

# NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## HOUSING PROGRAM INCOME REPORT INSTRUCTIONS

CDBG Housing Program Income is defined as gross income received by a unit of general local government (UGLG) that was generated from the use of CDBG funds, regardless of when the CDBG funds were appropriated and whether the activity has been closed out.

Units of general local government are required to report on program income semi-annually.

### Reporting Periods:

January 1—June 30 (Report due July 30)

July 1—December 31 (Report due January 30)

Please use the following instructions to complete the .pdf fillable form titled “CDBG Program Income Report, Housing” located under Reporting Forms & Templates on the DED website.

<https://opportunity.nebraska.gov/program/community-development-block-grant/#forms>

E-mail the completed .pdf report to Nick Dropinski at [nick.dropinski@nebraska.gov](mailto:nick.dropinski@nebraska.gov) by the reporting period’s due date. Please include the name of the UGLG in the .pdf file name and the e-mail subject line.

December 31 Reports Only: Please attach the last bank statement showing the balance of the account.

Please direct CDBG program income related questions to your regional program representative or Nick Dropinski at the address above or 402-471-2095.

**\*NOTE FOR DECEMBER 31, 2018 REPORT: Please e-mail a copy of the current program guidelines and reuse plan in a separate attachment for our records.**

## **CDBG HOUSING PROGRAM INCOME GENERAL DESCRIPTION**

**Program Income** is gross income received by a unit of general local government that was generated from the use of CDBG funds, regardless of when the CDBG funds were appropriated or if the grant is closed out. That income is classified as program income regardless of how many times it is reused. Program income must be reallocated in accordance with the UGLG's Program Guidelines and Reuse Plan that has been approved by DED.

Program income includes, but is not limited to:

- Proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds.
- Gross income from the use or rental of real property owned by grantee that was acquired, rehabilitated, or constructed with CDBG funds
- Payments of principal and interest on loans made using CDBG funds.
- Interest on program income account

A comprehensive guide to the CDBG Housing Program Income process can be found in Chapter 8 of the CDBG Manual.

**Continuing the same activity:** For CDBG Grantees with eligible housing activities under Title I of the Housing and Community Development Act of 1974 (as amended), continuing the same project activity will include activities for owner-occupied rehabilitation, homeownership assistance in the form of down payment assistance, and rental rehabilitation as defined in the grantee's Program Guidelines and Reuse Plan and meets a CDBG National Objective.

## HOUSING PROGRAM INCOME REPORT INSTRUCTIONS

(If a JavaScript message pops up, click on Options and select “Enable JavaScript for this document one time only. “Save as” to create a workable copy. Include the name of the UGLG in the file name.)

Please check the box for the appropriate reporting period and fill in the year.

**Sections I-IV:** Please complete all fields. A CDBG Certified Administrator is required for all program income accounts.

**Section V:** Please complete the Certification and Verification form separately and e-mail as a separate attachment. This form can be found under Reporting Forms & Templates and titled “CDBG Program Income Report Certification and Verification Letter Template.” This document certifies that the information contained in the report is true and accurate while eliminating the need to print out, sign, and scan the report itself.

**Section VI:** Please check the type of program income account. Complete all financial information. If “Other” dollars are received or expended, please include an explanation under “Notes” on the last page.

APPLIES TO DEC. 31<sup>st</sup> REUSE ACCOUNTS ONLY:

Stated in 24 CFR 570.489(e)(2)(i), program income received within a calendar year that is less than \$35,000 is not to be reported as program income. This amount should be “de-obligated” or turned over to the UGLG. The amount de-obligated strictly applies to the amount *receipted* in the calendar year and *not* the total balance. Please reach out to Nick Dropinski ([nick.dropinski@nebraska.gov](mailto:nick.dropinski@nebraska.gov); 402-471-2095) for clarification or assistance if necessary.

*This does not apply to Revolving Loan Fund accounts.*

**Section VII: Please include all new activity this reporting period *and* all open accounts**

- A. Last name only
- B. OOR or DPA
- C. Total amount of activity only (exclude general administration and housing management)
- D. Total amount expended on general administration and housing management. Reminder: General administration and housing management cost is limited to what is outlined in the program guidelines. Neither general administration nor housing management should exceed 10% of Total Activity Cost.
- E. When the project started. Please use the date format mm/yyyy. (Ex. Rehab started 09/2018)
- F. When the project was completed. Please use the date format mm/yyyy. (Ex. Rehab finished 10/2018)
- G. Grant or loan
- H. Interest, forgivable, years, etc.
- I. Number of years
- J. Current, delinquent, default, etc.

**Section VIII: Please include all new activity this reporting period *and* all open accounts**

- A. Last name only
- B. OOR or DPA
- C. Total amount of loan owed by recipient

D. Total amount expended on general administration and housing management. Reminder: General administration and housing management cost is limited to what is outlined in the program guidelines. Neither general administration nor housing management should exceed 10% of Total Activity Cost.

E. Annual Percentage Rate

F. Number of years

G. Monthly principal and interest payment

H. When loan was made. Please use date format mm/yyyy.

I. Remaining balance yet to be paid by recipient

J. Current, delinquent, default, etc.

## **Section IX. Beneficiary Data:**

### **A. Race and Ethnicity**

Enter the actual total beneficiaries assisted during this reporting period and cumulative (December 31<sup>st</sup> report only), identified by race and ethnicity:

- TOTAL POP: Summarized by total population for each race, enter the actual total beneficiaries assisted.
- HISPANIC: Summarized by ethnicity for each race, enter the actual total beneficiaries assisted.

*Note:*

- *As of the 2000 Census, the US Census Bureau no longer categorizes Hispanic as a race. The Census now categorizes Hispanic as an ethnicity.*
- *Report the race and ethnicity based on the head of household for each unit or household assisted.*

### **B. Income Levels**

Enter the total number of households benefited based on their annual incomes as they relate to the HUD income limits.

### **C. Female Head of Household**

Enter the total number of female head of households.

### **D. Housing Rehabilitation Projects**

Enter the total number of units that met the applicable lead paint requirements.

### **E. Owner Occupied Units Rehabilitated**

Enter the total number of units rehabilitated that apply to the categories listed.

### **F. Homebuyer Assistance**

Enter the total number of persons receiving homebuyer assistance in the form of down payment assistance.