

FEDERAL PROGRAM REPORTING SCHEDULE

8/18/2017

All Grantees with Open Contracts in the designated programs must submit the required forms whether or not you have activity covered by the report. Forms may be marked with "No Activity" if no action was conducted during the reporting period. Failure to do so may constitute a lack of capacity to administer future programs and corrective action will be required.

| Report | Form Number | Reporting Period | Date(s) due at DCED | Questions should be Directed To | Send Form To |
|---|---|--|--|--|--|
| Monthly Reports | | | | | |
| NSP Compliance Report (NSP Grantees ONLY) | DCED-CMT-200 | Jan 1 – Jan 31 Feb 1 – Feb 28 Mar 1 – Mar 31 Etc. | Feb 15 Mar 15 Apr 15 Etc. | Christine Howe chrhowe@pa.gov (717) 720-7406 | Christine Howe chrhowe@pa.gov |
| HOME Monthly Status Report (HOME Grantees ONLY) | | Every month | By the 15 th of the following month | Assigned HOME Grant Manager | ra-dc-home-report@pa.gov |
| Quarterly Reports (CDBG / HOME / CDBG-DR / ESG) | | | | | |
| MAPR (No HOME or ESG) CDBG-DR refer to Separate Schedule Please Refer to your Annual Risk Letter | DCED-CMT-002 | High & Medium Risk: Jan – March April – June July – September Oct – Dec Low Risk: Oct.1–March 31 or Jan.1–June 30 April 1 – Sept. 30 July 1-Dec. 31 Please Refer to your Risk Letter | High & Medium Risk: May 15 August 15 November 15 February 15 Low Risk: May 15 or August 15 November 15 Feb.15 Please Refer to your Risk Letter | Grant Managers | ra-dcedCDBG&homequestions@pa.gov |
| Additional Fund Receipt | DCED-CMT-154 Original Needs sent to DCED | Jan – March April – June July – September Oct – Dec | April 15 July 15 October 15 January 15 | Crystal Stauffer cstauffer@pa.gov (717) 720-7405 | ra-dcedCDBG&homequestions@pa.gov |
| Semi-Annual Reports | | | | | |
| Due for the following Programs: CDBG / HOME / NSP/ CDBG-DR Programs | | | | | |
| Labor Standards Enforcement Report | DCED-CMT-4710 | Oct 1 – Mar 31 Apr 1 – Sept 30 | April 1 October 1 | Christine Howe chrhowe@pa.gov (717) 720-7406 | ra-dcLaborStandards@pa.gov |
| Biennial Report | | | | | |
| Due for the following Programs: CDBG / HOME / NSP/ ESG / CDBG-DR Programs | | | | | |
| Equal Employment Opportunity | EEO-4 (local) or DCED-CMT-169 | July 1 – June 30 of the odd years | September 1, of the odd years | Megan Snyder megsnyder@pa.gov (717) 720-7404 | ra-dcedCDBG&homequestions@pa.gov |
| Annual Reports | | | | | |
| Due for the following Programs: CDBG / HOME / NSP/ ESG / CDBG-DR Programs | | | | | |
| MBE/WBE - Contractor/Subcontract Activity Report | DCED-CMT-2516 | Oct 1 – Sept 30 | Oct 1 | Christine Howe chrhowe@pa.gov (717) 720-7406 | ra-dcMbeWbe@pa.gov |
| Fair Housing Report | DCED-CMT-160 Original needs sent to DCED also | Jan 1 – Dec 31 | 3rd Tuesday in Jan | Megan Snyder megsnyder@pa.gov (717) 720-7404 | ra-dcedCDBG&homequestions@pa.gov |
| Applicant Data for Direct Benefit Activities | DCED-CMT-179 | Jan 1 – Dec 31 | 3rd Tuesday in Jan | Megan Snyder megsnyder@pa.gov (717) 720-7404 | ra-dcedCDBG&homequestions@pa.gov |
| Section 3 Summary Report | DCED-CMT-60002 | Jan 1 – Dec 31 | 3rd Tuesday in Jan | Christine Howe chrhowe@pa.gov (717) 720-7406 | ra-dcSection3@pa.gov |
| SHPO No Effect Activities Report | DCED-CMT-141 | Jan 1 – Dec 31 | 3rd Tuesday in Jan | Pamela Reilly preilly@pa.gov (717) 720-1441 | ra-dcedCDBG&homequestions@pa.gov |
| For CDBG and CDBG-DR Grantees Only | | | | | |
| Beneficiary Report for Low-Moderate Area Projects | DCED-CMT-180 | Jan 1 – Dec 31 | 3rd Tuesday in Jan | Megan Snyder megsnyder@pa.gov (717) 720-7404 | ra-dcedCDBG&homequestions@pa.gov |
| For HOME Grantees Only | | | | | |
| HOME Annual Performance Report | DCED-CMT-H100 Original needs sent to DCED also | Jan 1 – Dec 31 | 3rd Tuesday in Jan | MJ Smith majsmith@pa.gov (717) 214-9754 | ra-dcedCDBG&homequestions@pa.gov |
| Home Match Report | DCED-CMT-H155 | Oct 1 – Sept 30 | October 15 | Crystal Stauffer cstauffer@pa.gov (717) 720-7405 | ra-dcedCDBG&homequestions@pa.gov |