

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SMALL CITIES PERFORMANCE ASSESSMENT REPORT
GENERAL INSTRUCTIONS**

This Performance Assessment Report (PAR), modified from HUD's Form 4052, enables the State to respond to its responsibilities in Section 104(d) of the Act for submitting a performance report on the use of its funds. Each Alabama CDBG program recipient (except for Planning Grant Recipients) shall complete this report and send one copy to the Alabama Department of Economic and Community Affairs. In evaluating the recipient's performance, the State will consider all available information, including the Performance Assessment Report. The review of performance is designed to determine.

- (1) Whether the recipient has carried out the program substantially as described in its application.
- (2) Whether the program has conformed to the requirements of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable Federal and State laws and policies.
- (3) Whether the recipient has demonstrated a continuing capacity to carry out the approved community development program in a timely manner.

The definitions below shall be used throughout the report for all forms where data is requested by census tract or enumeration district, income group, and racial and ethnic group.

Census Tract or Enumeration District Data. This data may be used in describing the location of activities, and in the displacement report. Census tract or enumeration district numbers can include up to six digits such as 1234.12. Please report the basic number up to four digits and the two digit suffix if appropriate. If the recipient's jurisdiction does not have census tracts, enter the enumeration district number(s) in columns 1 through 4 and specify ED in columns 5 and 6.

Income Group Definitions - General Instructions. information on low and moderate-income, low-income and very low-income persons is required on the Program Benefit and Direct Benefit Activities forms. The grantee should identify persons who are included in these groups using the following definitions:

- (1) Low and moderate-income persons are those living in households whose incomes do not exceed 80 percent of the median income of the State.
- (2) Low-income persons are those whose incomes do not exceed 50 percent of the median income of the State.
- (3) Very low-income persons are those whose incomes do not exceed 30 percent of the median income of the State.

Definitions of Racial and Ethnic Groups. Information on participation in the CDBG program by racial and ethnic groups is required on a number of forms in the Performance Assessment Report. Below are the definitions of the basic racial and ethnic groups used in the PAR. The category which most closely reflects an individual's recognition in his/her community should be used for purposes of reporting on persons of mixed racial and/or ethnic origins.

(1) White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic origin.

(2) Black. A person having origins in any of the black racial groups of Africa, but not of Hispanic origin.

(3) American Indian or Alaska Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

(4) Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

(5) Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southwest Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

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ALABAMA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SMALL CITIES PERFORMANCE ASSESSMENT REPORT

COVER SHEET

1. Name of Community 2. Address of Community

3. Citizen's Written Comments Submitted to the State with this Report are:

(1) A copy of each written citizen comment on the grantee's community development performances under this grant which was received during the period since the grant/loan was approved.

(2) The Community's assessment of the comment, and

(3) A description of any action taken or to be taken in response to the comment.

(4) The Community's authorized official representative certifies that:

a. To the best of its knowledge and belief the data in this Report was true and correct as of the care of the report in Item 7.

b. The records described in the Alabama CDBG Program Review Checklist are being maintained and will be made available upon request.

c. Federal assistance made available under the CDBG program is not being utilized to substantially reduce the amount of local financial support for community development activities below the level of such support prior to the start of the CDBG being reported here.

5. Typed Name and Title of Authorized Representative

6. Signature of Authorized Representative

7. Date

INSTRUCTIONS FOR COMPLETING THE
PERFORMANCE ASSESSMENT REPORT COVER SHEET - FORM HUD-4052.1

1. Community. Enter the name of the community as shown on the application for Community Development block Grant (CDBG) funding for which information is being reported.
2. Enter the current address of the grantee.
3. Attachments, as appropriate. Written citizen comments which have previously been submitted to the State or to HUD with an assessment and statement of responsive action by the Community may be incorporated by reference.
4. Self-explanatory.
5. Enter name and title of Community's authorized representative.
6. Enter signature of person identified in 5.
7. Self-explanatory.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SMALL CITIES PERFORMANCE ASSESSMENT REPORT							1. Community
PROGRAM BENEFIT							2. Project
ACTIVITY NUMBER	TOTAL AMOUNT BENEFITTING VERY LOW, LOW AND MODERATE INCOME PERSONS	NUMBER OF VERY LOW, LOW, AND MODERATE- INCOME BENEFICIARIES	NUMBER OF LOW-INCOME BENEFICIARIES	NUMBER OF VERY LOW-INCOME BENEFICIARIES	AMENDED PROJECTS	DESCRIPTION OF AMENDMENT	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	
10. method of determining benefit							

**INSTRUCTIONS FOR COMPLETING THE
PERFORMANCE ASSESSMENT REPORT - PROGRAM BENEFIT**

1. Community. Enter the name as shown on cover sheet of Report.
2. Project Number. Enter the grant number assigned by the State.
3. Activity Number: Enter the number of each activity as assigned in the Program Progress Report.
4. Total Amount Benefiting Very Low, Low and Moderate-Income Beneficiaries: List the total dollar amount for each activity listed.
5. Number of Very Low, Low and Moderate-Income Beneficiaries: list the total number of Very Low, Low and Moderate-Income persons benefiting from the activity.
6. Number of Low-Income Beneficiaries: List the number of beneficiaries who are low-income. Low-income families are those whose incomes do not exceed 50 percent of the median income for families in the state.
7. Number of Very Low-Income Beneficiaries: List the number of Very Low-Income Beneficiaries. Very Low-Income families are those whose incomes do not exceed 30 percent of the median income for families in the state.
8. Amended Project: If there has been a change in program beneficiaries or project location from the approved application, place an A in column (8). If the change required approval by the state enter the date of approval.
9. Description of Amendment: Describe any changes from the approved application by indicating whether the change from the approved application was in location, beneficiaries, or scope of activities.
10. Method of Determining Benefit: In the space provided at the bottom of the form, describe how benefit to very low, low and moderate-income persons was determined. State the sources of information and give an explanation of any local survey methods used.

