



HOUSING AND COMMUNITY DEVELOPMENT SERVICES

Community Development Block Grant (CDBG)

Consolidated Annual Performance and Evaluation Report (CAPER) – Part I

For the Period: July 1, 20__–June 30, 20__

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

Please complete all sections of this form and attach additional sheets if needed. The report due date is July __, 202

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: _____ | | |

2. Objective: (Please check one)

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | 1 Create a 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 the 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. Actual Contract Expenditures:

Total Funds Spent to Date	Amount Remaining (Contract Amount minus Funds spent)	Claims Submitted this Quarter?	If no claims were submitted, Why?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

If project is complete, can the remaining balance be reallocated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Remaining balance after payment of final claim:	

5. If project is not complete/fully expended, provide future monthly projections for remaining CDBG funds :

	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Total	
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Balance
Expenditure Projection														

6. Please briefly describe project accomplishments during the entire current program year (July 1st - June 30). Quantify accomplishments, where appropriate.

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

8. What activities are currently underway?

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



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

Project Tasks	Actual Date of Completion	Expected Date of Completion
Project Design		
Advertise Bid Documents		
Open Bid Documents		
Contract Award		
Pre-Construction Conference		
Project Completion		
Estimate the project completion percentage as of this reporting period:		

Contractor Awardee Information	
Contractor's Name:	
Contract Amount:	
Prevailing Wage Decision Number: (Ex. CA20220001/Mod 9, 08/05/22, 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.

<input type="checkbox"/> Please complete the attached CAPER Part II and submit with this sheet	<input type="checkbox"/> Part II is not required for this project
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CAPER Completed by: _____ Date: _____
Email Address: _____

Additional Comments (if applicable:)

COR Reviewed and Received

Follow Up Needed Complete, No Further Action Needed.
COR Comments: