



**NELCDC Performance Measures
Standardized Quarterly Report Form
October 2016 – December 2016**

Performance Measure: Resource Development		Annual Matrix Output Units: 2 Grants	
P&L Code(s): 4011	Budget: ED Staff Time	YTD: \$10,000	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 1 Grant			
Description of Quarterly Performance or Outcome: <p>The NELCDC proposed to seek out at least two grants. A budget amount was not established but NELCDC proposed to seek grants for the financial literacy program and for a beautification project in north or east Lubbock.</p> <p>BBVA provided a \$10,000 grant to underwrite the NELCDC's Homeownership Program on October 1, 2016.</p>			
Performance Measure: Resource Development		Annual Matrix Output Units: 1 – Non-Profit Partnership	
P&L Code(s):	Budget: ED Staff Time	YTD: \$0	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable):			
Description of Quarterly Performance or Outcome: <p>No performance to report this quarter.</p>			
Performance Measure: Board Development		Annual Matrix Output Units: Fill Board Vacancies	
P&L Code(s): N/A	Budget: N/A	YTD: N/A	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): N/A			
Description of Quarterly Performance or Outcome: <p>No performance to report this quarter.</p>			

Performance Measure: Board Development		Annual Matrix Output Units: Activate the NELI, Inc. Board of Directors	
P&L Code(s): N/A	Budget: ED Staff Time	YTD: N/A	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): N/A			
Description of Quarterly Performance or Outcome: No performance to report this quarter.			
Performance Measure: Professional Development		Annual Matrix Output Units: 1 or More Training; ED; Program Mgr. & Staff	
P&L Code(s): 5031	Budget: \$4,500	YTD: \$2,439.80	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable):			
Description of Quarterly Performance or Outcome: In October 2016, the Executive Director received a scholarship from HUD to attend a NeighborWorks Training Institute in Washington, DC; the scholarship paid for the tuition and hotel expenses. NELCDC paid \$580.74 for the flight, disbursed \$379.50 for per diem, and \$300 for the hotel deposit. The deposit was returned to the NELCDC and unspent per diem in the amount of \$122.33 was deposited back into the city grant fund account. Training was held Dec. 12-16, 2016. Ms. Coleman received an NCHCEC Certification in Homeownership Counseling for Program Mangers and Executive Directors. In December 2016, NELCDC planned for three staff (3) members to attend a place-based NeighborWorks Training Institute in Austin, TX in February 2017. All three (3) NELCDC employees submitted a training scholarship application to the Texas State Affordable Housing Corp.; one was received, which covered the \$909.50 room expense. Two employees shared a room; one employee had his own room - \$909.50. The registration fee was \$100 per person. If the class would have been taken at a national training institute, the cost would have been \$1,455 per person. The place-based training and scholarship was a great financial benefit to the NELCDC. Flights were purchased in January 2017. Per diem was issued in the month of February 2017. All three staff members received a NCHCEC Certification in Pre-Purchase Homeownership Education. This class, held Feb. 6-10, 2017, was critical to the service delivery of the NELCDC's monthly homebuyer education and financial literacy workshop. Lewis Vega, NELCDC Program Manager also received a scholarship to attend a NeighborWorks Training Institution in Seattle, Washington. NELCDC reimbursed Mr. Vega for his flight in the amount of \$363.70. All hotel expenses and class tuition was paid for via a scholarship from HUD; the class tuition for the Homeownership Counseling Certification, which is a requirement for the Program Manager position is \$1,600. Per diem was issued in February 2017.			
Performance Measure: Fundraising		Annual Matrix Output Units: One (1) Event	
P&L Code(s): 4002	Budget: \$25,000	YTD: \$0	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 0			
Description of Quarterly Performance or Outcome: No performance to report this quarter.			

