

CDBG Subrecipient Reporting Training

Introductions

- Project Managers
 - Business Operations and Support Services Staff
 - Monitoring and Compliance Staff
-

Agenda

- Program Requirements
 - Fiscal Requirements
 - Monitoring
 - ED Grants Demo
 - Q&A
-

A Word on the Operating Manual...

- Incorporated into subrecipient agreement
- Covers applicable Federal and City of San Diego regulations and requirements
- Represents minimum requirements and controls that must be embodied within subrecipient accounting, internal controls, and financial reporting systems

READ the Operating Manual!!

FY 2026 OPERATING MANUAL

**ECONOMIC DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT DIVISION**

Monthly Programmatic Reports (pages 31–33)

- Monthly Programmatic Reports (MPRs) due on or before 15th of each month for prior month
- Provides statistics on individual clients or households served or businesses assisted
 - ✓ Demographic information
 - ✓ Income levels
- Provides narrative updates/explanations and descriptions of accomplishments during reporting period

Monthly Programmatic Reports

Track timely progress
of project
implementation

Ensure activities
conform with scope
of work and
expenditures are
eligible

Ensure RFRs
commensurate with
reported activities
and
accomplishments

Ensure compliance
with all Federal and
City of San Diego
requirements

Identify any issues
for corrective actions

Monthly Programmatic Reports

The screenshot displays the 'Progress Report View' interface of the City of San Diego's Economic Development Grants Management System. The browser address bar shows the URL: <https://qa-edgrants.cs33.force.com/progressreportview?id=a2m3500000002vXAAQ>. The page header includes the City of San Diego logo and the system name. A navigation bar at the top contains tabs for 'NOFAs', 'Applications', 'Projects', and 'Post Awards', with 'Projects' currently selected. On the left, a sidebar menu includes a search bar, a filter dropdown set to 'All', and sections for 'Tasks' (My Tasks, Pending Tasks, Completed Tasks), 'Activities' (Post Award Activities, Manage Payment Requests, Manage MPR, Manage Amendments), and 'Recently Viewed'. The main content area displays instructions for the progress report, a progress bar with four stages (Created, Submitted for Approval, Approved, Under Revision), and a tabbed interface with 'Overview' selected. The 'Overview' tab shows a 'Narrative' section with a text area for the report and buttons for 'Submit for Approval', 'Edit', and 'Validate'. The 'Test' tab is also visible.

Progress Report View

The City of **SAN DIEGO** Economic Development Grants Management System Community Portal

NOFAs Applications **Projects** Post Awards

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Post Award Activities

Manage Payment Requests

Manage MPR

Manage Amendments

Recently Viewed

1. If no or low progress to report, provide a description of the current project status and an explanation of the delays or challenges met during this reporting period that impacted implementation of CDBG activities, completion of scheduled milestones, or achievement of project outcomes, implementation of schedules. Describe the impact that resulted.

2. If no or low progress to report, describe the plans, steps and strategies that will be undertaken in the next reporting period to address the issues. [NOTE: If no CDBG activities have been implemented, state this and provide a description of the current project status and the scheduled implementation start date for CDBG project activities.]

3. If no or low progress to previously reported, describe the current status of the plans, steps, and strategies undertaken.

view less

Created Submitted for Approval Approved Under Revision

Overview Indicators Demographics Attachments History

Narrative

Enter narrative based on instructions listed above

Narrative ⓘ

Test

Submit for Approval Edit Validate

Comments

Monthly Programmatic Reports

Overview **Indicators** Demographics Attachments History

Click on + sign to drill down to flex table where you can enter values for your key indicators by clicking on the yellow pencil edit icon under the *Actions* column.

▲ Performance Indicators¹ ☰

** Records are sorted by Sequence Asc*

	Description
☐	Key Indicators

** Records are sorted by Sequence Asc*

	Description	Reporting Month Total	YTD Total	YTD Average	Actions
⊕	Total Number of Unduplicated Individual Clients Assisted	0.00	0.00	*****	

Monthly Programmatic Reports

The screenshot displays the 'Progress Report View' interface for 'The City of SAN DIEGO Economic Development Grants Management System'. The 'Demographics' tab is selected and highlighted with a red circle. The interface includes a sidebar with navigation options like 'Tasks', 'Activities', and 'Recently Viewed'. The main content area shows a table for 'Household Demographics' with columns for 'Description' and 'Actions'. A sub-table titled 'Indicators(2)' lists specific metrics.

