Georgia Department of Community Affairs
CDBG / NSP / CDBG Stimulus Online Reporting System

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Overview of Reporting

The Georgia Department of Community Affairs (DCA) requires reports on financial activity and project accomplishments from all grantees. There are four separate types of reports:

- ***Quarterly Expenditure and Progress Reports (General Reports)*** are required for all grants.
- ***CDBG Accomplishment Reports*** are required for CDBG and CDBG Stimulus grants. They do not apply to NSP.
- ***NSP Project Activity Reports*** are required for NSP grants as projects are set up and completed. They do not apply to any other grants.
- ***ARRA Accomplishment Reports*** are required for CDBG Stimulus grants only. They do not apply to any other grants.

Please Note: CDBG Stimulus grants are subject to all reporting requirements for the CDBG program as well as separate reporting of ARRA accomplishments.

The ***Quarterly Expenditure and Progress Report (General Report)*** covers financial activity, contracts awarded and summary accomplishments for the quarter. It also includes comment areas for explanation of achievements or problems. This report must be submitted each quarter for all open grants, regardless of type. Reports are due one month after the end of each quarter.

A Final Quarterly Report is due 30 days after the first quarter in which all drawdowns have been made, all expenses have been paid, and all accomplishments have been completed.

For CDBG and CDBG Stimulus grants, reporting periods and deadlines are:

- January – March (due March 31)
- April – June (due July 31)
- July – September (due October 31)
- October – December (due January 31)

For NSP grants, reporting periods and deadlines are:

- March – May (due June 30)
- June – August (due September 30)
- September – November (due December 31)
- December – February (due March 31)

CDBG Accomplishment Reports cover detailed accomplishments (such race/ethnicity and income levels) by activity, and include the separate areas of People, Jobs, Housing, and Acquisition/Demolition. These reports should be submitted only when accomplishments have actually taken place, and only for the areas that apply to each grant.

NSP Project Activity Reports document accomplishments for each project as they occur. Information for a project is broken down by budget activity code so that DCA can generate required summary reports.

ARRA Accomplishment Reports document jobs and expenditures related to Stimulus funding. DCA is required by law to submit this information to the Federal reporting system accurately in a timely manner.

Some frequently-asked questions about Quarterly Reports are answered below:

Why does DCA require the Quarterly Reports?

The Quarterly Reports help DCA monitor project status and progress so that any potential problems can be found and corrected quickly. The reports are also essential for DCA to meet the reporting requirements enforced by HUD.

Do I have to submit a General Report even if there has been no activity during the quarter?

Yes. Receiving a General Quarterly Report each quarter confirms that no activity has occurred and allows DCA to monitor for potential issues or areas of concern.

Do I have to submit Accomplishment Reports, NSP Project Activity Reports, and ARRA Accomplishment Reports even if there have been no accomplishments during the quarter?

No. You will report details only for actual accomplishments that have occurred during a quarter. However, if accomplishments have been entered in the "Performance Measures" section of the General Report, there should be Accomplishment Reports that give details for those summary figures.

Why do I have to report accomplishment totals on the General Report if I am also completing Accomplishment Reports for the quarter?

The "Performance Measures" section on the General Report covers total accomplishments for the entire grant. The Accomplishment Reports collect the data for each activity in the format that DCA is required to use in reporting to HUD.

If any accomplishments for the grant have taken place, HUD requires that we collect detailed accomplishment information on an activity basis. This is specified in the HUD Notice published in the *Federal Register* dated Tuesday, March 7, 2006, and entitled "Notice of Outcome Performance Measurement System for Community Planning and

Development Formula Grant Programs." A copy of the Notice can be obtained at the following web link: http://www.hud.gov/offices/cpd/about/performance/notice/4970-N-02CPDnotice.pdf

In addition, requiring that summary accomplishment totals are entered on the General Report helps ensure that there are no discrepancies.

Which CDBG Accomplishment Reports should I use?

The CDBG Accomplishment Reports (People, Housing, or Jobs) required will depend on the type of grant. The online reporting system will indicate which Accomplishment Reports should be completed for each grant. A tab showing your current budget and accomplishment requirements for each budget line item is available on the Award Details section. If you have any questions, please check with your DCA Program Representative.

Why are Local Official signatures required?

By requiring that General Reports be signed by the Certifying Local Officials for communities, DCA ensures that the CDBG Recipient is aware of the financial status of the project. DCA strongly encourages recipient governments to review project progress and accomplishments regularly.

How should the reports be submitted to DCA?

General Reports and Accomplishment Reports for the December 31, 2008, quarter and forward are to be submitted using the Web Quarterly Reporting interface (located at http://destroyer.dca.state.ga.us/).

