

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. **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 for the fiscal year 4/1/____through 3/31_____.

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

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:

NYS Housing Trust Fund-General
Box 8000 Department 573
Buffalo, NY 14267-0002

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@hcr.ny.org, or contact the Office of Community Renewal directly at (518) 474-2057.

* "Commitment" means either that the local recipient legislative body has formally approved funds for a specific project in the public record prior to 4/1/19, or that the local recipient has entered into a written agreement with a business, household or other eligible person that is the intended recipient of the funds committing to a specific activity prior to 4/1/19. This commitment cannot be subject to contingencies that could result in cancellation of the activity. For more information, please see the CDBG Program Income Fact Sheet [here](#):