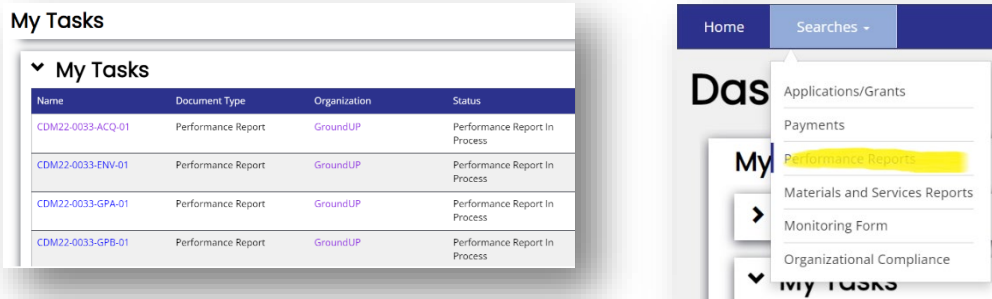


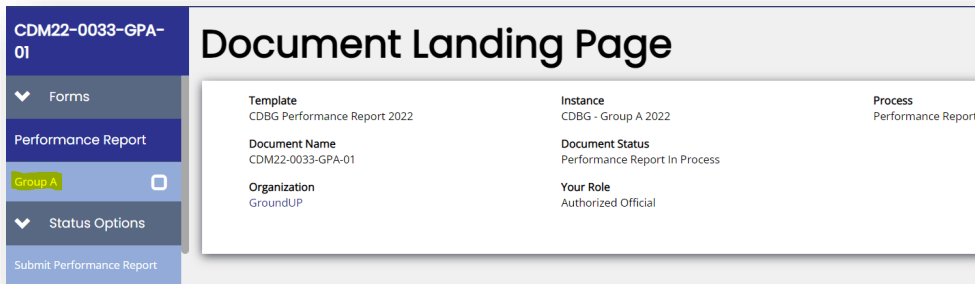
How to Complete and Submit Performance Reports

1. Performance Reports should appear in your My Tasks. If not, use the search function.



2. In general, the Group A Performance Report should be completed first so that's where we'll start. Click the name of the Report (e. g. *CDM22-0033 GPA-01*).

Now, on the Document Landing Page click "Group A" in the blue navigation bar.



3. Upload the required documents and complete the LEP section.

Group A

Instructions:
Please complete the page and press the save button.
Required fields are marked with an *

Group A Documents

Resolution adopting or reaffirming Community Policies * Select Drag Files Here

Section 3 Service Area map * Select Drag Files Here

Fair Housing Activities * Select Drag Files Here

Required Non-discrimination Notices * Select Drag Files Here

Grant Recipient employs 15 or more persons and is subject to all requirements of Section 504 * ▼

Limited English Proficiency

Language Group Census Data - Table B16001	Estimated Group Population	Speaks English less than "very well"	Percent LEP
Total Community Population per Table B16001 *	<input type="text"/>	<input type="text"/>	%
Spanish *	<input type="text"/>	<input type="text"/>	%
Other Language <input style="width: 100%;" type="text"/>	<input type="text"/>	<input type="text"/>	%

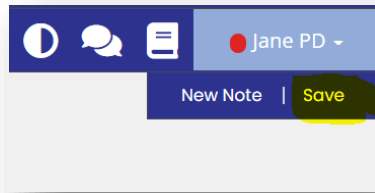
Based on local knowledge, does the population of the Benefit Area require LEP services not indicated by the Census community-wide language information? * ▼

Please Explain: *

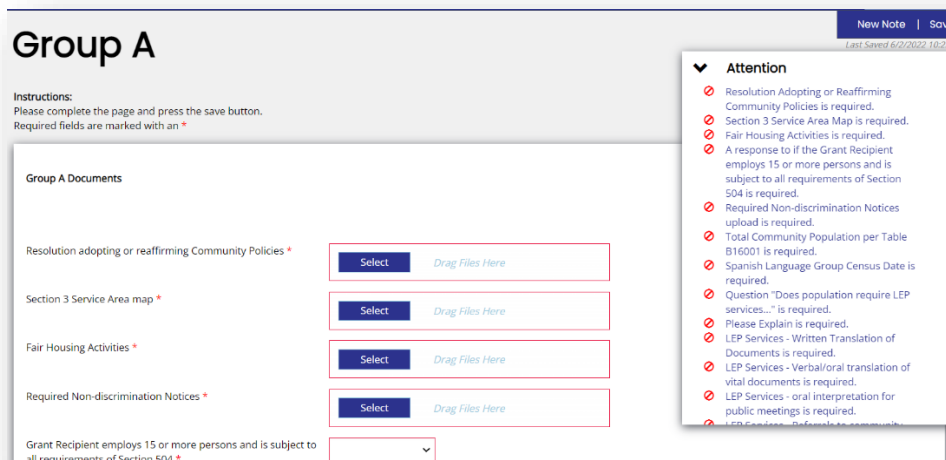
NOTE: Use Census data from Table S1601

LEP Services	Description of All Resources Available to the Grant Recipient	Description of Resources to be Used for this Grant
Written Translation of vital documents, which include Citizen Participation notices (e.g., complaint procedures, hearings notices), civil rights notices, and environmental review notices. *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Verbal / oral translation of vital documents on request *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Oral Interpretation for public meetings *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Referrals to community liaisons proficient in the language of LEP persons. *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000
Other LEP Services *	<input type="text"/> 0 of 2000	<input type="text"/> 0 of 2000