The Web Quarterly Reporting system helps you:

- **Save time.** The feedback from users so far has indicated that overall the online system is faster and easier to use than paper or PDF forms.
- **Track report status.** You can easily view which reports have been submitted for an award and whether DCA has received signed copies from the recipients.
- **View all accomplishment data.** The quarterly report screen displays the entire history and cumulative totals of accomplishment information that has been submitted for each award.
- **Find and correct problems quickly.** If there are any errors or discrepancies in the information submitted, the online system will generally give immediate feedback by flagging the problems.
- **Make sure your accomplishments are counted.** When reports are entered online, DCA can in turn report your accomplishments to HUD more quickly, thus

giving HUD a real-time view of program accomplishments to justify CDBG funding.

- **Ensure that DCA has your most current contact information.** From the start screen of the GMS, you can update agency or individual contact information and notify DCA of any changes among grant administrators.

If technical difficulties prevent users from completing quarterly reports online, the reports may be submitted by paper. A copy of the General Report form is available in Appendix I of the Recipients' Manual.

Who can help if I have questions about completing the General Reports or Accomplishment Reports?

Please email cdfdadm@dca.state.ga.us if you have any questions about using the Quarterly Reporting system, or contact Maris Wynn at (404) 679-3134 or Robert Shaw at (404) 679-4806.

You can also speak with your DCA Program Representative about how to collect and report information.

Georgia Department of Community Affairs
CDBG / NSP / CDBG Stimulus
Quarterly Expenditure and Progress Report
(General Report)
Instructions

The General Report is required from each Recipient for each outstanding CDBG, NSP, or CDBG Stimulus grant. For CDBG and CDBG Stimulus grants, the reporting periods are the calendar quarters ending March 31, June 30, September 30, and December 31. For NSP grants, the reporting periods are March-May, June-August, September-November, and December-February. Reports are due no later than one month after the end of each reporting period.

Section 1: General Information.

Information for the award – Recipient Name, Grant Number, Contact Person, Telephone Number, and E-mail address – is filled in automatically for online reports.

The Quarter End Date is the last day of the quarterly reporting period which the report covers. Even if the report does not cover the entire quarter (such as a Final Report, for instance), this date should be the final day of the quarter.

Report Number corresponds to the quarter end date. The first quarterly report for a grant should cover the first full quarter after the award date. When you use the online system to enter a new report, the report number will be filled in automatically based on the quarter end date that you put in.

Revision indicates that this report is a revised copy of an earlier report. When the Revision box is checked, Report Number will be displayed on lists as ##-R (*for instance, a revised copy of report 03 will be displayed as 03-R*).

If this is the Final Report for the grant, indicate by checking the Final Report check box and entering the Final Report Date. The Final Report Date is the date that this final report was submitted. Please keep in mind that the Final Report is due 30 days after the first quarter in which all drawdowns have been made, all expenses have been paid, and all accomplishments have been completed.

Section 2: Financial Information.

- The financial information section covers financial status and activity based on the Recipient's most recent CDBG budget as provided by DCA. The most recent CDBG budget can be found in the Recipient's grant award package or on the most recent DCA-approved budget amendment. A tab showing the current budget is available on the Award Details screen. Please be aware that, because of system processing time, budget adjustments may not always be displayed immediately on this screen.

- Column A contains all the activity numbers as listed on the Recipient's most recent budget as provided by DCA. Activity numbers from the Recipient's match or leverage budgets are not included. This is filled in automatically but can be changed if necessary.

- Column B contains the total dollars budgeted for each activity as of the most recent budget amendment. This amount is filled in automatically but can be changed if necessary.

- In column C, enter the cumulative amount drawn down for each activity as of the close of the reporting period.

- Column D shows the cumulative balance for each activity, calculated automatically by subtracting column C from column B.

- In column E, enter the amount expended for each activity during the reporting period. This information will come from the accounting records of the Recipient. Note that the figures in this column are ***not*** necessarily the same as the amount drawn down during the quarter.

- In column F, enter the amount obligated for each activity during the reporting period. Obligations in this column represent new contracts, new placement of orders, or new receipts of services entered into during the quarter and the dollar amounts for these transactions that remain unexpended as of the end of the reporting period. In other words, enter the amount of CDBG or NSP funds obligated but not expended for the quarter. *For instance, if a contract was awarded for $20,000 during the quarter and $5,000 was paid during the quarter, only $15,000 would show as obligated.* The total for this column should be the same as the total amount in Section III.

- In column G, enter the total expenditure of CDBG or NSP funds for each activity since the inception of the grant, including the amounts shown in column E of this report.

- In column H, enter all obligated CDBG or NSP funds for each activity from inception of the grant to the end of the current reporting period that remain unexpended, including the amounts reported on column F of this report.

- Column I shows the cumulative total expended and obligated for each activity to date, calculated automatically by adding together columns G and H.

- Column J shows the cumulative percent of expenditures and obligations for each activity as of the end of the reporting period. This percentage is calculated automatically by dividing each amount in column I by the total amount of CDBG or NSP funds budgeted for the activity as shown in column B. *For example: If* *column G shows $36,000 expended to date and column H shows $14,000 obligated to date, column I would be $50,000. If the approved budget for this activity is $100,000, then the percentage in column J would be 50%.*

Totals at the bottom of each column B through J are calculated automatically by the online system.

