

Contracts and Performance Management  
**PURPOSE STATEMENT**

OED is required to conduct regular oversight and monitoring of all of its federally funded activities and those of its contractors to ensure: compliance with the laws and regulations of the various funding sources; the appropriate expenditure of funds within cost limitations; the achievement of program performance/outcome standards; and the provision of technical assistance to service providers. Equally important, monitoring is a valuable assessment tool for initiating and gauging continuous improvement of customer service, program design and quality of service, and improving performance outcomes.

The OED team identifies Findings which are areas that identify, document and report on the agency being reviewed, as being out of compliance with City, State, Federal regulations and/or their own internal policies and procedures. The Finding is followed by the year in which monitoring occurred and the number of the violation is tabulated. The Finding may be identified as general in nature or specific in incidence. Where the Finding is identified as general, it encompasses an overall category. This is followed by a *Condition* which describes the particular breach which then results in a recommendation for corrective action. The *Criteria* cites the regulatory or statutory requirements that were not met. The contractor responds in writing under the *Views of responsible officials and planned corrective actions* section of the report. The *Anticipated completion date* is one in which the contractor suggests compliance with the implementation of the corrective action recommendation given by the monitoring team.

Upon completion of the site visit(s) the field team has approximately 20 days to complete a written monitoring report and send to the agency. Following receipt of the monitoring report upon which the review is based, the contractor then has up to 30 days to respond in writing to the report. The monitoring team then reviews the responses and follows up with any corrective action for completion. Once the Findings have been satisfied the monitoring is formally closed in writing for that program year.

From September 9, 2008 to October 10, 2008 the Office of Economic Development conducted an administrative and compliance review of SEEDCO Financial Services (SFS) – Denver.

The OED team reviewed SFS-Denver's Community Development Block Grant (CDBG) program. The review covered Administration, Financial Management, Programs and Loan Files. The results of the review are attached, with specific Findings, Concerns (observations) and Recommendations for improvement where appropriate.

