



## Appendix 6-4: Financial Report Form Instructions

The fields at the top of the form, circled in red below, will be pre-populated by the HCD Representative (CDBG) or Grant Administrator (CDBG-CV). Grantees should verify that all information is accurate. Grantees should fill in the Grantee Invoice#, if applicable, and the Reporting Period Start Date and Reporting Period End Date for each report submitted.

Community Development Block Grant - Coronavirus CV1 and CV2/3 Financial Reporting			
Grantee/Contractor Name:	City of Example	HCD Contract #:	20-CDBG-CV1-012345
Project Name:	Subsistence Assistance	Amendment #:	
Grantee Address:	123 Main Street	Agreement Start Date:	4/1/2021
	Example, CA 12345	Agreement End Date:	4/1/2022
Grantee TIN:	12-3456789	Reporting Period Start Date:	
Grantee Invoice #:		Reporting Period End Date:	
Reporting end before Agreement end?			No

  

Financial Report	
Category	Amount Reported This Period
Activity	\$ -
General Administration	\$ -
Activity Delivery	\$ -
<b>TOTAL</b>	<b>\$ -</b>

  

Do you have Program Income allocated for this project?	<input type="radio"/> YES <input checked="" type="radio"/> NO
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Grantees should **NOT** enter additional information on the Coversheet, aside from entering Authorized Official information, which will be covered later in this memo. All financial information contained on the Coversheet is automatically generated as Grantees complete the Expenditures Worksheet.

The Expenditures worksheet is where Grantees should enter their program expenses. Note that Grantees are required to provide documentation for ALL claimed expenses as PDF attachments in the Grants Network Portal. As shown below, Grantees should list their expenses in the **same order** that the documentation is provided in the Grants Network Portal .

Grantees must ensure that the information contained on the Expenditures worksheet matches the documentation provided. Grantees should double check values and dates of service.



### Sample Expenditures on the Expenditures Worksheet

Community Development Block Grant - Coronavirus CV1 and CV2/3 Financial Reporting					
Instructions for Completing this Expenditures Sheet					
If necessary, provide additional details in the Service Description to make clear what costs are being reported, which costs are allocated or prorated, the basis for such allocation or proration, and any additional guidance important for HCD's review.					
<b>Total</b>					<b>\$ 56,045.10</b>
Description of Claims for Reimbursement:					
	Category	Service Period	Expenditure Name	Service Description	Amount
1	Activity Delivery	7/1 - 9/30/21	Consultant Invoices	(3) Invoices - July, Aug & Sept 2021	\$ 30,000.00
2	Activity	7/1 - 7/31/21	Subsistence Payments	Subsistence checks issued July 2021	\$ 5,000.00
3	Activity	8/1 - 8/31/21	Subsistence Payments	Subsistence checks issued Aug 2021	\$ 8,500.00
4	Activity	9/1 - 9/30/21	Subsistence Payments	Subsistence checks issued Sep 2021	\$ 7,000.00
5	General Admin	7/1 - 9/30/21	Payroll Reports	City staff oversight - Payroll Jul, Aug & Sept 2021	\$ 5,432.60
6	Activity Delivery	7/31/2021	Fedex Invoice	Marketing materials	\$ 112.50
7					\$ -
8					\$ -
9					\$ -
8					\$ -
9					\$ -
10					\$ -

Completing the Expenditures worksheet automatically populates the expenditures categories and amounts on the Coversheet as shown below. Grantees should confirm that these are the totals they are expecting to claim for the reporting period. **Any adjustments to categories or amount MUST be made on the Expenditures worksheet.**

Note that Grantees should break out Activity and Activity Delivery expenditures on the Financial Reporting form, **even if they have not done so in the Grants Network Portal**, to ensure they are maximizing the amount of the award that can be used for delivering the activity.

Once totals are correct, the Grantee should click Yes or No as shown below to indicate whether Program Income has been allocated for this project.

To finish the form, the Grantee needs to fill in the name, title, and phone number of the Authorized Certifying Official **indicated on the Resolution** and have that official sign and date the form, as indicated below.



Coversheet with Automatically Populated Entries

Community Development Block Grant - Coronavirus CV1 and CV2/3 Financial Reporting			
<b>Grantee/Contractor/Payee:</b>	City of Example	<b>HCD Contract #:</b>	20-CDBG-CV1-012345
<b>Project Name:</b>	Subsistence Assistance	<b>Amendment #:</b>	
<b>Grantee Address:</b>	123 Main Street	<b>Agreement Start Date:</b>	4/1/2021
	Example, CA 1234567	<b>Agreement End Date:</b>	4/1/2022
<b>Grantee TIN:</b>	12-3456789	<b>Reporting Period Start Date:</b>	7/1/2021
<b>Grantee Invoice #:</b>		<b>Reporting Period End Date:</b>	9/30/2021
<b>Reporting end before Agreement end?</b>			Yes

  

Financial Report	
Category	Amount Reported This Period
Activity	\$ 20,500.00
General Administration	\$ 5,432.60
Activity Delivery	\$ 30,112.50
<b>TOTAL</b>	<b>\$ 56,045.10</b>
Do you have Program Income allocated for this project?	
<input type="radio"/> YES <input checked="" type="radio"/> NO	

**Requests must:**

- (a) be submitted in eCivis;
- (b) be supported by documentation that fully substantiates costs;
- (c) include the service period of costs; and
- (d) be submitted monthly, even if zero expenditures are reported.

I certify that information in this request and attachments accurately reflects the work performed in accordance with the associated Standard Agreement, that payment has been previously paid, and that costs included are consistent with the contract and all associated Exhibits.

<b>Name/Title of Authorized Certifying Official:</b>	<b>Phone Number:</b>
<b>Authorized Certifying Official Signature:</b>	<b>Date:</b>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">             X  <small>Authorized Certifying Official Signature Certifying Official Title</small> </div>	

Updated October