Section III: Contracts and Subcontracts for This Quarter.

This section is to be used by Recipients to report all contracts and subcontracts awarded during the reporting period, including rehabilitation contracts between the Recipient and a contractor or between a beneficiary and a contractor.

- Enter the contractors' (firms or organizations that contract directly with the Recipient) and subcontractors' (firms or organizations that contract with contractors) names and addresses. Enter the contractors' and subcontractors' Employer (IRS) Number. This number is also known as the *Federal Employer Tax Number.*

- *Section 3 Classification:* This section is used to capture required Section 3 information. For both prime contractors and subcontractors, you will need to check "yes" if they are a Section 3 business. A Section 3 contractor/subcontractor is a business entity that provides economic opportunities to low- and moderate-income residents of the metropolitan area or non-metropolitan county where the CDBG funds are being expended, including a business that is 51 percent or more owned by low- or moderate-income residents; employs a substantial number of low- or moderate-income residents (30% or more); or provides subcontracting or business development opportunities to businesses owned by low- or moderate-income residents.

- Enter the total dollar amount of the contracts or subcontracts and the CDBG portion of those contracts or subcontracts.

- Enter the numeric code (1 through 3, shown on form) that best indicates the contractor's or subcontractor's type of trade or service. The "other" category includes consultants, professional services and all other activities except construction and education/training activities.

- Enter the Racial/Ethnic Code. This is used to designate the racial/ethnic character of the business entity receiving a contract or subcontract. To be classified in a particular racial/ethnic category, a business entity must be 51% or more owned and controlled by the racial/ethnic group members of the category. When a business is not 51% or more owned and controlled by a single racial/ethnic group, enter the code for the group that seems most appropriate. Enter the code (1 through 5, as shown on the form) that indicates the ethnic background of the contractor/subcontractor.

- Indicate by checking “yes” if the contractor or subcontractor is a Women-Owned Business.

Section IV: Work in Progress.

Provide a brief narrative description of work in progress during the reporting period. For example: “*During this period the environmental clearance has been obtained, 10 applicants for rehabilitation have been screened, and 2 housing inspections have taken place.*” Use the Project Implementation Schedule included in your application as the basis for reporting on benchmarks.

Section V: Other Supporting Efforts.

Provide a brief narrative description of all other supporting efforts that have begun, been partially implemented or completed during this period. Include quantifiable data whenever appropriate. Other expenditures of funds, including local match and leverage contributions, should be shown here.

Section VI: Problems Encountered / Technical Assistance.

In this section, provide all information concerning problems encountered or are anticipated that may impact the project as originally proposed in the grant application. These can include but are not limited to changes in scope, material, quality, beneficiaries, target area, or other proposed grant outcomes. Technical assistance includes help from DCA program representatives on resolving problems, either in person or by phone or email. If there have been problems or delays with the project, or if technical assistance has been required, please describe briefly here.

Note: If there are no issues to report, please leave the field blank rather than adding “None” or “N/A”. This allows DCA to find potential issues more quickly when reviewing reports.

In order to resolve problems expeditiously, please contact your CDBG or NSP Representative immediately to discuss problems as they encountered. Also, make sure to seek timely approval from DCA for any needed amendments.

Section VIII: Performance Measurement.

DCA is often asked for information from Congress, HUD, the Governor’s Office, the state legislature, or the general public concerning program accomplishments on a grant or project basis (a grant or project may involve more than one activity). Providing the data called for in this section allows DCA to provide this information. This data is required from each Recipient on a quarterly basis, both for the quarter being reported and for the period from inception of the grant through the quarter being reported. Please fill in Cumulative accomplishments even if there are no accomplishments during the reporting period.

The categories for reporting these accomplishments are:

All grant types (CDBG, NSP, and CDBG Stimulus)

- *Total Leverage* – for all activities. This amount should match the total leverage reported across all Accomplishment Detail tabs.

CDBG and CDBG Stimulus grants only:

- *Total People* – for activities that benefit an entire area (e.g., target area) or benefit a limited clientele (e.g., health center).
- *Total Jobs* – for economic development activities. Report total Full-time and Full-time-equivalent jobs. Also, report here if any jobs created or retained with CDBG funds were subsequently lost (jobs lost data is not reported on the Accomplishment Detail tabs).
- *Total Housing* – for activities that benefit particular housing units (reported as units).

NSP grants only:

- *Housing Accomplishments* – housing units acquired, rehabilitated, built, or sold.
- *Projects Completed* – number of projects that have been completed (all draws made and all accomplishments finished).

See the instructions on the Accomplishment Detail Reports for definitions.

Note: The data provided in this section should be an unduplicated count across all DCA-approved activities undertaken by the grant for the categories provided, i.e., people, jobs, and housing (units addressed). In some cases this can result in the total counts differing from the totals on the Accomplishment Reports.

