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| <b>PIERCE COUNTY DEPARTMENT OF COMMUNITY SERVICES</b><br><b>CDBG PUBLIC FACILITIES PROJECT</b><br><b>QUARTERLY &amp; FINAL REPORT INFORMATION FORM FY ??</b> |
|--|

FY 20?? Agency Name: \_\_\_\_\_ Project Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_, Phone: \_\_\_\_\_  
**Project Number:** \_\_\_\_\_, PC Contract # \_\_\_\_\_ BARS: \_\_\_\_\_  
 Submit the report by email, and then send a hard copy to the office addressed to:  
 Attn: «CCS\_assigned», email address: «CCS\_email»  
 Pierce County Community Services  
 3602 Pacific Ave., Ste. 200, Tacoma, WA 98418

**Quarterly Reporting:**

**Step 1. Progress Report**

- Mark the correct time period box below.
- State name of person submitting report and date submitted.
- Give a brief (1 or 2 sentences) statement of progress for the relevant quarter. (Example: John Smith, 9/30/08 Project is underway. Bid published and has a closing date of 11/1/08.)
- If there is no progress during that quarter, it is still necessary to submit a report to that effect.
- This is a cumulative reporting document; leave your last submission on the form when updating.

1st qtr. ending Sept. 30, due Oct. 15, 2009:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

2nd qtr. ending Dec. 31, due Jan. 15, 2010: Person submitting and date submitted:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

3rd qtr. ending March 31, due April 15, 2010: Person submitting and date submitted:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

4th qtr. ending June 30, due July 15, 2010: Person submitting and date submitted:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

If contract is **not** closed within the fiscal year, please continue reporting quarterly:

- 1st qtr. ending Sept. 30, due Oct. 15, 2010: Person submitting and date submitted:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

- 2nd qtr. ending Dec. 31, due Jan. 15, 2011: Person submitting and date submitted:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

- 3rd qtr. ending March 31, due April 15, 2011: Person submitting and date submitted:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

- 4th qtr. ending June 30, due July 15, 2011: Person submitting and date submitted:

|                                       |
|---------------------------------------|
| Person submitting and date submitted: |
|                                       |
| Quarterly Progress:                   |
|                                       |

**Project Number:** \_\_\_\_\_

### Step 2: Income Status

If your program serves LMI/LMC-Low-Moderate Income clientele, LMH-Housing improvements or acquisition, it is a HUD requirement (24 CFR 570.506 (b) (3) (iii)) to collect, report, and maintain data on the income eligibility of the population receiving or benefiting from CDBG public facility funding.

NOTE: This page is should not be completed if National Objective is to benefit LMA-Low-Moderate Income clientele by Area Benefit determined by Census Tract.

- For the first quarter, list the number of clients served in each category.
- Use the Income Limits Summary below Table #1 to determine income levels.
- For subsequent quarters, add the number of clients served that quarter to the number served the previous quarter(s). (For example: If you serve 10 low income clients in the 1<sup>st</sup> quarter and 5 in the 2<sup>nd</sup> quarter, list 15 in the 2<sup>nd</sup> quarter column.) The fourth quarter will represent all the clients served.

**Table #1**

| <b>Income Level</b>  | <b>1st</b> | <b>2nd</b> | <b>3rd</b> | <b>4th</b> |
|----------------------|------------|------------|------------|------------|
| Extremely low-income |            |            |            |            |
| Very-Low income      |            |            |            |            |
| Low-income           |            |            |            |            |
| Remainder of clients |            |            |            |            |
| <b>TOTAL</b>         |            |            |            |            |

| <b>FY 2008 Income Limits Summary</b> |                                   |                              |                  |
|--------------------------------------|-----------------------------------|------------------------------|------------------|
| <b>Family Size</b>                   | <b>Extremely Low Income (30%)</b> | <b>Very Low Income (50%)</b> | <b>Low (80%)</b> |
| 1 (Person)                           | 13,900                            | 23,150                       | 37,050           |
| 2 (Person)                           | 15,900                            | 26,500                       | 42,350           |
| 3 (Person)                           | 17,850                            | 29,800                       | 47,650           |
| 4 (Person)                           | 19,850                            | 33,100                       | 52,950           |
| 5 (Person)                           | 21,450                            | 35,750                       | 57,200           |
| 6 (Person)                           | 23,050                            | 38,400                       | 61,400           |
| 7 (Person)                           | 24,600                            | 41,050                       | 65,650           |
| 8 (Person)                           | 26,200                            | 43,700                       | 69,900           |

