% of monitoring reports are completed, input into GMP, and transmitted to the grantee no later than 45 days from the exit conference, except with express written concurrence from the CPD Director. Monitoring reports are prepared in accordance with CPD policies and accurately reflect program requirements.
- At least 70% of prior year monitoring findings/sanctions are closed out by end of current fiscal year and documented in GMP and program files.
- Completes assigned monitoring/technical assistance activities within allocated budget and during scheduled quarter.

OIG COMPLAINTS/CONGRESSIONAL CORRESPONDENCE:

- At least 70% of hotline complaints and congressional correspondence are responded to within established deadlines

(cont.)

Elements & Standards

**U.S. Department of Housing
and Urban Development**

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.: 4 (cont.)
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Critical Element Description: EVALUATION OF GRANTEE PERFORMANCE: conducts on-site and in-house reviews and evaluations of Grantees' programs to assess risk and monitor for contract and regulatory compliance to ensure protection of the public trust in CPD programs.

STRATEGIC GOAL: EMBRACE HIGH STANDARDS OF ETHICS, MANAGEMENT, AND ACCOUNTABILITY

Employee's Initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Unsatisfactory Performance Standards:

- Risk Analysis is completed after due date.
- Monitoring strategies are not completed prior to monitoring.
- Assigned monitoring is not completed on schedule.
- Monitoring reports submitted for review are poorly documented, not prepared in accordance with Departmental policies, and inaccurate.
- Hotline complaints are not answered consistent with established deadlines
- Risk Analysis and monitoring activities are documented in GMP less than 70% of the time.

Actual Accomplishments:

Elements & StandardsU.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.:
						5

Critical Element Description: INCREASE HOMEOWNERSHIP OPPORTUNITIES AND PROMOTE DECENT AFFORDABLE HOUSING: Expand access to affordable rental housing and homeownership

STRATEGIC GOAL: INCREASE HOMEOWNERSHIP OPPORTUNITIES AND PROMOTE DECENT AFFORDABLE HOUSING

Employee's initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: In addition to meeting the requirements for fully successful, the employee must meet at least two (2) of the following requirements for outstanding. (Less than two (2) would equate to highly successful)

- Reviews and analyzes HOME Snapshot reports **within 20 working days** of receipt for assigned Participating Jurisdictions and prepares letter/e:mail with results of analysis, i.e. accomplishments, need for modifications in program design or implementation, deficiencies **at least 85%** of the time
- Reviews and analyzes data in IDIS on a monthly basis for all CDBG, ESG, HOME, or HOPWA activities of assigned grantees designed to provide affordable rental housing and/or homeownership, and prepares letter/e:mail **within 20 working days of review**, with results of analysis, i.e. superior performance, inadequate progress, recommendations for specific actions designed to improve performance **at least 85%** of the time.
- A performance plan is executed to accomplish a **20% improvement** in performance of assigned PJs reporting HOME or ADDI completion in IDIS.
- A performance plan is executed to accomplish a **20% improvement** of assigned HOME PJs or CHDOs with RedFlag threshold scores in the lower percentile as reflected in the HOME Snapshot Reports.

Fully Successful Performance Standards: To meet this standard, the employee's performance consistently meets the following:

- Reviews and analyzes HOME reports **within 30 working days** of receipt for assigned Participating Jurisdictions, and prepares letter/e:mail with results of analysis, i.e. accomplishments, need for modifications in program design or implementation, deficiencies **at least 70%** of the time
- Reviews and analyzes data in IDIS on a quarterly basis for all CDBG, ESG, HOME, or HOPWA activities of assigned grantees designed to provide affordable rental housing and/or homeownership, and prepares letter/e:mail **within 30 working days** of review, with results of analysis, i.e. superior performance, inadequate progress, recommendations for specific actions designed to improve performance **at least 70%** of the time.
- A performance plan is executed to accomplish a **10% improvement** in performance of assigned PJs reporting HOME or ADDI completion in IDIS.
- A performance plan is executed to accomplish a **10% improvement** of assigned HOME PJs or CHDOs with RedFlag threshold scores in the lower percentile as reflected in the HOME Snapshot Reports.
- Keeps supervisor informed of major issues and identifies technical assistance to assigned grantee(s).

Unsatisfactory Performance Standards:

- Reviews and analyzes HOME reports **after 45 days** of receipt for assigned Participating Jurisdictions, and prepares letter/e:mail with results of analysis, i.e. accomplishments, need for modifications in program design or implementation, deficiencies **less than 70%** of the time
- Reviews and analyzes data in IDIS **less than quarterly** for all CDBG, ESG, HOME, or HOPWA activities of assigned grantees designed to provide affordable rental housing and/or homeownership, and prepares letter/e:mail **less than 60%** of the time to assigned Participating Jurisdictions **more than 30 days** after review, with results of analysis, i.e. superior performance, inadequate progress, recommendations for specific actions designed to improve performance.
- Assistance is provided to **less than 10%** of assigned grantees to enhance or improve affordable housing opportunities.

Actual Accomplishments:

Elements & StandardsU.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.:
						6

Critical Element Description: FINANCIAL MANAGEMENT and FUNDS CONTROL: Reviews, monitors, evaluates and provides technical assistance to assigned grantees on financial matters.

