



Program Income Report Instructions

How to Complete and Submit a Program Income Report.

1. This report is to be filled out utilizing the grants management system (GMS) report.
2. The [Program Income Report](#) (excel spreadsheet) must be completed prior to starting the report in GMS.
3. Open the CDBG-CV [Program Income Report](#) (excel spreadsheet)
4. Save a copy of the excel spreadsheet in your device with the format name (CDBG-CV Program Income Report_ UGLGs name). For example: CDBG-CV Program Income Report _ City of Auburn
5. Proceed to completing the report utilizing the instructions.
6. Print a copy of the completed GMS report form and have the Chief Elected Official sign and date the certification. This certifies the report's accuracy. Submit this Certification (scan the signed copy and upload it to GMS).
7. Once the document has been signed, please upload the completed report to GMS.
8. Reports should be submitted in OCRA's GMS system under the corresponding grant.
9. Save a copy of the report for your local file.
10. This reporting will be required quarterly in perpetuity.
 - Q1: For the period of January 1 through March 31 the report is due no later than April 30
 - Q2: For the period of April 1 through June 30 the report is due no later than July 31
 - Q3: For the period of July 1 through September 30 the report is due no later than October 31
 - Q4: For the period of October 1 through December 31 the report is due no later than January 31
11. Submit program income report by the due date in GMS.
12. If you have any questions about this report, contact Pamela Guerrero Senior CDBG Program and Policy Analyst at pguerrero@ocra.in.gov

Completing the CDBG-CV Program Income Report - Line by Line

Section VI - Portfolio of Revolving Loan Fund

For all loans made with proceeds from program income or CDBG-CV Grants as part of OCRA's COVID-19 Response Program for Economic Activities, follow these steps to fill out Part 2 of the report:

Section 6)

- a) Enter **Business Name**: name each individual business that received funds from the RLF.
- b) Enter **Loan identification number**: this should be a unique identification code that helps identify the loan originated to the individual business.
- c) Enter **Date Loan was originated**: date of when the loan was made/ originated or issued to the individual business.
- d) Enter **Loan Amount Issued**: the amount issued or the principal amount (this number should not include any charges for administrating cost for processing the loan).
- e) Enter **Loan Term**: enter this number in months. For example, if a loan repayment term is two years, the loan term should be typed out as 24 months.
- f) Enter **Loan Interest Rate** charge to the loan: this number should be a percentage.

Section 7)

- g) Enter the **Status of Loan** for each business loan indicate whether: current, delinquent, default, write-off, forgiven or paid in full.
- h) Enter **Explanation**: For loans in default or a write-off should include a brief explanation of collection efforts on Column h.
 - *Note on **Forgiven Loans**: Per OCRA' program requirements loan balance can be forgiven if business retains jobs for at least 2 years this would satisfy the national objective of LMI Jobs.*

Section 8)

- i) Enter **Current Loan Balance**: This number should reflect the current balance including any payments made towards the principal of the loan originated.
- j) Enter **Administrative fee charged** on loan up to this period.
- k) Enter **Program Income Receipts up to this Period**: this number should reflect the total payments received from the loan up to this period including interest charged and any late payments charged on loan payments.
- l) Enter **Ending Loan Balance**: this number is the total future payments due with interest for each individual business loan. This is the amount of the principal and interest to be paid over the course of the loan term.

Section 9)

Job Retention (LMJ): This section would require for the grantee to utilize the latest Job Retention Report approved by OCRA.

- m) Enter the **Number of Jobs Retained**: This number is the number of jobs positions retained at end of the reporting year by each individual business. Utilized the latest job retention report approved by OCRA to enter the latest number of job positions retained.
- n) Enter the **Number of LMI Jobs/Positions**: This number is the number of job position retained that are held by LMI people in each individual business. Utilized the latest job retention report approved by OCRA to enter the number of LMI jobs for each individual business.