Performance Measure: Network Services, Programming, & Integration		Annual Matrix Output Units: One (1) – Online Training Module (ED Puzzle)	
P&L Code(s): 5085	Budget: \$0	YTD: \$0	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 0			
Description of Quarterly Performance or Outcome: No performance to report this quarter.			
Performance Measure: Regis Park Development Project		Annual Matrix Output Units: Ongoing/Consulting & Facilitating of Development	
P&L Code(s): 6071	Budget: \$1,500	YTD: \$0	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 0			
Description of Quarterly Performance or Outcome: NELCDC was informed the grant request CDBG-Other Infrastructure grant for \$108,500, which was provided to install a sewer line in the public right-of-way to facilitate the Regis Park project was funded.			
Performance Measure: King's Dominion		Annual Matrix Output Units: 2 New Construction Projects; 2 Lots Sold	
P&L Code(s): 4005	Budget: \$6,250	YTD: \$6,250	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): Two (2) Lots Sold			
Description of Quarterly Performance or Outcome: NELCDC sold two (2) King's Dominion lots to Community Development for the purposes of single-family housing development.			

Performance Measure: Down-Payment & Closing Cost Assistance		Annual Matrix Output Units: Four (4) Clients to Receive \$3,000 Grants	
P&L Code(s): 5203	Budget: \$12,000	YTD: \$0	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 0			
Description of Quarterly Performance or Outcome: No performance to report this quarter. Please note the FY 16-17 budget notes \$0 for this line item. The performance measures note the \$12,000 requested in the FY 15-16 funding period will be carried forward. If an income eligible client, purchasing in King’s Dominion requests the funds, the funds will be provided upon a first-come, first-served basis.			
Performance Measure: Housing/Credit Counseling Program (Part 1)		Annual Matrix Output Units: 40 One-on-One Clients Served	
P&L Code(s): 5012, 5013, 5080-5087	Budget: \$28,010	YTD: \$6,166.92	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 9 New Clients (One-on-One/Face-to-Face)			
Description of Quarterly Performance or Outcome: NELCDC introduced nine (9) new clients into the housing counseling program : <ul style="list-style-type: none">• 5 in October 2016• 3 in November 2016• 1 in December 2016 NELCDC is working to breakdown cost per client per unit of service. <i><u>This report does not represent to volume of counseling occurring with existing clientele. The measure is new clients per quarter only.</u></i> Note: The budget is comprised of the following: 1/3 of the Program Manager’s time/salary (5012); ¼ of the Administrative Assistant’s time/salary (5013); the actual budget shown for program specific needs (P&L codes 5080-5087).			
Performance Measure: Housing/Credit Counseling Program (Part 2)		Annual Matrix Output Units: 25 Remote Clients Served	
P&L Code(s): 5012, 5013, 5080-5087	Budget: same as above; not duplicated for this quarter	YTD: same as above; not duplicated for this quarter	
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 13 New Clients (Remote via phone, Skype, ED Puzzle)			
Description of Quarterly Performance or Outcome: NELCDC completed the fast-track (3-hour) Pre-Purchase housing counseling services for clients in the first quarter as follows: <ul style="list-style-type: none">• 0 in October 2016• 11 in November 2016• 2 in December 2016 <i>Note: The budget is not duplicated in for this matrix output. Counseling services are delivered in three (3) distinct ways: one-on-one, remote/3-hr pre-purchase; or monthly workshops. The services are delivered by staff (1/3 of the Program Manger’s time and approx. ¼ of the Administrative Assistant’s time) plus any supplies or materials needed for service delivery. Each quarterly report will show the quarterly budget once.</i>			

