

# Georgia Department of Community Affairs

## CDBG Quarterly Reporting

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# Georgia Department of Community Affairs

## CDBG Quarterly Reporting

### Overview of Reporting

The Georgia Department of Community Affairs (DCA) requires reports on financial activity and project accomplishments from all grantees. There are three separate types of quarterly reports:

- **Activity Report** – *Directly entered into eCivis*
- **CDBG Contracts & Accomplishment Reports** – *Uploaded to eCivis/GrAAM as a file*
- **Financial Activity Report** – *Directly entered into eCivis*

**Activity Reports** are assigned and accessed through the eCivis grants management portal (GrAAM). This report covers the reporting period, narrative, and activity goals.

The reporting periods and deadlines are:

- January - March (due April 30)
- April - June (due July 31)
- July - September (due October 31)
- October - December (due January 31)

The first quarterly report is due after the end of the first full quarter in which you received your grant. No report is necessary for the first partial quarter. As an example, if you receive your award in October, you do **NOT** submit a report for the October through December quarter. Your first report should be submitted by the end of April and cover any grant activity to that point.

A **final** Activity and Contract & Accomplishments Report is due 30 days after the first quarter in which all drawdowns have been made, all expenses have been paid, and all accomplishments have been completed. The “final” status should be indicated in the narrative in the Activity Report and by the “Final Report” checkbox found on the CDBG Contracts & Accomplishments Report.

**CDBG Contracts & Accomplishment Reports** require recipients to report any contracting and section 3 activity, leverage, and accomplishments. The accomplishments section provides a cross-sectional analysis of goals by activity, and includes the separate reporting areas of People, Jobs, and Housing. This report should be uploaded any time there is a new contract, or People, Jobs, or Housing are reported.

To comply with Section 3 regulations [24 CFR 75.25(a)] , Recipients are required to report the total number of labor hours, the total amount of Section 3 worker hours, and the total amount of Section 3 Target worker hours quarterly, with a cumulative report occurring on the 2nd Quarterly report (period ending 6/30). The cumulative reporting period is from July 1 of each year to June 30 of the following year.

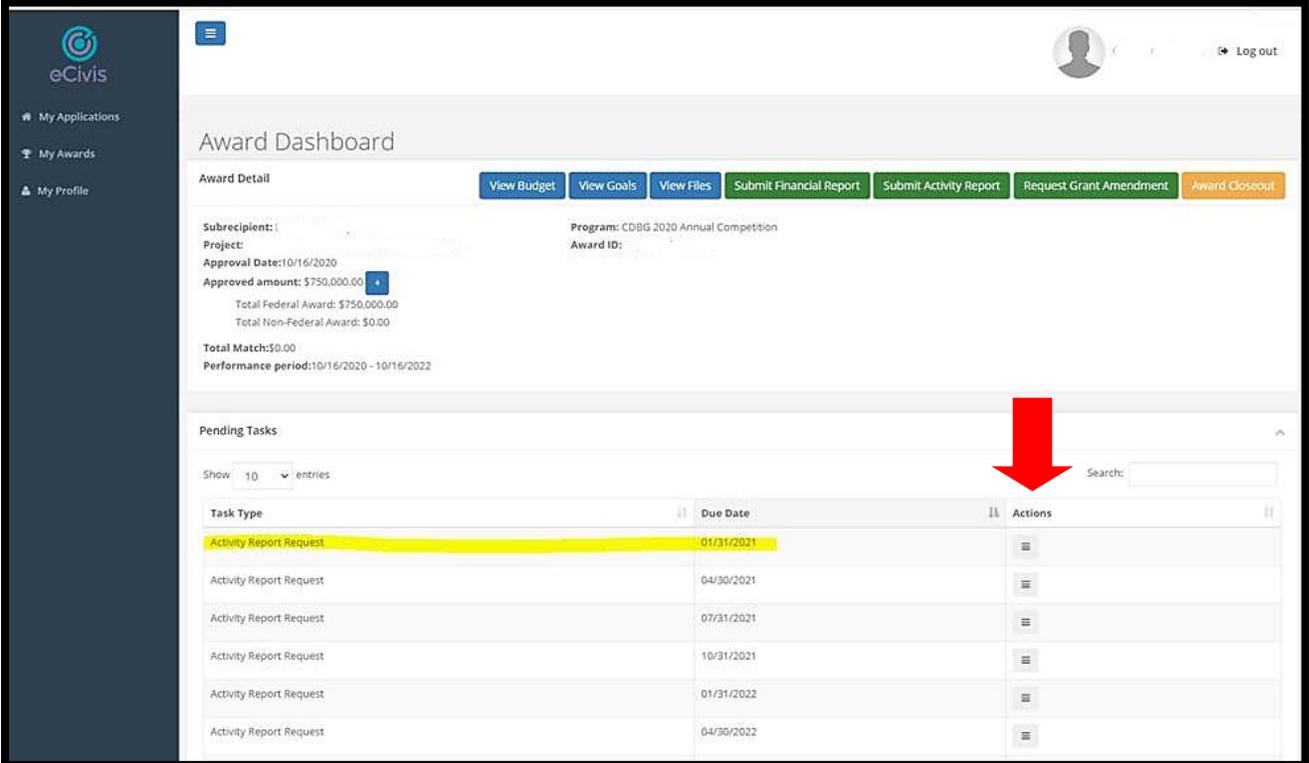
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**Financial Activity Reports** are required for projects without a single draw request submission occurring in the reporting quarter. This report may be used to confirm budgetary balances and to provide a narrative regarding any project related activities, updates, and delays in the project's progression.