Section 10)

Will the Grantee forgive the loan? For local revolving loan programs established to carry out economic activities as part of the COVID-19 Response Program Phase 1,2 & 3, OCRA allows the remaining owed balance to be converted to a forgivable grant if the business retains the jobs for at least two (2) years. Generally, the LMJ National Objective is met at the onset of the projects, and program requirements are completed within two years of the grant award.

In this section, indicate if the UGLGs will/will not convert the remaining loan balances into forgivable grants.

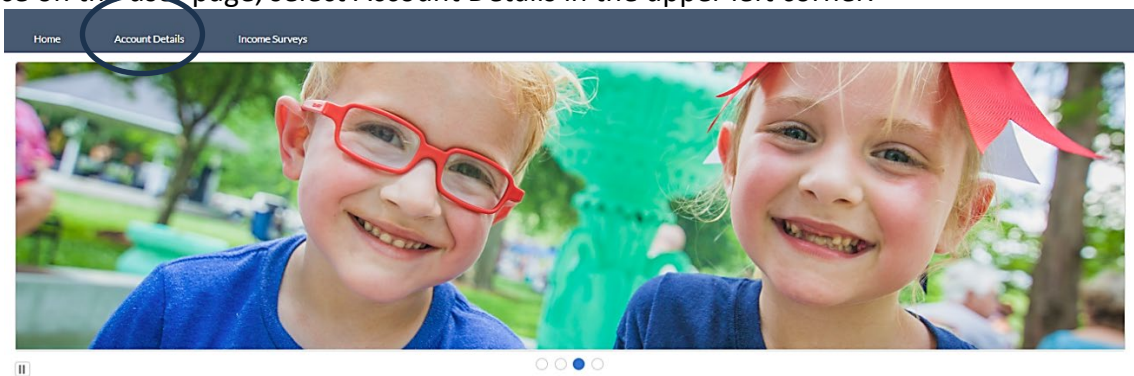
- Mark Yes or No with an X.
- Provide a description of the reason for the decision.

NOTE: Please proceed to complete the GMS report.

How to Complete the GMS CDBG-CV Program Income Report Line by Line

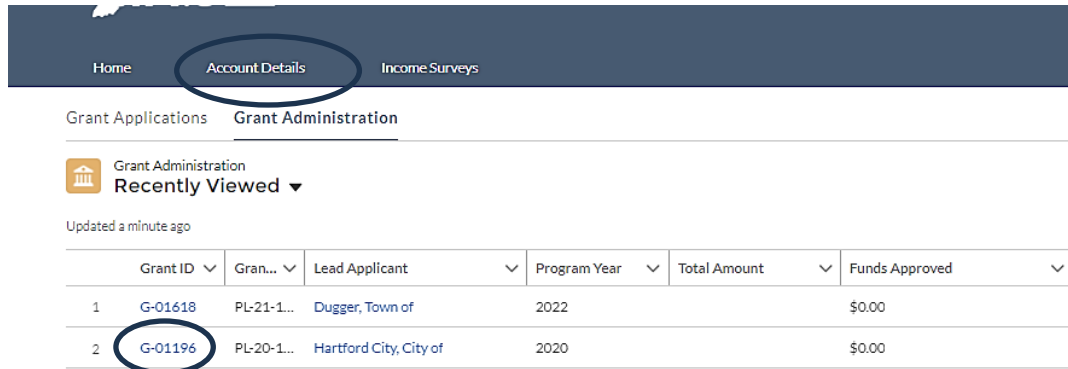
GMS CDBG-CV Program Income Report Instructions

- 1) Log into the [Indiana Grants Management System](#)
- 2) Log in with your credentials.
- 3) Once on the user page, select Account Details in the upper left corner.

