



Program Income Report Instructions

How to Complete and Submit a Program Income Report.

1. There are two documents needed to complete the Program Income report: [CDBG-CV Program Income Report Part 1](#) is a fillable PDF and [CDBG-CV Program Income Report Part 2](#) is an Excel spreadsheet
2. Open the CDBG-CV Program Income Report Part 1 & 2 (Excel spreadsheet and PDF located in [OCRA's Website](#))
3. Save a copy of the fillable PDF in your device with the format name (CDBG-CV Program Income Report Part 1_ UGLGs name). For example: CDBG-CV Program Income Report Part 1_ City of Auburn
4. Save a copy of the Excel spreadsheet in your device with the format name (CDBG-CV Program Income Report Part 2_ UGLGs name). For example: CDBG-CV Program Income Report Part 2_ City of Auburn
5. Proceed to completing the report utilizing the instructions.
6. Print a copy of the [CDBG-CV Program Income Report Part 1](#) and in **Section VII. Certification** have the Chief Elected Official sign and date the certification. This certifies the report's accuracy. Submit this Certification (scanned signed copy along with the rest of the CDBG-CV Program Income Report Part 1 report)
7. Once the report has been completed, submit the **Excel spreadsheet in its original format** and the fillable PDF.
8. Reports should be submitted in OCRA's GMS system under each corresponding grant, upload the **Program Income Report Part 1 & 2** under documents.
9. Save a copy of the report for your local file.
- 10. Submit program income report no later than July 31st.**
11. For unforgiven loan programs, 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
12. If you have any questions about this report, contact Pamela Guerrero CDBG Program and Policy Analyst at pguerrero@ocra.in.gov

How to Complete the CDBG-CV Program Income Report Part 1- Line by Line

Section I. General Information

- 1) Enter the name of the Grantee. This is always the name of the UGLG
- 2) Enter the Grant ID corresponding to each report. (Grantee might have more than one grant from OCRA's COVID 19 program for Economic Development activities.)
- 3) Enter the total award received for this Grant ID.
- 4) Enter Program Start date for the local program.
- 5) Enter Program End date (if applicable or N/A)
 - For the entire period of program up to reporting date
- 6) Enter period reporting. The report should account for the entire duration of the program existence, this date should be the same as program start date.
- 7) Enter the period reporting of this report. In other words, the reporting period is from the date the program was establish through **June 30, 2023**.

Section II. Local Grantee Contact Person

- 1) Enter the name of the person representing the Grantee who can best answer questions concerning this report.
- 2) Enter the title of the person representing the Grantee.
- 3) Enter the address of the Grantee contact person.
- 4) Enter the phone number of the Grantee contact person.
- 5) Enter the email address of the Grantee contact person.

Section III. Certified Grant Administrator

- 1) Enter the name of the Grantee's Certified Administrator who can best answer questions concerning this report.
 - If the Grantee Contact and Certified Administrator are the same person, just enter "*same as above*" and skip to Section IV.
- 2) Enter the organization name of the Certified Administrator would have a Professional Services Contract with the Grantee.
- 3) Enter the address of the Grantee contact person.
- 4) Enter the phone number of the Grantee's Certified Administrator contact person.
- 5) Enter the email address of the Grantee's Certified Administrator.

Section IV. Financial Institution

- 1) Enter the name of the financial institution where the Grantee's revolving loan funds are kept.
- 2) Enter the physical address of the financial institution.
- 3) Enter the City, State and Zip code of the financial institution.
- 4) Provide an answer: Is the Revolving loan fund been held in an interest-bearing account?
- 5) If yes to question 4: Provide the total interest accrued up to this point.

Section V. Revolving Loan Fund (RLF)

This section represents a comprehensive explanation of balance and activity in the RLF up until the submission of this report.

Section 1) Enter **Beginning Balance**: (Please note: the beginning balance must match the starting balance of the RLF as established.)

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 since the establishing of the RLF.
- b) Enter **Interest Earned**: The amount of other Program Income received since the establishment of the RLF, such as interest earned on any bank deposits, fees or late payment charges associated with loans.
- c) Enter **Other Explanation**: 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 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 up until the submission of this report.

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) Enter **Obligations This Period** represent discharges from the RLF during the reporting period.

- a) Enter **Administrative Cost**: Enter the amount of any eligible revolving loan fund administration costs paid from the revolving loan fund from the establishment of the fund to June 30.
 - Administration cost is up to 1% of Total Receipts [Section 2) d)] during the time period.
 - If Administration Cost exceed this 1% limit amount for any reason, provide a brief explanation to clarify the situation and the percentage charged.
- b) Enter **Loans**: This amount represents new loans originated during the time period using funds from the RLF on Section 4) b). Only report the fundings amount of loans without the administrative cost
- c) 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 Part 2 excel file)

Section VII- Certification

The Grantee's Chief Elected Official certifies that to the best of his/her knowledge or belief, the data in this report is true and accurate as of the report date.

1. Enter **Signature of Chief Elected Official**: Please have the Chief Elected Official sign the CDBG-CV Program Income Report Form
2. Enter **Date**: The date the report is submitted.

Completing the CDBG-CV Program Income Report Part 2- 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: OCRA will access the need for additional resources based on the result of this report.