Performance Measure: Housing/Credit Counseling Program (Part 3)		Annual Matrix Output Units: 75 Households Served (Workshop Attendees)	
P&L Code(s): 5012, 5013, 5080-5087	Budget: <i>same as above; not duplicated for this quarter</i>		YTD: <i>same as above; not duplicated for this quarter</i>
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 25 Households Completed Homebuyer Education			
Description of Quarterly Performance or Outcome: NELCDC facilitated the financial literacy and homebuyer education workshop to 25 households as follows: <ul style="list-style-type: none">• 10 in October 2016• 4 in November 2016• 11 in December 2016 The goal is to market the financial literacy workshops to prospective first-time homebuyers. Upon completion of the course, if clients decide to take the next step, they complete the intake process to become a one-on-one client. The counseling process is completed once clients met mortgage-readiness thresholds, including but not limited to money saved; determination of income eligibility for down-payment and closing cost assistance, credit thresholds, no collections or unresolved charge-offs, no recent bankruptcy (within the last 2 years). A list of referral partners is provided if requested. With all obstacles to homeownership being removed, the clients are ready to pursue homeownership. <i>Budget comments above apply for this third type of service delivery.</i>			
Performance Measure: Adopt-a-Spot Program		Annual Matrix Output Units: 1 Finalized Plan; 2 New Projects	
P&L Code(s): 6000-6031	Budget: \$0		YTD: \$10,487.04
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 0 New Projects; Ongoing (Dunbar-Manhattan Heights)			
Description of Quarterly Performance or Outcome: No new rehab projects reported in this quarter for the Adopt-a-Spot program; however, planning began for two upcoming Adopt-a-Spot projects. Note: ¼ of Executive Director’s time and ¼ of the Administrative Assistant’s time is factored into the YTD expenses as well as 1/3 of the Program Manager’s time. Additionally, funds needed for materials and/or meeting expenses were included as shown. Program development and preparation for the Parkway Cherry-Point and Jackson-Mahon neighborhood projects were underway during this quarter as well as ongoing work to finish up the projects in Dunbar-Manhattan Heights.			
Performance Measure: Volunteer Administration Program		Annual Matrix Output Units: 20 New Ambassadors	
P&L Code(s): 6040-6044	Budget: \$3,185		YTD: \$35
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 13 New Ambassadors			
Description of Quarterly Performance or Outcome: The NELCDC added 13 new ambassadors to its volunteer program . NELCDC will conduct outreach for various volunteer activities, including but not limited to community cleanups, office work, housing rehab projects, financial literacy outreach, assistance with neighborhood planning meetings, etc. Ambassador enrollment typically spikes around projects. Staff is working to ascertain program efficiencies to keep ambassadors (volunteers) engaged throughout the year as well as seek ways to honor and celebrate outstanding NELCDC ambassadors! 13 new ambassadors were added to the volunteer database in October 2016; no new ambassadors were added in November or December 2016.			

Performance Measure: Referral Partner's Program		Annual Matrix Output Units: 8 New Confirmed Referral Partners	
P&L Code(s): 6051	Budget: \$2,000		YTD: \$151.60
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 0			
Description of Quarterly Performance or Outcome: No performance to report this quarter. The funds spend were for one referral partner luncheon, typically held at Wells Fargo, Bank of America, or at the Prosperity Bank Annex. This program is a vital part of the NELCDC being able to fulfill its mission to promote, create, and facilitate development in north & east Lubbock. Monthly lunch and learn sessions are held for NELCDC, our non-profit partners and our referral partners, listed here: http://www.nelcdc.org/referral-partners.html . These partners help teach the NELCDC's "Obtaining a Mortgage" course to its clients. Referral partners are a critical part in the mortgage-readiness process for NELCDC clients. NELCDC also encourages local lending institutions and non-profits to send clients they are working with to the NELCDC to overcome obstacles to homeownership. The referral program, created in last 2015 is starting to function the way in which it was envisioned! Future program expansions are coming soon.			