Household Demographics

Description	Total	YTD Total	Hispanic/Latino Total	Hispanic/Latino YTD Total	Actions
Total Number Of New Undu...	0	10	*****	*****	[Edit]
Total Number Of Female H...	0	0	*****	*****	[Edit]

Additional indicators listed below the table include 'Ethnicity/Race' and 'Income Level'.

Monthly Programmatic Reports

Progress Report View x

Secure https://qa-edgrants.cs33.force.com/progressreportview?id=a2mJ500000002vXAAQ#/?

The City of **SAN DIEGO** Economic Development Grants Management System Community Portal

NOFAs Applications Projects Post Awards

Indicators(2)

Description	Total	YTD Total	Hispanic/Latino Total	Hispanic/Latino YTD Total	Actions
Total Number Of New Undu...	0	10	*****	*****	
Total Number Of Female H...	0	0	*****	*****	

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Post Award Activities

Manage Payment Requests

Manage NPR

Manage Amendments

Recently Viewed

CED-FY18-001-00

Ethnicity/Race

Indicators(10)

Description	Total	YTD Total	Hispanic/Latino Total	Hispanic/Latino YTD Total	Actions
White	0	0	0	0	
Black/African American	0	0	0	0	
Asian	0	5	0	0	
American Indian/Alask...	0	0	0	0	
Native Hawaiian/Other ...	0	0	0	0	
American Indian/Alask...	0	0	0	0	
Asian & White	0	0	0	0	
Black/African American...	0	0	0	0	

Monthly Programmatic Reports

OverviewIndicatorsDemographicsAttachmentsHistory

Click on + sign to drill down to flex table where you can enter values for your key indicators by clicking on the yellow pencil edit icon under the *Actions* column.
NOTE: The total for each of the three sets of data below must match the total number of unduplicated individual clients/households assisted and reported under the 'Indicators' tab.

▲ Client Demographics

	Description
+	Client Info
+	Ethnicity/Race
-	Income Level

- Indicators(5)

Description	Total	YTD Total	Hispanic/Latino Total	Hispanic/Latino YTD Total	Actions
Extremely Low-Income (at or below 30% of AMI)	0	0.00	****	****	
Low-Income (above 30% to 50% of AMI)	0	0.00	****	****	
Moderate-Income (above 50% to 80% of AMI)	0	0.00	****	****	
Non-Low/Moderate-Income (above 80% of AMI)	0	0.00	****	****	
Total	0	0.00	****	****	

Monthly Programmatic Reports

The screenshot displays the 'Progress Report View' in the 'Economic Development Grants Management System' for The City of San Diego. The browser address bar shows the URL: <https://qa-edgrants.cs33.force.com/progressreportview?id=a2m3500000002vXAAQ#/>. The page header includes the City of San Diego logo and the title 'Economic Development Grants Management System'. The navigation bar shows tabs for 'NOFAs', 'Applications', 'Projects', and 'Post Awards'. The left sidebar contains a search bar and a list of tasks and activities, including 'Manage Payment Requests', 'Manage MPR', 'Manage Amendments', and 'Recently Viewed'. The main content area shows the 'Progress Report View' for the reporting period 'November 1, 2017 - November 30, 2017'. The status is 'Created', and the record type is 'MOU - Homeless ESG - Shelter'. The number of resubmissions is 0, and the number of rejections is 0. A progress bar shows the stages: Created (green), Submitted (grey), Approval (grey), Approved (grey), and Under Revision (grey). The 'Attachments' tab is highlighted with a red circle. Below the tabs, there is a table with columns: Attachment Name, Type, Description, Last Modified, Owner, and Action. The table currently shows 'No records found'. At the bottom right, there are buttons for 'Submit for Approval', 'Edit', and 'Validate'. A 'Comments' section is visible at the bottom of the page.

