

**Exhibit E-2 - QUARTERLY (and FINAL) PERFORMANCE REPORT**

[example and explanation]

Grantee Name: \_\_\_\_\_  
(1)

Grantee Address: \_\_\_\_\_  
(2)

Assistance Program: ☐ Homeowner ☐ Rental Property ☐ Co-op  
(3)

Grant Quarter: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th  
(4)

☐ 6th ☐ 7th ☐ 8th ☐ Final Report

Funding Year: \_\_\_\_\_ Report Period - From: \_\_\_\_\_ To: \_\_\_\_\_  
(5) (6) (6)

**I. GENERAL INFORMATION ON USE OF HOUSING PRESERVATION GRANT  
(HPG) FUNDS DURING CURRENT PERIOD**

**A. Use of Administrative Funds:**

Budgeted Amount	\$ _____
	(7)
Expended through Last Quarter	\$ _____
	(8)
Direct Cost – Personnel	\$ _____
	(9a)
Supplies & Equipment	\$ _____
	(9b)
Travel	\$ _____
	(9c)
Other	\$ _____
	(9d)
Total	\$ _____
	(9e)
Indirect Costs - ( _____ % Rate)	\$ _____
(10a)	(10b)
This Quarter Total	\$ _____
	(11)
Previous Total	\$ _____
	(12)
To-date Total	\$ _____
	(13)

B. Use of Grantee's Program Funds:

		Budgeted Amount	\$ _____ (14)
		Expended through Last Quarter	\$ _____ (15)
Loans	Number _____ (16a)		\$ _____ (16b)
Grants	Number _____ (16c)	\$ _____ (16d)	
Other Subsidies	Number _____ (16e)	\$ _____ (16f)	
(Describe briefly on an attachment)			
		This Quarter Total	\$ _____ (17)
		Previous Total	\$ _____ (18)
		To-date Total	\$ _____ (19)

II. DESCRIPTION OF RECIPIENTS PROVIDED ASSISTANCE DURING REPORT PERIOD  
(Attach breakdown for each HPG recipient on a separate page. Include: name, address, income, size, race, housing preservation activities, and type of assistance received.)

	<u>This Period</u>	<u>Total To-date</u>
Number low-income persons assisted	_____ (20a)	_____ (20b)
Number very low-income persons assisted	_____ (20c)	_____ (20d)
Total number of persons assisted	_____ (20e)	_____ (20f)
Racial Composition and Outreach		

	Total % Pop. of Area <u>Served</u> (21a)	Total Number This Period (21b)	Total Percent This Period (21c)	Total Number To-date (21d)	Total Percent To-date (21e)
Whites	_____%	_____	_____%	_____	_____%
Blacks	_____%	_____	_____%	_____	_____%
Asian/Pacific Islanders	_____%	_____	_____%	_____	_____%
Amer. Indians/ Alas. Natives	_____%	_____	_____%	_____	_____%
Hispanic	_____%	_____	_____%	_____	_____%
		(21f)		(21g)	
Total		_____		_____	

III. DESCRIPTION OF TYPES OF HOUSING PRESERVATION PROVIDED

<u>Name of Recipient</u> (22a)	<u>Cost of Materials &amp; Labor</u> (22b)	<u>HPG</u> (22c)	<u>Other</u> (22d)	<u>Total</u> (22e)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

(Use an attachment if necessary)

IV. OBJECTIVES FOR NEXT PERIOD

	(23a)	(23b)	
Loans	Number		\$
Grants	Number		\$
Other Subsidies	Number		\$

(Describe briefly on an attachment)

V. PROJECT SUMMARY

	<u>Number of Recipients</u>	<u>HPG Funds</u>	<u>Other Funds</u>
Objective of Project		\$	\$
	(24a)	(24b)	(24c)
Assistance To-date		\$	\$
	(25a)	(25b)	(25c)
Assistance Next Period		\$	\$
	(26a)	(26b)	(26c)
			(25d)
Average Amount of HPG Assistance Provided To-date			\$

(Per Unit)

VI. NARRATIVE

A. Significant accomplishments:

(27)

B. Problem areas:

(28)

C. Proposed changes or assistance needed, etc.:

(29)

D. Status of implementing Environmental and Historic Preservation requirements. Include number and description of historic properties assisted:

(30)

I hereby certify that the information contained herein is true and accurate to the best of my knowledge and in accordance with the requirements of the Grant Agreement and Subpart N of Part 1944 of this chapter and that all final inspections have been made.