Performance Measure: Referral Partner’s Program		Annual Matrix Output Units: One (1) Online Clearinghouse; One (1) Revised Agreement; One (1) CRA Proposal Packet	
P&L Code(s): 6051	Budget: \$2,000		YTD: <i>same as above</i>
Reporting Period: October 2016 – December 2016			
Quarterly Units or Outcomes (if applicable): 0			
Description of Quarterly Performance or Outcome: No performance to report on the development of an online clearinghouse; a revised referral partner agreement or the development of a Community Reinvestment Act (CRA) proposal packet.			
Performance Measure:		Annual Matrix Output Units:	
P&L Code(s):	Budget:		YTD:
Reporting Period:			
Quarterly Units or Outcomes (if applicable):			
Description of Quarterly Performance or Outcome:			

Additional Information:

First Quarter (October 2016 – December 2016) Profit & Loss (P&L) and Balance Sheet provided below.

North & East Lubbock CDC
Profit & Loss
October through December 2016

	<u>Oct - Dec 16</u>
Income	
4005 · King's Dominion Lot Sales	6,250.00
4011 · Housing Counseling Grant (BBVA)	10,000.00
4100 · Interest Income	0.30
4101 · Other Income	195.00
Total Income	<u>16,445.30</u>
Gross Profit	<u>16,445.30</u>
Expense	
5000 · Administration (Gov & Mgt)	
5001 · Board Meeting Expense	742.73
5003 · D&O and Liability Insurance	3,994.00
5004 · Administrative Services	121.99
5006 · Management Bus. Expenses	217.27
Total 5000 · Administration (Gov & Mgt)	<u>5,075.99</u>
5010 · Personnel (Salaries, Tax, Auto)	
5011 · Executive Director	15,595.20
5012 · Program Manager	3,334.86
5013 · Administrative Assistant	1,477.81
5014 · Payroll Taxes	3,019.43
5015 · Car Allowance	332.45
5017 · Administrative Intern	3,904.94
Total 5010 · Personnel (Salaries, Tax, Auto)	<u>27,664.69</u>
5020 · Health Benefits	
5021 · Executive Director	1,290.27
5022 · Program Manager	947.76
5023 · Administrative Assistant	1,117.17
5024 · Dental & Vision Admin Fee	30.00
Total 5020 · Health Benefits	<u>3,385.20</u>
5030 · Professional Dev. & Training	
5031 · NeighborWorks Training	2,439.80
5035 · Fred-Pryor Training Institute	597.00
Total 5030 · Professional Dev. & Training	<u>3,036.80</u>
5040 · Memberships	
5045 · Misc. Membership Requests	350.00
5046 · AJ Subscription/ SW Digest	60.00
5052-M · West TX Homebuilders Assoc.	495.00
Total 5040 · Memberships	<u>905.00</u>
5050 · Support (Professional) Services	
5051 · Legal Services	6,085.55
5052 · Accounting Services	62.50
5053 · Auditing Services	7,500.00
5054 · Bank Fees	146.15
Total 5050 · Support (Professional) Services	<u>13,794.20</u>
5060 · Contractual Services	
5061 · Marlin Services	721.95

