

IV. FINANCIAL MANAGEMENT

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A. INTRODUCTION

The general basis for Wisconsin's guidelines relating to financial management is 24 CFR 570.497 of the Federal Register. That section requires the states that elect to administer the Small Cities Community Development Block Grant program to "establish record-keeping requirements" that are adequate to determine whether the funds have been spent in accordance with federal and state laws.

Each of the following sections deals with a single aspect of the overall financial management system for CDBG-EAP grantees. Each section includes a description of the governing requirements, a sequential account of the steps needed to comply with these requirements and (when applicable) an illustration of how to complete the required documents and forms.

B. GETTING FINANCIAL PROCESS ESTABLISHED

Before your community may request CDBG-EAP funds, you must do the following:

- + Open a non-interest bearing checking account at a local bank.
- + Complete Depository Certification and Signature Certification forms and submit to Commerce (see *Attachment 1 and Attachment 2* for sample forms and instructions).

- + Have a fully executed Contract between the community and the Department of Commerce.
- + Complete the Environmental Review Process.
- + Begin Labor Standards Process, if applicable.

* * * * *

Establishing Your Grant Account.

Federal regulations require the state to track the money disbursed through the CDBG-EAP program. Commerce requires CDBG-EAP recipients (local governments) to open a non-interest bearing checking account.

The **Grant Account** should be non-interest bearing and is the account into which Commerce will deposit all CDBG-EAP funds that you request. This account should be separate from all other community accounts AND separate from any other active CDBG or CDBG-EAP Grant Account. The account must be set up by the municipality so that checks or transfers from this account are authorized by a municipal official (i.e., clerk, treasurer, etc.—see Sec. 66.042, Wis. Stats.). If a Grantee wishes to use an account, which is also used for other funds, **you must get prior authorization from Commerce and keep detailed records of all funds in the account.**

Administrative expenses, such as program administrator wages, office supplies, other operating expenses, etc., are paid out of the Grant Account.

Grantee Contract.

After implementation training, we will negotiate a contract with your community. When you receive a "DRAFT" of the proposed contract, review it immediately. Notify Commerce if it is OK to finalize the contract, OR if any changes are necessary.

When you receive the "FINAL" of the contract, have the Chief Elected Official sign and date BOTH copies. **PLEASE DO NOT take apart the FINAL version of the Contract.** If further changes are necessary, please notify Commerce and we will make changes and forward revised copies.

Return BOTH copies of the signed Contract to Commerce for signature. After Commerce signs the contract, we will return one copy to the community along with the **Request for Disbursement of Community Development Block Grant Funds** form (Attachment 3). You will use this form to request CDBG-EAP funds. ***Please do not re-type this form.***

C. REQUESTING FUNDS

1. Introduction.

CDBG-EAP funds may be requested for payment of work initiated prior to receipt of the grant award letter. After receiving the Grant Award letter, but prior to the completion of the Environmental Review process, you may incur administrative and engineering costs for reimbursement by CDBG-EAP funds. Individual project rehab

funds may be requested for work which was initiated prior to the signing of individual project agreements or contracts.

Grant funds are paid by **CHECK, not wire transfer**, and are sent directly to the depository institution designated on your Depository Certification form. You should allow **up to 10 working days**, from the date of your request for the check to reach your depository institution.

The privilege of receiving CDBG-EAP funds in advance is contingent upon a grantee's willingness to carefully plan for the quick expenditure of requested funds. CDBG-EAP funds drawn **in excess of \$5,000.00** must be disbursed within **3 working days** after the funds have been deposited in your Grant Account. The balance in this account should never exceed \$5,000.00 for more than 3 working days. Should interest be inadvertently earned on this account, it must be returned to the Department of Housing and Urban Development via Commerce.

The grantee may request up to 75% of its administrative budget for CDBG-EAP-related expenses. Administrative expenses **must be incurred** before requesting funds. After 75% has been requested, Commerce will release administrative funds only in proportion to requests from project budget lines. Commerce will retain the final 10% of the administrative budget until the final request for payment has been received.

2. Request for Payment Methods

CDBG-EAP requests for funds may be managed in one of two ways. The Grantee must notify Commerce regarding the chosen method prior to the first request.

a. METHOD 1 – Reimbursement

The Grantee will advance ALL payments for administration and CDBG-EAP related project costs. The Grantee periodically will request funds from Commerce in the amount of disbursements previously made from the Grantee's general account.

Under this method, because it is a reimbursement, the Grantee does not have the requirement of spending federal funds within 3 days from the date of deposit.

b. METHOD 2 – Request in Advance

Requesting in advance of disbursement allows the Grantee to use CDBG-EAP funds for payments related to the program rather than disbursing local funds first and then being reimbursed by Commerce.

Funds requested in advance are deposited into the Grantee's **Grant Account**, and must be disbursed within 3 working days.

If you will be making payments to contractors for rehabilitation work done during your contract period, you will also need to establish an interest-bearing **Working Account**. Requested funds will be deposited into the Grantee's Grant Account.

The Grantee will transfer funds to be used for rehabilitation to the working Account.