## Instructions

### Activity Report

1. The report can be accessed through the Award Dashboard:



The screenshot shows the eCivis Award Dashboard. The left sidebar contains navigation links for My Applications, My Awards, and My Profile. The main content area is titled "Award Dashboard" and includes a "Award Detail" section with buttons for View Budget, View Goals, View Files, Submit Financial Report, Submit Activity Report, Request Grant Amendment, and Award Closeout. Below this is a "Pending Tasks" section with a search bar and a table of tasks. The first row of the table is highlighted in yellow, and a red arrow points to the "Actions" column of this row.

Task Type	Due Date	Actions
Activity Report Request	01/31/2021	[Menu]
Activity Report Request	04/30/2021	[Menu]
Activity Report Request	07/31/2021	[Menu]
Activity Report Request	10/31/2021	[Menu]
Activity Report Request	01/31/2022	[Menu]
Activity Report Request	04/30/2022	[Menu]

2. Select submit report in the "Actions" menu.

3. Enter the quarter you are reporting on, in the field labeled "Report Period":

- January - March (due April 30)
- April - June (due July 31)
- July - September (due October 31)
- October - December (due January 31)

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The screenshot displays the 'Activity Report' interface. At the top, there is a navigation bar with a menu icon, a user profile icon, and a 'Log out' button. Below this, the page title 'Activity Report' is shown. The main content area is divided into sections. The first section is 'Award Detail', which includes a 'Back to Award Detail' button. Below this, the award information is displayed: 'CDBG 2020 Annual Competition' (marked as 'Awarded'), 'Awarded by: Georgia Department of Community Affairs', 'Approved amount: \$750,000.00', 'Match type:', and 'Performance period: 10/16/2020 - 10/16/2022'. The second section is 'Activity Report', which contains a 'Reporting Period: \*' field and a 'Report Narrative: \*' field. The 'Report Narrative' field is a rich text editor with a toolbar containing icons for bold, italic, underline, list, and other formatting options. A note below the 'Report Narrative' field reads: 'Please develop your narrative below including key metrics, and other pertinent details.'

#### 4. Enter the following information the “Report Narrative” field:

- Identify the report number.
- Provide a brief narrative description of work in progress during the reporting period. For example: "During this period the environmental clearance has been obtained, 10 applicants for rehabilitation have been screened, and 2 housing inspections have taken place." Use the Project Implementation Schedule included in your application as the basis for reporting on benchmarks.
- Provide a brief narrative description of all other supporting efforts that have begun, been partially implemented, or completed during this period. Include quantifiable data whenever appropriate: Other expenditures of funds, including local match and leverage contributions, should be shown here.
- If applicable, information concerning problems encountered or are anticipated that may impact the project as originally proposed in the grant application. **If applicable, indicate “final” activity report and indicate that no other accomplishment / activity reports are due until the Final Financial Report.**

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5. In the Activity Report Metrics, enter the units in the input fields situated to the right of the appropriate CDBG activity:

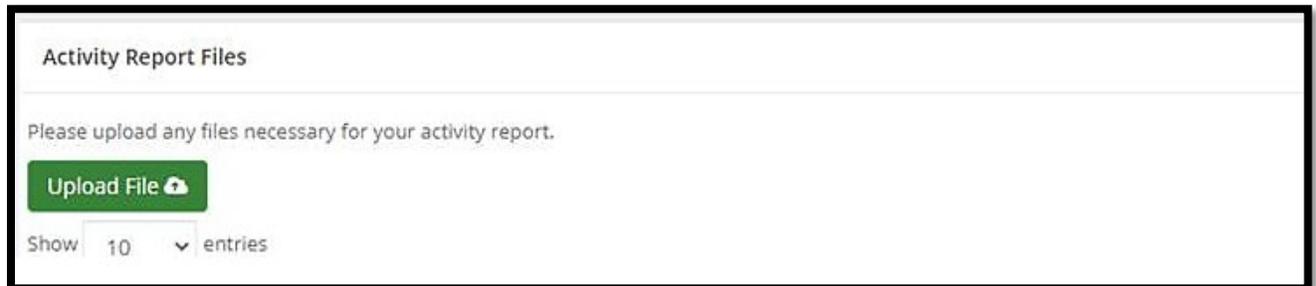
**Activity Report Metrics**

Please enter metrics to describe progress on your goals.

