

CDBG* GRANTEE REPORTING DUE DATES

<u>Type of Report</u>	<u>Due Date</u>	<u>Purpose</u>
Project Set up Report	Accompanies first draw request	Provides the anticipated project details, including the address of the project; detailed project budget (activity and activity delivery costs); identifies all funding sources; and provides demographic data for the beneficiaries of the funds. Establishes and assists with the reconciliation of funds drawn, remaining balances and PI use.
Public Services Annual Beneficiary Data Report (tab within the Set-Up/Completion Report)	July 31st for all open public service activities	Reports beneficiary demographic data for the fiscal year for each open public service activity
Project Completion Report	For all activities except Public Services, submit with the project's "final" funds request, or earlier. For Public Services, submit at the end of the 3 year period, or when funds have been fully expended and beneficiary data is known.	Reports final, actual project details (address, budget, funding sources, and demographic details of all beneficiaries). Reconciles the use of grant funds and PI used for activities
Annual Performance Report	July 31st	Documents expenditures and beneficiary data for any activity funded with CDBG that occurred during the reporting period and addresses various reporting issues such as MBE/WBE and Section 3.

Program Income Semi Annual Report	January 30th and July 31st	Provides details and beneficiary data, as well as an accounting of all CDBG PI (including activity, general administration and Revolving Loan Funds) used and on hand.
Labor Standards Semi Annual Report	April 1st and October 1st	Reports details for construction projects that includes any CDBG funds (grant or PI) above the threshold amount that occur within the reporting period wage compliance
Labor Standards Final Report	Within 30 days after final construction contract payment made to contractor.	Reports final wage compliance for a project that includes any CDBG funds (grant or PI).
Closeout Certification	Within 90 days of grant expiration with proof of Public Hearing.	Grantee certification of compliance with all CDBG close out processes.

***Not all DRI, NDR, NSP or other “CDBG” program reports are reflected in the above.**