



**North Carolina
Department of Commerce
Community Assistance
Community Development & Planning Division**

**Pat McCrory, Governor
Dr. Patricia Mitchell, CEcD, Assistant Secretary**

**Sharon Allred Decker, Secretary
Melody Adams, Acting Director**

BULLETIN: 14-2 (Replaces 13-1)
SUBJECT: Quarterly Progress Report (QPR)
DATE REVISED: May 19, 2014
EFFECTIVE DATE: July 1, 2014
ATTENTION: CDBG Recipients

Community Development Block Grant (CDBG) Applications requires the grantee to provide to the local unit of government governing body a quarterly grant status report of approved activity progress and financial status. Effective July 1, 2014 the Monthly Progress Report will be replaced by the Quarterly Progress Report.

The grant status is essential in aiding the local government governing body to identify the status of the grant and assists Community Assistance (CA) in determining when to schedule technical assistance, site monitoring or desk reviews of a grant, monitor expenditures and funds requisitioned, or to clarify information regarding the grant.

The Quarterly Progress Report and instructions are developed to standardize the report format and the information reported for all categories of Community Development Block Grants. **The report period is based on the calendar quarter (Jan-Feb-Mar/Apr-May-Jun/Jul-Aug-Sep/Oct-Nov-Dec).** Grantees are to align documents and activities such as the Implementation Schedule of the Performance Based Contract and the Fair Housing Activities Schedule to the quarter containing the month that follows the month that the CA Director signed the Grant Agreement and Funding Approval. The report, endorsed and signed by the Chief Elected Official or the county/city/town manager, is due at CA by the 10th of the month following the ending month of the report period. Your first quarterly report is due by October 10, 2014 for the quarter July-September 2014.

Thrive NC

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The Quarterly Progress Report is to be provided to the local unit of government and the CDBG Grants Management Representative on the Quarterly Progress Report Form. Instructions can be found on the CDBG website: <http://www.nccommerce.com/ruraldevelopment/community-assistance/investment-assistance/forms-resources/grants-management-documents>.

With the effective date of this Bulletin, record the amount of local commitment and the amount of the local commitment expended through report period in the "Notes" section of the form.

Please address any questions or need for additional information to your Grant Management Representative.



Melody Adams, Acting Director



Date

CDBG QUARTERLY PROGRESS REPORT INSTRUCTIONS

- The form is generally self-explanatory.
- "Save" on the PC as CDBG Quarterly Performance Report.
- "Save As" a separate document for each grant and identify the Report with the grant number.
- EXAMPLE: CDBG Quarterly Performance Report 08-C-0000
- The Report quarter should match the *PBC quarter* (Performance Based Contract).
- Activity is the approved activity for which there is a budget.
- *AMI, MI, LMI, VLI*: Above Moderate Income through Very Low Income.
- Activity Code is the same as reported on the APR & Accomplishments & Beneficiaries Forms.
- *Expended This Quarter*: Amount expended by the grantee on approved activities for the reported quarter
- *Expended To Date*: Amount expended by the grantee on approved activities from start of grant to end of the reported quarter
- *Amt. Req. This Quarter*: Amount of CDBG funds Requisitioned during the reported quarter.
- *Prepared By* is the administrator.
- *Endorsed and signed by* the local government official (County Manager/City-Town Manager).
- An Ehdorsed copy of the report is to be received by the appropriate Grant Representative by the 10th of the month.
- "Gender" and "Race" numbers are reported, as applicable, for each activity as they are reported in the APR and the Closeout Accomplishments & Beneficiaries forms: (with additional codes added)
 - W: White
 - NH: Native Hawaii/Other Pacific Islander
 - AS: Asian
 - AN: American Indian/Alaskan Native & Black/African Ame
 - LB: Latino & Black
 - FHH: Female Head of Household
 - AA: Black /African American
 - MR: Other Multi-Racial
 - AW: Asian & White
 - LL: Latino
 - LO: Latino & Other Race
 - AI : American Indian/Alaskan Native
 - BW: Black/African American & White
 - LW: Latino & White
- Notes area is used at the Administrators or Endorsers discretion to clarify reported information or to convey additional information.

CDBG QUARTERLY PROGRESS REPORT

Grantee: _____ Grant No: _____ Amount Awarded: _____
 Period Covered: _____ PBC Quarter: _____ Date Prepared: _____
 Prepared By: _____ Title: _____
 Endorsed By: _____ Title: _____

Activity	LF, #Properties #Units Proposed	# Completed This Quarter	# Completed To Date	# Persons Proposed	# Persons AMI	# Persons MI	# Persons LMI	# Persons VLI	Activity Code	Budget	Expended This Quarter	Expended To Date	Amt. Req This Quarter	Amt. Req To Date	Gender	Race
C-1																
C-1																
C-1																
C-1																
C-1																
C-1																
L-1																
L-1																
TOTAL																

Notes:

Prepared By: _____ Title: _____
 Endorsed By: _____ Title: _____
 Signature: _____ Date: _____