North & East Lubbock CDC
Profit & Loss
October through December 2016

	<u>Oct - Dec 16</u>
5062 · Benckmark	256.68
5063 · Website Developer Services	564.35
Total 5060 · Contractual Services	1,542.98
5070 · Office Operational Expenses	
5071 · Supplies	681.02
5073 · Printing Services	405.15
5074 · Phone (AT&T)	1,374.54
5075 · Network Services	729.98
5076 · Computer Supplies & Servicing	473.03
5077 · General Org. Marketing	439.00
Total 5070 · Office Operational Expenses	4,102.72
5080 · Housing/Credit Counseling	
5081 · Staff-time (Housing Counselor)	3,334.86
5082 · Supplies & Postage	89.80
5083 · Counselor Max/Core Logic	413.00
5084 · Financial Literacy Training	573.04
5087 · EZ Texting	278.40
Total 5080 · Housing/Credit Counseling	4,689.10
5140 · Loan Payments	
5141 · Western National Bank	11,657.16
Total 5140 · Loan Payments	11,657.16
5160 · Donations	
5165 · Mid-year Budget (unanticipated)	500.00
Total 5160 · Donations	500.00
5200 · King's Dominion	
5202 · Maintenance	1,855.75
Total 5200 · King's Dominion	1,855.75
6000 · Personnel (Salaries & Taxes)	
6001 · Executive Director	5,198.40
6002 · Administrative Assistant	4,433.45
Total 6000 · Personnel (Salaries & Taxes)	9,631.85
6010 · Adopt-a-Spot Reserves	
6013 · Rehab - Dunbar-Manhattan Hghts	456.11
Total 6010 · Adopt-a-Spot Reserves	456.11
6020 · Community Meeting Materials	
6021 · Meeting Facilities	17.94
Total 6020 · Community Meeting Materials	17.94
6030 · Housing/Credit Counseling-2	
6031 · Staff-time (Housing Counselor)	3,336.78
Total 6030 · Housing/Credit Counseling-2	3,336.78
6040 · Volunteer Adminstration Program	
6041 · Training Volunteer Center LBK	35.00
Total 6040 · Volunteer Adminstration Program	35.00
6050 · Referral Partner's Program	
6051 · Meeting materials,supplies,post	151.60

North & East Lubbock CDC
Profit & Loss
October through December 2016

	Oct - Dec 16
Total 6050 - Referral Partner's Program	151.60
Total Expense	91,838.87
Net Income	-75,393.57

