

FEDERAL PROGRAM REPORTING SCHEDULE

3/26/2018

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-dcedCDBGHomequestions@pa.gov
Additional Fund Receipt	DCED-CMT-154 Signed Original Needs sent to DCED	Jan – March April – June July – September Oct – Dec	April 15 July 15 October 15 With Annual Reports	Crystal Stauffer cstauffer@pa.gov (717) 720-7405	ra-dcedCDBGHomequestions@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-dcedCDBGHomequestions@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 Signed Original needs sent to DCED also	Jan 1 – Dec 31	3rd Tuesday in Jan	Megan Snyder megsnyder@pa.gov (717) 720-7404	ra-dcedCDBGHomequestions@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-dcedCDBGHomequestions@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 List Projects Report	DCED-CMT-141	Jan 1 – Dec 31	3rd Tuesday in Jan	Pamela Reilly preilly@pa.gov (717) 720-1441	ra-dcedCDBGHomequestions@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-dcedCDBGHomequestions@pa.gov
For HOME Grantees Only					
HOME Annual Performance Report	DCED-CMT-H100 Signed Original needs sent to DCED also	Jan 1 – Dec 31	3rd Tuesday in Jan	MJ Smith majsmith@pa.gov (717) 214-9754	ra-dcedCDBGHomequestions@pa.gov
Home Match Report	DCED-CMT-H155	Oct 1 – Sept 30	October 15	Crystal Stauffer cstauffer@pa.gov (717) 720-7405	ra-dcedCDBGHomequestions@pa.gov