For example, if a household of five is benefited by a water activity (P-03J-01), a sewer activity (P-03J-02), and a street activity (P-03K-01) during the reporting period (all activities accounted for under the "Total People This Grant" block), the data entry should be "5" rather than "15". If the same household of five also receives a benefit under a housing rehabilitation activity (H-14A-01), the data entry should be "5" for Total People This Grant and "1" for Total Housing This Grant.

Hint: For target area projects, all people in the target area will generally benefit from the one or more DCA-approved CDBG infrastructure activities and the approved match and leverage associated with those activities, so by the end of the grant, the unduplicated count will usually be the target area population(s).

Performance Certification.

An important part of the report certification is the agreement by the recipient that accomplishments for the quarter have submitted accurately. The Performance Certification section displays the appropriate text automatically based on what information has been entered in the performance reporting fields above. This value is calculated from the “this quarter” accomplishments reported in Section VIII above. If accomplishments have been reported on the detail sections but are not entered in Section VIII, the certification will display incorrectly.

Please make sure that this Performance Certification is calculated and displayed correctly. If there have been accomplishments during this quarter, please make sure that they have been reported for the appropriate activities on the Accomplishment Reports.

Grant Administrator.

Click the “SUBMIT” button when all data for the report has been entered. The report completion date will be filled in automatically.

Once the report has been submitted, no further changes can be made.

Certification.

Signing the certification indicates that all the information submitted is true and correct based on the Recipient’s official records. The certification must be signed by the Certifying Official, his or her title must be entered, and the certification must be dated. If the Local Official signs online, the name, title, and date will be filled in automatically.

Georgia Department of Community Affairs
CDBG Quarterly Expenditure and Progress Report

Definitions

Activity Levels

DCA Activity—An eligible CDBG activity designated by DCA's 6-character alpha-numeric code. See the DCA Applicants' Manual for further information on DCA's activity numbering system. Financial data on the General Report is reported by DCA activity.

HUD Activity—An eligible CDBG activity designated by HUD's 2- or 3-character alpha-numeric code. This Code is found in the middle of the DCA Activity Code. For example, for the DCA Activity Code A-21A-00, the HUD Activity Code is 21A. A listing of all HUD Activity Codes and their descriptions can be found in Appendix A attached to these instructions. The Accomplishment Reports are prepared on the basis of HUD activities. Please note that Accomplishment Reports should cover only the HUD activities specified on the project budget.

Activity Benefit Types

L/M—Low and Moderate. **L/M Income** level is defined as 80% or less of Area Median Income. (See the DCA CDBG Recipients' Manual for income data.)

L/M Income Area Benefit (LMA)—A L/M Income Area Benefit Activity is carried out in a specific geographic area. It is critical that the target area determined by the Recipient be the entire area served by the DCA-approved activities and that at least 70 percent of the residents are low- and moderate-income. Most often, LMA projects relate to public infrastructure activities.

L/M Income Limited Clientele (LMC)—A L/M Income Limited Clientele Activity provides benefits to a specific group of persons rather than everyone in an area generally. At least 70 percent of the beneficiaries of the activity must be L/M income persons.

L/M Income Housing (LMH)—A L/M Income Housing activity assists in the acquisition, construction, or improvement of permanent, residential structures occupied by L/M income persons.

L/M Income Jobs (LMJ)—A L/M Income Jobs activity is one which creates or retains permanent jobs, at least 51 percent of which, on a full time equivalent (FTE) basis, are either held by L/M income persons or considered to be available to L/M income persons.

National Objectives—Three broad purposes outlined in the Housing and Community Development Act of 1974:

- Benefit to Low- and Moderate- Income Persons;
- Prevention or Elimination of Slums or Blight; and
- Meeting Urgent Needs.

All CDBG activities, in order to be eligible, must achieve one or more of these national objectives. LMA, LMS, LMH, and LMJ activities are all carried out to meet the National Objective of benefit to low- and moderate-income persons.

CDBG Accomplishment Detail Reports

The CDBG Accomplishment Detail Report tabs cover accomplishment details at the activity level. If possible, please enter this information as accomplishments take place. When the General Report for a quarter is submitted, all accomplishments for that quarter should also have been reported in the detail tabs.

Enter accomplishments by accomplishment date, rather than by report number. The date may be the quarter start or end date, if appropriate, or may be the date of a specific event, such as completion of an activity or receipt of leverage. There may be several accomplishments for an activity within a quarter.

The sections below give details on entering accomplishments for the various activity types. Please note that you must use the “Report Status” tabs to enter new activity accomplishment rows.

People Accomplishment Report

Please fill in this section at any point when people are benefited under either an LMA or LMC DCA-approved HUD Activity, or when leverage has been received for the activity. Please fill out the requested information as completely as possible.

Report Status:

Add People activity lines on the *People Report Status* section. You will be reporting only on activities specified in your award budget; use the activity codes from this budget as appropriate.

