

Consolidated Annual Performance and Evaluation Report form (CAPER)

For the Period: July 1, 2016 – June 30, 2017

Please complete all sections of this form and attach additional sheets if needed. Report due date is July 10, 2017.

Subrecipient Name and Address:	Project Name:	Contract Amount:
	HUD Activity Number	County Contract Number:
Project Description:	Program Year:	
Contact Person:	Contact Phone Number:	Contact E-mail:
		Location:

PART I

1. Type of activity: (Please check one)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Public Facilities | <input type="checkbox"/> Economic Development | <input type="checkbox"/> Rental Housing | <input type="checkbox"/> Non-homeless Special Needs |
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public Service | <input type="checkbox"/> Owner-occupied Housing | <input type="checkbox"/> Homeless/HIV/AIDS |
| <input type="checkbox"/> Planning/Administration | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> | |

2. Objective: (Please check one)

- | | |
|---|--|
| <input type="checkbox"/> 1 Create suitable living environment | (Activities that benefit communities/ families/individuals by addressing issues in their living environment) |
| <input type="checkbox"/> 2 Provide decent affordable housing | (Housing activities that meet individual family or community needs; should not be used for activities where housing is an element of a larger effort.) |
| <input type="checkbox"/> 3 Create economic opportunities | (Activities related to economic development, commercial revitalization, and job creation) |

3. Outcome: (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> 1 Availability/accessibility | (Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers.) |
| <input type="checkbox"/> 2 Affordability | (Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare) |
| <input type="checkbox"/> 3 Sustainability | (Activities that promote livable or viable communities and neighborhoods by providing benefit to low or moderate income persons or by reviving slums or blighted areas) |

4. Please provide the actual date, or expected date of completion of the following tasks, or indicate if tasks are not applicable to the project.

Project Tasks	Actual Date of Completion	Expected Date of Completion	Not applicable (√)
Project Design			
Advertise Bid Documents			
Open Bid Documents			
Contract Award to:			
Pre-Construction Conference			
Project Completion			
The percent project completion as of June 30, 2017 is _____%. If project is completed, can the remaining balance be reallocated? <input type="checkbox"/> Yes <input type="checkbox"/> No. N/A Remaining balance after payment of final claim: \$ _____			

5. Please provide a brief description of project accomplishments during the program year 2016-17 (July 1, 2016-June 30, 2017). Quantify accomplishments, where appropriate.

6. Did you meet your anticipated goals during the last year? If not, please explain and indicate what actions will be taken to expedite the project.

7. What activities are currently underway?

8. What is the next milestone activity and estimated date (month and year)?

9. If project funds have not been fully expended, please provide your quarterly projections for spending remaining funds:

1 st Quarter: July-Sept. 2016	2 nd Quarter: Oct.-Dec. 2016	3 rd Quarter: Jan.-Mar. 2017	4 th Quarter: April 2017	4 th Quarter: May-June 2017	Total Expenditures	Balance

10. For construction projects, please complete the following: (If previously reported, please check box and you may skip this section):

Contractor's Name (Contract awarded to:)	Contract Amount	Prevailing Wage Decision Number (EXAMPLE: CA20030001/Mod 35, 12/01/15, Building)	Wage Decision Lock-in Date*

*For contracts entered into through competitive bidding procedures, the bid opening date locks-in the wage decision, provided that the contract is awarded within 90 days. If the contract is awarded more than 90 days after bid opening, the contract award date locks-in the wage decision. For contracts, purchase orders, or other agreements for which there is no bid opening or award date, use the construction start date as the lock-in date.

Please complete the attached Part II and submit with this sheet Part II is not required for this project