Progress Report View

Secure <https://qa-edgrants.cs33.force.com/progressreportview?id=a2m3500000002vXAAQ#/>

The City of **SAN DIEGO** Economic Development Grants Management System Community Portal

NOFAs Applications Projects Post Awards

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Post Award Activities

Manage Payment Requests

Manage MPR

Manage Amendments

Recently Viewed

CEO-PY18-001-00

Reporting Period: November 1, 2017 - November 30, 2017

Status: Created

Record Type ID: MOU - Homeless ESG - Shelter

Number of Resubmissions: 0

Number of Rejections: 0

Provide a summary of ALL activities conducted with CDBG Funds expended during the reporting period listed above. Specific detailed description...[view more](#)

Created Submitted Approval Approved Under Revision

Overview Indicators Demographics **Attachments** History

Attachments

Add

Attachment Name	Type	Description	Last Modified	Owner	Action
No records found					

Submit for Approval Edit Validate

Comments

Project Closeout & Tips (page 34)

- Closeout Programmatic Reports to summarize entire project and act as check to MPRs
- Tips/Advice
 - ✓ Review your records management and documentation procedures to ensure data for reporting is being captured accurately;
 - ✓ Use Operating Manual to verify proper records on file and readily accessible; and
 - ✓ Keep files and records neat and logically arranged
 - Audits/onsite visits can occur any time

Fiscal Requirements (pages 47-73)

- Request for Reimbursement (RFRs) due on or before 15th of each month for prior month;
- Anticipate RFRs to be processed within 30 days unless submitted late; and
- Provide complete details and supporting documents to avoid processing delays and/or disallowances

Expenditures

- Expenditures should be based on approved scope of work and budget included in executed CDBG agreement;
- New line items cannot be added;
- Include only expenditures paid within reporting period; and
- Administrative supplies must be purchased before January 2026

Expenditures

- Only enter amounts into ED Grants to be reimbursed;
- Include "re-submittal" disallowed expenditures from prior reporting period, as applicable; and
- Disallowances from a pervious RFR must be submitted with the next month's RFR

Expenditures

Payment Request View

Secure | https://qa-edgrants.cs33.force.com/a2b350000000E1kAAE#/i

The City of **SAN DIEGO** Economic Development Grants Management System Community Portal

NOFAs Applications Projects Post Awards

Search

Search... Q

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Post Award Activities

Manage Payment Requests

Manage MPR

Manage Amendments

Recently Viewed

CG-FY18-010-05

CG-FY18-010-02

CG-FY18-010-01

Budget Period Amounts

Awarded Amount ①
\$226,912

Requested Amount ①
\$0

Total YTD Spent ①
\$0

Net Amount ①
\$0

RFR Budget Save

Budget Category	Awarded Amount	Remaining Amount	Requested Amount	Disallowed Amount	Reason for Disallowance	Net Payment	Actions
PE: Salary and Wages	\$15,312.00	\$15,312.00	<input type="text"/>	\$0.00		\$0.00	↺
PE: Fringe Benefits	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	✓
Total Personnel Bu...	\$15,312.00	\$15,312.00		\$0.00	\$0.00	\$0.00	
NPE: Direct Progra...	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	✓
NPE: Supplies-Admi...	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	✓
NPE: Supplies-Clien...	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	✓
NPE: Publications/P...	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	✓
NPE: Rent/Lease	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	✓

Expenditures

The screenshot displays the 'Payment Request View' in the 'Economic Development Grants Management System' for The City of San Diego. The interface includes a top navigation bar with 'NOFAs', 'Applications', 'Projects', and 'Post Awards'. A left sidebar contains search and task management options. A progress bar at the top indicates the request status: Created (green), Submitted to Finance, Approved by Fiscal Staff, Approved by Project Officer, Approved, and Posted. Below this, tabs for 'Overview', 'Financials', 'Attachments', and 'History' are visible, with 'Attachments' highlighted by a red circle. The main content area shows an 'RFR Attachment Checklist' table.

