**DISCLOSURE REPORT**

1. Applicant/Recipient Name, Address, and Phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Check One: \_\_\_\_ Initial Report \_\_\_\_ Update Report

3. Social Security Number or Tax ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Project Name and Location:

5. Total Amount requested/received (including anticipated program income): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Other government assistance. Check One:

\_\_\_\_\_ No other government assistance is, or is expected to be, provided for this project

\_\_\_\_\_ All other government assistance provided for this project is listed on the attached page(s).

(Note: Disclosures must be complete and accurate, but need to be made only once for this report. If assistance is reported in the Sources and Uses disclosure section, then it need not also be reported here. If there is assistance reportable here, but reported only in the Sources and Uses disclosure, check here:

\_\_\_\_\_ Assistance is disclosed in Sources and Uses Attachments

|  |  |  |
| --- | --- | --- |
| Agency Name and Address | Program and Type of Assistance | Amount Requested/Received |
|  |  |  |
|  |  |  |
|  |  |  |

7. Interested Parties. Check One:

\_\_\_\_\_ No parties have a reportable financial interest in this project. Interested parties include developers, contractors, consultants, individuals, entities including units of government with a financial interest greater than $50,000 or 10 percent of the assistance (whichever is **lower**; being a party to a contract procured under Federal procurement regulations at 2 CFR Part 200 does not, by itself, constitute a reportable financial interest).

\_\_\_\_\_ All parties with a reportable financial interest are listed on the attached page(s).

|  |  |  |
| --- | --- | --- |
| Name and Address | Type of Participation | Interest ($ and %) |
|  |  |  |
|  |  |  |
|  |  |  |

8. All expected sources of funds available or expected to be available for the project or activity and all reportable uses of funds are included in the application for funds and on the following forms (check all that apply):

\_\_\_\_\_ CDBG PROJECT BUDGET

\_\_\_\_\_ CDBG LOCAL COMMITMENT FORM

\_\_\_\_\_ Other Attachment(s). Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Certification:

I hereby certify that all information in this report and its attachments is true and complete.

**Signature Date**

**DISCLOSURE REPORT INSTRUCTIONS**

**Who Should Complete the Report?**

All applicants who expect to receive an aggregate amount of covered federal assistance for a project or activity that exceeds $200,000 are required to make certain disclosures. State CDBG funds are covered by the requirement, as are most other programs where funds are administered by or passed through the U.S. Department of Housing and Urban Development. Therefore, all applicants for more than $200,000 in NC CDBG funds, including anticipated program income, should complete the report. In addition, any applicants to a State grantee for a sub grant should complete the report if more than $200,000 in covered assistance is or can reasonably be anticipated. The requirement addresses the aggregate amount of assistance. Therefore, if the applicant anticipates less than $200,000 in CDBG assistance, but intends to combine the funds with enough other covered assistance (such as Section 8 project-based Housing Assistance Payments) to exceed $200,000 in total assistance, the applicant must make the disclosures. Any applicant/recipient who is required to complete a disclosure report for another agency in conjunction with a project assisted with State CDBG funds may submit a copy of that disclosure report to the Department of Environmental Quality rather than completing a separate report.

Recipients who have previously filed disclosure reports must file update reports if the information in the original report changes either because of later developments subject to disclosure, or because of changes in the amount of government assistance, the sources of funds, or the uses of funds equal to the lower of $250,000 or 10 percent of the applicable base (usually total project costs), or because of an increase in the financial interest of a person equal to the lower of $50,000 or 10 percent of such interest.

***Detailed Instructions***

1. Enter the name, address, and telephone number, including area code, of the applicant or recipient.

2. Indicate whether the report is an initial report or an update report.

3. Enter the Social Security Number or the Employer Identification Number of the applicant or recipient.

4. Enter the project name and indicate the location as specifically as possible. In the case of update reports, give the CDBG grant number.

5. Enter the total amount of assistance being requested as stated in the application, including anticipated program income. In the case of update reports, enter the total amount of assistance provided according to the funding approval and anticipated program income.

6. Indicate whether other government assistance is being provided, or can reasonably be expected to be provided, for the project. Other government assistance includes any loan, grant, guarantee, insurance payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is being sought.

If other government assistance is provided, or expected to be provided for the project, all such assistance must be disclosed on attachments incorporated into the report. The disclosures should list the granting agency, the program and type of assistance (e.g., grant, loan, guarantee), and the amount expected to be made available. Disclosures need only be made once, so that if this information is given in the Sources and Uses attachments, this may be indicated by checking the appropriate blank under “6. Other Government Assistance”.

7. Indicate whether there are persons with a reportable financial interest in the project. “Person” means an individual, corporation or business, unit of general local government or other governmental entity or agency or any other organization or group of people. A reportable financial interest is any financial involvement in the project including equity interest, shares in any profit on resale or distribution of cash or other assets, or receipt of compensation for goods or services provided in connection with the project or activities, which can be expected to exceed the lower of $50,000 or 10 percent of the assistance sought. Compensation for performance of a contract procured under Federal procurement regulations is not, by itself, a covered financial interest. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

If there are parties with a reportable financial interest, the name and pecuniary interest of the parties must be disclosed in referenced attachments. If the party is an entity such as a unit of government or a corporation, the disclosure must include an identification of each officer, director, and/or principal stockholder. The pecuniary interest disclosure must include the type of participation (such as owner, contractor, or investor) and the amount of the financial interest expressed both as a dollar amount and as a percentage of the amount of assistance involved.

8. Reference the statement or statements attached to the report showing the sources and uses of the funds available for, or expected to be available for, the project. Disclosure must be made of the gross amount of funds from all sources, including both governmental and non-governmental sources of funds and private capital resulting from tax benefits. For most projects, the financial forms in the appropriate guidelines will be adequate to document sources and uses. Please note, however, that if the “Other Government Assistance” disclosure section references the Sources and Uses Disclosures, then these Disclosures must identify the program and type of assistance.

9. Certification: The signatory certifies that all information in the report is complete and accurate. That is, except as disclosed in the report and attachments, there is no other government assistance, no other interested parties, and no other sources and uses of funds.