

CHAPTER 14 – REPORTING REQUIREMENTS

The Department requires grantees to submit reports at various stages during the course of a 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 should use the most current form for a particular report they are submitting. Current forms are available at the Department's website near the on-line version of this manual in an area called "Forms". The grant's program representative will provide assistance, if needed, with locating and/or sending to the grantee a copy of the current on-line form.

HOME Activity Set-up Report

This report must be submitted to the Department for each address (called an activity in HOME) that will be assisted with HOME funds. A separate report must be completed for each address (rental projects may generally use one set-up report to "set-up" all the units in the project). The information on the report allows the Department to "set-up" HOME funds for use by the grantee for a particular address (activity). After the Department "sets up" the HOME funds for the address, the Department will provide the grantee with an "activity number" to be used for drawing down HOME funds for that address.

The timeline of events associated with the HOME Activity Set-up Report:

1. **Notice of Release of Funds** –grantees must receive a Notice of Release of Funds prior to submitting any HOME Activity Set-up Reports.
2. **HOME Activity Set-Up Report** –grantees should send this report to the Department each time an address is identified and estimated costs are known for the address. **Note that all addresses in a project do not need to be set-up at the same time.**
3. **Activity Number** – the Department will provide grantees a unique number for each address "set-up". The activity number is needed by the grantee to request HOME funds.
4. **Request for HOME Funds** – grantees may submit a Request for HOME funds using the activity number assigned to each address (the Request for HOME Funds allows funds to be requested for more than one address). Funds may not be drawn before costs are incurred.

More guidance on drawing HOME funds is available in Chapter 13 – Financial.

Homeowner Activity Completion Report

Grantees doing homeowner and/or homebuyer projects must submit this report to the Department for each activity (address) "set-up". Reports are submitted by the grantee within 120 days of the final disbursement for the activity (address).

Rental Housing Activity Completion Report

Grantees doing rental projects must submit this report to the Department for each activity (address) "set-up". Reports are submitted by the grantee within 120 days of the final disbursement for the activity (address).

Quarterly Results Assessment Form

Grantees are required to submit this form to the contract manager four times a year. The form is due 2 weeks prior to each scheduled Quarterly Lessons Learned Workshop. The Department's program representatives will inform grantees of workshop dates, places and times. Grantees are required to attend Quarterly Lessons Learned Workshops every quarter during the HOME Contract time of performance period.

Rental Housing Project Compliance Report

Grantees doing rental projects must submit this report for each rental project to the Department annually throughout the affordability period of the project. The report is due January 31.

HOME Performance Report

The Department requires all grantees to submit this report twice a year. Grantees must report on all contracts executed during the reporting period for contractors and subcontractors. There are two reporting periods, January 1 – June 30 and July 1 – December 31. Grantees must submit reports by July 26 and January 31.

Program Income Reports

The Department requires grantees to report on program income earned from HOME projects on a semi-annual basis. The reports are due July 15th for the preceding period January 1 through June 30, and January 15th for the preceding period July 1 through December 31. Grantees are required to submit Program Income Reports for as long as they are earning HOME program income.

More guidance on program income is available in Chapter 9 – Income & Proceeds.

Notification of Annual Audit

Each recipient of a grant from the Department is required to submit a Notification of Annual Audit for each year HOME funds are expended. The form is due 30 days after the end of the entity's fiscal year end.

More information on audit requirements is available in Chapter 16 – Audit & Closeout.

Final Reports

The Department requires the submission of a Final Performance and Final Financial report for every project within three months of the last drawdown. Some projects also require the submittal of a Final Wage Compliance Report.

More information on closeout and final reports is available in Chapter 16 – Audit & Closeout.