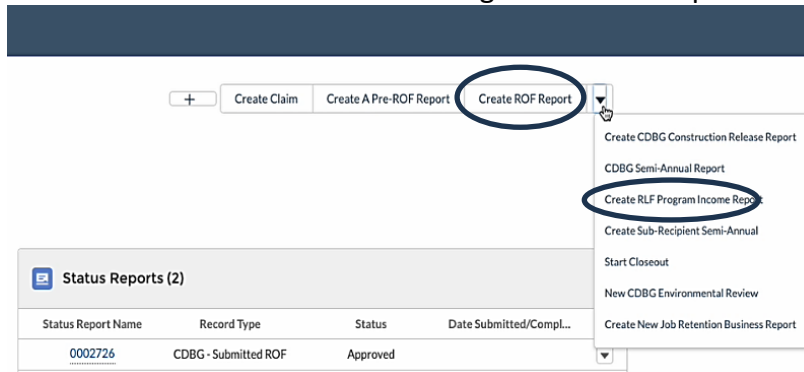


Welcome to Indiana Grants Management!

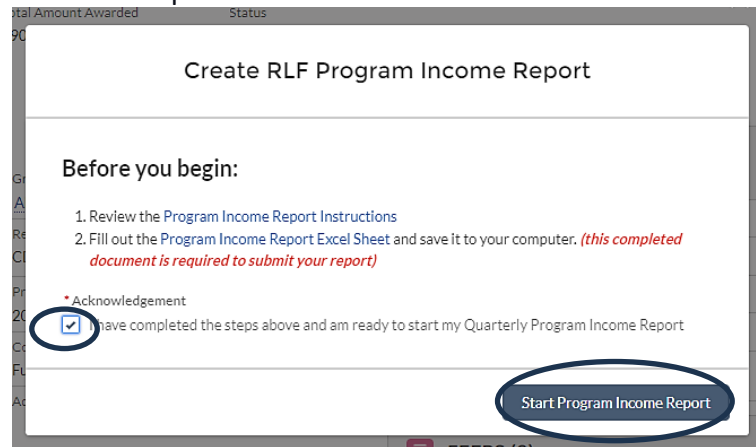
- 4) On the next page, on the menu's upper left side, select Grant Administration and the correct Grant ID for the program income report.



- Once you have selected the correct grant ID, in the upper right corner of the next page, select the drop-down menu and click on Create RLF Program Income Report.



- A pop-up window will appear, providing links to the instructions and the Program Income Report Excel Sheet.
- Click on the acknowledgment box.
- Click Start Program Income Report.



Section I. General Information

- The GMS RLF Program income will appear. In this section, the following information will be automatically filled out:
 - Name of the Grantee (UGLG):
 - Grant Number
 - Total Grantee Match
 - Total award received for this Grant ID (Total Funds Dispersed)

Create RLF Program Income Report

CDBG-CV Program Income Loan Report Part 1 for Economic Development Activities: Revolving Loan Funds

The Program Income Report for CDBG-CV Economic Development Revolving Loan Funds documents activities related to Revolving Loan Funds (LMJ Retention) awarded through OCRA's COVID-19 Response Program. Program income refers to the repayment of funds by borrowers including principal and any interest earned. This report requires disclosure of the status of any delinquent or non-performing loans, the current balance, and the activity of the Revolving Loan Fund, such as administrative expenses, repayments, financial institution information, and local contact details. Information provided in this report will be used to track any program income generated and to evaluate whether Grantee-issued loans will be forgiven. It will also help OCRA estimate any additional resources needed. Grantees who do not forgive any loans issued will continue to generate program income and must continue to report on job retainage in perpetuity on each loan and any program income collected until all payments have been paid-in-full, forgiven, or written off.

▼ General Information

Grantee (UGLG):	Hartford City, City of
Grant Number:	PL-20-106
Total Grantee Match Budgeted:	10,000
	90,000
Total Funds Dispersed:	

* Period Reporting Year

* Period Reporting Quarter

▼ Financial Institution (entity managing RLF for UGLG)

[Continue](#)

- 2) In this section, the following information must be provided:
 - a. Enter period reporting year.
 - b. Enter period reporting quarter.
- 3) Scroll down on the same screen and continue below.

