



MEMORANDUM

TO: Community Development Block Grant Recipients and Consultants

FROM: Valerie Fegans, Director of CDBG Programs *VF*

DATE: December 7, 2023

SUBJECT: 2023 Annual Performance Report and Format

It is time for the Annual Performance Report (APR). As you may be aware, the Department of Commerce is required to report accomplishments achieved with Community Development Block Grant (CDBG) and supplemental funding received from the U.S. Department of Housing and Urban Development (HUD) within a report called the Comprehensive Annual Performance Evaluation Report (CAPER), as per 24 CFR Part 91. The accomplishment data reported to HUD includes, but is not limited to, actual expenditures, beneficiary information, Section 3 data, MWBE contractor information, and fair housing activity information pertaining to open grants during the calendar year. To achieve this, we collect information from the grantees with active CDBG and CDBG-CV grants.

Grantees should submit an APR for all active grants: (1) that were open (*not in Closed Pending Final Audit or Final Close status*); or (2) where a Grant Agreement and Funding Approval were signed by the Department between January 1, 2023 - December 31, 2023. If a grant closed out at some point during this period, the grantee should have submitted close-out accomplishment data along with the Certificate of Completion, as part of the close-out process. If you are not sure of your close-out status, please contact your Grants Management Representative. ***Please note that the APR must be completed for an active grant, even if no CDBG funds were expended during this reporting period.***

The APR Excel workbook now includes instructions and forms for all required information including Section 3, Language Access Plan (LAP), Fair Housing activities, and Section 504 reporting. Also, new this year, the grantee name and grant number will auto populate throughout many of the forms in the workbook after entered on the cover page. Grantees must also identify Section 3-related activities on the Main Summary page. Also please use the Unique Equity Identifier (UEI), formerly the DUNS#.

One completed original signed hardcopy of the APR, in its entirety, except for instructional pages, is required to be submitted to the Department of Commerce by **Wednesday, January 31, 2024, by 5:00 p.m.** Additionally, all APRs must be emailed in the Excel format (not a PDF) along with a signed copy of the cover page to compliance@commerce.nc.gov by the same deadline.

Please note that a completed APR filing is one in which all required forms are submitted, all data provided is accurate and the document is signed by the Chief Elected Official (or approved designee).

Meeting this January 31st deadline is critical for the Department to submit the report to HUD. To comply with HUD reporting requirements, the Department needs time to compile and aggregate data for all active grants, develop a draft report for public comment, hold a public hearing and finalize and submit the report by the required deadline.

This statutory compliance reporting requirement is time sensitive; therefore, if the Department does not receive your required APR by **Wednesday, January 31, 2024, by 5:00 p.m.**, your program and administrative funds will be frozen. The restriction will remain in place until the completed original signed hardcopy of the APR is received, in the manner as instructed. In addition, the timeliness of the submission of this required report will be taken into consideration when determining future funding. Please note, if funds are frozen, you are still required to conform to the approved performance-based contract.

You may access the newly formatted APR Excel workbook to complete from our website at <https://www.commerce.nc.gov/documents/compliance-completing-your-annual-performance-report-apr>. These forms within the APR Excel workbook have been updated and include instructions for completion. We encourage you to visit our website for additional information on the 2023 Annual Performance Report process.

Please submit your APR to:

Mailing Address for Rural Economic Development Division (CDBG NR, ED, and CV):

Mail Service Center

NC Commerce
Rural Economic Development Division
4346 Mail Service Center
Raleigh, NC 27699-4346

Street Address

NC Commerce
Rural Economic Development Division
301 N Wilmington Street
Raleigh, NC 27601

Please note that if you are using UPS, FedEx, or a similar delivery service, do not send it to the Mail Service Center; use the street address.

Should you have any questions about the APR, please contact your Grants Management Representative. Should you have any questions about Section 3, Fair Housing, Section 504, or LAP reporting requirements, please contact the Compliance staff at compliance@commerce.nc.gov or 919-814-4705. If you have any questions about CDBG Infrastructure grants, please contact Colleen Simmons at (919) 441-9378 or colleen.simmons@deq.nc.gov.

Thank you for your attention and cooperation.