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DIVISION OF FINANCIAL ASSISTANCE**

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**CDBG
Community Development Block Grant Program****MANAGEMENT MEMORANDUM
Memorandum Number 10-10**

Date: November 14, 2010

To: All Eligible Jurisdictions and Interested Parties

SUBJECT: New CDBG Economic Development (ED) Semi-Annual Activity Progress Report

Purpose of this Memo:

The purpose of this management memo is to:

1. Inform all grantees and interested parties that the date(s) for submittal of the Semi-Annual Economic Development (ED) Progress Reports (Report) has been changed. The Semi-Annual ED Activity Progress Report is due at the same time as Financial and Accomplishment Reports (FARs), per Standard Agreement (Contract) Exhibit C. CDBG ED grantees can submit the Semi-Annual ED Activity Progress report attached to the corresponding FAR; and
2. Formally introduce the revised Semi-Annual ED Activity Progress Report (Report). The new report format is designed to be easily completed and to minimize duplication of data required in other reports. The new format should provide a quick overview of the current status of the business assistance and microenterprise activities being conducted under an open CDBG ED grant contract.

Reporting Due Dates Per the Standard Agreement ("Contract"):

Reporting requirements are contained in Exhibit C of all CDBG Contracts and in Chapter 10 of the CDBG Grant Management Manual. Starting with Fiscal Year 2007-2008 Contracts, Exhibit C, grantees were required to submit ED progress reports by January 31 for report period July 1 to December 31 and by July 31 for report period January 1 to June 30, the same report period as FARs. Grantees should ensure that the new Reports are submitted with FARs in accordance with the current Contract Exhibit C language. The Grant Management Manual, Chapter 10, will be revised to reflect the Contract language and new Report format.

New Semi-Annual ED Activity Progress Report:

The new report in Word format, is much smaller and less complicated than the previous report, consisting of check boxes with a narrative for each activity covered. The report form covers over-the-counter (OTC) projects, business assistance programs, and microenterprise programs. The report only needs to be completed for activities under an open contract. So, if the grant contract is only for an OTC project, then only that portion of the report needs to be completed and submitted. If a grant contract has business assistance and microenterprise activity, then both parts covering those activities in the Report need to be submitted. It is very important to have a detailed narrative of progress on the activity completed in the report. Directions for completing the report are included in the report. Please contact the assigned ED representative for the jurisdiction with questions.