



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

Pat McCrory, Governor

**Sharon Allred Decker, Secretary
Richard B. Self, Director**

BULLETIN: 13-1
SUBJECT: Monthly Performance Status Report
EFFECTIVE DATE: February 1, 2013
ATTENTION: CDBG Recipients

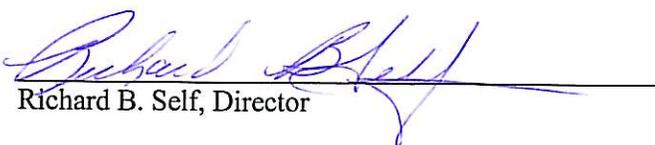
The Community Development Block Grant (CDBG) Program requires the grantee to provide to the local unit of government's governing body a quarterly grant status report of approved activity progress and financial status. Effective February 1, 2013, the Quarterly Progress Report will no longer be required.

Effective February 1, 2013, the Monthly Performance Status Report will be required. This report is essential in aiding the local government in determining the status of the grant and assists Community Assistance (CA) in identifying when to schedule technical assistance, site monitoring, desktop reviews, or providing additional clarification to the grantee.

The Monthly Performance Status Report is due the 15th of each month with the first report due on March 15, 2013. This Report should be emailed to your Grant Representative. **Failure to submit your report on the 15th of each month may result in your grant funds being frozen and no extension will be granted to complete activities because of time lost due to the freeze of funds.** All performance is based on the **Performance Based Contract** submitted to Community Assistance (CA) by the local unit of government at the beginning of the grant.

The Monthly Performance Status Report form and instructions are located on the CDBG website: <http://www.nccommerce.com/cd/investment-assistance/forms-resources/grants-management-document>

Please address any questions or need for additional information to your grant Program Representative.


Richard B. Self, Director


Date

Monthly Performance Status Report Instructions for Completion

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1. **Grantee Name:** Name of local unit of government
2. **Grant Number:** Number assigned to your grant by Community Assistance and listed on your funding approval.
3. **Month:** Current Month report is due
4. **Year:** Current year report is due
5. **Activity:** List all activities that are listed on your grant budget
6. **Performance Schedule (on/Off):** Indicate if your grant is on or off schedule
7. **Current Performance Status- (If off schedule):** If your grant is off schedule based on the **Performance Based Contract**, you will need to provide current performance status.
8. **Remedy to get back on schedule If off schedule:** Explain in detail the local unit of government's remedy or remedies to get the grant back on schedule.
9. **Prepared by/ Title:** The name and title of the person preparing the report
10. **Endorsed by/Title:** The name and title of the person endorsing the report (City/County Manager or Clerk).
11. **Board or Council update/Date:** The name and title of person updating the board or council and the date of the update to the board or council.

Monthly Performance Status report must be submitted by the grantee.

