

INSTRUCTIONS FOR COMPLETING

THE ANNUAL POST-GRANT PROGRAM INCOME REPORT

NOTE: A report needs to be completed and returned even if zero program income was received and/or any anticipated program income is expected.

- A. Enter the name of the Grantee (community) reporting.
- B. Enter the type of grant (i.e., HA for Housing Assistance or ML for Micro Loan or CE for Community Enterprise) for each grant received by the Grantee. Please use separate forms for Economic Development (ML or CE) and Housing Assistance Programs.
- C. Enter the grant year.
- D. Enter the end date of the contract (or the end date of any amendment to the grant contract).
- E. Enter the balance of any Program Income as of January 1st of the reporting year. (NOTE: The first Annual Post-Program Income Report for a grant will report only Program Income Cash on Hand as of the contract end date. If, the reporting requirements of the grant were transferred to another **open** grant, note this transfer in section I.)
- F. Enter the amount of any Program Income received during the reporting year. (NOTE: The first Annual Post-Program Income Report will report only the Program Income received from the end date of the grant contract through December 31st of that year. Subsequent annual reports will include receipts for twelve months.)
- G. Enter the amount of Program Income expended during the reporting year and specify the activities and accomplishments (in standard activity units) in which the funds were expended. (NOTE: The first Annual Post-Program Income Report will report only the Program Income expenditures from the end date of the grant contract through December 31st of the reporting year.)
- H. Enter the Program Income Cash on Hand as of December 31st of the reporting year. This balance should be the beginning balance for the Annual Post-Program Income Report of the next year. (NOTE: Program Income Cash on Hand equals E plus F minus G = H.)
- I. List the activities and accomplishments achieved in which Program Income funds were expended. (NOTE: Include all grants and grant years that are combined.)
- J. Signature and date of authorized person who completed the form.

Please return completed form to:

Nellie Goulette
Department of Community Development
59 State House Station
Augusta, ME 04333-0059
Telephone: 207-624-9823
Fax; 207-287-8070