North & East Lubbock CDC
Balance Sheet

	As of June 30, 2017								
	Oct 31, 16	Nov 30, 16	Dec 31, 16	Jan 31, 17	Feb 28, 17	Mar 31, 17	Apr 30, 17	May 31, 17	Jun 30, 17
ASSETS									
Current Assets									
Checking/Savings									
1000 - Prosperity Operating xxx9431	27,926.73	24,051.01	19,675.29	15,799.57	15,299.57	14,959.57	14,959.57	14,287.61	11,397.61
1001 - Prosperity Payroll xxx9351	8,405.07	93,827.39	79,817.28	65,051.76	50,656.34	36,855.02	22,323.87	7,774.85	23,312.92
1002 - Prosperity Micro xxxx2985	71.12	568.12	568.36	568.36	568.36	568.72	568.72	568.72	568.72
1003 - Prosperity Savings xxx5912	99.38	96.38	93.44	90.44	87.44	84.50	84.50	84.50	84.50
1005 - Prosperity-City Fund xxxxx1068	326,157.10	216,239.24	197,373.11	181,670.46	175,617.28	171,678.48	164,543.02	153,341.81	117,285.87
1006 - BBVA Compass xxxxxx2572	12,881.38	12,661.82	12,051.58	10,519.81	9,266.15	9,841.68	9,055.86	8,843.72	18,674.40
Total Checking/Savings	375,540.78	347,443.96	309,579.06	273,700.40	251,495.14	233,987.97	211,535.54	184,901.21	171,324.02
Other Current Assets									
1110 - Due from NELI, Inc.	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19
Total Other Current Assets	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19	7,441.19
Total Current Assets	382,981.97	354,885.15	317,020.25	281,141.59	258,936.33	241,429.16	218,976.73	192,342.40	178,765.21
Fixed Assets									
1700 - Equipment	26,571.98	26,571.98	26,571.98	26,571.98	26,571.98	26,571.98	26,571.98	26,571.98	26,571.98
1710 - Accumulated Depreciation	-23,469.99	-23,469.99	-23,469.99	-23,469.99	-23,469.99	-23,469.99	-23,469.99	-23,469.99	-23,469.99
Total Fixed Assets	3,101.99	3,101.99	3,101.99	3,101.99	3,101.99	3,101.99	3,101.99	3,101.99	3,101.99
Other Assets									
1500 - Investment in NELI	770,033.09	770,033.09	770,033.09	770,033.09	770,033.09	770,033.09	770,033.09	770,033.09	770,033.09
1600 - King's Dominion Land	176,586.13	176,586.13	176,586.13	176,586.13	176,586.13	176,586.13	176,586.13	176,586.13	176,586.13
1610 - King's Dominion Land - Res Lot	63,025.05	63,025.05	63,025.05	63,025.05	63,025.05	63,025.05	63,025.05	63,025.05	63,025.05
Total Other Assets	1,009,644.27	1,009,644.27	1,009,644.27	1,009,644.27	1,009,644.27	1,009,644.27	1,009,644.27	1,009,644.27	1,009,644.27
TOTAL ASSETS	1,395,728.23	1,367,631.41	1,329,766.51	1,293,887.85	1,271,682.59	1,254,175.42	1,231,722.99	1,205,088.66	1,191,511.47
LIABILITIES & EQUITY									
Liabilities									
Current Liabilities									
Accounts Payable									
20000 - Accounts Payable	102.00	102.00	102.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Accounts Payable	102.00	102.00	102.00	0.00	0.00	0.00	0.00	0.00	0.00
Credit Cards									
2005 - Prosperity Visa	0.00	0.00	0.00	125.72	505.19	562.23	1,108.03	628.39	931.12
Total Credit Cards	0.00	0.00	0.00	125.72	505.19	562.23	1,108.03	628.39	931.12
Other Current Liabilities									
1100 - Due to/ from Parkway Place	10,947.89	10,947.89	10,947.89	10,947.89	14,833.61	14,833.61	14,833.61	14,833.61	14,833.61
2010 - Accrued Interest	1,007.41	1,007.41	1,007.41	1,007.41	1,007.41	1,007.41	0.00	0.00	0.00
2050 - Western Bank Loan - Current	35,622.66	35,622.66	35,622.66	35,622.66	35,622.66	35,622.66	0.00	0.00	0.00
Total Other Current Liabilities	47,577.96	47,577.96	47,577.96	47,577.96	51,463.68	51,463.68	14,833.61	14,833.61	14,833.61
Total Current Liabilities	47,679.96	47,679.96	47,679.96	47,703.68	51,968.87	52,025.91	15,941.64	15,462.00	15,764.73
Long Term Liabilities									
2100 - Western Bank Loan	171,749.73	171,749.73	171,749.73	171,749.73	171,749.73	171,749.73	0.00	0.00	0.00
Total Long Term Liabilities	171,749.73	171,749.73	171,749.73	171,749.73	171,749.73	171,749.73	0.00	0.00	0.00
Total Liabilities	219,429.69	219,429.69	219,429.69	219,453.41	223,718.60	223,775.64	15,941.64	15,462.00	15,764.73

North & East Lubbock CDC
Balance Sheet

	As of June 30, 2017								
	Oct 31, 16	Nov 30, 16	Dec 31, 16	Jan 31, 17	Feb 28, 17	Mar 31, 17	Apr 30, 17	May 31, 17	Jun 30, 17
Equity									
3000 - Fund Balance	1,033,420.41	1,033,420.41	1,033,420.41	1,033,420.41	1,033,420.41	1,033,420.41	1,228,262.52	1,228,262.52	1,228,262.52
32000 - Retained Earnings	152,309.98	152,309.98	152,309.98	152,309.98	152,309.98	152,309.98	152,309.98	152,309.98	152,309.98
Net Income	-9,431.85	-37,528.67	-75,393.57	-111,295.95	-137,766.40	-155,330.61	-164,791.15	-190,945.84	-204,825.76
Total Equity	1,176,298.54	1,148,201.72	1,110,336.82	1,074,434.44	1,047,963.99	1,030,399.78	1,215,781.35	1,189,626.66	1,175,746.74
TOTAL LIABILITIES & EQUITY	1,395,728.23	1,367,631.41	1,329,766.51	1,293,887.85	1,271,682.59	1,254,175.42	1,231,722.99	1,205,088.66	1,191,511.47