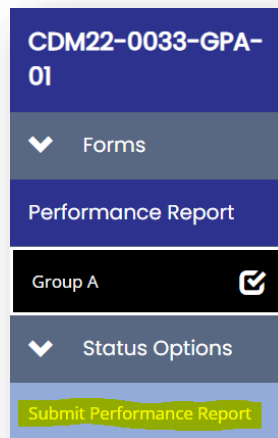
4. When you are finished, click “Save” in the upper right corner.



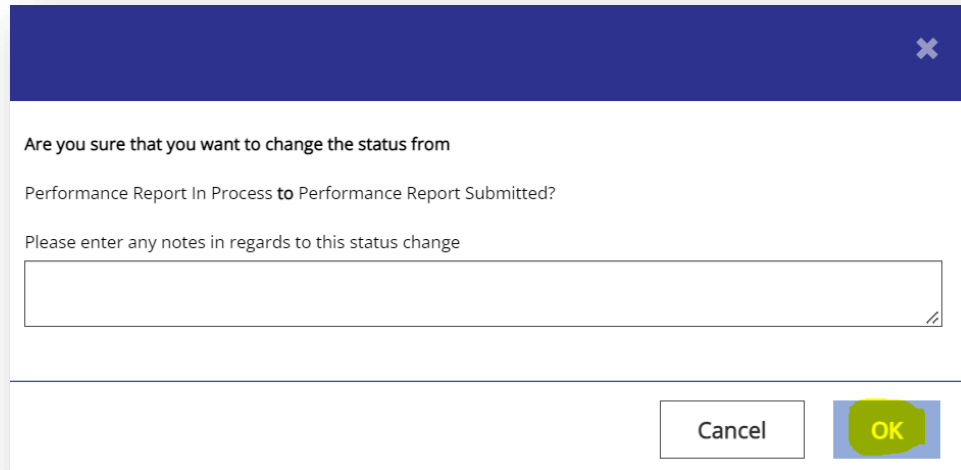
If any uploads were missed or any required information not entered, you will see an error message listing the incomplete fields.



5. Once all is completed and you have saved successfully, click “Submit Performance Report”.



This message will pop up to ask if you are sure. You are. Click “Ok”.

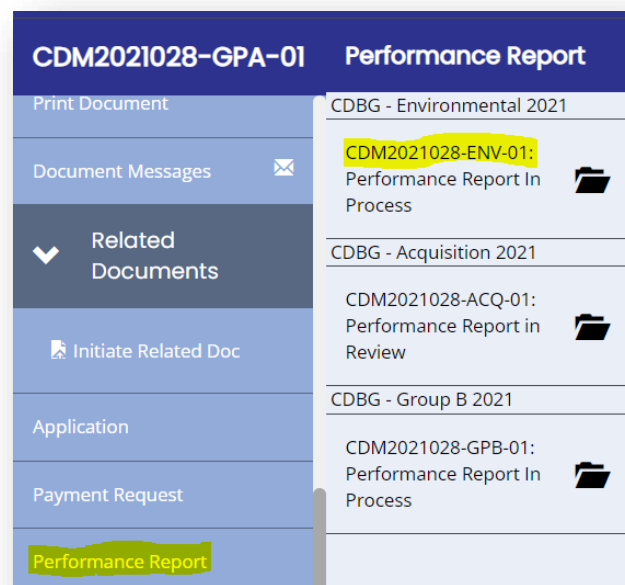


Are you sure that you want to change the status from
Performance Report In Process to Performance Report Submitted?

Please enter any notes in regards to this status change

Cancel OK

You can now navigate to the other Performance Reports and follow the same procedure to complete and submit them.



CDM2021028-GPA-01 Performance Report

Print Document	CDBG - Environmental 2021
Document Messages	CDM2021028-ENV-01: Performance Report In Process
Related Documents	CDBG - Acquisition 2021
Initiate Related Doc	CDM2021028-ACQ-01: Performance Report in Review
Application	CDBG - Group B 2021
Payment Request	CDM2021028-GPB-01: Performance Report In Process
Performance Report	

For more in-depth coverage of each report please consult the corresponding chapters of the Implementation Manual, which is available on the CDBG website.

Group A & B – Ch. 1 / Ch. 10 Environmental – Ch. 3

MSR – Ch. 5 Acquisition – Ch.6