### Step 3. Race and Ethnicity:

- If your project serves homeowners, use Table #2. If your program serves renters, use Table #3.
- Use both tables if your program serves both homeowners and renters.
- For the first quarter, list the number of clients served in each category.
- For subsequent quarters, add the number of clients served that quarter to the number served the previous quarter(s). (For example: If you serve 10 low income clients in the 1<sup>st</sup> quarter and 5 in the 2<sup>nd</sup> quarter, list 15 in the 2<sup>nd</sup> quarter column.) The fourth quarter will represent all the clients served.
- Clients listed in an ethnicity column must also be listed in a racial category column.

**Table #2**

| <b>Homeowner</b>  |                       |                       |                       |                       |                    |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>RACE</b>   | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> | <b>ETHNICITY</b>   | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> |
| White   |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Black/African American                                  |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Asian   |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| American Indian/Alaska Native                           |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Native Hawaiian /Other Pacific Islander                 |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| American Indian /Alaskan Native & White                 |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Asian & White   |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Black/African American & White                          |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| American Indian/Alaskan Native & Black/African American |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Other Multi-Racial                                      |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |

**Table #3**

| <b>Renter</b>   |                       |                       |                       |                       |                    |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>RACE</b>   | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> | <b>ETHNICITY</b>   | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> |
| White   |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Black/African American                                  |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Asian   |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| American Indian/Alaska Native                           |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Native Hawaiian /Other Pacific Islander                 |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| American Indian /Alaskan Native & White                 |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Asian & White   |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Black/African American & White                          |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| American Indian/Alaskan Native & Black/African American |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |
| Other Multi-Racial                                      |                       |                       |                       |                       | Hispanic or Latino |                       |                       |                       |                       |

**Person completing the form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature**

## Final Reporting:

### Step 1. Access Benefit

- **At the completion** of the CDBG public facilities project, HUD requires a report that includes the information in the table below.
- Please choose one or more of the statements below that best describe the outcome of your program for the persons who benefited from it.
- The total beneficiary number should match the numbers listed in Tables #1, #2 and/or #3 above.

**Table #4**

| <b>Of the persons (public beneficiaries) assisted, enter the number that:</b> |  |
|---|--|
| Now have new access to this service or benefit:                               |  |
| Now have improved access to this service or benefit:                          |  |
| Now receive a service or benefit that is no longer substandard:               |  |
| Total:  |  |

### Step 2: Financial Summary

**At the completion** of the CDBG public facilities project, HUD requires a financial summary of the project's revenue sources. Please complete this form one time only, at the close out of the project.

| <b>20?? PIERCE COUNTY<br/>           FINANCIAL SUMMARY OF PROJECT REVENUE USED TO COMPLETE THIS<br/>           COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), PUBLIC FACILITIES PROJECTS</b> |                    |         |             |         |       |                  |
|---|--------------------|---------|-------------|---------|-------|------------------|
| AGENCY: _____<br>PROJECT: _____<br>PROJECT ID #: _____<br>EXPENDED AS OF <b>??/??/??</b> : \$?  |                    |         |             |         |       |                  |
| (Please Print) Prepared by: _____ Phone: _____<br>Email: _____  |                    |         |             |         |       |                  |
| List all final dollar amounts from all sources below:   |                    |         |             |         |       |                  |
| CDBG  | HOME+ESG+<br>HOPWA | FEDERAL | STATE+LOCAL | PRIVATE | OTHER | PROJECT<br>TOTAL |
| \$  | \$                 | \$      | \$          | \$      | \$    | \$               |

Person completing final report: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature