



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor

◆ Timothy P. Murray, Lt. Governor

◆ Aaron Gornstein, Undersecretary

**Memorandum**

To: All Massachusetts State CDBG Grantees  
From: Mark Southard  
Subject: Reporting Requirements  
Date: June 11, 2012

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Effective immediately, all grantees must comply with the following Performance Measure reporting and new HUD Lead-Based Paint reporting requirements.

Both of these reporting requirements are applicable to all active grants from all fiscal years and from all CDBG funding sources including CDFI, CDFII, Mini Entitlement, EDF and Reserves. This does not apply to NSP funded activities.

**Performance Measures:**

- Please review the attachment "CDBG Performance Measurement" that describes the Performance Measurement System. Performance Measures must be reported for most activities (not required for planning and demolition) utilizing DHCD's Grant Management System.
- Performance Measures should be entered at the time that program data is entered. For activities such as housing rehabilitation and public services this would be on an on-going basis and at a minimum quarterly. For infrastructure and similar activities, the reporting is typically done at the conclusion of the project.
- Program data and performance measurements must show consistency. Program representatives will be checking for this consistency when reviewing quarterly reports.
- Performance measures should be entered on a cumulative basis. If you had 5 units last quarter and add another 5 this quarter, the performance measure should reflect the additional units.
- Please review the Performance Measure System closely. Each activity may have more than one level of reporting and more than one indicator to report on.

**Lead-Based Paint:**

- HUD has instituted new lead-based paint reporting requirements for housing receiving CDBG assistance for rehabilitation.
- Please see the attached chart (Lead Paint Reporting) that shows the information that HUD is requiring. All of this is information that should be contained in your files.
- This information should be reported on a quarterly basis at a minimum. As with performance measures it should be cumulative. There should be consistency among performance measures and the lead-paint reporting which program representatives will be monitoring.
- The lead based paint information is to be reported in the narrative portion of the Quarterly Report.

## CDBG PERFORMANCE MEASUREMENT

Listed on the following pages are performance measurement indicators that HUD has identified for the activities funded through the Massachusetts CDBG program. They are applicable to all MASS CDBG funding sources with the exception of NSP funding. They are presented here in the form that HUD requires the State to input them into HUD's database. Most of this information your programs already capture in one form or another. Please review the indicators to be sure that you are capturing the information and also capturing it in the form that you will need to report. Any information that you are not currently collecting should be added to your application/intake documents immediately. This information will be reported to DHCD through the Intelligrants Grant Management System. The Performance Measures are located under Navigation Links at the bottom of the page for each activity. If you have questions about any of this please call Mark Southard (617) 573-1436.

### Notes

1. For *Housing Rehabilitation* under activity 4C: If a project includes rental units, report these units as homeowner units in the performance measure link.
2. For *Economic Development* activities: Most projects will report on either "jobs created/retained" or "businesses assisted" depending on the primary purpose of the project. For example, façade programs will report on businesses assisted. The uniqueness of individual projects may require modifications to the reporting and should be discussed with your program representative.

**Housing Unit Development/Creation**

HH's previously living in subsidized housing:

Journal of Management Inquiry 23(2)

Units occupied by Elderly:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Units qualified as Energy Star:


Of those, the # for the chronically homeless:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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## **PERFORMANCE MEASURES - ACTIVITY 4C**

### **Housing Rehabilitation**

Of Homeowner Units, the number of:

Units occupied by elderly:

Units moved from substandard to standard:

Units made accessible:

Units qualified as Energy Star\*:

# brought into compliance with lead safety rules:


\*Must have certification from a HERS rater. Only applicable to new construction or gut rehab.

## **PERFORMANCE MEASURES - ACTIVITY 4D**

### **Other Housing**

**If direct homebuyer assistance**, the number of:

First-time Homebuyer:

Of those, the # receiving housing counseling:

# brought into compliance with lead safety rules:


**If rental rehabilitation**, the number of:

Affordable units:

Section 504 accessible units:

Units qualified as Energy Star\*:

# brought into compliance with lead safety rules:


**Of affordable units:**

Units occupied by elderly:

Years of affordability:

Units subsidized with project based rental assistance by another Federal, State, or Local program:


**Of total rental units**, the number of:

Units designated for persons with HIV/AIDS:

Of those, the # for the chronically homeless:

Permanent housing units designated for homeless person and families:

Of those, the # for the chronically homeless:

Number of units created through conversion of non-residential buildings:


## **PERFORMANCE MEASURES - ACTIVITIES 5B - 5C - 5D - 5E - 5M - 5N**

### **Economic Development-Job Creation or Retention**

<b>Created</b>	<b>Total</b>
Of jobs created, Number of Jobs with Employer Sponsored Health Care Benefits:	<input type="text"/>
Of Jobs Created, Number of Persons Unemployed prior to Taking Jobs created under this activity:	<input type="text"/>
<b>Retained</b>	
Of Jobs Retained, Number of jobs with Employer Sponsored Health Care Benefits:	<input type="text"/>

<b>Types of Jobs Created/Retained</b>			
<b>Job Category</b>	<b>Jobs Created</b>		<b>Jobs Retained</b>
Officials and Managers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>
Craft Workers (skilled)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operatives (Semi-skilled)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Laborers (unskilled)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Assistance to Businesses</b>			
	<b>Total</b>	<b>Number Expanding</b>	<b>Number Relocating</b>
New Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

	<b>Total</b>
Number of Business Facades. Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that provide goods or services to meet the needs of a service area	<input type="text"/>

[illegible]

## **PERFORMANCE MEASURES - ACTIVITIES 6B-6C-6D-6E-6F-6G-6H-6I**

### **Public Facilities/Infrastructure\***

**Of the persons assisted, enter the number that:**

Now have new access (continuing) to this type of public facility or infrastructure improvement:

Now have improved access to this type of public facility of Infrastructure improvement:

That are served by public facility or infrastructure that is no longer substandard:

## **PERFORMANCE MEASURES - ACTIVITY 8B**

### **Public Services\***

**Of the persons assisted, enter the number that:**

Now have new or continuing access to this service of benefit:

Now have improved access to this service or benefit:

Now receive a service or benefit that is no longer substandard:

\*For the public facilities and public services activities the following definitions should be used:

- **New access** means the first time a service or facility becomes available. For services that are funded in subsequent years, the new access indicator would continue to be used.
- **Improved access** means that the facility or service has been improved or expanded generally allowing for more capacity.



## LEAD PAINT REPORTING

### \*Applicable Lead Paint Requirement:

Housing constructed before 1978	<input type="text"/>
Exempt: housing constructed 1978 or later <b>i</b>	<input type="text"/>
Otherwise exempt <b>i</b>	<input type="text"/>
Exempt: Hard costs $\leq$ \$5,000	<input type="text"/>
<b>Total</b>	<input type="text"/>

*The total from the above box must equal the number of units that have received assistance.*

*The total from the box below must equal the number of units constructed before 1978 as recorded in the box above.*

### \*Lead Hazard Remediation Actions: (For rehabilitation only)

Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs $\leq$ \$5,000)	<input type="text"/>
Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)	<input type="text"/>
Abatement (24 CFR 35.930(d)) (Hard costs $>$ \$25,000)	<input type="text"/>
<b>Total</b>	<input type="text"/>