a. Acquisition, Disposition - Number of Structures:	<input type="text" value="0.00"/>	(0.00)
b. Acquisition, Disposition - Number of Parcels:	<input type="text" value="0.00"/>	(0.00)
c. Clearance - Number of Structures:	<input type="text" value="0.00"/>	(0.00)
d. Clearance - Number of Parcels:	<input type="text" value="0.00"/>	(0.00)
e. Public Building - Number of Facilities:	<input type="text" value="0.00"/>	(0.00)
f. Public Building - Number of Persons Served:	<input type="text" value="0.00"/>	(0.00)
g. Public Building - Number of Low/Moderate Income Persons:	<input type="text" value="0.00"/>	(0.00)
h. Water and Sewer Facilities - Number of Persons Served:	<input type="text" value="0.00"/>	(0.00)
i. Water and Sewer Facilities - Number of Low/Moderate Income Persons:	<input type="text" value="0.00"/>	(0.00)
j. Street and Flood/Drainage Improvements - # of Persons Served:	<input type="text" value="0.00"/>	(0.00)

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### 6. Attach the CDBG Contracts & Accomplishments Report



The screenshot shows a web interface titled "Activity Report Files". Below the title, there is a text prompt: "Please upload any files necessary for your activity report." A green button labeled "Upload File" with a cloud icon is positioned below the text. At the bottom of the interface, there is a "Show" label followed by a dropdown menu set to "10" and the word "entries".

### 7. Submit the report



The screenshot shows a navigation bar with "Previous" and "Next" buttons. Below this, a large red button labeled "Submit Report" is highlighted with a red border, and a grey "Cancel" button is located to its right.

## CDBG Contracts & Accomplishment Reports

This report can be accessed online at [Accomplishment Reporting | Georgia Department of Community Affairs \(ga.gov\)](https://ga.gov) . It should be attached to the Activity Report in GrAAM/eCivis. There are three (3) types of reports to choose from – People, Jobs, or Housing. Generally, unless the project is multi-activity, Recipients will submit only one (1) of the three (3) types of reports:

- People - for activities that benefit an entire area (e.g., target area) or benefit a limited clientele (e.g., health center).
- Jobs - for economic development activities. Report total full-time and full-time-equivalent jobs. Also, report here if any jobs created or retained with CDBG funds were subsequently lost (Jobs lost data is not reported on the Accomplishment Detail tabs).
- Housing - for activities that benefit particular housing units (reported as units).

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### Section 1: General Information

Enter information for the award - Recipient Name, Grant Number, Contact Person, Telephone Number, and E-mail address.

The Quarter End Date is the last day of the quarterly reporting period which the report covers. Report Number corresponds to the quarter end date. The first quarterly report for a grant should cover the first full quarter after the award date. If this is the Final Report for the grant, indicate by checking the Final Report checkbox. Please keep in mind that the Final Report is due 30 days after the first quarter in which all drawdowns have been made, all expenses have been paid, and all accomplishments have been completed.

### Section II: Contracts/Subcontracts & Labor

This section is to be used by Recipients to report all contracts and subcontracts awarded during **the reporting period**. To avoid duplication, contracts and subcontracts should only be reported once, when awarded.

- Enter the contractors' (firms or organizations that contract directly with the Recipient) and subcontractors' (firms or organizations that contract with contractors) names and addresses. Enter the contractors' and subcontractors' Employer (IRS) Number. This number is also known as the *Federal Employer Tax Number*.
- *Section 3 Classification*: This section is used to capture required Section 3 information. For both prime contractors and subcontractors, you will need to check "yes" if, they are a Section 3 business. A Section 3 business is defined as:
  - i. 51% or more owner by low or very-low-income persons.
  - ii. 75% or more labor hours are performed by low or very-low-income persons.
  - iii. 25% or more owned by current residents of public housing or Section 8-assisted housing.
- Enter the total dollar amount of the contracts or subcontracts and the CDBG portion of those contracts or subcontracts.
- Enter the numeric code (1 through 3, shown on form) that best indicates the contractor's or subcontractor's type of trade or service. The "other" category includes consultants, professional services and all other activities except construction and education/training activities.

