



Updated CDBG-R and NSP2 Guidance On Reporting in FederalReporting.Gov

June 25, 2013

For the remaining CDBG-R grantees, the reporting period will be July 1-14, 2013, which is only 9 working days, due to the Federal Holiday. You are encouraged to submit your report as early as possible, ideally no later than Friday, July 12. If you are new to Federal Reporting, it is recommended that you visit the HUD Recovery Website at:

http://portal.hud.gov/hudportal/HUD?src=/recovery/reporting/Community_Development_Block_Grants_-_Recovery_Reporting

Section 1512 of the Recovery Act requires that all recipients, sub-recipients and contractors of Recovery Act funding report on a number of data elements, such as jobs and dollars spent. Timetable references to sub-recipient reporting refer to situations where the grantee (prime recipient) has delegated direct reporting responsibility in FederalReporting.gov to sub-recipients. When a grantee is handling all Federal Reporting data entry itself, the grantee is to review and verify the information provided to them by their sub-recipients prior to data entry.

Expected Timetable: (Subject to change by OMB)

July 1-14	Grantees and sub-recipients report in FederalReporting.gov. HUD will be able to "view" prime recipients' reports and contact non-reporting recipients starting the week of July 1st.
July 15-18	Prime Recipient Review Period (Prime Recipients Review Data Submitted by Sub-recipients(s)/Prime Recipients & Sub-recipients make corrections)
July 19-29	HUD data review and comment period for data entered by grantees and sub-recipients (Agency Review of Data Submitted/Prime Recipients & Sub-Recipients make corrections)
July 30	Recovery Act Transparency Board posts recipient reports to Recovery.gov
Aug 3 – Sept 18	System re-opens to make error corrections to reports that were created from July 1-14th. HUD comments on grantee reports; grantees review sub-recipients' reports; prime recipients and sub-recipients correct reports

Deadlines are as of midnight Eastern Time

CDBG-R Closeout Instructions:

Notice #CPD 2012-04, which provides closeout instructions for the CDBG-R program, was issued February 13, 2012. It can be accessed at the link below; once open, click on the link beside 2012-04:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/cpd

Instructions for CDBG-R closeout can be found on **pages 8-10** of the notice at the link above and the closeout certification forms, checklists and agreements may be found on **pages 25-32**.

Grantees need to complete all activities and submit a final report in FederalReporting.gov before they submit these forms. The closeout instructions have also been provided to HUD Field Offices so your field office may be contacting you to initiate closeout, but you need not wait for them to contact you; if you are ready to close out your grant, please contact them.

If you have any questions regarding the CDBG-R closeout instructions, contact your HUD Field Office Representative.

As grantees progress toward the end of their CDBG-R grant period, they should keep the following in mind.

Timeline for CDBG-R grant closeout:

On May 23, 2013, HUD notified CDBG-R grantees that still have open activities in IDIS, to close them by June 30, 2013. HUD's review of the open CDBG-R activities in IDIS shows that many of these open activities are missing some or all of the required accomplishment/beneficiary data. If you haven't already done so, go into IDIS to ensure that all required information is entered so that you can complete your activities by June 30, 2013. **Grantees will need to submit their final report to FederalReporting.gov before they can proceed to closeout.** A CDBG-R grant cannot be closed out until all activities comply with national objective requirements. Therefore, grantees should ensure that all activities met national objective criteria requirements by March 31, 2013 and these should be entered into IDIS for CDBG-R activities. If grantees currently know that they have activities that may not meet a national objective by this deadline, they should consult their field office for advice. For example, if a housing project was rehabilitated in a blighted area and was not occupied by March 31, 2013, the national objective may initially be input into IDIS with the national objective of the elimination of slum and blight and once occupied, changed to low-mod housing.

Final Reports in FederalReporting.gov before grant closeouts:

Grantees will need to submit their final report to FederalReporting.gov before they can proceed to closeout. The FederalReporting.gov portal will remain operative well after

July 14, 2013, as some other Recovery Act programs have different expenditure deadlines. **Even if a grantee has funds recaptured from its Line of Credit, it will still need to submit a final report.**

When a Report is Final in FederalReporting.gov:

Grantees should keep in mind that their grant is not entirely completed if their project activity does not reflect that. For Federal Reporting purposes, a CDBG-R report cannot be final until:

- All information has been input for the prime recipient, sub recipients and vendors in FederalReporting.gov.
- The "Total Federal Amount ARRA received/invoiced amount" in Federal Reporting equals the total invoiced amount in IDIS.
- CDBG-R activities are physically complete and are input as "100% complete" under "project status" in Federal Reporting.
- All FTE jobs, created or retained with Recovery funds, are reported in FederalReporting.gov.
- All CDBG-R activity data has been entered into IDIS and complied with all program requirements.

If there are unspent funds remaining in LOCCS, they will be returned to the Department of Treasury.

Please remember that:

- **Program Income** generated from CDBG-R activities needs to go to the regular CDBG Program Account which will impact timeliness of regular CDBG funds. Below are the procedures for returning CDBG-R program income to your regular CDBG program. Chapter 6 of IDIS training manual provides instructions on how to receipt program income:
http://portal.hud.gov/hudportal/documents/huddoc?id=20570_idis_online_entit.pdf
- **Any subsequent disallowed costs**, identified by an audit, will have to be reimbursed with non-federal funds and returned to the line of credit to the CDBG-R grant, for recapture and return to the U.S. Treasury.
- **Any activities that did not meet a national objective by March 31, 2013** will either have to repay funds or will be reviewed on a case by case basis with your field office.

Previous Federal Reporting Guidance Quarterly Updates also contain information on a variety of reporting issues:

- How to provide clear and descriptive CDBG-R Narratives
- Amendments to Approved CDBG-R Programs

- Information about the federal System for Award Management (SAM.gov) which is the integrated acquisitions system (the umbrella) in which CCR (the former Central Contractor Registration --CCR) system is now located.
- How to ensure that the Project Title and Primary Place of Performance fields provide transparent data in accordance with OMB M-10-34 : [guidance document M-10-34](#)
- How to Avoid Saving a "Draft" Report Instead of a "Final" Report
- How to minimize Reporting Errors in FederalReporting.gov
- How to correct Errors in FederalReporting.gov
- Sub-Recipient Reporting – Need to Ensure Correct DUNS number

These resources can be found on the HUD Recovery Act website:

<http://portal.hud.gov/portal/page/portal/RECOVERY/Reporting>

This site also provides links to other resources, such as the SAM registration website <http://www.sam.gov> and the Dun and Bradstreet registration website.

For additional help:

The Service Desk is ready to help with CDBG-R and NSP2 reporting and review questions and can be reached by phone at **1 (877) 508-7386**. The service desk hours of operation are 8 AM to 5 PM ET, Monday – Friday.

For more information regarding the Service Desk, please visit the Help section of www.FederalReporting.gov

NSP2 reporting questions as they relate to DRGR may be submitted to:
www.onecpd.info or www.Hudnsphelp.info

**FROM THE OFFICE OF BLOCK GRANT ASSISTANCE,
HUD HEADQUARTERS**