Section II. Financial Institution

- 1) In this section, provided the following information.
 - a. Enter the name of the financial institution where the Grantee's revolving loan funds are kept.
 - b. Enter the physical address of the financial institution.
 - c. Enter the City, State and Zip code of the financial institution.
 - d. Enter Yes or No: Is the Revolving loan fund been held in an interest bearing account?
 - e. If yes, how much Interest has been accrued thus far? Enter in numerical format.
 - f. Click Continue (*Complete all fields*)

Create RLF Program Income Report

▼ Financial Institution (entity managing RLF for UGLG)

*Name

*Street

*City

*State
 IN

*Zip Code

*Is the Revolving loan fund been held in an interestbearing account?
 --None--

Continue

Section V. Revolving Loan Fund (RLF)

- 1) This section requires a comprehensive explanation of balance and activity in the RLF for the reporting period.

Create RLF Program Income Report

Revolving Loan Fund (RLF)

▼ Section 1 - Beginning Balance

*Beginning Balance ⓘ

▼ Section 2 - Receipts This Period

Loan Repayments ⓘ

Interest Earned ⓘ

Other Explanation on Interest Earned ⓘ

*Total Receipts ⓘ

Previous Next

Section 1) Enter **Beginning Balance**: Starting balance of revolving loan fund.

- Section 2)** Enter **Receipts this period**: It represents receipts of Program Income
- a. Enter **Loan Repayments**: It refers to the Program Income in the form of principal and interest repaid from all economic development loans made.
 - b. Enter **Interest Earned**: The amount of other Program Income received such as interest earned on any bank deposits, fees or late payment charges associated with loans.

- c. Enter **Other Explanation on Interest Earned:** For amounts received during the reporting period that are not described in a. or b. above. Add a brief explanatory comment as needed in the Other Explanations on Interest Earned box or attach an additional explanatory statement if you need more room for explanation. If not applicable enter “not applicable”.
- d. Enter **Total Receipts:** Calculated all amount that represents Program Income.

Section 3) Enter **Balance Available:** This amount reflects the balance before obligations are deducted. Subtract the totaled [Section 1: Beginning Balance] and [Section 2) d) Receipts this period total receipts] to show the balance before obligations are deducted.

Section 4) Obligations This Period represent discharges from the RLF during the reporting period.

Enter **Administrative Cost:** Enter the amount of any eligible revolving loan fund administration costs paid from the revolving loan fund.

- e. Administration cost is up to 1% of Total Receipts [Section 2) d)] during the time period.
- f. If Administration Cost exceed this 1% limit amount for any reason, provide a brief explanation to clarify the situation and the percentage charged.

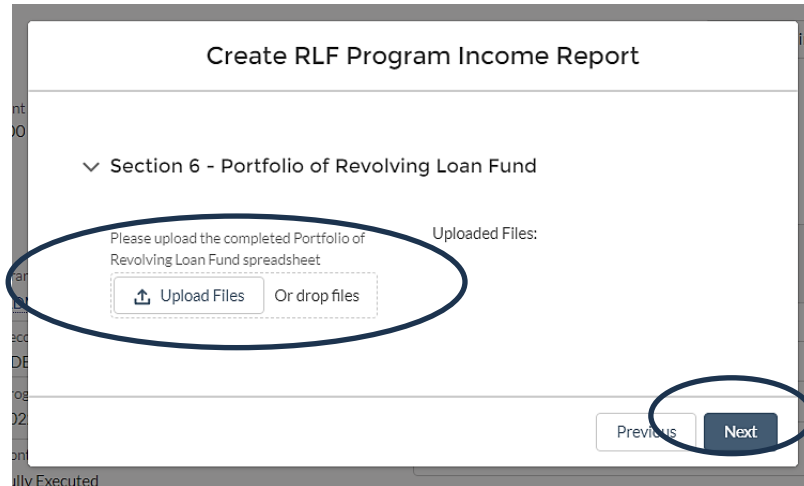
Enter **Loans:** This amount represents new loans originated during the reporting period using funds from the RLF on Section 4) b). Only report the fundings amount of loans without the administrative cost

Enter **Total Obligations:** Enter the number from the addition of Section 4 a) Administrative Cost +b) Loans] to show remaining balance for the time period.

