

REVITALIZATION GRANT REPORTING REQUIREMENTS

1. Nature of Report

The HOPE VI Quarterly Progress Report is the primary instrument used to collect data about ongoing HOPE VI revitalization progress. It is a comprehensive program management tool that provides HUD with the information necessary to track program progress. This report replaces the requirements of the five page narrative report and SF-269 that were previously used to report program progress. The exact program format changes regularly as the program evolves, and Grantees are given explicit instructions from HUD each quarter.

Grantees use the Quarterly Progress Report to provide HUD with:

- a. data in several key program areas;
- b. comprehensive information about each project's planned activity and progress to date;
- c. budget and financial status for all fund sources and a breakdown of the specific uses of HOPE VI funds; and
- d. a narrative report on the current project status.

2. HUD Report Data Entry

When each Quarterly Progress Report is deemed complete and finalized, HUD will record its receipt into LOCCS. After the report deadline date, until a report is entered into LOCCS as received, the Grantee will be unable to request grant funds.

3. Report Due Dates

The first HOPE VI Quarterly Progress Report is due 30 days after the quarter in which the grant agreement was executed by HUD. LOCCS sends the Grantee a system-generated letter which reminds it of the upcoming report due date, 30 days before the report is due. After the first Quarterly Progress Report is submitted, the Grantee must submit a Quarterly Report 30 days after the end of each subsequent quarter. Reports are due on January 31, April 30, July 31, and October 31.