

CHAPTER 13 – REPORTING REQUIREMENTS

The Department requires grantees to report on grant progress through the life of the project. This Chapter describes the reports and due dates for receipt by the Department. Note that not all of the reports are applicable to every project.

Grantees must use and submit current reporting forms. The current forms and instructions are available on the Department's website.

SEMI- ANNUAL PROJECT STATUS AND COMPLIANCE REPORTS

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

The Semi-Annual Project Status and Compliance Report identifies accomplishments that have been completing during the reporting period; beneficiary data regarding CDBG National Objectives; the project activity progress; draw down CDBG funds; and includes the Performance Review – Risk Analysis Compliance Checklist.

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

JOB CREATION/RETENTION REPORTS

The Department requires all grantees 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 grantee collects this information and provide a summary within the Job Creation/Retention Report.

PROGRAM INCOME REPORTS

Grantees 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 grantee's Program Representative for more information.

More guidance on program income is available in Chapter 8.

NOTICE OF CONTRACT AWARD/LSE7

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

VERIFICATION OF LAWFUL PRESENCE/ PUBLIC BENEFITS SUMMARY REPORT

Grantee contracts involving public benefit must submit a report to the Department, prior to December 31st of each calendar year, identifying the number of applicants who did and did not receive public benefit. The reporting form is located on the Department's website. Consequently, pursuant to the contract between the Department and the grantee and Neb. Rev. Stat. §§4-108 through 4-114, the Grantee shall have each applicant for public benefits under this contract complete the United States Citizenship Attestation Form, available on the State of Nebraska Department of Administrative Services website at www.das.state.ne.us. (*Applicable to housing applicant beneficiaries.*)

NOTIFICATION OF ANNUAL AUDIT

Each grantee is required to submit a Notification of Annual Audit form for each year federal funds are expended. The form is due **no later than 60 days** after the end of the recipient's fiscal year.

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

FINAL REPORTS

After the completion of project activities for any CDBG project, the grantee must submit necessary final reports within the identified report's time frames. Once all information is received and reviewed by the Department, the Department issues a Certificate of Closeout.

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