

## **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 30<sup>th</sup> and December 31<sup>st</sup> 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 30<sup>th</sup> and December 31<sup>st</sup> 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 30<sup>th</sup> and December 31<sup>st</sup> 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**

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 Grantee shall have said applicant complete the United States Citizenship Attestation Form, available on the State of Nebraska Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

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

1. The number of applicants for public benefits under your contract with the Department and
2. 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 on a form provided by the Department. Grantees submit this report to the Department **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 contract being reported).

**NOTE:** This reporting requirement applies only to contracts entered into after October 1, 2009.

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

## **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.