



HCD ANNOUNCEMENT

Correction: Deadline is Friday, July 31, 2020 not 2019. Sorry for any confusion.

To: All State CDBG Recipients and Contractors,

The State Community Development Block Grant Program (CDBG) for non-entitlement jurisdictions, requires all CDBG Recipients to submit [Annual Performance Reports](#) (APRs) documenting any activity that occurred during fiscal year 2019/2020.

The reporting period covers July 1, 2019 through June 30, 2020.



APR documents must be completed and submitted via email to CDBG.Reports@hcd.ca.gov by **Friday, July 31, 2020.**

If the deadline can't be met due to circumstances caused by COVID-19, please email Francisco Arnaiz at Francisco.Arnaiz@hcd.ca.gov outlining the reasons for requesting an extension and the date you expect to submit the report.

Please note: Even if there was no activity during the reporting period, all CDBG Recipients must complete and submit the APR Matrix.

[CDBG Annual Performance Report 2019/2020 Workbook:](#)

1. APR Matrix (identifies the required attachments regarding CDBG activity engaged in during the reporting period)
2. Attachment A: Program Income
3. Attachment B: Minority Business Enterprise/Women Business Enterprise (MBE/WBE)
4. Attachments C1, C2, C3: Public Services and ED-Micro TA
5. Attachment D: Relocation and Real Property Acquisition
6. Attachment E: Fair Housing Demographic Analysis
7. Attachment F: Section 3

Stand-Alone forms for CDBG Recipients to complete, if required:

1. Attachment A: CDBG Semi-Annual Program Income Report
2. Attachment C1: CDBG Public Service (Low/Moderate Area and Urgent Need)
3. Attachment C2: CDBG Public Service (Limited Clientele and Low/Moderate Housing)
4. Attachment C3: CDBG ED: Micro-Technical Assistance
5. Attachment E: CDBG Demographic Analysis

Stand-Alone forms for Contractors and Subcontractors to complete, if required:

1. [Attachments B and F](#) - CDBG MBE/WBE and Section 3 Stand-Alone 2019-2020

All CDBG State Recipients must file an "Attachment A: Program Income," even if:

- They did not receive any Program Income during the reporting period and have a zero starting and ending balance; or
- All of the jurisdiction's Standard Agreements with the State CDBG program have expired.

Important information regarding the CDBG Program Income Report (Attachment A):

HCD has made revisions to the CDBG Program Income Report to comply with HUD Rules and Regulations under §91.320 (Action Plan) Federal Register.

The CDBG Program Income Report contains several tabs (spreadsheets) on the tab labeled "Semi-Annual 2":

- Enter the anticipated total amount of CDBG Program Income that will be received during the next reporting period (July 1, 2020 - June 30, 2021).
- Select the National Objective(s) and Activity(ies) that are expected to be carried out with the anticipated Program Income funds during the next reporting period (July 1, 2020 - June 30, 2021).

Please Note: If your Jurisdiction already submitted the CDBG "Semi-Annual 1" report for July 1, 2019 through December 31, 2019, *please transfer the already submitted information to the updated/revise* [CDBG Semi-Annual Program Income Report](#).

All recipients must follow the following submittal procedures:

- HCD will only accept APRs submitted electronically to CDBG.Reports@hcd.ca.gov.
- Email subject line must be: "*Jurisdiction Name - APR*" (e.g., Lake County -- APR; Lemoore -- APR, etc.).
- The 2019/2020 APR forms must be used, as they have been revised for the current reporting period. Previous versions of the APR forms will not be accepted.
- Original Excel format only (do not return the APR as a PDF file).
- Submit as an attachment to the email (not in the body of the email).



Need help filling out the forms? Instructions and videos on how to complete the forms are available under [APR Help Tools](#).

Questions?

Please contact Roxann Kuhnert, CDBG Program Manager at Roxann.Kuhnert@hcd.ca.gov.