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- Enter the Racial/Ethnic Code. This is used to designate the racial/ethnic character of the business entity receiving a contract or subcontract. To be classified in a particular racial/ethnic category, a business entity must be 51% or more owned and controlled by the racial/ethnic group members of the category. When a business is not 51% or more owned and controlled by a single racial/ethnic group, enter the code for the group that seems most appropriate. Enter the code (1 through 5, as shown on the form) that indicates the ethnic background of the contractor/subcontractor.
- Indicate by checking "yes" if the contractor or subcontractor is a Women-Owned Business.

### **Section 3 – Labor Hours & Efforts**

To comply with Section 3 regulations [24 CFR 75.25(a)] , the Recipient must report the following information quarterly, with a cumulative report occurring on the 2nd Quarterly report (ending 6/30). The cumulative reporting period is from July 1 of each year to June 30 of the following year.

- The total amount of labor hours completed during the reporting quarter.
- The total amount of labor hours performed by Section 3 **target** workers during the reporting quarter.
  - A Section 3 Target Worker is: Employed by a Section 3 business concern, OR Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5, OR a YouthBuild Participant.
- The total amount of labor hours performed by Section 3 workers during the reporting quarter.
  - A section 3 worker is: A low or very low-income worker, OR employed by a Section 3 business concern, OR a YouthBuild participant.

The labor hours reported must include the total number of labor hours worked on a Section 3 project, including labor hours worked by any contractors and subcontractors [24 CFR 75.25(a)(3)].

In order to meet Section 3 reporting requirements, Recipients may report labor hours by Section 3 workers and Targeted Section 3 workers from professional services **without** including labor hours from professional services in the total number of labor hours worked for the project [24 CFR 75.25(a)(4)].

- In the table, indicate which efforts the Recipient has executed to recruit or provide training and opportunities to Section 3 Businesses and Workers by selecting the checkbox to the left. *The two most typical "efforts" are listed in bold font.*

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### Section 3 – Efforts

Please indicate which efforts the Recipient has executed to recruit or provide training and opportunities to Section 3 Businesses and Workers by checking all that apply.	
<input type="checkbox"/>	<b>Outreach efforts to generate job applicants who are CDBG Funded workers</b>
<input type="checkbox"/>	Direct, on-the-job training (including apprenticeships)
<input type="checkbox"/>	Indirect training such as arranging for, or paying tuition for, off-site training
<input type="checkbox"/>	Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)
<input type="checkbox"/>	<b>Outreach efforts to identify and secure bids from Section 3 business concerns</b>
<input type="checkbox"/>	Technical assistance to help Section 3 business concerns understand and bid on contracts
<input type="checkbox"/>	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns
<input type="checkbox"/>	Provided or connected residents with assistance in seeking employment including: drafting resumes, finding job opportunities, connecting residents to job placement services.
<input type="checkbox"/>	Held one or more job fairs
<input type="checkbox"/>	Provided or connected residents with supportive services that can provide direct services or referral services
<input type="checkbox"/>	Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation
<input type="checkbox"/>	Assisted residents with finding childcare
<input type="checkbox"/>	Assisted residents to apply for/or attend community college or a four-year educational institution
<input type="checkbox"/>	Assisted residents to apply for/ or attend vocational/technical training
<input type="checkbox"/>	Assisted residents to obtain financial literacy training and/or coaching
<input type="checkbox"/>	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
<input type="checkbox"/>	Provided or connected residents with training on computer use or online technologies
<input type="checkbox"/>	Other, specify:

### Section III: Performance Measurement

#### Report leverage

- Public leverage: enter the -amounts in the appropriate category(ies) (Federal, State, and/or Local). The total public leverage amount will be calculated. Do not include CDBG funds as leverage.
- Private leverage: enter the total private leverage amount.

#### *Accomplishment Reporting*

DCA is often asked for information from Congress, HUD, the Governor's Office, the state legislature, or the general public concerning program accomplishments on a grant or project basis (a grant or project may involve more than one activity). Providing the data called for in this section allows DCA to provide this information. This data is required from each Recipient on a quarterly basis, both for the quarter being reported and for the period from inception of the grant through the quarter being reported.

The categories for reporting these accomplishments are: People, Jobs, and Housing

- People - for activities that benefit an entire area (e.g., target area in an infrastructure project) or benefit a limited clientele (e.g., health center).

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- Jobs - for economic development activities. Report total full-time and full-time-equivalent jobs. Also, report here if any jobs created or retained with CDBG funds were subsequently lost (Jobs lost data is not reported on the Accomplishment Detail tabs).
- Housing - for activities that benefit particular housing units (reported as units).

Note: The data provided in this section should be an unduplicated count across all DCA-approved activities undertaken by the grant for the categories provided, i.e., people, jobs, and housing (units addressed). In some cases, this can result in the total counts differing from the totals on the Accomplishment Reports.