Funds deposited into the working account must:

- Only be used for rehabilitation of structures with 4 or fewer units.
- Be disbursed **within 10 days** from the date of deposit.

3. **First Request** for Funds.

CDBG-EAP funds may only be requested upon completion of the following:

- a. A non-interest bearing checking account must be opened at a local bank, unless the Grantee is working on a reimbursement basis, METHOD 1.
- b. Completed Depository and Signature Certification forms submitted to Commerce.
- c. Receipt of Request for Disbursement of Community Development Block Grant Funds forms from Commerce (see *Attachment 3* for form sample and instructions).
- d. Fully executed CDBG-EAP contract between community and Commerce.
- e. Environmental Review Process completed and receipt of Environmental Certification letter from Commerce.
- f. **Proposed** consultant administration contract submitted to Commerce for approval, if applicable.
- g. Begin Labor Standards Process, if applicable.

For all budget categories subject to Davis-Bacon wage rates, the following items must be submitted to Commerce prior to approval of the first drawdown for those budget categories. (Administration and Engineering funds are exempt.) The required items (which are discussed in Chapter VII) include:

- request for wage rates (standard form 308).
- Labor Standards Contractor Information form.

4. **Final Request** for CDBG-EAP Funds.

- a. When you submit the FINAL REQUEST, you should indicate that it is the final request. All funds must be committed and work completed before the expiration date of the contract with Commerce. The final request should be submitted as soon as possible, after the expiration date of the contract, and may be for less than \$5,000.00.
- b. For projects covered by Davis-Bacon wage rates, the final drawdown for the grant will be held until the Final Labor Standards Compliance Report has been

received. Report should be submitted when construction is completed and all wage underpayments and other labor standards issues have been resolved.

- c. Copies or examples of the labor standards forms and notices can be found in Chapter VII of the Procedures Handbook. ONLY with the approval of Commerce may you request funds after the contract expiration date, and then only for funds committed prior to the expiration date.
- d. Funds received from your final request are also subject to the "3-day" guideline and should be disbursed from your Grant Account within that period of time.
- e. No funds may be requested after 60 days past the end of the contract expiration date. Any drawdowns submitted 10 days after the expiration date of the contract, must provide documentation verifying that costs were incurred before the expiration date of the contract.
- f. Commerce will retain 10% of a Grantee's administrative budget until the final request for funds.
- g. If you there is a balance of over \$5,000 in project funds (e.g., rehab, etc.) at the time of your Final Draw, the final administrative request can be for only 10% of all project funds actually paid out.
- h. Once the FINAL REQUEST has been submitted and processed, no additional funds can be drawn against this contract.

D. TREATMENT OF PROGRAM INCOME

1. Definition

Another source of revenue, in addition to the draws on CDBG-EAP contract funds, is the revenue that results from the operation of CDBG-EAP projects. PROGRAM INCOME is the revenue received which does not have a reuse designated in the CDBG-EAP contract. Income from service fees, usage or rental fees are examples of program income.

2. Grantee Compliance

- a. Grantees must record program income on the Grant Account Transactions Journal.
- b. Grantees must disburse all program income prior to disbursing grant funds.

E. FINANCIAL RECORDS

1. Basic Requirements

Federal regulations governing the CDBG-EAP program require grantees to establish adequate recordkeeping requirements. A key provision requires records "pertaining to...authorizations, obligations, unobligated balances, assets, liabilities, outlays and income" to be maintained. To meet such standards, the grantee must maintain the following financial records:

- ◆ Drawdown Register
- ◆ Grant Account Transactions Journal
- ◆ CDBG-EAP Reimbursement Request Form
- ◆ Rehabilitation Obligations Tracking Journal
- ◆ Individual Obligation Journal
- ◆ Program Beneficiaries Data Sheet
- ◆ Working Account Transactions Journal

2. Drawdown Register

The Drawdown Register keeps a running balance of drawdowns allocated to each budget category of a grant. Its purpose is to help the grantee keep track of where requested funds have been drawn, and the balance of a given budget category. Commerce also maintains such a register for each grantee. Attachment 4 is a sample Drawdown Register.

3. Grant Account Transactions Journal

The Grant Account Transactions Journal is a form, which collects information required for all federal grants. The Grant Account Transactions Journal (Attachment 5) maintains a detailed record of daily activity in the Grant Account. It also provides documentation that your CDBG funds have been disbursed in a timely manner. It will record grant award deposits, program income, and disbursements. For deposits record the date, description of activity and amount in appropriate columns. When checks are written, or funds are transferred from the Grant Account, record the date, description of activity (payee), check number, amount and to which budget category the amount is charged. Each deposit or disbursement should be recorded on a new line. **DO NOT show a deposit and disbursement on the same line.**

The entries in this journal must be supported with proper documentation, including bank statements, vouchers and invoices. DO NOT enter any payments made by the municipality, which will be reimbursed later by CDBG funds (see E.4.).

This Journal will be used to provide the disbursement data needed for the Request for Disbursement of Community Development Block Grant Funds form.

