

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

On the project level, compliance begins with the development of the Annual Action Plan. CDBG National Objective eligibility is documented for each proposed project. Administration and Public Services caps are also calculated and documented in the plan. Upon Annual Action Plan approval, an environmental clearance is conducted on each Project/Activity.

Funding spreadsheets encompassing all annual activities are updated following each funding draw to ensure expenditures are within the approved allocations and balance with HUD's Integrated Disbursement and Information System (IDIS) expenditure reports.

A program policy and eligibility checklist are used for all housing programs.

A contract is executed with Start Corporation for the operational management of the Beautiful Beginnings Center. Informal site visits are conducted weekly and formal monitoring is conducted annually by State ESG and TPCG officials. In addition, annual reports listing the income level, race, and ethnicity of each participant/family for entry into IDIS are required.

Head Start is an inter-departmental program that is supplemented by CDBG. Head Start utilizes poverty guidelines to determine eligibility and each classroom is in a low-income area. Annual reports listing the income level, race, and ethnicity of each participant/family for entry into IDIS are required.

All federally funded programs are monitored on a continual basis by the staff of the Housing and Human Services Department and the Parish Accounting Department by comparing IDIS reports to expenses keyed into the Parish's AS/400 financial application system and Excel financial reports developed by both Departments. All CDBG and HOME-funded programs are included in the Terrebonne Parish Consolidated Government annual audit conducted by a licensed certified public accountant.

This report, the "Consolidated Annual Performance Report (CAPER)" of the past year's activities and expenditure of funds summarizes actions taken to meet the goals and priorities of the 2022 Annual Action Plan. The performance report will be available to the public for review and comment prior to submission to HUD. The performance report serves as a tool to measure the proposed outcomes of the specific objectives set forth in the Annual Action Plan.