For example, if a household of five is benefited by a water activity (P-03J-01), a sewer activity (P-03J-02), and a street activity (P-03K-01) during the reporting period (all activities accounted for under the "Total People This Grant" block), the data entry should be "5" rather than "15". If the same household of five also receives a benefit under a housing rehabilitation activity (H-14A-01), the data entry should be "5" for Total People This Grant and "1" for Total Housing This Grant.

**Hint:** For target area projects, all people in the target area will generally benefit from the one or more DCA-approved CDBG infrastructure activities and the approved match and leverage associated with those activities, so by the end of the grant, the unduplicated count will usually be the target area population(s).

The CDBG Accomplishment Detail Report covers accomplishment details at the activity level. Please enter this information as accomplishments take place.

### *Performance Certification*

An important part of the report certification is the agreement by the recipient that accomplishments for the quarter have submitted accurately. If no accomplishments occurred during the reporting period, please select the check box indicating such.

### *Grant Administrator*

Indicate the date the report is completed.

### **Definitions - Activity Levels**

#### DCA Activity

An eligible CDBG activity designated by DCA's 6-character alpha-numeric code. See the DCA Applicants' Manual for further information on DCA's activity numbering system.

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### HUD Activity

An eligible CDBG activity designated by HUD's 2- or 3-character alpha- numeric code. This Code is found in the middle of the DCA Activity Code. For example, for the DCA Activity Code A-21A-00, the HUD Activity Code is 21A. A listing of all HUD Activity Codes and their descriptions can be found in Appendix A attached to these instructions. The Accomplishment Reports are prepared on the basis of HUD activities. Please note that Accomplishment Reports should cover only the HUD activities specified on the project budget.

### **Activity Benefit Types**

L/M-Low and Moderate: LM Income level is defined as 80% or less of Area Median Income. (See the DCA CDBG Recipients' Manual for income data.)

L/M Income Area Benefit (LMA): A LM Income Area Benefit Activity is carried out in a specific geographic area. It is critical that the target area<sup>1</sup> determined by the Recipient be the entire area served by the DCA-approved activities and that at least 70 percent of the residents are low- and moderate-income. Most often, LMA projects relate to public infrastructure activities.

L/M Income Limited Clientele (LMC): A UM Income Limited Clientele Activity provides benefits to a specific group of persons rather than everyone in an area generally. At least 70 percent of the beneficiaries of the activity must be UM income persons.

L/M Income Housing (LMH): A LM Income Housing activity assists in the acquisition, construction, or improvement of permanent, residential structures occupied by LIM income persons.

L/M Income Jobs (LMJ): A UM Income Jobs activity is one which creates or retains permanent jobs, at least 51 percent of which, on a full time equivalent (FTE) basis, are either held by L/M income persons or considered to be available to LM income persons.

National Objectives: Three broad purposes outlined in the Housing and Community Development Act of 1974:

- Benefit to Low- and Moderate- Income Persons;
- Prevention or Elimination of Slums or Blight; and
- Meeting Urgent Needs.

All CDBG activities, in order to be eligible, must achieve one or more of the aforementioned national objectives. LMA, LMS, LMH, and LMJ activities are all carried out to meet the National Objective of benefit to low- and moderate-income persons.

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### *People Accomplishment Report*

Please fill in this section at any point when people are benefited under either an LMA or LMC DCA-approved HUD Activity, or when leverage has been received for the activity. Please fill out the requested information as completely as possible.

You will be reporting only on activities specified in your award budget; use the activity codes from this budget as appropriate.

Please complete an activity report line for every activity that has had accomplishments during the quarter. It is possible that more than one People activity line will be required per quarter, even for the same grant.

For example, if a grant covers both sewer and drainage activities and accomplishments during the quarter resulted from both of those activities, two People activity lines will be required—one for the HUD Activity Code 03J (water and sewer) and one for HUD Activity Code 03K (streets and drainage).

#### **Race/Ethnicity:**

Use the People Race section to report racial and ethnic background of people benefiting from each activity.

For both LMC and LMA activities, please report the number of people benefiting by the racial and ethnic breakdown provided. Note that Hispanic is not considered a race, but an ethnicity that modifies a race. For Hispanic individuals, please choose a base race first. Then enter the number of people who are Hispanic and enter the category code for the base race. A list of the available racial categories is given in Appendix B.

#### **Income Level:**

Use the People Income section to report income level of people benefiting from each activity.

For both LMC and LMA activities, report the number of people benefiting by the four income categories provided:

- extremely low income (30% or less),
- low income (31% to 50%),
- moderate income (51% to 80%),
- or non LMI income (81% or greater).

