

MEMORANDUM FOR: All CPD Headquarters Office Directors
All CPD Field Office Division Directors

FROM: Nelson R. Bregón, General Deputy Assistant Secretary, D

SUBJECT: Interim Update on Performance Measurement

During July and August 2005, HUD's Office of Community Planning and Development conducted regional feedback sessions in San Francisco, Philadelphia, Detroit, Atlanta, and Austin to solicit comments on the proposed performance measurement system that was published in the Federal Register on June 10, 2005. A common request from participants was for HUD to provide information, as soon as possible, so that grantees would have the maximum time to make any changes they may need to capture information to implement the performance measurement system.

Comments received have indicated areas that need clarification or explanation and although there will be some changes made to the final framework, it is expected that they will not change the basic format. Therefore, the notice that was published on June 10, 2005, provides enough information for grantees to use as a guide to begin planning and to prepare changes that may be necessary and appropriate.

Grantees need to begin now to consider how this system may impact their local administrative practices and begin to implement any change necessary to collect and report the performance measurement data. This could include such procedures as beginning to decide how the appropriate objectives and outcomes will be assigned to activities to be funded, inclusion of performance measurement language in their next Consolidated or Annual Action Plan, revisions to application forms, requests for proposals, and subrecipient agreements so that performance data, relative to the activity being undertaken, can be obtained. Also, since this performance measurement system will be in the Integrated Disbursement and Information System (IDIS), grantees need to consider how the information requirements are communicated to the staff responsible for entering data into IDIS.

Grantees are urged to begin updating or developing the management processes and appropriate written materials necessary to ensure that their subrecipients and other nonprofits and partners are able to provide required performance information to those responsible for IDIS data entry in a timely manner.

The performance measurement system will be incorporated into IDIS allowing for simplified data collection. The objectives and outcomes will appear on IDIS screens and grantees will select an objective and outcome for every activity and indicate that information on the appropriate IDIS screen. Specific indicators for each activity will be generated in IDIS, based on the activity matrix code and also on the national objective when the activity is funded by CDBG. The indicators will also appear on an IDIS screen and grantees will report every indicator that was produced by that activity.

In Spring 2006, the performance measurements indicators will appear in the existing IDIS. Because OMB, GAO, Congress or other stakeholders can request reports on current program accomplishments at any time, grantees should set up procedures for entering completion information into IDIS as soon as it is modified to accept the new information.

In Fall 2006, it will become mandatory for all formula grantees to enter the required performance measurement data into IDIS for any activity or, if appropriate, any portion of an activity completed after the beginning of Fiscal Year 2007 regardless of when that activity was first set up in IDIS. In the case of most housing activities, grantees will be expected to enter completion data, by address, so that unduplicated counts of accomplishments can be obtained and reported.

For many grantees, one of the biggest challenges will be to incorporate the performance measurement system into its consolidated planning process. In order to assist grantees to accomplish this, and to provide guidance on how IDIS will be modified to include the performance measurement indicators, a series of training sessions are planned to begin in the spring of 2006. Information on the timing and content of the training, which may include satellite broadcasts or web-based trainings as well as on-site deliveries, will be announced as it becomes available.

A web page has been developed to provide access to information relative to performance measurement, including the June 10 notice in the Federal Register. The site will be updated with new information, as it becomes available, including the final notice when it is published. This site can be accessed at:
<http://www.hud.gov/offices/cpd/about/performance/index.cfm>

While HUD still expects to publish the final notice in the Federal Register before the end of December, 2005, it is important that field offices distribute this memo electronically to grantees immediately so that grantees have as much time as possible to prepare to implement performance measures into their grant programs.

Grantees should direct their questions to the appropriate Field Office staff. Field Offices should direct their questions to the appropriate Headquarters staff.