

CHAPTER 13 – REPORTING REQUIREMENTS

DED requires subrecipients to report on grant progress beginning from Notice of Approval (NOA) through Certificate of Completion (Closeout) of the grant. This Chapter describes DED's reports and due dates for submission by the subrecipient. Note that not all the reports are applicable to every subrecipient's grant.

Subrecipients must use and submit current reporting forms. The current forms and instructions are available on the Department's website and through the grant management system.

Semi-Annual Project Status Reports

Subrecipients submit the Semi-Annual Project Status Report to the Department every six months during the life of the project within the grant management system. The report must be submitted within *30 days* after each semi-annual reporting period end date (June 30th and December 31st of each year).

The Semi-Annual Project Status Report identifies accomplishments that have been completing during the reporting period; beneficiary data regarding CDBG National Objectives; and the project activity progress.

Failure of the subrecipients to promptly submit any Semi-Annual Project Status Reports for the grant may result in the Department not processing any future draw down requests and until the DED receives the reports.

Job Creation/Retention Reports

The DED requires all subrecipients meeting the National Objective of Low to Moderate Income via Job Creation/Retention (LMJ) funded under the Economic Development (ED) category to submit a Job Creation/Retention Report every six months. The report must be submitted within *30 days* after each semi-annual reporting period ends (June 30th and December 31st of each year).

Each business assisted with CDBG resources completes an Employee Certification Form for each employee hired or retained under the terms of the project. The subrecipients collects this information and provides a summary within the Job Creation/Retention Report.

Program Income Reports

Subrecipients report on any CDBG program income earned on a semi-annual basis. The Report must be submitted within *30 days* after each semi-annual reporting period ends (June 30th and December 31st of each year).

A separate Program Income Report is completed for Economic Development (ED) projects and for Housing projects. For all other projects in which CDBG program income may be earned, contact the subrecipients' Program Representative for more information. More guidance on program income is available in Chapter 8.

Notice of Contract Award/LSE7

Subrecipients must submit the Notice of Contract Award within *10 days* after awarding the contract for construction related project activities. For more information, refer to Chapter 9 for more information.

Verification of Lawful Presence/Public Benefits Summary Report

Public Benefits are those where benefit is on the individual basis (i.e., housing or commercial rehabilitation where the direct beneficiary is an individual or sole proprietor). By definition, benefits to businesses (e.g., Corporations, LLCs, etc.) are not included. For each applicant of public benefit, the subrecipients shall have said applicant complete the United States Citizenship Attestation Form, available on the State of Nebraska Department of Administrative Services website: [DAS Website: Materiel \(nebraska.gov\)](https://www.das.nebraska.gov)

In addition to the subrecipients maintaining records on verification of lawful presence, also required under the subrecipient agreement is annual reporting for public benefits, this includes:

The number of applicants for public benefits under the agreement with the Department and

Of those applicants, the number that were rejected or did not receive a public benefit because lawful presence could not be verified.

This report must be submitted to DED prior to December 31st, reflecting data from the most recent calendar year (or portion of such year when there is not a full calendar year of activity under the subrecipient agreement being reported). This report is submitted through the grant management system.

Reference Neb. Rev. Stat. §§4-108 through 4-114.

Notification of Annual Audit (NAA)

Subrecipients are required to submit the Notification of Annual Audit information through DED's grant management system, AmpliFund, each year federal funds are expended. The information is due **no later than 60 days** after the subrecipient's fiscal year end.

For more information regarding audit requirements, refer to Chapter 15.

Final Reports

After the completion of project activities for any CDBG project, the subrecipients must submit necessary final reports within the identified report's time frames. Once all information is received and reviewed by the DED, a Certificate of Completion will be issued.

For more information on the closeout process and final reporting, refer to Chapter 16.