Important: For LMC Activities, if the activity is limited to assisting one or more of the groups of persons that are presumed to be low- and moderate-income, the number of persons benefiting should be reported under the following income categories:

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Abused children	extremely low income
Battered spouses	low income
Severely disabled adults	low income
Homeless persons	extremely low income
Illiterate adults	low income
Persons with AIDS	low income
Migrant farm workers	low income
Elderly	moderate income

Some clientele may qualify in more than one of the above categories. The Recipient should only mark accomplishments in the income categories which are the focus of LMC activities. For example, a building project serving Disabled Adults has program participants which also qualify as elderly. The project's primary focus is Disabled Adults. Therefore, accomplishments would only be reported for Disabled Adults.

### ***Jobs Accomplishment Report***

Please fill in this section at any point when jobs are retained or created, or when leverage has been received for the activity. Please fill out the requested information as completely as possible.

Job Creation/Retention:

Indicate the number of jobs created and/or retained on the Jobs Create/Retain section.

Full-Time Jobs:

- Full Time (F/T)-a position that the local company considers full time. This number includes all jobs regardless of income level.
- Full Time-Low Mod (F/T-LM)-a position filled by a low- and moderate- income person or that otherwise meets HUD's tests for reporting the position as low- and moderate-income.

Part-Time Jobs:

Part Time Jobs (PIT Jobs)-the number of individual part-time jobs. A job is part-time if regular working hours are less than 40 hours per week. This number includes all jobs regardless of income level.

- Part Time Hours (PIT Hours)-the number of hours worked in a regular work- week by employees in new or retained part-time jobs. This number includes hours for all jobs regardless of income level.
- Part Time Low Mod Hours (P/T-LM Hours) --the number of hours worked in a regular work-week by employees in new or retained part-time jobs that meet HUD's tests for low- and moderate-income.

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Jobs will be either created or retained as a result of the CDBG project.

- Created jobs are new jobs that are created as a result of the project. Report created jobs only once, in the quarter when they were created and filled. Because income level and ethnicity data are required for each reported job, you cannot report a new job until it has been filled. **Once a job has been reported, do not report it again.** No matter how many different employees hold the job, the only one that should be reported is the first employee to be hired. **You do not need to report any adjustments if jobs are lost after having been created and reported.**
- Retained jobs are jobs that already exist at the beginning of the project and would have been eliminated without the assistance provided by the project. The employer(s) should provide the required information on these jobs before the project begins. Report retained jobs only once, on the first quarterly report for the project. Once a job has been reported, do not report it again. No matter how many different employees hold the job, the only one that should be reported is the one holding the job at the start of the project.

Example:

Company X has committed to retain 6 jobs. Over the course of the first year; 46 new jobs are created: 25 in the first quarter, 7 in the second quarter, and 14 in the fourth quarter. Unfortunately, 2 of the retained jobs and 1 of the jobs that had been created are eliminated in the third quarter. The report would look like this:

	<i>Retained</i>	<i>Created</i>	<i>Cumulative Total</i>
<i>1st Quarter</i>	<i>6</i>	<i>25</i>	<i>31</i>
<i>2nd Quarter</i>	<i>0</i>	<i>7</i>	<i>38</i>
<i>3rd Quarter</i>	<i>0</i>	<i>0</i>	<i>38</i>
<i>4th Quarter</i>	<i>0</i>	<i>14</i>	<i>52</i>
<i>Total</i>	<i>6</i>	<i>46</i>	<i>52</i>

Note that the lost jobs are not reported or counted in the totals on the Jobs Accomplishments report.

Racial and income data on this report is summarized from the information gathered on the individual Employee Confidential Income Release Form and the Employer Confidential Information Release Form Summary. These surveys may be obtained from DCA's EIP Program Manager at (404) 679-3174 or through DCA's web site at:

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<https://www.dca.ga.gov/node/3900>

### Example:

Company X has hired 7 employees for new jobs. Of these employees, five work 40 hours per week, one works 20 hours per week, and one works 30 hours per week. Three of the employees working 40 hours per week meet HUD's tests for LMI, as does the employee working 30 hours per week. None of the other employees are considered LMI.

### Race/Ethnicity:

Use the Jobs Race section to report racial and ethnic background of employees in all retained or newly-created jobs. This section covers each individual job, whether full-time or part-time. Information should be provided for the first person hired in a newly-created job, or the employee currently holding a retained job.

A list of the available racial categories is given in Appendix B. Note that any racial or ethnic category may also be categorized as Hispanic, if applicable. If some or all employees in a racial category are Hispanic, enter the category code in the Race # field and the number of Hispanic employees in the Hispanic A field. Use the Hispanic B and associated Race # fields to report Hispanic employee count for a second category.

### Income Level:

Use the Jobs Income section to report income level of employees in each retained or newly-created job. This section covers each individual job, whether full-time or part-time.

Please indicate the income break out for the total jobs created and retained (extremely low, low, moderate, or non LMI). Information should be provided for the first person hired in a newly-created job, or the employee currently holding a retained job.