City Form Download	City Form Description	City Form Required?	Subrecipient Document Attached?	Subrecipient Comments	Subrecipient Document Link	Actions
Not Available	PE: Salary and Wages - Unaltered Copy of Dated & F...	Mandatory	NA		Not Applicable	
Not Available	PE: Salary and Wages - Unaltered Copy of Payroll Se...	Mandatory	NA		Not Applicable	
Not Available	PE: Salary and Wages - Unaltered Copy of front and ...	Optional	NA		Not Applicable	
Not Available	PE: Fringe Benefit Payment Schedule - List of Expend...	Optional	NA		Not Applicable	
Not Available	PE: Fringe Benefit Payment Schedule - Unaltered Co...	Optional	NA		Not Applicable	
Not Available	PE: Fringe Benefit Payment Schedule - Unaltered Co...	Optional	NA		Not Applicable	
Not Available	PE: Fringe Benefit Payment Schedule - Unaltered Co...	Optional	NA		Not Applicable	
Not Available	NPE: Federally Approved Indirect Cost Rate	Optional	NA		Not Applicable	

Resubmitting Disallowed Amounts

The screenshot displays the 'Payment Request Edit' interface of the City of San Diego's Economic Development Grants Management System. The browser address bar shows a secure URL. The system header includes the City of San Diego logo and navigation tabs for NOFAs, Applications, Projects, and Post Awards. A left sidebar contains search and task management options. The main form area displays project details and a 'Disallowance Information' section, which is circled in red. This section includes a checkbox for resubmission and a text area for explanation. Below it, the 'Payment Terms' section is partially visible.

IO Number	123412341234	SubRecipient Organization Name	GRID Alternatives San Diego
Project Name	San Diego Solar Affordable Homes	SubRecipient Organization Address	1171 Ocean Ave Ste 200 Oakland California 94608 USA
Is this a final Payment?	No		
Disallowance Information			
Includes resubmission of Disallowed amount?		If yes, Please explain	
<input type="checkbox"/>		<div></div>	
Payment Terms			

[illegible]The City of San Diego logo, featuring the text "The City of" in a small, dark font above "SAN DIEGO" in a large, bold, blue font. To the right of the text is a stylized graphic of a sun or wave in yellow and blue.

Supporting Documentation (pages 49-55)

- Subrecipient must maintain original copies and present them when requested by City or federal staff; and
- All RFRs submitted must have supporting documents
 - ✓ Legible and not altered
 - ✓ Detailed description of what's being claimed
 - ✓ Include all pages of invoices

Supporting Documentation (pages 49-55)

- Submit only relevant supporting documents;
- Missing supporting documents and/or ineligible expenditures will result in disallowances; and
- Proof of payment must be submitted
 - ✓ Bank statements OR
 - ✓ Canceled checks

General Fiscal Policies (pages 55-66)

- Increases to overall project budget in CDBG agreement is not allowed;
- Budget line items should not be exceeded, unless a budget amendment is approved; and
- Amounts cannot be moved between categories (personnel to non-personnel) in a budget amendment

Year-End Fiscal Reports (pages 61-63)

- Financial Summary Report;
- Property Records Report (if applicable);
- Audited Current Financial Statements/Single Audit;
- Audit Certificate of Compliance; and
- Year-End Confirmation of Project Expenditures by Funding Source

Monitoring (pages 75-79)

- City staff will conduct desk audits (Monthly Programmatic Reports; Requests for Reimbursement) and on-site General Site Visits;
- Construction projects: Certified Payroll Reports/Worker Interviews;
- Program Monitoring Reviews, Fiscal Monitoring Reviews, and Real Property Disposition Monitoring Reviews will be conducted on-site or remotely;
- Notifications of monitoring review results will be issued; required actions related to Concerns or Findings identified will be included in the notification; and
- Concerns or Findings resulting from monitoring reviews may impact performance report card of subrecipients.

Program Monitoring Review

The following areas to be covered include, but may not be limited to:

- Service Delivery Processes;
- Organization Policies and Procedures;
- Records Maintenance Systems;
- Selected Project Participant Files; and
- Original Source Documentation for Monthly Programmatic Reports.

