

NSP QUARTERLY REPORTS

The NSP Quarterly Report provides information about the status of program funds, the number of households and income level of program beneficiaries, and street addresses. The report also allows the Grantee to highlight particular program accomplishments and to call attention to potential problem areas.

The Grantee is responsible for completing the activities specified in Attachments C Scope of Work and Timetable and F Budget Table of the NSP contract. The Grantee is equally responsible for keeping the Department informed about progress on the program being funded. Given the timeliness component of the NSP Program, the key procedure for communicating the status of the NSP program to Commerce is now through the submission of an accurate, complete and timely Quarterly Report Form. This information in this format is also critical to the Department's quarterly reporting responsibilities to HUD. A sample report is attached.

Reports may be submitted via e-mail (PDF or WORD documents), fax or US mail to the NSP Program. ***The failure to submit timely and concise reports could jeopardize the payment of contract funds.***

QUARTERLY REPORT INSTRUCTIONS:

This report, submitted on a calendar quarter basis, consists of three main parts: the Financial Statement, the Beneficiaries Data, and Street Addresses) and a comments section. One copy of the report is due at Commerce **no later than 15 days after the end of each calendar quarter**. Another copy should be placed in the grantee's Quarterly Report file.

Quarter-end dates:

- ◆ March 31, 20xx
- ◆ June 30, 20xx
- ◆ July 31, 2010
- ◆ August 31, 2010
- ◆ September 30, 20xx
- ◆ December 31, 20xx

Quarterly Report due dates:

- April 15, 20xx
- July 15, 20xx
- August 15, 2010*
- September 15, 2010*
- October 15, 20xx
- January 15, 20xx

* Please note that HUD is requiring monthly reporting in months 15-18 of the NSP1 grant, i.e., June (regular quarterly), July (special monthly), August (special monthly), September (regular quarterly).

The heading should include the Grantee name as listed on the contract, the contract number, the name, phone number and e-mail of the contact person, and the reporting period end date, e.g., 12/31/09. This date is also found in Attachment C Scope of Work and Timetable in the contract.

I. FINANCIAL STATEMENT

A. NSP ASSISTANCE TOTAL AS OF THE END OF THIS QUARTER

This section is intended to capture all NSP contract funds committed and requested cumulatively as of the end of the quarter and how they compare to the contracted amounts and the Grantee's expenditures. A sum function has been created to total columns (Right click and Update Field. However, to make that work \$0 must be entered where the cell would be blank.) Grantees may delete Activity Category lines which are not funded, however please keep the page break in the same place.

1. Budget Categories: Under the first column, enter the amount awarded for each of the NSP Eligible Uses (A-E) and Administration, as shown in the NSP contract (the first column of NSP Contract Attachment F Budget Table). *This will stay the constant during all quarters, unless there is a contract or letter amendment.* For Grantees who have approved contract or letter amendments before the end of the quarter, please begin with these already amended amounts.
2. Committed End of Quarter: Under the second column, enter the **total** amount of NSP funds committed on Activity Set-up Reports by the end of the reporting quarter for each category including total administration payment requests. Please note that for ADMINISTRATION funds through June 30, 2010, the amount committed equals to the amount requested.
3. Committed to ≤ 50% CMI End of Quarter: Under the third column, enter the subset amount from total committed that was committed to households ≤ 50% County Median Income (CMI) at the end of the reporting quarter.
4. BALANCE (Contract \$ - Committed \$): Under the fourth column, enter the amount of the Committed column subtracted from the Budget Categories Contract column at the end of the reporting quarter. BALANCE = (Contract \$ - Committed \$)
5. Expenditures End of Quarter: Under the fifth column, enter the Grantee's expenditures by the end of the reporting quarter for each category. This amount may be higher than the amount requested to date if the Grantee has been advancing funds for the program. However, please note that due to the nature of the NSP program, HUD and the Department would like to keep this amount relatively low.
6. Requested End of Quarter: Under the sixth column, enter the total dollar amount of NSP contract funds requested for disbursement since the beginning of the contract up through the end of the reporting quarter for each category. Again, please note that for ADMINISTRATION funds through June 30, 2010, the amount committed equals to the amount requested.

B. NSP ASSISTANCE THIS QUARTER ONLY

This section is intended to capture NSP contract funds committed and requested just in the current quarter as of the end of the quarter as well as program income.

1. Committed: Under the first column, enter the total amount of NSP funds committed on Activity Set-up Reports by the end of the reporting quarter for each category including total administration payment requests for this quarter only. Please note that for ADMINISTRATION funds through July 30, 2010, the amount committed equals to the amount requested.
2. Requested: Under the second column, enter the amount of funds requested by the end of the reporting quarter for each category for this quarter only.
3. Program Income Received: Under the third column, enter the amount of Program Income received from all NSP sources by the end of the reporting quarter for each category for this quarter only. It is conceivable that there will be no program income to report until future quarters.

