



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

Josh Stein
GOVERNOR

Lee Lilley
SECRETARY

Reginald Speight
ASSISTANT SECRETARY

MEMORANDUM

TO: Community Development Block Grant Recipients and Consultants

FROM: Lorenzo Claxton, Director of CDBG Programs Signed by:
Lorenzo S. Claxton
0703BA80299D413...

DATE: December 08, 2025

SUBJECT: 2025 Annual Performance Report and Format

It is time to prepare and submit the 2025 Annual Performance Report (APR). As you may know, 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) through the Comprehensive Annual Performance Evaluation Report (CAPER), in accordance with 24 CFR Part 91. The data reported to HUD includes, but is not limited to, actual expenditures, beneficiary information, Section 3 data, MWBE contractor information, BABA compliance, and fair housing activity information for all open grants during the calendar year.

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, 2025 - December 31, 2025. If a grant was closed 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 includes instructions and forms for all required information including Section 3, Language Access Plan (LAP), Fair Housing activities, BABA compliance, and Section 504 reporting. Also, the grantee name and grant number will auto populate throughout many of the forms in the workbook after entry on the cover page. Grantees must also identify Section 3-related activities and infrastructure projects subject to the Build America, Buy America (BABA) Act on the Main Summary page. Also please use the Unique Entity Identifier (UEI), formerly the DUNS number.

One completed original signed hardcopy of the APR, in its entirety, excluding the instructional pages, is required to be submitted to the Department of Commerce by **Friday, January 30, 2025, by 5:00 p.m.** **Additionally, all APRs must be emailed in Excel format (not pdf) along with a signed copy of the cover page to compliance@commerce.nc.gov by the same deadline.**

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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). **Electronic signatures are now permitted.**

Meeting this January 30th 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.

Because of the statutory nature and time sensitivity of our complying with this reporting requirement, if the Department does not receive your required APR **by Friday, January 30, 2025, by 5:00 p.m.**, your program and administrative funds will be frozen 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 APR Excel workbook to complete from our website at <https://www.commerce.nc.gov/documents/compliance-completing-your-annual-performancereport-apr>. The forms within the APR Excel workbook include instructions for completion. We encourage you to visit our website for additional information on the 2025 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, BABA compliance, 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 Eric Karis at (919) 218-4158 or eric.karis@deq.nc.gov.

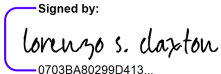
Thank you for your attention and cooperation.

Certificate Of Completion

Envelope Id: 5475A3F8-AE0E-4B4E-95A2-E2C457B0EBB8		Status: Completed
Subject: Complete with Docusign: 12.05.25 APR Memo Revised.docx		
Source Envelope:		
Document Pages: 2	Signatures: 1	Envelope Originator:
Certificate Pages: 2	Initials: 0	Toni Moore
AutoNav: Enabled		4316 Mail Service Center
Envelopeld Stamping: Enabled		Raleigh, NC 27699-4316
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		tmoore@commerce.nc.gov
		IP Address: 2603:6081:3809:

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12/5/2025 1:02:45 PM	tmoore@commerce.nc.gov	
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Storage Appliance Status: Connected	Pool: NC Department of Commerce - Division of Workforce Solutions	Location: Docusign

Signer Events	Signature	Timestamp
lorenzo s. claxton lorenzo.claxton@commerce.nc.gov Security Level: Email, Account Authentication (None)	<p>Signed by:</p>  <p>0703BA80299D413...</p> <p>Signature Adoption: Pre-selected Style</p> <p>Using IP Address:</p> <p>2600:4040:2fbb:6900:a185:ae05:fc83:7419</p>	<p>Sent: 12/5/2025 1:05:34 PM</p> <p>Viewed: 12/5/2025 1:06:17 PM</p> <p>Signed: 12/5/2025 1:07:10 PM</p>

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Toni Moore tmoore@commerce.nc.gov Business Officer 919-715-0567 Security Level: Email, Account Authentication (None)	<div>COPIED</div>	<p>Sent: 12/5/2025 1:07:11 PM</p> <p>Resent: 12/5/2025 1:07:12 PM</p> <p>Viewed: 12/5/2025 1:16:54 PM</p>
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/5/2025 1:05:34 PM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	12/5/2025 1:06:17 PM
Signing Complete	Security Checked	12/5/2025 1:07:10 PM
Completed	Security Checked	12/5/2025 1:07:11 PM
Payment Events	Status	Timestamps