**CLP REPORTS**

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| **DUE DATES** | **REPORT NAME** | **REPORT PERIOD** | **SUBMIT**  **VIA** |
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| Jan 30 | **ANNUAL PERFORMANCE REPORT (APR)**  Local UGLGs will complete APR for **Local**, **Form 3-J**  All other UGLGS will complete APR for **Regionalized**, **Form 3-K**  UGLG (not RLFA) completes report.  **Uploads** in CDBG QUARTERLY RLF REPORT metric ending 12/31 of each year. | Annual | Portal |
| Jan 30  Jul 30 | **FINANCIAL REPORT (known as CDBG QUARTERLY RLF REPORT on SF)**  Financial Workbook shows cash flow for all CLP accounts.  Accounting of Loan Funds report gathers data for all loans.  Complete CLP Account section in metric.  Create Loan Info Report (New Metric Component) for each loan in community.  **Upload** (1) Financial Workbook, (2) 6 months of bank statements or ledger, and (3) payment records for active loans OR Accounting of Loan Funds form. | Semi | Portal |
| Jan 30  Jul 30 | **CLP JOB CREATION SUMMARY REPORT (for each open loan), Form 3-N**  **or**  **CLP JOB RETENTION REPORT, Form 3-O**  Report documents jobs and LMI jobs created during report period.  Complete NEW Job Creation Summary Report (JCSR) with 3 tabs, review instructions.  Provide information for ***report period only.***  Verify Income Certification is complete.  Verify Business has completed the Human Resources Only section.  Signed by Business and UGLG.  RLFA completes fields on SF Metric.  **Upload** (1) JCSR Excel document, (2) signed PDF of JCSR, (3) corresponding Income Certification forms for report period and (4) Job Retention Employee Report, Form 3-P, for job retention only. | Semi | Portal |
| Jan 30  Jul 30 | **PROGRAM REPORT**  Report status of active, pipeline and prospective loans.  Completed by RLFA, email to UGLG and upload in metric. | Semi | **Email to UGLG Upload** |
| Jan 30  Jul 30 | **PROGRESS REPORTS, Form 1-A**  Report is *cumulative* and shows project activities and job creation status.  Complete Progress Report on Metric.  **Form 1-A is optional**. If 1-A is used, must be signed by Business. | Semi | Portal |
| Jan 30  Apr 30  Jul 30  Oct 30 | **QUARTERLY ADMIN PAYMENT REQUESTS, Form 8-A**  To request approval to move funds from UGLG account to reimburse administrative expenses.  RLFA completes Payment Request form, hours log, receipts and supporting documentation.  **Email** to CLP Specialist for review, revisions and approval.  Upon approval, RLFA will submit via Portal.  **Upload** Admin Payment Request packet and Financial Workbook. | Quarterly | **Email**  **then**  **Portal** |
| Close  out | **AUDIT REQUIREMENTS CERTIFICATION, Form 8-C**  *For Houghton and Van Buren, use Local FYE*  *For Regionalized, use RLFA FYE*  SF Metric and 8-C are required for year expenditures appear in audit.  SF Metric fields must agree with 8-C.  **Upload** 8-C, Single Audit, and required closeout documents. | Annual | Portal |