



MEMORANDUM

To: Community Development Block Grant – Infrastructure Recipients
From: Colleen M. Simmons, AICP, CPM, CDBG-I Unit Program Manager
Date: December 17, 2021
Subject: 2021 Annual Performance Report (APR)

It is time once again to report accomplishments achieved with Community development Block Grant (CDBG) to HUD per regulations at 24 CFR Part §570.491 and §91.520, through an Annual Performance Report (APR). The accomplishment data reported and sent to HUD includes actual expenditures, beneficiary information, Section 3 data, Fair Housing, and Section 504 activity information occurring because of active grants open during the 2021 calendar year.

Therefore, CDBG-I recipients need to submit an Annual Performance Report (APR), for the period of January 1, 2021 – December 31, 2021, for all active grants: 1) that were open (not in Closed Pending Final Audit or Final Close status); or 2) where a grant contract was signed by the Director of the Division of Water Infrastructure (DWI) during the calendar year 2021. Please note an APR must be completed for each active grant, even if no CDBG funds were expended.

In addition to the submission of the APR, the following Annual Compliance Reports are required to submit the following Annual Compliance Reports, on Division of Water Infrastructure provided forms:

- Section 3 HUD Form 60002 - for each active grant number
- Fair Housing Activities Annual Report Form- per grantee
- Language Access Plan (LAP) Annual Report Form-per grantee
- Section 504 Annual Report Form- per grantee

The APR and the above report forms are attached to this email and will be available on our website at <https://deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/cdbg-i-reports>. These forms have been updated and include instructions for completion.



PLEASE NOTE:

The annual Language Access Plan (LAP), Fair Housing and Section 504 reports are grantee specific; therefore, only one report per grantee is required. However, please include a physical copy of these reports for *each* active grant for your community.

DEADLINE:

One completed originally signed hardcopy of the APR along with all required Annual Compliance Reports must be received by the Division by Friday, January 28, 2022 by 5:00 pm. Faxed and emailed copies will NOT be accepted.

Please note that a completed APR filing is one in which all required forms and reports are submitted, all data provided is accurate (include grant numbers) and the document is signed by the Authorized Representative on the application resolution or an updated resolution on file with the Division.

Meeting this January 28th deadline is CRITICAL for the CDBG-I Unit staff to review, compile and submit the data to the Department of Commerce. Once received, the Department of Commerce must compile and aggregate data for all active grants between all agencies, develop a draft Consolidated Annual Performance and Evaluation Report (CAPER) for public comment, hold a public hearing and finalize and submit the CAPER to HUD by the required federal deadline.

Because of the statutory nature and time sensitivity of our complying with this reporting requirements, if the CDBG-I Unit does not receive your APR and Annual Compliance Reports by **Friday, January 28, 2022 at 5:00 p.m.**, your program and administrative funds will be frozen until the report is received. In addition, the timeliness of the submission of this require report will be taken into consideration when determining future funding. Please note, if funds are frozen, you are still required to conform to your performance-based grant contract milestones.

CONTACTS:

Should you have any questions about the APR, please contact:

- Stephanie Morris at (919) 707-9196 or Stephanie.morris@ncdenr.gov (East Region), or
- Allysa Rouse at (919) 707-9057 or Allysa.rouse@ncdenr.gov (West/Piedmont Region)

Should you have any questions about the Annual Compliance Reporting requirements, please contact:

- Colleen Simmons at (704) 235-2202 or Colleen.simmons@ncdenr.gov

Should you have any questions or want to confirm a grantee's calendar-end financials, please contact:

- Stacey Starkey at (919) 707-9193 or Stacey.starkey@ncdenr.gov