Fiscal Monitoring Review

The following areas to be covered include, but may not be limited to:

- Financial Management;
- Internal Controls;
- Payment Reporting;
- Program Income;
- Records Retention;
- Equipment Management Disposition; and
- Board Financial Oversight.

Real Property Disposition Monitoring Review

Real Property Disposition Monitoring Reviews will also be conducted on construction projects completed in prior fiscal years to determine:

- Whether the ownership status changed;
- Whether rent or client fees were collected resulting from the CDBG improvements completed and what the current rent charges are for multi-family housing projects;
- Whether the use of property or beneficiaries changed;
- Whether CDBG improvements completed are being properly maintained; and
- Whether original source documentation of National Objectives eligibility continue to be properly maintained.

A Word on Timeliness...



- Entitlement jurisdictions are required to use their CDBG funds in a timely manner;
- HUD timeliness standard = no more than 1.5 times the entitlement amount; and
- Unspent subrecipient funds can place the entire CDBG program into noncompliance

City Strategy

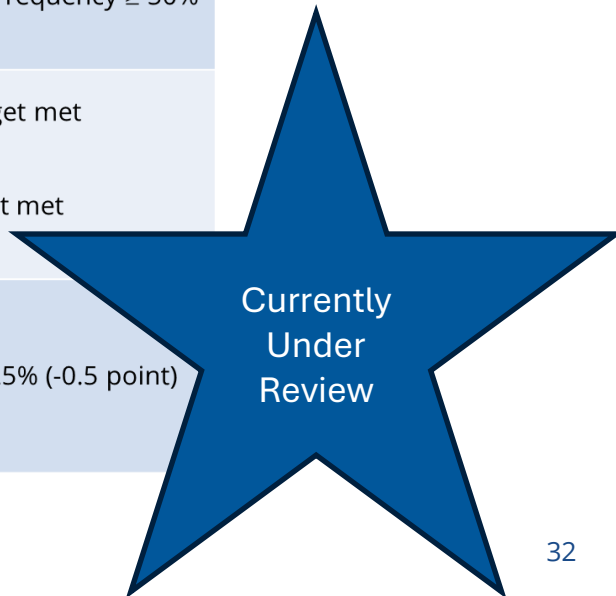
- Select organizations with capacity;
- Contractual timeliness requirements; and
- Sanctioning untimely subrecipients

What Can You Do?

- Identify the cause of any backlog;
- Identify actions to take and expected results; and
- Develop a milestone schedule and expenditure projection

Performance Indicators (up to -2.5 points)

Assessment Area	Indicators	Standards
Fiscal Performance	<ul style="list-style-type: none">• Balance of Award at Closeout (\$)• Total Disallowances at Closeout (\$)• Number of Disallowances Processed (#)	<ul style="list-style-type: none">• Award Balance $\geq 10\%$ (-0.50 point)• Total Disallowances $\geq 10\%$ (-0.25 point)• Disallowance Frequency $\geq 50\%$ (-0.25 point)
Programmatic Performance	<ul style="list-style-type: none">• Number of Clients Served <u>OR</u> <ul style="list-style-type: none">• Number of Projects Completed	<ul style="list-style-type: none">• 51-79% of target met (-0.50 point)• $\leq 50\%$ of target met (-1.0 point)
Leveraged Funding	<ul style="list-style-type: none">• Stated RFP Funding vs Actual Closeout Funding	<ul style="list-style-type: none">• Discrepancy $> 25\%$ (-0.5 point)



Currently
Under
Review

Leveraged Funding

<p>d. Budget lists all other funding sources secured for project, submits documentation for each source listed, and percent of funds leveraged (calculated by: other secured funding/total project costs) is:</p> <table><tr><td>0% – 5% (0 points)</td><td>41% – 60% (3 points)</td></tr><tr><td>6% – 20% (1 points)</td><td>61% – 80% (4 points)</td></tr><tr><td>21% – 40% (2 points)</td><td>81% – 100% (5 points)</td></tr></table>	0% – 5% (0 points)	41% – 60% (3 points)	6% – 20% (1 points)	61% – 80% (4 points)	21% – 40% (2 points)	81% – 100% (5 points)	<p>(CDD score)</p>	<p>5</p>
0% – 5% (0 points)	41% – 60% (3 points)							
6% – 20% (1 points)	61% – 80% (4 points)							
21% – 40% (2 points)	81% – 100% (5 points)							

