

Explanation of Form

ANNUAL ACTIVITY AND BENEFICARY REPORT

If the project is under the slum and blights national objective, only a narrative is required; no benefit/minority data needs to be reported. Otherwise, the Grantee is to report the benefits and accomplishments achieved during the past fiscal year—July 1 through June 30. If, for some reason, the Grantee doesn't know these figures, they should report all benefits and accomplishments to date.

The Total Persons number for Applicants comes from the applications submitted by households or persons who applied both prior to and after the CDBG Agreement was executed.

The Total Persons number for Proposed Beneficiaries comes from your grant applicant or any contract amendment that changed the number of planned beneficiaries.

The Actual Beneficiaries and Hispanic or Latino numbers come from the past fiscal year (July 1 – June 30).

All activities require a narrative, reporting out according to the CDBG Agreement's products. For example, the narrative for acquisition and demolition activities might read "Completed 3 of 6 acquisitions and 2 of 6 demolitions during the reporting period" or "Plans and specs submitted to the Virginia Health Department for review."

Each row e.g.; "applicants" or "proposed beneficiaries" needs to be filled out for activities in which households received a direct benefit; e.g., housing rehab, relocation, homebuyer assistance or small business loans.

Infrastructure hook-ups are considered an indirect benefit and the Grantee only needs to report on LMI and non-LMI status.

SECTION 3 SUMMARY REPORT

All Grantees who received CDBG Agreements of \$200,000 or more **MUST** complete this portion of the Annual Report.

On page one, fill out the report as follows:

- Report only the number of new hires from the previous state fiscal year (July 1 – June 30) for this project
- Box 1, fill in the Grantee's name and address
- Box 2, fill in the CIG contract number
- Box 3, fill in the CDBG Grant Agreement award amount
- Fill in boxes 4-7 as appropriate.
- Box 8, date report submitted.
- Box 9, program code, will be 8-CDBG State Administered. This will include any IPR set-aside or non-CDBG contract amounts.
- Box 10, fill in the project's name as written on the first page of the CDBG Agreement.
- The data for Part I come from the Registers of Assigned Employees.

On page two, fill out Part II of the report as follows:

- Report *only* those contracts awarded during the previous state fiscal year (July 1 – June 30) for this project.
- Construction contracts are those reported on the Register of Contractors, Subcontractors, and Suppliers.
- The Section 3 construction hiring goal is 10%.
- Non-construction contracts include grant administration, housing program administration, rehab specialist, architect, engineer services, appraisers, legal, etc.
- The Section 3 non-construction hiring goal is 3%.

In Part III of the report, describe the Grantee's actions to implement its Section 3 Businesses and Workers Plan. This could include:

- Attempted to encourage project contractors to hire LMI project area workers; and
- Attempted to encourage prime contractors to use businesses located in and owned by Section 3 residents as subcontractors and suppliers.

RETURN THE REPORT TO DHCD, NOT HUD. If the report is not returned by the date identified in the cover letter, all of your drawdown reports will be held until it is.



Call your DHCD Community Development Specialist if your project includes an Indoor Plumbing/Rehabilitation set-aside contract.