

## Reporting and Recordkeeping Form 2

### Subrecipient Semi-Annual Report

Report is due by July 31<sup>st</sup> for period ending June 30<sup>th</sup> and January 31<sup>st</sup> for period ending Dec. 31<sup>st</sup>.

Reporting Period (Check One)	June 30,	December 31,
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#### Grantee Information

Grantee name		Grant number	
Grantee address		Grantee telephone	
Grant Administrator		Grant Admin. telephone	

#### Subrecipient Information

Subrecipient name		Subrecipient address	
Contact person		Telephone	
		E-mail Address	

#### Project Information

Nature of Project: Physical Address of Project:	
Date Certificate of Completion Issued:	
Date Reporting Period Ends:	

#### National Objective (Check Only One)

<b>Activities Benefiting Low and Moderate (LMI) Persons</b>			
Area Wide Basis		Limited Clientele	
		Job Creation/Retention	
#LMI Beneficiaries Proposed		#LMI Actual Beneficiaries	
<b>Activities Which Aid in the Prevention or Elimination of Slums or Blight</b>			
Area wide Basis		Spot Basis	
<b>Activities Having an Urgency or Imminent Threat to Health and Safety</b>			

**Certificate of Insurance:** Include Insurance endorsement with this report. The sub-recipient agreement requires that the sub-recipient maintain insurance to cover the cost of replacement due to loss by fire, theft or accidental damage.

#### Certification

It is hereby certified by both the Grantee and the Subrecipient that the project facilities, funded in whole or in part by federal CDBG funds, continue to be used for the approved activity, continue to meet the specified national objective, and continue to serve the number of beneficiaries originally intended in the project application.
Email completed report to: <a href="mailto:GrantServicesCDBG@lg.IN.gov">GrantServicesCDBG@lg.IN.gov</a>