Please enter an activity report line for every activity that has had accomplishments during the quarter. It is possible that more than one People activity line will be required per quarter, even for the same grant.

For example, if a grant covers both sewer and drainage activities and accomplishments during the quarter resulted from both of those activities, two People activity lines will be required—one for the HUD Activity Code 03J (water and sewer) and one for HUD Activity Code 03K (streets and drainage).

Leverage:

Report any leverage received on the *People Leverage* section.

- **Public leverage:** enter the amounts in the appropriate category(ies) (Federal, State, and/or Local). The total public leverage amount will be calculated when you save. Do not include CDBG funds as leverage.
- **Private leverage:** enter the total private leverage amount.

Race/Ethnicity:

Use the *People Race* section to report racial and ethnic background of people benefiting from each activity.

For both LMC and LMA activities, please report the number of people benefiting by the racial and ethnic breakdown provided. Note that any racial or ethnic category may also be categorized as Hispanic, if applicable. A list of the available racial categories is given in Appendix B. If some or all employees in a racial category are Hispanic, enter the category code in the Race # field and the number of Hispanic employees in the Hispanic A field. Use the Hispanic B and associated Race # fields to report Hispanic employee count for a second category if needed.

If the grantee's information is incomplete, *please provide the information requested in as complete a form as possible and provide the census tract(s) and block group(s) that most closely coincides with the area of L/M income benefit. The census bureau website provides a useful tool for determining an area's census block group and tract information. The address is:*

http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&_programYear=50&_treeId=420.

Income Level:

Use the *People Income* section to report income level of people benefiting from each activity.

For both LMC and LMA activities, report the number of people benefiting by the four income categories provided:

- extremely low income (30% or less),
- low income (31% to 50%),
- moderate income (51% to 80%),
- or non L/M income (81% or greater).

Important: For LMC Activities, if the activity is limited to assisting one or more of the groups of persons that are presumed to be low- and moderate-income, the number of persons benefiting should be reported under the following income categories:

Abused children	extremely low income
Battered spouses	low income
Severely disabled adults	low income
Homeless persons	extremely low income
Illiterate adults	low income
Persons with AIDS	low income
Migrant farm workers	low income
Elderly	moderate income

Jobs Accomplishment Report

Please fill in this section at any point when jobs are retained or created, or when leverage has been received for the activity. Please fill out the requested information as completely as possible.

Jobs will be either created or retained as a result of the CDBG project.

- **Created jobs** are new jobs that are created as a result of the project. Report created jobs only once, in the quarter when they were created and filled. Because income level and ethnicity data is required for each reported job, you cannot report a new job until it has been filled. Once a job has been reported, do not report it again. No matter how many different employees hold the job, the only one that should be reported is the first employee to be hired. You do not need to report any adjustments if jobs are lost after having been created and reported.
- **Retained jobs** are jobs that already exist at the beginning of the project and would have been eliminated without the assistance provided by the project. The employer(s) should provide the required information on these jobs before the project begins. Report retained jobs only once, on the first quarterly report for the project. Once a job has been reported, do not report it again. No matter how many different employees hold the job, the only one that should be reported is the one holding the job at the start of the project.

Example:
Company X has committed to retain 6 jobs. Over the course of the first year, 46 new jobs are created: 25 in the first quarter, 7 in the second quarter, and 14 in the fourth quarter. Unfortunately, 2 of the retained jobs and 1 of the jobs that had been created are eliminated in the third quarter. The report would look like this:

	Retained	*Created*	*Cumulative Total*
1st Quarter	*6*	*25*	*31*
2nd Quarter	*0*	*7*	*38*
3rd Quarter	*0*	*0*	*38*
4th Quarter	*0*	*14*	*52*
Total	*6*	*46*	*52*

Note that the lost jobs are not reported or counted in the totals on the Jobs Accomplishments report.

Racial and income data on this report is summarized from the information gathered on the individual Employee Confidential Income Release Form and the Employer Confidential Information Release Form Summary. These surveys may be obtained from DCA's EIP Program Manager, Andy Yarn, at (404) 679-1589 or through DCA's web site at:
http://www.dca.state.ga.us/economic/financing/programs/employmentincentive.asp.

Report Status:

Add Jobs activity lines on the *Jobs Report Status* section. (The total jobs on this section will be calculated automatically from the information you enter on the other sections.) Normally, only one activity for an economic development project will create or retain jobs. If more than one activity will create or retain jobs, please report the data under the activity primarily associated with the job creation/retention. You will be reporting only on activities specified in your award budget; use the activity codes from this budget as appropriate.

Important: the “Total Jobs” fields on the *Jobs Race*, *Jobs Income*, and *Jobs Type* sections should match the “Jobs F/T+P/T” field. (This field is calculated on the *Jobs Create/Retain* section and is displayed on the other sections for reference.)

Leverage:

Report any leverage received on the *Jobs Leverage* section.

