

## **Appendix 1**

### **Performance Checkup**

#### **(Assessment of First Year Action Plan Goals and Objectives)**

##### Definitions for the Performance Checkup Chart

- Program Area-Corresponds to eligible activity categories in the Action Plan.
- Component Name-Funding source or sources.
- Project Name-Name adopted by the City in adoption of the Action Plan.
- Problem/Need/Situation-What conditions gave rise to the project.
- Service or Activity-How the programs or projects address the problem.
- Short/Long Term Outcomes-Short-Term Outcomes: Immediate result of the output being met. Long-Term Outcomes: Identifies the broader impacts for individual, families/households, and/or the community.
- 2003-2004 Performance Goal-Project goal as identified by the department in the grant application.
- Measurement Reporting Tools-Those things used to measure benchmarks, and ultimately, outcomes. This can include inspections, reports, referrals, consulting sessions, business plans, facilities renovated, monitoring reports and any other units of measurement used the department to monitor progress of Consolidated Plan-funded projects and programs.
- 2003-2004 Performance Goal-Report actual (numeric or other) accomplishments against goals stated in the Action Plan.
- Goal Variance-By how much and in what sense did (or didn't) the actual accomplishments meet the goals as stated in the Action Plan.

Evaluation-The backbone of the Performance Checkup and mandatory for all Consolidated Plan-funded project activities and programs. It assesses the success in meeting the output goals and results, short- and long-term outcomes associated with the achievement of the purposes of the program, as well as the impact that the work has made on the individuals assisted, the community, and the strategic goals outlined in the Action Plan and by HUD. In addition, it identifies the methodology that the department will periodically use to assess its success in meeting its benchmark output goals and results in the future.