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COOK COUNTY  
BUREAU OF ECONOMIC DEVELOPMENT

**DOMINIC TOCCI**  
**DEPUTY DIRECTOR**

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September 28, 2012

To: Subrecipient Project Managers  
Cook County Community Development Block Grant (CDBG) Program

Re: Subrecipient Final Performance Report - 2011 Program Year  
October 1, 2011 through September 30, 2012

The U.S. Department of Housing and Urban Development (HUD) requires annual updates on the Cook County CDBG Program and reports from Subrecipients on their progress in administering CDBG-funded projects.

In order to meet HUD's reporting requirements deadline, please find attached a Subrecipient Final Performance Report (4<sup>th</sup> Quarter). (You will need to make as many copies as needed, one for each open project.) The definition of an "open" project is one in which there has been activity on the project during the program year. Activity means the Subrecipient has either expended funds, transferred funds from another project, changed the scope of the project, or completed the project. In some cases, the Subrecipient completed the project in a prior year, however, funds were drawn in the current program year. A performance report must be completed for those projects. Please provide information for all open projects (for any program year) including projects funded during Program Year 2011, which commenced on October 1, 2011. If you have questions about which projects to report on, please contact your assigned planner for verification. Also, be mindful that you must submit **one** report for **each open project**.

Additionally, please note that the 2011 Final Performance Report includes three parts: Part 1 is the actual Performance Report Worksheet for Program Year 2011; Part 2 is the Performance Measurement requirement which is a HUD mandate for all entitlement communities; Part 3 is the required Cook County Performance Report. HUD's performance measurement system is designed to show how HUD funds are leveraged with local dollars. For further guidance on providing the necessary information, contact your assigned planner.

HUD requirements place the County in a constricted time frame for submitting its Performance Report. Therefore, these Subrecipient Performance Reports must be **accurate, completed electronically**, and returned to Cook County **via email or mail** on or before **October 5, 2012**. As a HUD mandate, failure to complete and return all Subrecipient Performance Reports may require the County to "freeze" all current and/or future CDBG funds allocated to your municipality/agency. Please note that completion of these Subrecipient Performance Reports is part of your contractual commitment under the Subrecipient Agreement executed between your municipality/agency and Cook County.

Municipal Subrecipients are reminded that completion of the enclosed Performance Report(s) **must be followed by a Performance Hearing during the month of November**. Requirements and procedures for informing the public are contained in the **Citizen Participation Process Handbook**, available on-line at the County's website at:

<http://www.cookcountyil.gov/economicdevelopment> (Click on About Us - Planning and Development – Community Development).

Municipal Subrecipients **must make available** to the general public a copy of **each** Performance Report at their **November Performance Hearings**. **This documentation should be submitted to the attention of Ms. Sonia Brown at the address listed below. Failure to submit this documentation by December 6, 2012 may jeopardize future funding.**

- A copy of the Public Notice documentation (posted in the newspaper);
- Minutes from the Performance Hearing; and
- The sign-in sheet used for the Public Hearing must be sent to the County by December 6, 2012 as proof of the Performance Hearing as indicated in the Citizen Participation Process Handbook.

Please submit all completed and signed Performance Report(s) via mail or email to:

Cook County Department of Planning and Development  
Bureau of Community Development  
Attn: Ms. Sonia Brown  
69 West Washington - Suite 2900  
Chicago, IL 60602  
[sonia.brown@cookcountyil.gov](mailto:sonia.brown@cookcountyil.gov)

We look forward to your timely submission of your Subrecipient Final Performance Report(s).

Sincerely,

Dominic Tocci, Deputy Director  
Department of Planning and Development

cc: Hernan Brewer, Bureau Chief  
María Choca-Urban, Director  
Sylvia Parham, Grants Manager

*Attachments*