- **Public leverage:** enter the amounts in the appropriate category(ies) (Federal, State, and/or Local). The total public leverage amount will be calculated when you save. Do not include CDBG funds as leverage.
- **Private leverage:** enter the total private leverage amount.

Job Creation/Retention:

Report number of jobs created and/or retained on the *Jobs Create/Retain* section. This section displays the count of both individual jobs and Full-Time Equivalent (FTE) jobs.

The numbers on this section are broken out by Created and Retained jobs. Total jobs in each section are the number of Created jobs plus the number of Retained jobs.

Full-Time Jobs:

- **Full Time (F/T)**—a position that the local company considers full time. This number includes all jobs regardless of income level.
- **Full Time-Low Mod (F/T-LM)**—a position filled by a low- and moderate- income person or that otherwise meets HUD’s tests for reporting the position as low- and moderate-income.

Part-Time Jobs:

- **Part Time Jobs (P/T Jobs)**—the number of individual part-time jobs. A job is part-time if regular working hours are less than 40 hours per week. This number includes all jobs regardless of income level.

- **Part Time Hours (P/T Hours)**—the number of hours worked in a regular work-week by employees in new or retained part-time jobs. This number includes hours for all jobs regardless of income level.
- **Part Time Low Mod Hours (P/T-LM Hours)**--the number of hours worked in a regular work-week by employees in new or retained part-time jobs that meet HUD's tests for low- and moderate-income.

Full-Time Equivalent Jobs: FTE jobs are defined as the number of full-time employees that could have been employed if the reported number of hours worked by part-time employees had been worked by full-time employees. The total FTE jobs are calculated automatically by dividing the total part-time hours by the standard number of hours for full-time employees. (HUD defines the standard number of hours for full-time jobs as 40.)

Example:
Company X has hired 7 employees for new jobs. Of these employees, five work 40 hours per week, one works 20 hours per week, and one works 30 hours per week. Three of the employees working 40 hours per week meet HUD's tests for LMI, as does the employee working 30 hours per week. None of the other employees are considered LMI.

Enter these figures							*Calculated automatically*		
F/T Create	*FT-LM Create*		*P/T Jobs Create*	*P/T Hours*	*P/T-LM Hours Create*		*Jobs PT: FTE*	*Jobs F/T+P/T*	*Jobs F/T+FTE*
5	*3*		*2*	*50*	*30*		*1*	*7*	*6*

Race/Ethnicity:

Use the *Jobs Race* section to report racial and ethnic background of employees in all retained or newly-created jobs. This section covers each individual job, whether full-time or part-time. Information should be provided for the first person hired in a newly-created job, or the employee currently holding a retained job.

A list of the available racial categories is given in Appendix B. Note that any racial or ethnic category may also be categorized as Hispanic, if applicable. If some or all employees in a racial category are Hispanic, enter the category code in the Race # field and the number of Hispanic employees in the Hispanic A field. Use the Hispanic B and associated Race # fields to report Hispanic employee count for a second category.

Income Level:

Use the *Jobs Income* section to report income level of employees in each retained or newly-created job. This section covers each individual job, whether full-time or part-time.

Please indicate the income break out for the total jobs created and retained (extremely low, low, moderate, or non L/M). Information should be provided for the first person hired in a newly-created job, or the employee currently holding a retained job.

Tip: In accordance with 24 CFR570.483(b)(4)(v), should the project and subrecipient business(es) facility(ies) be located in a census tract and/or block group with a population in poverty equal to or greater than 20% (except for downtown business districts which must be 30%) per the 1999 survey by the Census Bureau of People With Poverty Level Income, it may be presumed that all jobs created and/or retained will be held by LMI persons. An income break-out for the jobs is not required to be collected in this case, so the low income level category may be indicated on the report, until otherwise directed by HUD through DCA.

Please report the number of jobs created and retained that will receive health benefits, and how many of the jobs were filled by people who were unemployed prior to accepting one of the newly created or retained jobs.

Job Type:

Use the *Jobs Type* section to indicate the type of each retained or newly-created job, according to the categories provided. This section covers each individual job, whether full-time or part-time.

Housing Unit Completion HUD Report

Housing accomplishment data, unlike the other reports in this series, must be submitted for each household assisted. Therefore, at the end of each reporting period in which assisted housing units have been completed, a separate Housing activity line must be provided for each household assisted.

Report Status:

Please add Housing activity lines on the Report Status section. You will be reporting only on activities specified in your award budget.

For each household being assisted, please enter the street address and zip code. Also identify the unit number of the unit that is being assisted. The unit number is taken from the CDBG map showing housing units to be assisted on the original DCA map submitted with the application. If there are any questions about the unit number, please contact DCA's Senior Housing Consultant, Thomas Spinks, at (404) 679-3128.

Use the Project Number field to give each household an individual number for reference. The first household will be Project Number 01, the second will be 02, and so forth.