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ALABAMA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SMALL CITIES PERFORMANCE ASSESSMENT REPORT GRANT PROGRESS						1. Community		
						2. Project		
ACTIVITY NUMBER	NAME AND LOCATION OF ACTIVITY	ACTIONS ACCOMPLISHED	ACTIONS REMAINING AND ANTICIPATED COMPLETION DATE (MONTH/YEAR)	ESTIMATED COST	FUNDS OBLIGATED	FUNDS EXPENDED		
(3)	(4)	(5)	(6)	(7)	(8)	(9)		
							\$	\$
			<i>TOTAL</i>				\$	\$

**INSTRUCTIONS FOR COMPLETING THE
PERFORMANCE ASSESSMENT REPORT - PROGRAM PROGRESS**

The purpose of the Program Progress Report is to show the financial and physical development status of each activity within a project, which has not been previously reported as closed in a performance report.

1. Community: Enter the name shown on cover sheet of Report.
2. Project Number: Enter the project number assigned by the State.

STATUS OF PROGRAM

3. Activity Number: Assign a number to each activity listed in the Project Summary which has not been previously reported as closed. A separate Progress Report Form must be submitted for each project, as originally designated in the Project summary. The activity numbers must be sequential, regardless of the number of projects. The costs of administration, planning and management should be listed as the final number.

Indicate changes in activities from those listed in the application, by placing an (A) after the activity number. Both local changes and State approved amendments must be reported.

4. Activity Number and Location: For each activity numbered in Column (3), list the name used in the Project Summary.
5. Actions Accomplished: Describe the results of the expenditure of block grant funds by providing clear measures such as: number of houses rehabilitated; number of households served by new or improved sewers, including hookup assistance; number of acres of parkland acquired; number of persons served by neighborhood health facility.
6. Actions Remaining: Indicate any activities remaining to be carried out before completion, in clearly measurable terms. An example is the number of houses remaining to be rehabilitated. Include the anticipated date (*month/year*), in parenthesis, when the activity will be completed.
7. Estimated Cost. Enter the estimated cost of each activity numbered in column (3) as shown in the most current approved Grant Agreement.
8. Funds Obligated: For each activity, enter the total amount of funds obligated as of the date of this report. Funds are considered "Obligated" when the grantee takes any action, such as the execution of a contract, orders placed, or services received, which created a legally enforceable obligation for payment.
9. Funds Expended: For Each activity, enter the total amount of funds actually expended, as of the date of this report.
10. Cumulative Program Income: If there has been any program income, attach a separate sheet describing:

- a. the source of program income
- b. the amount of funds

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SMALL CITIES PERFORMANCE ASSESSMENT REPORT DIRECT BENEFIT ACTIVITIES												
1. Name of Community												
2. Project Number												
6. Total Number and Percent of Direct Beneficiaries (See Column 5) Who Are:												
ACTIVITY NUMBER	NAME OF DIRECT BENEFIT ACTIVITY	TOTAL NUMBER OF DIRECT BENEFICIARIES	Very Low, Low, and Moderate Income	Low Income	Very Low Income	White, not of Hispanic Origin	Black, not of Hispanic Origin	American Indian or Alaskan Native	Hispanic	Asian or Pacific Islander	Female Headed Household	Handi-capped
(3)	(4)	(5)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

**INSTRUCTIONS FOR COMPLETING THE
PERFORMANCE ASSESSMENT REPORT - DIRECT BENEFIT ACTIVITIES**

Definition of a Direct Benefit Activity

For the purpose of this report, a direct benefit activity is defined as the Primary Activity, as shown in the Single Purpose and Comprehensive application form on C-1. Direct beneficiaries are those persons who are unquestionably benefiting directly and substantially from the Primary Activity.

1. Community: Enter the name as shown on cover sheet of Report.
2. Project Number; Enter the Agreement number assigned by the State.
3. Activity Number: Enter the number of each activity providing direct benefits as defined above, as assigned in Program Progress Report.
4. Name of Direct Benefit Activity: Enter the name of each activity being carried out with funds from the grant shown in number 2, above, which contains direct benefit activities as defined above.
5. Total number of Direct Beneficiaries: for each direct benefit activity shown in Column (4) provide the total number of direct beneficiaries for that activity.
6. Percentage of Total Number of Direct Beneficiaries: Columns (a). For each direct benefit activity shown in Column (4) provide the percentage of the total number of direct beneficiaries for each of the groups listed in columns (a)-(h). (*See general instructions for definitions of racial and ethnic groups.*)