

**DEPT. OF ECONOMIC DEVELOPMENT**

**INSTRUCTIONS:** Following the approval of a project and submission of the Program Schedule, the Community Betterment Organization (CBO) must submit this completed semi-annual progress report. CBO first submits this report six months from the date of approval and every six months thereafter until the completion of the project as stated in the CDAA Contract, or upon requesting from DED a contract extension and/or additional tax credits. Typically completed by the Project Director, the primary purpose of this report is to document the status of the project, particularly related to progress in seeking contributions, timely issuance of awarded tax credits, and activities undertaken in completing the project. Attach additional pages, if necessary.

Submit your completed report to [darin.lubke@nebraska.gov](mailto:darin.lubke@nebraska.gov) or via postal mail to: Darin Lubke, CDAA Coordinator, Nebraska Department of Economic Development, Incentives Division, PO Box 94666, 245 Fallbrook Blvd, Suite 002, Lincoln, NE 68521. If you have questions, please call (800) 426-6505 or 402-471-3116.

**REPORT DATE:**

PART 1: GENERAL INFORMATION	
<b>PROJECT NAME</b>	<b>PROJECT/CONTRACT #</b>
	-CDAA-
<input type="checkbox"/> Check this box if report is <u>not</u> completed by Project Director and complete the following Report Preparer fields.	
<b>REPORT PREPARER NAME</b>	<b>REPORT PREPARER EMAIL ADDRESS</b>

PART 2: PROJECT PROGRESS
A. Provide a brief description of progress in seeking contributions, identifying any barriers to carrying out your CDAA project.
B. Provide a brief description of any outstanding pledges or contributors that have not yet submitted their FORM CDAA-1.

PART 3: ACTIVITIES UNDERTAKEN
Provide a brief descriptive narrative relating the course of action underway or planned in seeking contributions in order to complete successfully your project. (e.g., fundraising events, direct mail, etc.) You may attach fundraising/capital campaign materials such as brochures, flyers, etc.

**PART 4: REQUEST ADDITIONAL FUNDS**

Check this box if additional funds are being requested for an upcoming fiscal year. Provide a brief description for the need of additional funds. The Department will not authorize more than \$50,000 of tax credits for any single project during any single fiscal year with a maximum of \$75,000 per contract (Each Fiscal year begins July 1 of each year)