

# 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.

For fiscal year 4/1/\_\_ through 3/31/\_\_ I certify that \_\_\_\_\_ has \$ \_\_\_\_\_  
(Community Name)

In miscellaneous revenue (revenues from prior grants received during most recent fiscal year \$35,000 or less)

**Request for Funds Transfer**

OR

In uncommitted NYS CDBG Program Income (revenues from prior grants received during most recent fiscal year over \$35,000)

**Program Income**

**Check only one box above. If the Applicant has not received any revenues associated with previous NYS CDBG awards (a zero (\$0.00) balance), 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 revenue on hand must provide a bank statement to verify

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](mailto:OCRREPORTS@nyshcr.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](#)