

# Reporting & Monitoring

CDBG/HOME Guidebook



Section D

## REPORTING REQUIREMENTS

Reporting on grant progress is required through the term of the written agreement (contract). This section describes the reports and due dates. Note that not all of the reports are applicable to every project. All reports are available in electronic format and will be emailed by the Block Grant Program. Subrecipients should use the most current form when submitting reports. Your project manager will provide assistance, if needed, with completing required reports.

### Quarterly Reports – Public Service & Economic Development Microenterprise activities

There are two reports due on a quarterly basis for Public Service contracts. These reports are due on the 15<sup>th</sup> of the month following the end of the quarter. These reports can be completed and emailed to the Block Grant project manager.

**Performance Report:** This is a narrative report (MSWord format) on progress made in providing the services described in the contract. It should include information on meeting items included in the “Agency Shall” section of the contract as well as any notable delays/challenges the project is experiencing. This report should include the name of the individual authorized to submit reports on the “Authorized Signature” line of the report.

**Demographics Report:** This is a workbook in MS Excel designed to capture income and race/ethnic data on individuals served by your project. The workbook contains an “Instructions” tab and tabs for each quarter. Detailed instructions are included in the instructions tab for completing the table. The quarters are linked so data from one quarter will carry to the next quarter for cumulative totals. Please use the most current HUD Income Limits to determine which income category individuals are in. Income Limits can be obtained from the Block Grant office.

HUD has also developed an Income Calculator to assist in determination of income. The Calculator is easy to use and is available at:

<https://www.onecpd.info/incomecalculator>

### Quarterly Reports – Capital Projects

Reports will vary somewhat for capital projects depending on funding. All projects are required to submit quarterly Performance Reports during the term of the contract until project completion, regardless of when CDBG or HOME funds are spent. These reports are due on the 15<sup>th</sup> of the month following the end of the quarter and can be emailed to the Block Grant project manager.

**Performance Report:** This is a 2 page narrative report (MSWord format) on progress made on the scope of work described in the contract. It should include information on meeting items included in the “Agency Shall” section of the contract as well as any notable delays/challenges the project is experiencing. The second page of the report collects information on contractors hired for the project. This report should include the name of the individual authorized to submit reports on the “Authorized Signature” line of the report.

Capital projects are also required to submit one of the following reports depending on whether they are funded with CDBG or HOME:

**CDBG Activities – Quarterly Demographics Report:**

This report is triggered when beneficiary data becomes available. It is not required for new construction until the project is occupied and then data must be collected for the period indicated in the contract. This report is a workbook in MS Excel designed to capture income and race/ethnic data on individuals served by the project. The workbook contains an “Instructions” tab and tabs for each quarter. Detailed instructions are included in the instructions tab for completing the table. The quarters are linked so data from one quarter will carry to the next quarter for cumulative totals. Please use the most current HUD Income Limits to determine which income category individuals are in. Income Limits can be obtained from the following web site:

<http://www.huduser.org/portal/datasets/il.html>

HUD has also developed an Income Calculator to assist in determination of income. The Calculator is easy to use and is available at:

<https://www.onecpd.info/incomecalculator>

**HOME Set-Up & Completion Reports:** These reports are completed when beneficiary information is available and the HOME funded unit is occupied. The type of report will depend on the activity:

- Rental Set Up & Completion Report
- Homeowner Rehabilitation Set Up & Completion Report
- Homebuyer Set Up & Completion Report

**Economic Development Reports:** Capital projects funded with CDBG Economic Development funds must report specific information related to job creation/retention and public benefit. Information must be collected for the employer and for employees hired or retained. The following report forms will be required:

- Employer Statement: This form collects information on the business assisted with CDBG funds.
- Employee Statement: This form collects information for each new employee including name, address, job title, job description, race/ethnicity, disability, and income at hiring.

## Monitoring

Desk monitoring of organizations with open contracts occurs during the program year as Reimbursement Requests are submitted. Reports are reviewed and agencies are contacted as needed regarding additional information specific to their project. Agencies are encouraged to communicate with their project manager regarding any questions or concerns that arise during the program year.

Block Grant staff also conducts annual on-site monitoring with all agencies that have open contracts for CDBG/HOME funds. Monitoring visits generally take place during December/January. During the on-site visit a Monitoring Checklist is used to review project compliance and covers the following areas:

- ✓ Management System Review
- ✓ General Record Keeping
- ✓ Eligibility Requirements
- ✓ Financial Management
- ✓ Cost Eligibility
- ✓ Program Income
- ✓ Procurement Standards
- ✓ Compliance with other Federal Regulations
- ✓ Project Specific compliance

Block Grant staff will review files and meet with project staff to complete the checklist and discuss questions or concerns they may have. Block Grant staff will then prepare a monitoring letter and note any concerns and required corrective actions, including a date for completion. Once all issues have been satisfactorily resolved, a monitoring close-out letter will be sent.

For information on project close out and on-going monitoring of housing projects please refer to **Section J: Project Closeout and On-going Monitoring**.