

Appendix I

Consortium Monitoring Plan

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*Note – the Consortium will provide more specific information about monitoring practices in the 2005 Consolidated Annual Performance and Evaluation Report (CAPER).

Level 1 – Long-term Outcomes

This is the broadest level of monitoring. At this level King County and the Consortium will be assessing our impact on the long-term outcomes set by our 5-year Consolidated Plan. The assessment of long-term outcomes for each goal area will generally be conducted over a number of years, and will depend on the indicator chosen in the Consolidated Plan.

Level 2 – Annual Program Measures

At this level King County and the Consortium will monitoring annually such things as our timely expenditure rate, whether we are staying within the caps and spending the required percentage of CDBG funds on activities benefiting low- to moderate-income households, and whether we are meeting our annual short-term outputs and short-term outcomes in each goal area.

Level 3 – Project Compliance Monitoring

- a) King County staff will work to ensure that our funded projects are in compliance with the regulations of the fund sources that they receive. When monitoring human services contracts, we will also be ensuring that they follow the King County Community Services Division plan.

Compliance Monitoring Elements:

- Time schedule for each project;
- Cross-program and cross-funder plan for sharing monitoring responsibility;
- Applicable checklists and monitoring tool for projects in each program area as it relates to applicable fund source(s) – pre and post contract checklist to ensure that everything gets done in compliance with applicable guidelines/regulations;
- Inclusion of a fair housing monitoring tool;
- Program monitoring manual;
- Site visit letters/forms for both pre-monitoring preparation and post-monitoring follow-up.

- b) We will work with the Consortium Pass-through cities, providing technical assistance to ensure that they are adequately monitoring themselves and their projects.