\_\_\_\_\_  
Date Prepared (31a)

\_\_\_\_\_  
Signature of Preparer (31b)

\_\_\_\_\_  
Date Signed (31c)

\_\_\_\_\_  
Grantee's Signature (31d)

This report is in compliance with Subpart N of Part 1944 of this chapter.

\_\_\_\_\_  
Date Signed (32a)  
(07-19-24) PN 619

\_\_\_\_\_  
Rural Development (32b)

## GUIDELINE FOR PREPARATION

- (1) Insert name of grantee.
- (2) Insert address of grantee.
- (3) Indicate type of assistance program.
- (4) Indicate grant quarter (1st thru 8th) or final report. It is recommended the grantee be on calendar quarters (ending 9/30, 12/31, 3/31, 6/30) as soon as possible after grant signing.
- (5) Insert Fiscal Year funded.
- (6) Insert report period. For example: "8/25 to 9/30" if 1st quarter, or "10/1 to 12/31", etc.

### **I. GENERAL INFORMATION ON USE OF HOUSING PRESERVATION GRANT (HPG) FUNDS DURING CURRENT PERIOD**

#### **A. Use of Administrative Funds: (This section is used to detail how the HPG administrative funds were used during the current quarter.)**

- (7) Insert total amount of HPG administrative funds for the entire project approved in the grantee's budget. In no event should this amount exceed 20 percent of the HPG grant awarded to the grantee.
- (8) Insert amount of HPG administrative funds expended through last quarter. This will be the same amount as item 13 from the previous quarterly performance report.
- (9a- 9d) Insert HPG administrative expenses (Personnel, Supplies & Equipment, Travel, and Other) that are related to HPG activities and so assigned by the grantee.
- (9e) Insert the "Total" for items 9a through 9d.
- (10a) Insert approved or provisional indirect cost rate, if applicable.

(10b) Insert the indirect costs for the quarter, if applicable.

NOTE: Insert the rate and amount only if an indirect cost ratio has been approved or a provisional rate submitted, when used for a given period of time to permit funding and reporting of indirect costs pending establishment of a final rate for that period. When a permanent rate is established, the indirect costs claimed by using the provisional rate are adjusted to reflect the indirect costs based on the permanent rate. Indirect costs are the administrative expenses that are generally not assigned as "direct" costs, which reflect the HPG project's contribution to the overall cost of the organization's operation.

The "indirect cost rate" is established through an agreement between the government agency or nonprofit organization and the cognizant federal agency, which acts on behalf of all other federal agencies in approving the rate. The cognizant federal agency is the agency which provides the largest amount of federal funding for the government agency or nonprofit organization. The indirect costs are eventually grouped into a common pool and distributed to the benefiting projects and activities by a cost allocation process (indirect cost rate) which is applied in determining the amount of indirect cost for each project or activity.

- (11) Insert the total amount of direct cost and indirect cost (items 9e + 10b) for the this quarter total.
- (12) Insert the total amount from the previous quarter (this should be the same as item 8).
- (13) Insert the to-date total (items 11 + 12). This amount will be shown in item 8 for the next quarterly performance report.

**B. Use of Grantee's Program Funds (This section is used to detail how the HPG program funds were used during this quarter.)**

- (14) Insert the amount of HPG program funds budgeted. This amount does not include administrative funds. (Note: Items 7 and 14 should equal the grant amount.)
- (15) Insert amount of HPG program funds expended through last quarter. This will be the same amount as item 19 from the previous quarterly performance report.

(16a) Insert number of units assisted with loans for this quarter.

(16b) Insert the amount of HPG program funds for loan assistance, actually used this quarter.

(16c) Insert number of units assisted with grants for this quarter.

(16d) Insert the amount of HPG program funds for grant assistance, actually used this quarter.

(16e) Insert number of units assisted with other subsidies for this quarter.

(16f) Insert the amount of HPG program funds for other subsidy assistance, actually used this quarter.

(17) Insert the total amount of HPG program funds used for loans, grants, and other subsidies (items 16b + 16d + 16f) for this quarter.

Compare this amount with last quarter's report (Section IV) to see if the targets are being met. Explain any differences in Section VI of this report.

(18) Insert the total amount from the previous quarter (this should be the same as item 14).

(19) Insert the to-date total (items 17 + 18). This amount will be shown in item 15 for the next quarterly performance report.

**II. DESCRIPTION OF RECIPIENTS PROVIDED ASSISTANCE DURING REPORT PERIOD (This section is used to identify the number of low-income and very low-income persons and the racial composition of recipients provided assistance during the report period. Note requirement for attaching a report for each recipient.)**

(20a) Insert number of units occupied by low-income persons assisted for this quarter.