Section 5) Enter **Ending Balance:** Subtract Section 3 Balance available minus Section 4) c) Total Obligations]. The number should reflect the end of period balance in the local RLF.

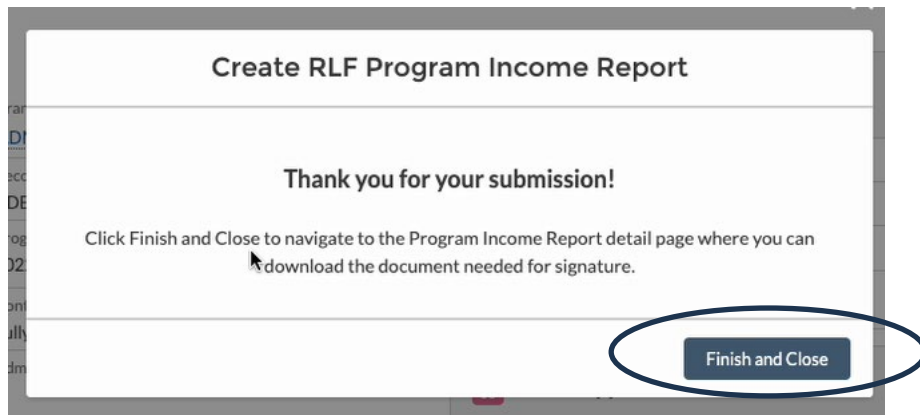
Section VI - Portfolio of Revolving Loan Fund [See page 5 for line-by-line instructions to file out CDBG-CV Program Income Report (excel file)]

- 1) In this section, please upload a completed copy of the [Program Income Report](#) (excel spreadsheet).
- 2) *Please note if you continue without uploading the required document, the system will redirect you to the previous page.*
- 3) Upload the document and Click next.



Section VII- Certification

- 1) Once you Click Next, a new page will appear. In this section, click finish and close. This window will close, and it will bring you back to the reports page.



- 2) Navigate to the report page to locate the completed report.
- 3) If you are unable to locate the completed report, an email will be sent out to you with a link to the completed report

Home Account Details Income Surveys

Grant Report **GR-01003** Edit

Grant	Quarter	Year	Status
G-01618	Q2	2023	Submitted - Awaiting Signature

In order for this report to be reviewed for approval please complete the following:

1. Upload the signed summary using the file upload component below.
2. Click the Submit for Approval button.

Please upload the signed Quarterly Income Report

Uploaded Files:

Upload Files Or drop files

Submit for Approval

Files (2) Add Files

CDBG-CV-Program-Income-Loan-Report-Part-2_Excel-Sheet (9) Feb 16, 2024 • 49KB • xlsx	Summary with Signature Needed.pdf Feb 16, 2024 • 119KB • pdf
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View All

- 4) Download a copy of the completed report and have the Grantee's Chief Elected Official sign it to certify that, to the best of his/her knowledge or belief, the data in this report are true and accurate as of the report date.

Grant Report **GR-00973** Edit

Grant	Quarter	Year	Status
G-01618	Q4	2023	Submitted - Awaiting Signature

In order for this report to be reviewed for approval please complete the following:

1. Upload the signed summary using the file upload component below.
2. Click the Submit for Approval button.

Please upload the signed Quarterly Income Report

Uploaded Files:

Upload Files Or drop files

Submit for Approval

Files (1) Add Files

Summary with Signature Needed (19) Dec 20, 2023 • 117KB • pdf

View All

- 1) Once the CEO has signed the completed report, please upload the signed report to GMS.
- 2) Click Submit for Approval.
- 3) A new window will appear



Grant Report
GR-00974

Grant
[G-01196](#)

Quarter
Q2

Year
2024

Status
In Review

- 4) In the new window, the report's status will show *in review*. You have completed the report, and OCRA has received a notification to review the submission.