



## **CDBG-I DIVISION OF WATER INFRASTRUCTURE 2021 ANNUAL PERFORMANCE REPORT (APR) INSTRUCTIONS**

### **DUE DATE:**

Received by the Division of Water Infrastructure no later than 5:00 p.m. on Friday, January 28, 2022.

### **COVER PAGE INSTRUCTIONS:**

The *Cover Page* (signatory page) must have the **original signature** of the Authorized Representative (application resolution or updated resolution on file with DWI). If the local government has multiple grants, there **must be a separate document completed for each applicable grant.**

Do not complete the box at the bottom that states “DWI OFFICE USE ONLY” and “NC COMMERCE - RURAL DEVELOPMENT OFFICE USE ONLY”.

**Reports are required for ALL grants that are active at any time in 2021 and closeout documents have not been received by the Division by December 31, 2021.**

If you are unsure about your grant status or have questions about the APR, please call your Grants Representative:

- Stephanie Morris at (919) 707-9196 or [Stephanie.morris@ncdenr.gov](mailto:Stephanie.morris@ncdenr.gov) (East Region), or
- Allysa Rouse at (919) 707-9057 or [Allysa.rouse@ncdenr.gov](mailto: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](mailto: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](mailto:Stacey.starkey@ncdenr.gov)

### **MAIN SUMMARY FORM INSTRUCTIONS:**

Complete the *Main Summary Form* by choosing all activities the grant has by placing a check mark by it. Please be aware that housing connections should be classified under Rehabilitation, Private.

In the boxes to the right, type the amounts budgeted for the entire grant and the requisitions paid between **01/01/2021** and **12/31/2021** in the correct field. If you do not have a budget activity for Planning and/or Administrator, leave these fields blank.



You may double check with CDBG-I staff to ensure end of the calendar year financials match between local governments and the Division.

**CONTRACTOR FORM INSTRUCTIONS:**

The *Contractor Information Form* lists those participating contractors (i.e., engineers, grant administrator, construction, etc.) who were hired to perform work shown on any CDBG-I budgeted line activity in the grant. Only project contracts that were executed by the local government grant recipient during the period from January 1, 2021 - December 31, 2021 should be included on this *Contractor Information Form*.

**ACTIVITY INDICATOR FORM AND OTHER INDICATORS FORM INSTRUCTIONS:**

The *Activity Indicator Form* uses performance measures indicators. The *Activity Indicators Form* are two major sections of indicators: Housing Program and Non-Economic Development Public Infrastructure Program. The *Other Indicators Form* is for the Accomplishments and Beneficiaries information.

There is only one *Activity Indicator Form* template and one *Other Indicators Form* template. Use the templates to produce the two required completed forms for each activity in your grant, except for Administration and Planning.

Provide both Proposed (P) (for the entire grant) and Actual (A) only data for each set of indicators for the activity. If a section does not apply, LEAVE BLANK AND DO NOT COMPLETE and use the COMMENTS BOX for additional information.

Please note that the Housing Activities under the Housing Program Indicators and the Infrastructure Activities under Non-Economic Development Public Infrastructure Program have been broken out as familiar budget line items to provide additional IDIS information (i.e. rental units rehabilitated or owner occupied units rehabilitated, water or sewer). If any of your approved project activities fall within any of these sections, complete an *Activity Indicator Form* and *Other Indicators Form* for each activity. Under the Housing Program Section or the Non-Economic Public Infrastructure Section, provide both forms for each activity as appropriate (i.e. housing connections/rehabilitation and/or water improvements).

Please remember that an Infrastructure housing connection (hook-up) is a housing activity (rehabilitation, private), not an infrastructure activity.

For example, if you have new water house connections, for both owner-occupied and rental houses, and water improvements, you will need to complete an *Activity Indicator Form* and an *Other Indicator Form* for each of these activities: (1) rehabilitation and (2) water.

Please note that under **Race Code** information, the indicators are placed in two different categories: Renter and Owner. Fill out the information accordingly. Also, please select

For water housing connections (rehabilitation, private) the income level and race code must be reported per households, and water improvements must be reported per persons, you will need to complete an *Activity Indicator Form* and an *Other Indicator Form* for each of these activities.



households or persons to verify the type of information given (this should match the IDIS data previously provided). Note: If you are designating the number of households, how many households are in each unit and how many persons per household, use the comments box that is placed at the end of the *Other Indicators Form*. If you are reporting rehabilitation totals, these are reported by housing units not persons.

### **RECENT FY2020 FUNDING ROUND NEW GRANTEES:**

New grantees with split funding between a planning/initial grant and construction grant: You will need to complete an *Activity Indicators Form* and an *Other Indicators Form* for each of these activities: 1) Water Improvements or Sewer Improvements (2) and Rehabilitation, Private if doing connections. Forms are not needed for the Planning activity.

### **USING THE APR TEMPLATES:**

#### Excel Version:

You may create a new worksheet for each new other indicator and activity indicator form as you go, or you may prefer to create all the new worksheets for your additional indicator forms in your project prior to copying the templates to the new worksheets. To save a template to a new worksheet, you must first create the worksheet and rename the worksheet tab to that of the activity.

**IMPORTANT:** Do not save a completed worksheet to the template tabs.

#### Creating a New Worksheet Tab

1. Right Click on the tab at the bottom of the Excel page that you want to make a copy of.
2. Select "Move or Copy"
3. Check the box "Create a Copy"
4. Select which Tab you want the new worksheet to be in front of (left of).
5. Hit OK.
6. Right Click that new tab you just created and select "Rename". Enter that new name.

### **SUBMITTING YOUR APR TO THE STATE:**

A hardcopy of the following must be received by the Division no later than 5:00 p.m. on January 28, 2022:

- |   |  |
|---|--|
| 1. Executed Cover Page – original 'wet ink' signature | 5. Other Indicators Forms (for each of the activities in your grant) |
| 2. Main Summary Form                                  | 6. Fair Housing Annual Report  |
| 3. Contractor Form                                    | 7. LAP Annual Report   |
| 4. Activity Indicator Forms                           | 8. Section 504 Annual Report   |
|   | 9. Section 3 HUD Form 60002  |

Faxed and emailed copies will not be accepted.



**Mailing Address:**

Please not all documents must be mailed or sent to the Division. Walk-ins are not allowed.

| <b>Mail Service Center (United States Postal Service)</b>   | <b>Street / Physical Building Address (UPS, FedEx or similar delivery service)</b>  |
|---|---|
| Division of Water Infrastructure<br>C/O CDBG-I Unit<br>1633 Mail Service Center<br>Raleigh, NC 27699-1633 | Division of Water Infrastructure<br>C/O CDBG-I Unit<br>512 N. Salisbury Street (8 <sup>th</sup> Floor)<br>Raleigh, NC 27604 |

**We recommend using a delivery service to our physical address to avoid lost packages.**

**NOTIFICATION:**

An email confirming receipt will be sent to the email addresses indicated on the cover page. When your APR is approved, and Compliance Reports are approved, you will receive a confirmation notification via email.

NCDEQ / Division of Water Infrastructure