4. Program Income Committed: Under the fourth column, enter the amount of Program Income committed by activity type (e.g. B1, B2, D, etc.) by the end of the reporting quarter for each category for this quarter only. It is conceivable that there will be no program income to commit to new set-ups until future quarters. However, once received, please remember that grantees are required to commit program income before new contract funds.
5. Program Income Balance on Hand: Under the fifth column, enter the amount of Program Income balance by activity type (e.g. B1, B2, D, etc.) by the end of the reporting quarter for each category for this quarter only. It is conceivable that there will be no program income to commit to new set-ups until future quarters. (Balance on Hand = Program Income Received - Program Committed.)

II. BENEFICIARIES DATA THIS QUARTER

This section requests data on units and households benefitting in this quarter by income level ($\leq 50\%$ CMI and 51-120%). Please note that there is no income level benefit for NSP Activity Types C. Land bank and D. Demolition. Therefore please use the space provided for the total units or dollars for those categories. THIS SECTION HAS CHANGED. PLEASE READ CAREFULLY.

1. Amount of NSP Assistance This Quarter: Under the first set of columns, enter the **total** dollar amount of NSP contract funds requested for disbursement during this **reporting quarter** categorized by income level and activity type. **The total amount should equal the total amount entered in I. B. under Requested This Quarter on the first page. Do not include Program Income.**
2. # of Housing Units Completed This Quarter: Under the second set of columns, enter the number of units for which the NSP activity has been fully COMPLETED during the reporting quarter. Fully completed means that the unit is rented or sold, demolished or acquired for landbanking accordingly. The information should be categorized by activity type.
3. # of Households Benefitting This Quarter: Under the third set of columns, enter the total number of households benefitting this quarter. Please note, these numbers may only be derived after resale or rental. Assistance should be broken out by income level $\leq 50\%$ CMI and 51-80 and 81-120% and activity type.

III. STREET ADDRESSES SET-UP THIS QUARTER AND PROGRAM ACTIVITIES

THIS SECTION HAS CHANGED. PLEASE READ CAREFULLY.

This section may be copied if more space is needed for additional street addresses. Please **ONLY** enter street addresses that were set-up in the current reporting period.

- ◆ Enter the Activity Set-up number (e.g. # 90301, # 90302, etc.)
- ◆ Enter the Activity Type (e.g., A, B1, B2, C, D or E)
- ◆ Enter the CMI Level (e.g., 001 = $\leq 50\%$ CMI and 002 = 51-120%)
Example: B1 001 means Acq, Rehab, Resale to $\leq 50\%$ CMI
B2 002 = Acq, Rehab, Rental to 51-120% CMI
- ◆ Enter the Street Address, City, County & Zip Code
- ◆ NEW! Enter the # of units set-up at this street address by NSP activity, # of parcels (Tax ID #s) acquired voluntarily, and # of properties acquired. (Please note that in most single family projects will have one unit, one parcel, and one property. However, a multi-family project may have, for example, 16 units, 5 parcels and one property.)

IV. GENERAL PROGRAM REPORTING ACTIVITIES

THIS SECTION IS NEW. PLEASE READ CAREFULLY.

If any of the following activities applied to your program during the reporting period, please check YES or NO, and provide appropriate documentation where applicable.

1. MBE/WBE Report: If you contracted or subcontracted with a MBE/WBE during this reporting period, please fill out and attach a copy of the MBE/WBE Report. This report can be found at: <http://commerce.wi.gov/CD/docs/BOH-Forms/cd-boh-nsp-MBEWBEReport.doc>
2. Fair Housing Report: If you undertook any actions to affirmatively further fair housing during the reporting quarter, please complete the Fair Housing Report and provide documentation to verify actions. This report can be found at: <http://commerce.wi.gov/CD/docs/cd-boh-nsp-fair-housing-report.doc>
3. Section 3 Report: Report any actions on the Section 3 Report Form taken to ensure that employment, and other economic activities generated by this program, were directed toward low- and moderate-income people (below 80% of county median income). This report can be found at: <http://commerce.wi.gov/CD/docs/cd-boh-nsp-section3.doc>

V. BRIEF PROGRESS REPORT &/OR COMMENTS

Report on problems you are encountering implementing the NSP program AND/OR on success you have had in your program.

Each report must be complete and comprehensive. That is, all parts of the report (financial, beneficiary data and street addresses) for all contract activities (NSP eligible housing activities and program administration) are due as a single submission. Reports provided on a piecemeal basis are not acceptable and will be returned.

Quarterly Reports may be submitted to the NSP program coordinator via e-mail (PDF or WORD), fax (608-266-5381), or U.S. mail (NSP Program, Department of Commerce, P.O. Box 7970, Madison, WI 53707--7970).