Tip: In accordance with 24 CFR570.483(b)(4)(v), should the project and subrecipient business(es) facility(ies) be located in a census tract and/or block group with a population in poverty equal to or greater than 20% (except for downtown business districts which must be 30%) as determined most recent decennial census information, it may be presumed that all jobs created and/or retained will be held by LMI persons. An income break-out for the jobs is not required to be collected in this case, so the low-income level category may be indicated on the report, until otherwise directed by HUD through DCA.

Please report the number of jobs created and retained that will receive health benefits, and how many of the jobs were filled by people who were unemployed prior to accepting one of the newly created or retained jobs.

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### Job Type:

Use the Jobs Type section to indicate the type of each retained or newly-created job, according to the categories provided. This section covers each individual job, whether full-time or part-time.

### *Housing Accomplishments Report*

Housing accomplishment data, unlike the other reports in this series, must be submitted for each household assisted.

### Page 1 – Household Racial Data

For each household being assisted, please enter the street address and zip code. Also identify the unit number of the unit that is being assisted. The unit number is taken from the CDBG map showing housing units to be assisted on the original DCA map submitted with the application. If there are any questions about the unit number, please contact your Field Services Representative.

Enter the amount of CDBG funds used per household.

### Race/Ethnicity:

In reporting racial data, use the information that applies to the head of the household. Any racial or ethnic category may be categorized as Hispanic, if applicable. Use the appropriate race codes as listed in Appendix B.

### Page 2 – Activity Type

Enter the household information as instructed for Page 1.

Please identify

- The amount of CDBG funds used per household
- The head of household income category
- The type of resident status
- The number of household members and the number of bedrooms
- The unit type (stick-built, modular, or manufactured housing unit)
- The activity type (rehabilitation, reconstruction, direct homebuyer assistance, homebuyer development, or other)
- Whether the household can be classified as female head of household, elderly, or handicapped 504
  - A household can be classified as "elderly" if: 1) the head, spouse, or sole member is 62 years of age or older; 2) two or more persons who are at least 62 years of age live together; or 3) one or more persons who are at least 62 years of age live with one or more live-in aides.

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- Whether the unit being assisted has been made accessible to Section 504 standards as a result of the project. Information on 504 standards can be obtained by consulting the following website:  
<https://www.access-board.gov/guidelines-and-standards>
- If the unit being assisted has been brought up to code as a result of the project, and whether the code is a local or state code or whether the code is HUD's Housing Quality Standards. For information on HUD's Housing Quality Standards, please consult HUD's regulations at 24 CFR Part 982.401. A copy may be obtained at the following web page: <https://www.govinfo.gov/content/pkg/CFR-2010-title24-vol4/pdf/CFR-2010-title24-vol4-sec982-401.pdf>
- Whether or not the unit being assisted has been brought up to the international Building Code (IBC) energy standards or meets Energy Star Standards as a result of the project For information on the IBC and EnergyStar, please consult the following web pages: <https://www.iccsafe.org> and <https://www.energystar.gov/>
- Whether or not the unit has been made lead-safe as a result of the project. ("Lead-safe" means that the unit meets all requirements defined in 24 CFR Part 35.)

### **Financial Activity Report**

Projects without expenditures within the previous quarter will be required to submit a financial activity report.

1. The report can be accessed through the Award Dashboard.
2. Select "Submit Financial Report":

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**Award Dashboard**

**Award Detail** [View Budget](#) [Submit Financial Report](#)

Subrecipient: Kelly Young Program: AZ911 FY20 Grant-TEST 2  
Project: Test 1  
Approval Date: 01/04/2019  
Approved amount: \$100,000.00  
Total Federal Award: \$0.00  
Total Non-Federal Award: \$0.00  
Total Match: \$0.00  
Performance period: N/A - N/A

The Award Detail provides a summary of the award information:

**Award Detail** [Back to Award Detail](#)

**AZ911 FY20 Grant-TEST 2** [Awarded](#)  
Awarded by: Arizona Sub Recipient Portal  
Approved amount: \$100,000.00  
Match type:  
Cash match: \$0.00  
In-Kind match: \$0.00  
Performance period: N/A

The Award Financial Overview is not editable, but will update itself depending on the amounts that are submitted in the Financial Report Details. This area is a summary of the total award spent and the total award amount remaining.

**Award Financial Overview**

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

	Spend	Match	Spend + Match
<b>Award Total Spend</b>	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
<b>Award Remaining</b>	\$ 100,000.00	\$ 0.00	\$ 100,000.00

3. In the Financial Report Details, click inside the Reporting Period text box and provide the dates of the reporting period then click apply:

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Financial Report Details

Reporting Period: \*

07/01/2019 - 08/24/2019

07/01/2019 08/24/2019 Apply Cancel

Jul 2019							Aug 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7

- Enter the amounts in the appropriate category under the Spend and Match columns. Spend is the amount of grant funds spent. Match is the amount of match funds spent. Recipients can only report in categories they are awarded in.

