

NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG PROGRAM INCOME REPORT

Each Recipient must certify to the Office of Community Renewal (OCR) the amount of *uncommitted program income from New York State administered CDBG grants currently on hand. This includes any additional program income received since last reported, and prior to 04/01/19. **All recipients** must fill out, sign and return the completed form to the OCR.

I certify that _____ has \$ _____
(Community Name)

in uncommitted NYS CDBG Program Income.

If the Applicant has a zero (\$0.00) balance in NYS CDBG program income, please indicate that above. Do not leave blank. Any uncommitted program income must be returned following the guidelines below.

Chief Elected Official Signature

Title

Typed Name

Date

Beginning April 1, 2019, all program income received must be returned to the Housing Trust Fund Corporation (HTFC) as follows*:

- For any revolving loan fund (RLF) receipts, the funds must be returned monthly to HTFC to the address below
- For all other receipts, the funds must be accumulated in a separate local account and returned to HTFC at the end of the State fiscal year, along with a Program Income Report, if the amount exceeds \$35,000
- Recipients with \$35,000 or less in uncommitted program income on hand must provide a bank statement to verify this

Please send any program income payments to:

Housing Trust Fund Corporation
PO Box 1339
Albany, NY 12201-1339

Checks should be made payable to the *Housing Trust Fund Corporation*

Please note:

Funds must be returned by the local recipient, not by any subrecipient or beneficiary

Any funds received after April 1, 2019 may not be directly disbursed to activities by the local recipient

Forms and/or questions should be submitted to OCRREPORTS@nyshcr.org, or contact the Office of Community Renewal directly at (518) 474-2057.

* For further information about Program Income (PI), including definitions of PI, revolving loan funds, and what constitutes "commitment" please see the Program Income Fact Sheet here: <https://hcr.ny.gov/system/files/documents/2019/08/Program%20Income%20Fact%20Sheet.pdf>