Grant Performance Monitoring and Annual Performance Summary

This document explains the Portland Children's Levy (PCL) policies and methods for monitoring the performance of your grant agreement. PCL uses data and information in program reports to monitor implementation and annual performance compared to goals for each grant.

PCL also aggregates program data to report overall performance by program area and across the entire Levy. Learn more about accountability metrics and their rationale on the PCL website.

Purpose and Use of Grantee Program Reports

Mid-Year Progress Report	Gauge program implementation progress at mid-year, including whether the program is on track to meet annual service goals (number of children to be served/level of service provided) and to understand issues encountered with program implementation.
Annual Data Report	Analyze program's annual performance on PCL metrics: 1) Grant Service Goals; 2) Client Participation in Services; 3) Program Outcomes; 4) Demographics of Populations Served.
Annual Narrative Report	Understand a program's overall progress and performance for the year including implementation barriers, challenges and successes.
Annual Organization Demographic Report	Review demographics of grantee organization's clients, staff and board of directors to understand progress toward Levy racial equity goal of staff and board reflecting race/ethnicity of clients served. Monitor whether board of directors met regularly during the contract year.
Participant List (After school and mentoring ONLY)	The names and other identifying information of participants in after-school and mentoring programs are collected and forwarded by PCL to the school districts. School districts report aggregate data to PCL on program participants for relevant outcome goals (school attendance, school behavior, credits earned, graduation).

Referral and Eligibility Verification Form (Foster care ONLY)	Verification from the Oregon Department of Human Services assures the children and youth receiving services through PCL-funded foster care programs meet eligibility requirements (are in foster care or aged-out of foster care at the time of enrollment).

Report Review and Feedback

After reviewing reports and any additional information submitted, grant managers will provide feedback to the grantee via e-mail within six weeks of report receipt. Feedback will be provided in writing and will identify report strengths, concerns and/or questions, and needs for additional information. Grant managers will meet with grantees to discuss report feedback, resolve any outstanding questions and finalize data.

Annual Grant Performance Summary

Grant managers will complete an **Annual Grant Performance Summary** for each PCL grant. The summary form is included at the end of this document.

Information Reviewed
PCL staff uses data and information provided by grantee partners in mid-year and annual reports, correspondence and implementation check-ins to summarize grant performance for each fiscal year of the grant.

Timing
PCL staff will complete and provide the annual summary to grantees by the end of the calendar year in which the annual reports were submitted. Grantee partners may comment in writing on the summary form and return it to staff within 2 weeks of receipt.

Pandemic Context for 2021-22 Performance Summaries
Grant agreements included a flexibility clause that allowed grantees to alter the types of services delivered, the number of people served and the level of service to best meet community needs during the state of emergency. The state of emergency continued for most of 2021-22 and affected some grantees' ability to meet grant agreement goals set for non-pandemic conditions. Staff will note

these pandemic effects in performance summaries, including a description of services that were offered if different from those described in the grant agreement.

Use of Annual Grant Performance Summaries

Annual grant performance summaries will be used to monitor progress toward meeting grant agreement goals. PCL staff and Allocation Committee members will review completed annual grant performance summaries and consider performance in making funding recommendations for grant renewal funding (non-competitive) and in competitive processes where an organization applies for continued program funding.

Below is a brief explanation of each part of the Annual Grant Performance Summary Form. A copy of the blank form is at the end of this document.

Service Description and Focus Population(s)

The primary services provided are described briefly and all service populations included in the service description of the grant agreement are listed.

Board of Directors

Staff reviews the information on meetings of the organization's board of directors as submitted in the annual organizational demographic report to determine whether the Board met at least twice during the year.

Performance on Grant Agreement Goals

Summaries will indicate whether the program has met the grant agreement goals as follows:

1. **Number of people served**: Goal is "met" if program served within 20% of goal. Staff will note whether goals are met or exceeded, and for goals not met, will list the goal number and how many people were served.
2. **Number of activities/hours provided**: Goal is "met" if program provided within 20% of goal. Staff will note whether goals are met or exceeded, and for goals not met, will list the goal number and number of activities/hours provided.

3. **Participation (program attendance)**: Goal is "met" if program attendance rate is within 10% of goal. Staff will describe the goal(s) and state whether it was met.
4. **Participant Outcomes**: Goal is "met" if percentage of participants achieving the outcome is within 5% of goal. Staff will list the outcome goals, and whether they were met. If a grantee did not gather data to measure an outcome, staff will state that.
5. **Disability Inclusion Goals (Small Grants Only)**: Goals are evaluated as "not started," "in progress" or "complete." Goal is "met" if the work is "in progress" or "complete." Staff will list the annual goal and the status.

Staff Notes: Goals

PCL understands that there are many circumstances that influence whether a program meets goals each year. PCL staff will note which goals were met and will reference factors that impacted the programs' ability to meet goals, such as:

- Community conditions (e.g. pandemic, labor market, community violence)
- Program startup
- Staff turnover/vacancy
- Loss of other funding sources supporting the program
- Partnership challenges
- Unique implementation challenges

Financial Review

Financial review will include the amount of the annual budget, the percentage of the annual budget spent in the fiscal year, reasons for underspending if applicable, and any other issues related to financial management of the grant or organization.

Staff Comments
Strengths
Staff will note at least one key strength of the program, such as:
1. Meeting all goals in the grant agreement and/or exceeding key goals.
2. Thoughtful reflection on program implementation and improvement planning.
3. Evidence of community, cultural and/or client responsiveness.
4. Strong accessibility and inclusion practices.
5. Use of data to inform program development.
6. Fully staffed program and no staff turnover.
7. Strong client feedback/input practices and feedback used to inform program development.
8. Innovative responses to program implementation challenges.

Concerns
Staff will note any performance concerns in this section or state "None." In 2021-22, a state of emergency was still in effect, and grantee contracts permitted flexibility in types of services provided, number of people served and level of service. If any of the concerns listed below arose because of pandemic conditions, staff will note this on the form. Performance concerns include but aren't limited to:
1. Not serving focus populations described in the grant agreement.
2. Not meeting grant agreement goals by significant margins, and/or meeting fewer than 50% of grant agreement goals.
3. Differences between the program model outlined in the grant agreement and the actual services delivered (e.g. different curriculum being used, different program components, referral sources).
4. High staff turnover, throughout the program or in specific positions key to program delivery.
5. Timeliness and/or quality of reports (e.g. missing or inaccurate information).
6. Board of directors of the organization has many vacancies and/or is failing to meet at least twice per year.
7. Significant underspending of grant (variance between approved annual budget and actual expenditures) and/or spending not aligned with level of service provided.

Grantee Partner Comments

Grantee partners may comment in writing on the summary form and return it to staff within 2 weeks of receipt.

Follow-Up Action(s) for Performance Concerns

PCL staff may take the following actions in monitoring performance concerns:
1. Request additional information regarding the area of concern.
2. Negotiate a contract amendment to reflect more appropriate service goals and/or other terms.
3. Require more frequent reporting (e.g. monthly, quarterly) and/or additional program performance data.
4. Require an action plan outlining steps the program will take to achieve goals.
5. Require a site visit to observe service delivery.
6. Recommend that the Allocation Committee reduce the level of funding, not renew the grant or terminate the grant.

Additional Performance Monitoring for Licensed Childcare Facilities

PCL requires that childcare facilities subject to inspection and certification under Oregon Administrative Rules (OAR) 414-300-0000 through 414-300-0415 maintain current licensure under those laws. PCL will terminate funding for services delivered at facilities covered in PCL grants that experience a loss or suspension of their license under state regulations.

PCL staff will monitor compliance with Oregon Early Learning Division's Office of Child Care licensing requirements, and complaints lodged against licensed childcare facilities that receive PCL funding as follows:
1. Periodic checks of records for all PCL-funded facilities as shown on the Early Learning Division's Child Care Safety Portal, and
2. Requests to the Office of Child Care for compliance history documentation, as needed and at the discretion of PCL staff, based on information published online at the Safety Portal.

"Valid" complaints and compliance violations, particularly those defined as "serious" by OAR, may be grounds for termination of PCL grant contracts.

ANNUAL GRANT PERFORMANCE SUMMARY 20__-__

Organization & Program Name:	PCL Program Area:

Service Description

Annual Goal (# of people served, primary population):
Focus Population(s):
Board of Directors met at least twice: Yes/No

Performance on Grant Agreement Goals

	Number of Goals Met Compared to Total Number of Goals
1. **Number of People Served** (within 20% of goal = met goal) *Staff Notes:*	
2. **Number of Program Activities** (within 20% of goal = met goal) *Staff Notes:*	
3. **Participation Goals Met** (within 10% of goal = met goal) *Staff Notes:*	
4. **Outcome Goals Met** (within 5% of goal = met goal) *Staff Notes:*	
5. **Disability Inclusion Goals** (In Progress or Complete = met goal) **(Small Grants ONLY)** *Staff Notes:*	
Total Goals Met	

Financial Review

Annual Budget: $	% Annual Budget Spent:
Staff Notes:	

Staff Comments

Key Strength(s):
Concerns:

Grantee Partner Comments

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