Financial Report Details

Reporting Period: \*

07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining				
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 275,000.00				
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00				
Program Income	<table border="0"> <tr> <td>Received</td> <td>Expended</td> </tr> <tr> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> </table>		Received	Expended	\$ 0.00	\$ 0.00		
Received	Expended							
\$ 0.00	\$ 0.00							
Report Total	\$ 0.00	\$ 0.00	\$ 0.00					
	0.00 %	0.00 %						

- The Spend+Match and Award Remaining columns will automatically calculate the costs when you update the Spend and Match amounts. Additionally, the Report

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Totals will automatically calculate to provide a breakdown of the amounts and percentages of funds used in the Reporting period:

Reporting Period: \*  
07/01/2019 - 08/24/2019

Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 50,000.00	\$ 0.00	\$ 50,000.00	\$ 225,000.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00
Program Income	Received	Expended		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	Spend	Match	Spend + Match	
	\$ 55,000.00	\$ 0.00	\$ 55,000.00	
	100.00 %	0.00 %		

6. Please ensure the checkbox preceding “Reimbursement Request” and “This is my final report” **remains blank**.

Report Total	Spend	Match	Spend + Match
	\$ 55,000.00	\$ 0.00	\$ 55,000.00
	100.00 %	0.00 %	
<input checked="" type="checkbox"/> Reimbursement Request*	\$ 55,000.00		
<input type="checkbox"/> This is my final report			

7. Include a narrative regarding any project related activities, updates, and delays in the project’s progression.

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The screenshot shows a web form titled "Financial Report Narrative". Below the title is a text area with a rich text editor toolbar containing icons for undo, redo, heading (H1, H2, H3), bold, italic, underline, bulleted list, numbered list, link, and unlink. The text area is currently empty.

8. Click on Upload Files to attach a document:

The screenshot shows the "Financial Report Files" section. It includes an "Upload File" button with a cloud icon, which is highlighted with a red box. Below this is a search bar and a table with columns for "File Name", "File Size", and "Actions". The table is currently empty, with the message "No files are available for download" displayed. At the bottom, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons.

9. Select "Submit Report" and click on the warning page to send the report to the funding agency:

The screenshot shows the "Submit Report" button in the top right corner, highlighted with a red box. Below it is a warning dialog box with a blue border and a close button (X) in the top right. The dialog box contains the text "Warning!" in red, followed by "Are you sure you want to submit your financial report? This will send the contents of this form to the grantor for approval." At the bottom of the dialog box, there are "Cancel" and "OK" buttons, with the "OK" button highlighted by a red box.

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## Appendix A: CDBG Matrix Codes

HUD CODE	HUD CODE TITLE	TYPE
01	Acquisition of Real Property	
02	Disposition of Property	
03	Public Facilities and Improvements (other)-includes domestic violence shelters, group homes, and senior centers as well as site development	People
03A	Senior Centers	People
03B	Handicapped Centers	People
03C	Homeless Facilities (not operating costs)	People
03D	Youth Centers--includes boys and girls clubs and other at-risk facilities	People
03E	Neighborhood Facilities	People
03F	Parks, Playgrounds and Other Rec. Facilities	People
03G	Parking Facilities	People
03J	Water/Sewer Improvements	People
03K	Street Improvements-includes drainage	People
03L	Pedestrian Walkways	People
03M	Child Care Centers-includes head start facilities	People
03O	Fire Protection Facilities and Equipment	People
03P	Health Facilities-includes mental health facilities	People
03Q	Abused and Neglected Children Facilities	People
03S	Facilities for Aids Patients (not operating)	People
04	Clearance and Demolition	
05	Public Services (General)- includes homebuyer education	
05H	Employment Training	
06	Interim Assistance	
08	Relocation Payments and Assistance	
09	Loss of Rental Income	
12	Housing - Construction	
13	Downpayment/Closing Cost Assistance	
14A	Rehabilitation or Reconstruction of Private Properties	
14C	Rehabilitation of Public Residential Structures	
14E	ED-Commercial and Industrial Facilities	
15	Code Enforcement	
178	ED- Public Facilities and Improvements	
17C	ED Acquisition	
18A	ED Direct Financial Assistance to Private For-Profits	
20	Planning	
21A	General Program Administration	
X00	Other (Describe)	

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**Appendix B: Race/Ethnicity Code**

CODE	DESCRIPTION
11	White
12	Black
13	Asian
14	Native American
15	Pacific Islander
16	Native American / White
17	Asian / White
18	Black / White
19	Native American / Black
20	Other Multiracial