

Good Afternoon,

This is a courtesy reminder that local government recipients with contract numbers beginning with “19DB” and “20DB” are subject to financial penalties for late or delinquent reporting. The \$200 penalty applies to each report which is submitted to DEO past the due date, plus another \$200 for each report month it is not submitted. **The following reports are currently due to DEO and must be submitted to DEO using DEO’s SERA reporting system by October 15, 2021:**

1. **Quarterly Progress Report**, Form SC-65, for the period of July 1, 2021 – September 30, 2021.
2. **Fair Housing Report**, for the reporting period of July 1, 2021 – September 30, 2021. A fair housing activity may be reported on the quarterly status report in lieu of filing an individual Fair Housing Report. Your submission should include documentation to support that a fair housing activity occurred (e.g. copies of any pamphlets, coloring books, or other fair housing materials that were disseminated). **Please be advised that there is no financial penalty associated with the Fair Housing Report.**
3. **MBE/WBE Report**, for the reporting period of April 1, 2021 – September 30, 2021. A Contract and Subcontract Activity form, Form HUD-2516, currently available at <http://www.flrules.org/Gateway/reference.asp?No=Ref-05360>; which is incorporated herein by reference, must be submitted by April 15 and October 15 each year through the DEO’s SERA reporting system at <https://deosera.my.salesforce.com/>. The form must reflect all contractual activity for the period, including Minority Business Enterprise and Woman Business Enterprise participation. If no activity has taken place during the reporting period, the form must indicate “no activity”.

Please review the reporting requirements and due dates referenced in the attached copy of the Attachment H – Reports section of your CDBG contract. If you determine that you have missed a deadline for submitting a report in SERA, please follow-up immediately in order to minimize the extent of the financial consequences incurred by your local government. Any financial consequences accrued by your community will be applied as a reduction to the amount due to the local government on the next Request for Funds (Financial Activity) submitted via SERA.

Please disregard this message if you have already submitted your reports via the SERA system.

If you have any questions regarding this matter, please reply to this e-mail or call me at the number shown below.

Best regards,

Andrea Pelton

Government Operations Consultant III
Small Cities CDBG



Florida Department of Economic Opportunity
Florida Small Cities CDBG Program

Office: 850-717-8401

Andrea.Pelton@deo.myflorida.com

www.floridajobs.org

[Sign up for DEO news and information here.](#)

Follow us on: [Facebook](#), [Twitter](#) and [LinkedIn](#).