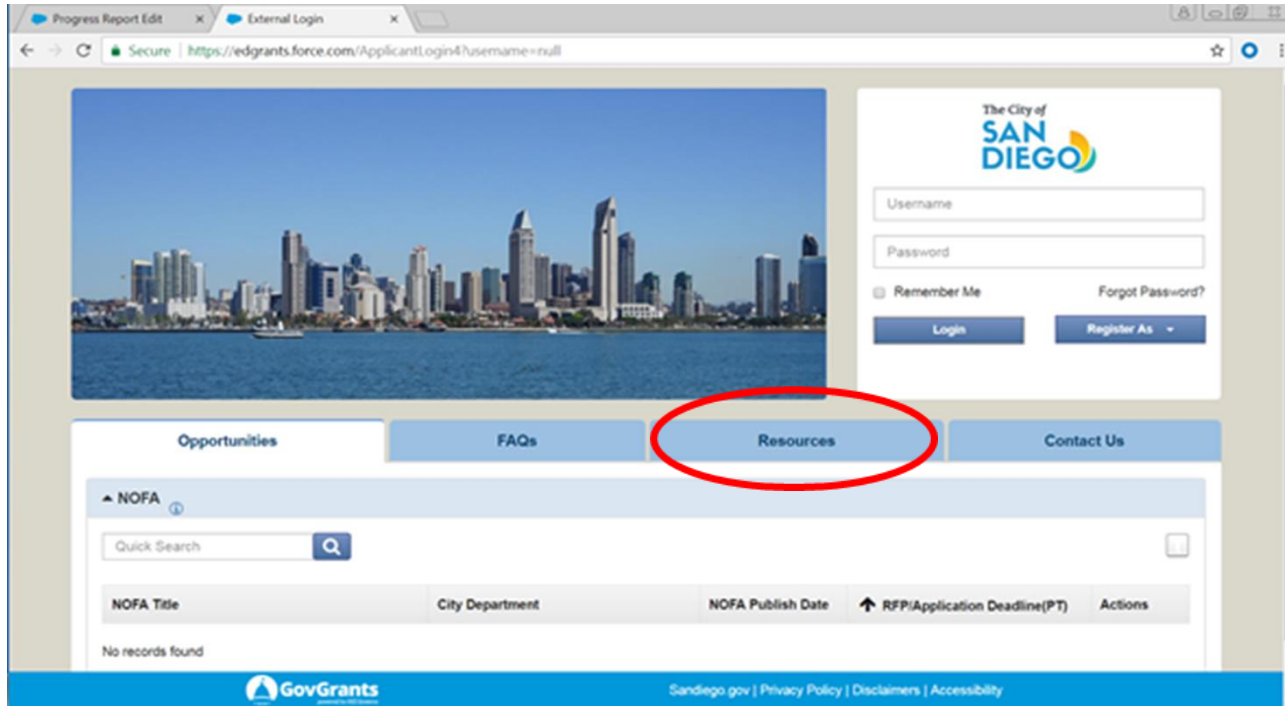
ED Grants

- All MPRs, RFRs, and Budget Amendments to be submitted via ED Grants;
- Only one MPR, RFR, or Budget Amendment may be "pending approval" at a time;
- ED Grants to track timely submissions, disallowances, and revisions for performance evaluation purposes; and
- All supporting documents to be uploaded to ED Grants

Resources

- Operating Manual
- [*Playing by the Rules* Handbook by HUD](#)
- [CPD Income Eligibility Calculator](#)
- [2 CFR 200.302 through 200.303](#)
- CDD Technical Assistance
- Mandatory Fair Housing Training
- CDBG@sandiego.gov

ED Grants "Resources" Tab





Questions?