**Instructions for Preparing Program Income Report**

**General Instructions:** A report must be submitted to TDA on a semi-annual basis documenting all program income received and each activity funded with CDBG program income. Please mail the report to the following address:

**Roxana Newton**

**Texas Department of Agriculture**

**Office of Rural Affairs**

**P. O. Box 12847**

Austin, Texas 78711

***Section I:***

Information provided in this section relates to the original contract(s) awarded to the city/county that created the revolving loan fund (RLF). The RLF may have been created from more than one award. This section should not include any information regarding subsequent loans made from the RLF account. A subsequent loan is defined as any loan made by your community utilizing repayment from the original contract(s). Subsequent loan information should be provided in Section III.

***Section II:***

Indicate the appropriate reporting period on the first line of Section II. The period beginning cash balance is defined as the total sum of cash on hand in the RLF account plus the total amount of investment funds at the beginning of the six-month period. It should not include the total of outstanding loan balances. The amount of program income funds received and disbursed should be entered on each line as it corresponds to the category on the left. A general ledger of account activity as well as a bank statement is required with each report that will reflect the information provided in Section II. *Information provided in this section should only reflect activities that occurred during a six-month reporting period.* The history of RLF account transactions should be reported in section III A & B.

Section III:

The table in Section III-A should reflect each subsequent loan made from your community’s RLF*, including any RLF funds committed to a new loan or RLF funds committed to match a Texas Capital Fund contract.* If RLF funds were used for these purposes, it should be noted in the comments section. The information provided in Section III-B should reflect the history of the RLF account. It should include all past transactions by subsequent loan up to and including activity that occurred during the current six-month reporting period. Use additional sheets if necessary.

***Section IV:***

Please provide current information regarding local government contacts and grant administrators (if applicable). The signature of the person who prepared this report is required beneath the local government and grant administrator information.

**IMPORTANT:** Program income funds maintained in RLF accounts are subject to all applicable CDBG regulations including but not limited to Low-Moderate Income (LMI) benefit, Davis-Bacon labor standards, environmental, acquisition, etc. Compliance with these regulations must be documented in each RLF loan file. LMI benefit must be documented through job creation for any assistance provided from the RLF. Additionally, one job must be created/retained for each $25,000 loaned. For current income limits, please refer to the Section 8 Income Limits for your community published annually by HUD. If you are in need of an updated list, or current Revolving Loan fund guidelines which detail federal compliance areas, please contact the Department.

It is important to submit program income reports in a timely manner. Delay in submitting reports may indicate insufficient capacity to manage and implement RLF funded projects and may result in ineligibility for future program funding or may result in program income recapture. The report can be transmitted electronically to **alexandra.gamble@texasagriculture.gov** and a sample report is available upon request. Please contact TDA if your community would prefer to submit the report electronically.

Should you have any additional questions or require technical assistance preparing this report, contact Roxana Newton at (512) 463-7166.

**PROGRAM INCOME REPORT (PIR)**

### SECTION I

Report Date Original Contract Number(s)

Contractor Current Judge or Mayor

(city/county)

Original Contract Period(s)

from: from:

to: to:

(month/day/year) (month/day/year)

Original Contract Amount Original Contract Amount

Original Loan Amount Original Loan Amount

Business Supported Business Supported Outstanding Loan Balance Outstanding Loan Balance

## Total Received from Original Award Total Received from Original Award

A. Principal A. Principal

1. Interest B. Interest
2. Total Received (A+B) C. Total Received (A+B)

D. Total Received from Both $

#### SECTION II

**Semi Annual period ending 6/30 12/30**

**Period Beginning Cash Balance of RLF $**

**(same as Ending Cash Balance of last report submitted)**

## Program Income Received/Disbursed this Period

Interest Earned from Bank Account or Other Investments

Loan Payments Received (include principle and interest)

Sale of Property

Other

**Total Receipts $**

New Loan(s) Approved

Amount Returned To State

Fees Paid / Expenses Charged to RLF

Other

**Total Disbursements $**

**Period Ending Cash Balance of RLF $**

PIR

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#### SECTION II Cont.

Comments or description of actions taken by Contractor on original contract award(s) delinquent, defaulted, or bankrupt. Attach applicable documents, such as letters, bankruptcy filing, final judgements, etc. Use additional sheets if necessary.

#### SECTION III (A&B)

Please complete the attached tables and include it in this report as Section III-A and III-B . Use additional sheets if necessary.

#### SECTION IV

## Local Government Contacts/Address Grant Administrator/Address

Phone ( ) Phone ( )

**Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person preparing report

**Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\* PLEASE ATTACH A COPY OF THE MOST RECENT BANK STATEMENT(S) FOR THE REVOLVING LOAN FUND, COPIES OF REPORTS OR PROOF OF MONIES INVESTED IN OTHER INSTITUTIONS and a GENERAL LEDGER OF RLF ACTIVITY.***

###### PIR

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###### SECTION III - A

# PROGRAM INCOME REPORT

(Subsequent Loans Made From Revolving Loan Fund)

##### PLEASE FILL OUT FOR EACH LOAN MADE FROM RLF

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Business*** | ***Loan Amount*** | ***Date of Award*** | ***Use of Funds (construction, equipment, working capital, etc.)*** | ***Jobs Created/***  ***Retained*** | ***Low/Mod***  ***Benefit*** | ***Comments or description of actions taken on defaulted loans*** |
|  |  |  |  |  |  |  |
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###### SECTION III - B

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Revolving Loan Cash** |  | **Loan 1**  **Business Name** |  | **Loan 2 Business Name** |  | **Loan 3 Business Name** |  | **Loan 4 Business Name** |
| **Beginning Loan Balances** |  |  | $ |  | $ |  | $ |  | $ |
|  |  |  |  |  |  |  |  |  |  |
| **Principal and Interest Received from Original Business(es)** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
|  |  |  |  |  |  |  |  |  |  |
| **Less: Additional / Subsequent Loans** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
| Loan write-offs | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
| **Amount returned to State** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
| **Fees paid / expenses charged to RLF (total)** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
| **Total Disbursements** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
|  |  |  |  |  |  |  |  |  |  |
| **Add: Program Principal Payments** | $ |  | $ |  | $ |  | $ |  | $ |
| **Program Interest Receipts** | $ |  | $ |  | $ |  | $ |  | $ |
| **Interest Earned on Cash Balance & Investments** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
| **Other Program Receipts** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
| **Total Receipts** | $ |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Ending Cash Balance (same as period ending balance Section II)** | $ |  | XXXXXX |  | XXXXXX |  | XXXXXX |  | XXXXXX |
|  |  |  |  |  |  |  |  |  |  |
| **Ending Loan Balances** |  |  | $ |  | $ |  | $ |  | $ |
| **d** |  |  |  |  |  |  |  |  |  |