

MEMORANDUM**CDBG Policy Guidance**

This Policy remains effective until it is amended, superseded, or rescinded.

MEMO: 17-01

Date: June 16, 2017

Nebraska Department of Economic Development, 301 Centennial Mall South, Lincoln, NE 68509, opportunity.nebraska.gov

SUBJECT: Semi-Annual Project Status and Compliance Report

This policy memorandum serves as notification to grantees regarding the Community Development Block Grant (CDBG) revised reporting requirements. The *Semi-Annual Project Status Report* has been revised and is now referenced as *Semi-Annual Project Status and Compliance Report*. Revisions align with the Nebraska Department of Economic Development's Risk Analysis and meet the requirements from the U.S. Department of Housing and Urban Development (HUD). The revisions incorporate a standardized compliance review throughout the life of the project.

The *Semi-Annual Project Status and Compliance Report*, the instructions, and the *Performance Review – Risk Analysis Checklist*, that is referenced within the report and instructions, can be found on the Department's website, opportunity.nebraska.gov.

Semi-Annual Project Status and Compliance Report are submitted to the Department every six months during the life of the project. Reports are due within fifteen (15) days after each semi-annual reporting period:

- June 30
- December 31

Untimely and inconsistent submission of the *Semi-Annual Project Status and Compliance Report* may result in the grantee being identified as non-compliant. The grantee may be considered non-compliant until the Department receives the report. As identified in the CDBG Administration Manual, the Department may take the following actions against non-compliant grantees:

- Withhold processing any future CDBG draw down requests.
- Determine that the grantee is not eligible to apply for future funding within CDBG Program.

This policy memorandum becomes effective immediately unless otherwise stated. Find the most up to date policies for the CDBG program documents on the Nebraska Department of Economic Development website.