STRATEGIC GOAL: EMBRACE HIGH STANDARDS OF ETHICS, MANAGEMENT, AND ACCOUNTABILITY

Employee's initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: In addition to meeting the requirements for fully successful, the employee must meet at least two (2) of the following requirements for outstanding. (Less than two (2) would equate to highly successful)

- Based on monthly monitoring of un-liquidated obligations reports for assigned grantees; follows-up with grantees, initiates action to deobligate funds for projects that are no longer viable and submits report to supervisor.
- Based on monthly monitoring of un-liquidated obligations reports for assigned grantees; identifies grants that will still be viable as of the end of fiscal year, and requests appropriate extensions and/or grant agreement amendments, and submits report to supervisor.
- For single audit reports, completes review, and transmits letter to assigned grantees within 60 working days of receipt.
- For single audit reports, at least 85% of audit response actions are reviewed and necessary follow-up taken with the grantee within the established time frame.
- Takes necessary actions to establish grantee authorizations in the IDIS and LOCCS systems so that grantees have timely IDIS and LOCCS access to do data entry and drawdown of funds; at least 90% of documentation is processed within three days of receipt.
- Works with grantees to resolve IDIS and/or LOCCS drawdown problems, with at least 85% of drawdown problems resolved within three days.
- For Financial Cash Transaction (SF272) reports received from grantees quarterly, analyzes data, reviews reports for accuracy; and follows-up with grantee if corrections are necessary within 30 working days from receipt of report.

OIG Audits (if applicable)

- Audit response actions for OIG audits are made within the prescribed time frame set by OIG for at least 85% of the findings and required tracking actions.
- For OIG audit reports with findings, corrective actions are accomplished or implemented, and at least 85% of audit findings are cleared within one year after transmittal of the report to the grantee.

Fully Successful Performance Standards: To meet this standard, the employee's performance consistently meets the following:

- Based on quarterly monitoring of un-liquidated obligations reports for assigned grantees; follows-up with grantees, initiates action to deobligate funds for projects that are no longer viable and submits report to supervisor.
- Based on quarterly monitoring of un-liquidated obligations reports for assigned grantees; identifies grants that will still be viable as of the end of fiscal year, and requests appropriate extensions and/or grant agreement amendments, and submits report to supervisor.
- For single audit reports, completes review, and transmits letter to assigned grantees within 90 working days of receipt.
- For single audit reports, at least 70% of audit response actions are reviewed and necessary follow-up taken with the grantee within the established time frame.
- Takes necessary actions to establish grantee authorizations in the IDIS and LOCCS systems so that grantees have timely IDIS and LOCCS access to do data entry and drawdown of funds; at least 75% of documentation is processed within three days of receipt.
- Works with grantees to resolve IDIS and/or LOCCS drawdown problems, with at least 70% of drawdown problems resolved within five days.
- For Financial Cash Transaction (SF272) reports received from grantees quarterly, analyzes data, reviews reports for accuracy; and follows-up with grantee if corrections are necessary within 45 working days from receipt of report.

OIG Audits (if applicable)

- Audit response actions for OIG audits are made within the prescribed time frame set by OIG for at least 70% of the findings and required tracking actions.
- For OIG audit reports with findings, corrective actions are accomplished or implemented, and at least 70% of audit findings are cleared within one year after transmittal of the report to the grantee.

(cont.)

Elements & StandardsU.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.: 6 (cont)
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Critical Element Description: FINANCIAL MANAGEMENT and FUNDS CONTROL: Reviews, monitors, evaluates and provides technical assistance to assigned grantees on financial matters.

STRATEGIC GOAL: EMBRACE HIGH STANDARDS OF ETHICS, MANAGEMENT, AND ACCOUNTABILITY

Employee's Initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Unsatisfactory Performance Standards:

- Based on quarterly monitoring of un-liquidated obligations reports for assigned grantees; fails to follow-up with grantees, and/or initiate action to deobligate funds for projects that are no longer viable.
- Based on quarterly monitoring of un-liquidated obligations reports for assigned grantees; fails to identify grants that will still be viable as of the end of fiscal year, and fails to request appropriate extensions and/or grant agreement amendments.
- For single audit reports, completes review, and transmits letter to assigned grantees more than 120 working days of receipt.
- For single audit reports, less than 70% of audit response actions are reviewed and necessary follow-up taken with the grantee within the established time frame.
- Necessary actions to establish grantee authorizations in the IDIS and LOCCS systems so that grantees have timely IDIS and LOCCS access to do data entry and drawdown of funds; are processed less than 70% of the time within three days of receipt.
- Works with grantees to resolve IDIS and/or LOCCS drawdown problems, with less than 70% of drawdown problems resolved within five days.
- For Financial Cash Transaction (SF272) reports received from grantees quarterly, analysis of data, review of reports for accuracy, and follow-up with grantee, if corrections are necessary, is completed more than 60 working days from receipt of report.

OIG Audits (if applicable)

- Audit response actions for OIG audits are made within the prescribed time frame set by OIG for less than 70% of the findings and required tracking actions.
- For OIG audit reports with findings, corrective actions are accomplished or implemented, and less than 70% of audit findings are cleared within one year after transmittal of the report to the grantee.