Leverage:

Report any leverage received on the *Housing Leverage* section.

- **CDBG Funds:** enter the amount of assistance provided by CDBG funds this quarter.
- **Public leverage:** enter the amounts in the appropriate category(ies) (Federal, State, and/or Local). The total (non-CDBG) public leverage amount will be calculated when you save.
- **Private leverage:** enter the total private leverage amount.

Race/Ethnicity:

Use the *Units Race* section to report household type and racial and ethnic background for each housing unit.

Please identify

- The number of occupants in the household.
- The type of assistance given: assistance to an owner-occupied unit, assistance to a rental unit, or homebuyer assistance.

- The unit type (stick-built, modular, or manufactured housing unit).
- The activity type (rehabilitation, reconstruction, direct homebuyer assistance, homebuyer development, or other).
- The race of the head of household.
- Whether the household can be classified as "elderly".

In reporting racial data, use the information that applies to the head of the household. Any racial or ethnic category may be categorized as Hispanic, if applicable. Use the appropriate race codes as listed in Appendix B.

Use the "Elderly" field to indicate whether the household can be classified as elderly (see definition below.)

- If the elderly person is the head of household, choose "Head".
- If the elderly person is the spouse of the head of household, choose "Spouse".
- If the household otherwise meets the definition of "elderly", choose "Other".
- If there are no elderly members of the household, leave this field blank.

A household can be classified as "elderly" if: 1) the head, spouse, or sole member is 62 years of age or older; 2) two or more persons who are at least 62 years of age live together; or 3) one or more persons who are at least 62 years of age live with one or more live-in aides.

Income Level:

Use the *Units Income* section to report income level and unit description for each housing unit.

Income level is based on the gross household income and the number of household members.

Please indicate:

- Whether the head of household is female.
- Household income category (see above).
- Whether or not the unit has been made lead-safe as a result of the project. ("Lead-safe" means that the unit meets all requirements defined in 24 CFR Part 35.)
- Whether the unit being assisted has been made accessible to Section 504 standards as a result of the project. Information on 504 standards can be obtained by consulting the following web site: http://www.access-board.gov/ufas/ufas-html/ufas.htm.
- If the unit being assisted has been brought up to code as a result of the project, and whether the code is a local or state code or whether the code is HUD's Housing Quality Standards. For information on HUD's Housing Quality

Standards, please consult HUD's regulations at 24 CFR Part 982.401. A copy may be obtained at the following web page: http://a257.g.akamaitech.net/7/257/2422/10apr20061500/edocket.access.gpo.gov/cfr_2006/aprqtr/pdf/24cfr982.401.pdf.

- Whether or not the unit being assisted has been brought up to the International Building Code (IBC) energy standards or meets Energy Star Standards as a result of the project. For information on the IBC and Energy Star, please consult the following web pages: http://www.iccsafe.org/ and http://www.energystar.gov/.
- The number of years of affordability required. ("Years of affordability" is the number of years a homeowner or homebuyer must reside in and retain ownership of an assisted housing unit before the unit may be sold without penalty to the homeowner.)
- The number of bedrooms.

Homebuyers:

Use the *Homebuyer* tab to report information on projects that involve assistance to homebuyers.

For Homebuyer Assistance Units Only:

Please indicate

- Whether the buyer is a first-time homebuyer (see definition below).
- What type of counseling has been received, if any.
- Whether the homebuyer is coming from subsidized housing.
- Whether assistance is in the form of
  - downpayment/closing costs,
  - gap financing,
  - second mortgage assistance,
  - or interest rate buydown.

A "first-time homebuyer" is an individual and his or her spouse (if married) who have not owned a home during the three-year period prior to the purchase of a home with applicable Federal assistance. Displaced homemakers and single parents are automatically classified as first-time homebuyers. This category further includes individuals who own or owned a home as a principal residence during the 3-year period if the dwelling unit's structure is not or was not in standard condition, or is not or was not permanently affixed to a permanent foundation.

For Homebuyer Development Only:

Please use the "Homebuyer Development" field to indicate whether the assistance is in the form of new construction, purchase and rehabilitation for resale, purchase and resale, or homeowner purchase and rehabilitation. If the activity or project involves homebuyer development, please also consult DCA for further technical assistance in this area.

Comments

Please use the *Comments* section to add any comments for each household, if applicable.

Acquisition/Demolition Accomplishment Report

Please fill in this section for any quarter when leverage has been received for an Acquisition or Clearance/Demolition activity, or when the activity has produced results.

Report Status:

Add activity lines on the *Acquisition/Demolition* section. You will be reporting only on activities specified in your award budget; use the activity codes from this budget as appropriate.

Leverage:

Report any leverage received on the *A/D Leverage* section.

- **Public leverage:** enter the amounts in the appropriate category(ies) (Federal, State, and/or Local). The total public leverage amount will be calculated when you save. Do not include CDBG funds as leverage.
- **Private leverage:** enter the total private leverage amount.

