

## WORKFORCE HOUSING REWARD PROGRAM BI-ANNUAL REPORT

Contractor \_\_\_\_\_ Contract No.: -WFH -

Address \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_ Dept. \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Change in Contact Information?  Yes  No

Contract Start Date (date signed by HCD) \_\_\_\_\_ Contract Expiration Date \_\_\_\_\_

Reporting Period:  January 1 to June 30 (due July 30<sup>th</sup>) Year \_\_\_\_\_

July 1 to December 31 (due January 30<sup>th</sup>) Year \_\_\_\_\_

A. Please list all projects as outlined in Exhibit A (Scope of Work) of the Standard Agreement and provide details of the project status and anticipated completion dates. (Attach additional sheet of paper if necessary.)

Activity	Status (i.e. pending council approval, out for bid)	Anticipated Completion Date

B. Please discuss in detail any issues affecting the timely implementation of activities outlined in Exhibit A (Scope of Work) of the Standard Agreement:

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**Please note: If for reasons beyond the control of the Contractor, the project must be modified or substituted, please be aware that all project changes must be pre-approved in writing by the Department prior to requesting funds.**

C. Summary of Requested Funds:

Amount of Grant	Total Request to Date	Balance

If no draws to date, please explain and indicate when you anticipate requesting funds (if not explained in Section B above):

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D. Contractor Certification:

I certify to the best of my knowledge that this report is true and accurate, that the reported dollar amounts agree with the official accounting records, and that all disbursements have been made for the purposes and conditions of this grant pursuant to the Standard Agreement.

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **WORKFORCE HOUSING REWARD PROGRAM BI-ANNUAL REPORT**

Workforce Housing Reward Program (WFH) grantees are required to submit reports to the Department on the expenditure of funds received through WFH on a bi-annual basis. Reports must be received by the Department no later than 30 days after the end of each reporting period (January 30<sup>th</sup> or July 30<sup>th</sup>) during the term of the Standard Agreement.

**Please Note:** If all WFH funds have been requested from the Department, the Contractor must submit the Final Closeout report within 60 days of date funds are fully expended. If this date corresponds with the required Bi-Annual report due dates outlined above, the jurisdiction may submit the Final Closeout report in lieu of the Bi-Annual Report.

Bi-Annual Reports can be submitted to the Department by clicking “submit by Email” button above or by printing and mailing or faxing to the following address:

Department of Housing & Community Development  
Division of Housing Policy Development  
Attn: Workforce Housing Staff  
1800 Third Street, Room 430  
Sacramento, California 95811  
Fax (916) 327-2643  
[www.hcd.ca.gov](http://www.hcd.ca.gov)