

## SECTION III. REPORTING

The CDBG grantee is responsible for submitting quarterly financial and program performance reports. This Section contains the appropriate forms and any necessary instructions.

ALL REPORTS ARE REQUIRED DURING THE CONTRACT PERIOD REGARDLESS OF WHETHER FUNDS WERE EXPENDED OR PROJECT ACTIVITIES WERE UNDERTAKEN DURING THE CALENDAR QUARTER.

### PERFORMANCE REPORTS

- \* The Quarterly Performance Report for **Public Facility AND Economic Development** projects is contained in **EXHIBIT A**.
- \* The Quarterly Employment Performance Report for **Economic Development** projects is contained in **EXHIBIT B**. (The **instructions** for completing **EXHIBIT B** are contained in **EXHIBIT C**.)
- \* The Quarterly Microenterprise Performance for **Economic Development** projects is contained in **EXHIBIT D**. (The **instructions** for completing **EXHIBIT D** are contained in **EXHIBIT E**.)
- \* The Quarterly Summary Beneficiary Report for **Housing Development** projects is contained in **EXHIBIT I**.

ALL QUARTERLY PERFORMANCE REPORTS are due to the state within **30 days** after the end of each CALENDAR QUARTER. **SEND ONE (1) COPY UNLESS OTHERWISE DIRECTED BY YOUR PROJECT MONITOR!**

### FINANCIAL REPORTS

- \* The Quarterly **Financial Status** Report for **Public Facility and Economic Development** is contained in **EXHIBIT F**. (For Economic Development projects, see the attached sample.) The **instructions** for completing the **EXHIBIT F** are contained in **EXHIBIT G**.
- \* The Quarterly **Financial Status** Report for **Housing Development** is contained in **EXHIBIT J**. The **instructions** for completing the **EXHIBIT J** are contained in **EXHIBIT K**.

ALL QUARTERLY FINANCIAL REPORTS are due to the state within **30 days** after the end of each CALENDAR QUARTER. **SEND ONLY ONE (1) COPY!** The FINAL Financial Report is due within **180 days** after the completion of the project.

### CALENDAR QUARTERS

QUARTERLY PERIOD	DUE DATES
January 1 thru March 31	Due - April 30
April 1 thru June 30	Due - July 31
July 1 thru September 30	Due - October 31
October 1 thru December 31	Due - January 31

The only exceptions to the above schedule to the quarterly periods may be the beginning and ending of the contract. **Permission to deviate from the above schedule must be obtained from your state project monitor.**

It is recommended that CDBG grantees prepare the appropriate quarterly performance report and their quarterly financial report and submit them at the same time. The same exceptions mentioned above are applicable to the beginning and ending periods of the report. **Any exceptions to the ordinary time frames must be obtained from your CDBG project monitor.**

**FOR ECONOMIC DEVELOPMENT PROJECTS ONLY!**

**QUARTERLY EXPENDITURES ESTIMATE**

For expenditures incurred during the quarterly reporting periods described above, grantees are required to submit either a Request for Reimbursement (**See Chapter II, EXHIBIT II-A**) or an estimate of the CDBG contract expenses incurred to date but not requested. This information must be submitted to your project monitor by no later than the **5th of the month** after the end of the CALENDAR QUARTER. **SEND ONLY ONE (1) ORIGINAL!**

- For Economic Development projects, use the Quarterly Estimated Expenditures Form contained in **EXHIBIT III-H**.