Units/Parcels:

Use the *Units/Parcels* section to report results from each activity.

- For Acquisition activities, enter the number of parcels acquired (can be easements or entire lots). Please give a brief explanation in the Comments fields.
- For Clearance and Demolition activities, enter the number of units that were demolished. This will normally be housing units; if it is not, please explain in the Comments section.

NSP Project Activity Reports

Project Activity Reports document accomplishments for each project as they occur. Information for a project is broken down by budget activity code so that DCA can generate required summary reports.

If possible, please enter this information as accomplishments take place. When the General Report for a quarter is submitted, all project accomplishments that occurred during that quarter should also have been reported in the Project Activity Reports.

The street address of the property is displayed at the top of the screen. This address comes from the Project Setup Report. If the information is not correct, please contact DCA.

NSP Budget Code is the budget code appropriate to this activity. Over the course of a project several different budget codes could apply. Please contact DCA if you have questions about what code should be used for an activity.

Activity Date is the date of the accomplishment, if known (for instance, the purchase or sale date of a property, or the date that rehabilitation was completed). If you are reporting leverage or comments for a period that had no accomplishments, use the quarter end date as the activity date.

Use the *Activity* section to show completed accomplishments (If you are reporting leverage for an activity but the activity is not yet complete, leave this line blank.)

- Choose the type of activity (acquisition, clearance, new construction, or rehabilitation).
- Enter the number of housing units that were affected. This will normally be one unit; if it is not, please explain in the Comments section.
- Enter the number of properties that were affected. This will normally be one property; if it is not, please explain in the Comments section.

Report any leverage received for this budget activity:

- Public leverage: enter the amounts in the appropriate category(ies) (Federal, State, and/or Local). The total public leverage amount will be calculated when you save. Do not include NSP funds as leverage.
- Private leverage: enter the total private leverage amount.

Use the *Comments* section to add any comments on the activity, if applicable.

ARRA Accomplishment Reports

Please note: This section may change to accommodate additional Federal reporting requirements as necessary.

CDBG Stimulus grantees must report all specific expenditures made with Stimulus funds, and all jobs that have been funded in part or completely by Stimulus monies.

Expenditures and jobs must be linked to vendors (includes contractors).

ARRA Vendors section

- Vendor Name
- DUNS # of vendor if known
- Complete zip code of vendor primary location
- Total Expended and FTE Jobs will be calculated automatically from the Expenditures and Jobs sections.

ARRA Jobs section

- Employer Name (must be a vendor that has already been entered into the Vendors section)
- Start Date and End Date of the employment period – may be weekly, biweekly, monthly, or by other pay period
- Hours in the employer's standard workweek
- Hours worked for positions funded with ARRA monies.
- Comments (please be as detailed as possible)
- FTE Jobs will be calculated automatically

ARRA Expenditures section

- Vendor Name (must be a vendor that has already been entered into the Vendors section)
- Date of expenditure
- Amount paid to vendor
- Comments (please be as detailed as possible)

Appendix A: HUD Activity Codes

HUD Code	HUD Code Title	Type
01	Acquisition of Real Property	
02	Disposition of Property	
03	Public Facilities and Improvements (other)—includes domestic violence shelters, group homes, and senior centers as well as site development	People
03A	Senior Centers	People
03B	Handicapped Centers	People
03C	Homeless Facilities (not operating costs)	People
03D	Youth Centers--includes boys and girls clubs and other at-risk facilities	People
03E	Neighborhood Facilities	People
03F	Parks, Playgrounds and Other Rec. Facilities	People
03G	Parking Facilities	People
03J	Water/Sewer Improvements	People
03K	Street Improvements—includes drainage	People
03L	Pedestrian Walkways	People
03M	Child Care Centers—includes head start facilities	People
03O	Fire Protection Facilities and Equipment	People
03P	Health Facilities—includes mental health facilities	People
03Q	Abused and Neglected Children Facilities	People
03S	Facilities for Aids Patients (not operating)	People
04	Clearance and Demolition	
05	Public Services (General)—includes homebuyer education	
05H	Employment Training	
06	Interim Assistance	
08	Relocation Payments and Assistance	
09	Loss of Rental Income	
12	Housing - Construction	
13	Downpayment/Closing Cost Assistance	
14A	Rehabilitation or Reconstruction of Private Properties	
14C	Rehabilitation of Public Residential Structures	
14E	ED-Commercial and Industrial Facilities	
15	Code Enforcement	
17B	ED- Public Facilities and Improvements	
17C	ED Acquisition	
18A	ED Direct Financial Assistance to Private For-Profits	
20	Planning	
21A	General Program Administration	
X00	Other (Describe)	

Appendix B: Race/Ethnicity Codes

Code	Description
11	White
12	Black
13	Asian
14	Native American
15	Pacific Islander
16	Native American / White
17	Asian / White
18	Black / White
19	Native American / Black
20	Other Multiracial
21	Asian / Pacific Islander