(20b) Insert the number of units occupied by low-income persons assisted to-date.

(20c) Insert number of units occupied by very low-income persons assisted for this quarter.

- (20d) Insert the number of units occupied by very low- income persons assisted to-date. This should be consistent with the statement of activities and objectives.
- (20e) Insert the total number of units occupied by very low- income and low- income persons assisted this quarter (items 20a + 20c).
- (20f) Insert the total number of units occupied by very low- and low-income persons assisted to-date (items 20b + 20d).
- (21a) Insert the total percentage of population for the area served for each of the racial categories indicated.
- (21b) Insert the total number of persons assisted this quarter for each racial category indicated.
- (21c) Insert, as a percentage, the total number of persons assisted this quarter for each racial category indicated. This figure is determined by dividing item 21b by 21a.
- (21d) Insert the total number to-date of persons assisted for each racial category indicated. This is an accumulative figure by adding item 21d from the previous quarterly performance report to item 21b from the current quarterly performance report for each racial category indicated.
- (21e) Insert, as a percentage, the total number of persons assisted this quarter for each racial category indicated. This figure is determined by dividing items 21d by 21a.
- (21f) Insert the total of items "21b" to obtain the total number of persons assisted this quarter for all racial categories indicated.
- (21g) Insert the total of items "21d" to obtain the total number to-date of persons assisted for each racial category indicated.

### **III. DESCRIPTION OF TYPES OF HOUSING PRESERVATION PROVIDED**

**(This section provides, by recipient, a cost of the general labor and materials. While the full breakdown of rehabilitation activities should be in the grantee's file and the attached report for each recipient, this provides an opportunity to summarize the types of activities the HPG program is financing and the costs. Provide attachment if additional space is needed.)**

- (22a) Insert the name of recipient who received funds from the grantee.



- (22b) Insert the cost of all materials, labor, etc., (excluding HPG administrative funds) per recipient.
- (22c) Insert the amount of HPG program funds (including HPG administrative funds) per recipient.
- (22d) Insert the amount of other (leveraged funds) per recipient.
- (22e) Insert the total of all funds received by the recipient. This is the sum of items 22c and 22d.

**IV. OBJECTIVES FOR NEXT PERIOD (This section outlines the objectives for the next quarterly period.)**

- (23a) Insert the number of loans, grants, and other subsidies planned for the next quarterly period. Attach a brief statement to this quarterly performance report explaining all deviations (if any) from the statement of activities.
- (23b) Insert the amount of money planned to be used for the loans, grants, and other subsidies for the next quarterly period.

Note: Attach a brief statement to the quarterly report, if necessary, explaining any deviation from the statement of activities.

**V. PROJECT SUMMARY**

- (24a) Insert the total number of recipients that was proposed to be assisted. This information should be the same as in the statement of activities.
- (24b) Insert the total amount of HPG funds (including HPG administrative funds) awarded. This will be the sum of items 7 and 14.
- (24c) Insert the total amount of other funds (leveraged funds) that was originally proposed (or modified) in the statement of activities.
- (25a) Insert the total number of recipients that have received assistance to-date. This will be the same as item 20f.
- (25b) Insert the total amount of HPG funds (including HPG administrative funds) awarded to-date. This will be the sum of items 13 and 19.
- (25c) Insert the total amount of other funds (leveraged funds) that was awarded to-date.

(25d) Insert the average amount of HPG assistance provided to-date. This is the sum of items 25b and 25c divided by item 25a.

(26a) Insert the total number of recipients that is proposed to be assisted next quarter. This information should be the same as in the statement of activities.

(26b) Insert the total amount of HPG funds (including HPG administrative funds) proposed to be used next quarter.

(26c) Insert the total amount of other funds (leveraged funds) proposed to be used next quarter.

## **VI. NARRATIVE**

(27) Indicate any significant accomplishments such as early start, outreach, additional persons assisted than proposed, etc.

(28) Indicate an problem areas noted or anticipated, such as under or over estimating rehabilitation/repair costs, delayed job, extensions needed, etc.

(29) Indicate any proposed changes, assistance needed, etc., such as other subsidies used with HPG funds, targeted population, etc.

(30) Indicate the status of all environmental reviews made and historic properties assisted.

(31a) Insert the date signed by the Preparer.

(31b) Insert the signature of the Preparer.

(31c) Insert the date signed by the grantee.

(31d) Insert the signature of the grantee.

(32a) Insert the date signed by the Rural Development reviewer.

(32b) Insert the signature of the Rural Development reviewer.

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