Grantees with concurrent contracts must maintain a separate Grant Account Transactions Journal for each contract.

NOTE: Many financial institutions require a minimum deposit to open a checking account. If this is true for the financial institution you are using, you may use municipal funds to open the account and repay the municipality after funds are deposited in your Grant Account.

If your community uses municipal funds to open the CDBG Grant Account, use the following procedure:

- a. Deposit minimum required amount to initiate checking account (e.g., \$100).

- b. Enter \$100 in “Miscellaneous Deposit” column of the Grant Account Transactions Journal.
 - c. Increase “Federal Cash On Hand” by \$100.
 - d. When first “Request for Disbursement of Community Development Block Grant Funds “ is received, reimburse municipal funds.
 - e. Enter reimbursement on Grant Account Transactions Journal.
 - h. When completing your quarterly report, show the \$100 on the Program Income line.
4. CDBG-EAP Reimbursement Request Form

Some grantees will find it necessary to advance funds to the CDBG-EAP program and be reimbursed at a later time. When this happens, use the CDBG-EAP Reimbursement Request Form (Attachment 6) to track the payments as they are made. The form records:

- ◆ when the municipality made each payment
 - ◆ to whom each payment was made
 - ◆ the number of the supporting invoices
 - ◆ the check numbers
 - ◆ the amount of each payment
- a. Fill in the required information as payments are made from the grantee’s general fund.
 - b. Attach a copy of each paid invoice to the Reimbursement Request Form.
 - c. Sign the form to request reimbursement from the CDBG-EAP Grant Account to the grantee’s general fund.
 - d. Enter the full reimbursement amount and the date on which the CDBG-EAP Grant Account check was written on the Grant Account Transactions Journal (Attachment 5).
 - e. File the Reimbursement Request Form and supporting documents with the financial records for the CDBG-EAP program.

The Grant Account Transactions Journal will not show any check paid by the municipality. All checks issued by the municipality, to be reimbursed by the CDBG-EAP program, will be listed on the CDBG-EAP Reimbursement Request Form.

ONLY grantees using the “Advance” method of requesting funds will use the Reimbursement Request form.

5. Working Account Transactions Journal (Attachment 11)

Grantees using the “Advance” method of requesting funds AND who will be drawing funds for rehabilitation projects to be disbursed over a 10-day period, must maintain

a Working Account Transactions Journal. This journal details the activity of the **Working Account**; payments made to contractors, disbursement of funds within the required 10-day period, and interest earned on the Working Account. Any interest earned on this Account must be spent as soon as possible after it is received.

6. Rehabilitation Obligations Tracking Journal (Attachment 7)

Grantees must maintain a system for tracking obligated and unobligated balances. The purpose of such a system is to help a grantee avoid accidentally over committing available funds. The Rehabilitation Obligations Tracking Journal must include date, grant number, grant amount, and how much is from the grant budget, and grant balance. This Journal will keep the grantee aware of unobligated balances from the grant funds.

7. Individual Obligation Journal (Attachment 8)

A separate record should be kept for each grant recipient. This will enable you to have an accounting of how much has been paid out for each grant recipient. A copy of the Individual Obligations Journal should be kept in each rehab project file.

8. Program Beneficiaries Data Sheet (Attachment 9)

The Program Beneficiaries Data Sheet gathers data needed for the Quarterly Report. Enter beneficiary data for each grant.

F. QUARTERLY REPORT

The purpose of the Quarterly Report (Attachment 10) is to inform the Department of the progress being made on your CDBG-EAP projects, and to alert Commerce to any difficulties in program implementation. The Quarterly Report also provides Commerce with beneficiary, MBE/WBE, Fair Housing and Section 3 data.

The Quarterly Report consists of:

- ◆ Beneficiaries / Applicants Report
- ◆ Accomplishments Report
- ◆ Grant Account Transactions Journal
- ◆ Working Account Transactions Journal
- ◆ Beneficiary Data Sheet
- ◆ MBE/WBE/Beneficiaries/Applicants Report (if applicable)
- ◆ Fair Housing Actions (if applicable)
- ◆ Section 3 Report (if applicable)

All grantees must submit a Quarterly Report to Commerce within 10 days after the end of each calendar quarter. **NOTE: Requests for drawdown of CDBG-EAP funds will not be processed until we receive your correctly completed quarterly report.** The instructions necessary for submitting this report and a SAMPLE report can be found in Attachment 11 of this chapter.

G. ADMINISTRATIVE EXPENSES

1. A grantee may elect to pay "office rent" to itself ONLY if:
 - a. All other departments pay office rent to the grantee; or
 - b. The CDBG-EAP office must be located in a non-municipal building.
2. A grantee may elect to pay a "per diem" or "salary" to members of the CDBG-EAP committee ONLY if all other such committees (e.g., public works committee, zoning committee, council) receive a similar payment.
3. A grantee may not purchase equipment or computer software valued in excess of \$2,000.00 without prior written approval from the department (see II.G.4.).
4. A grantee may use CDBG-EAP funds to pay the salaries of municipal employees under the following conditions:
 - a. For all hired or appointed employees, CDBG-EAP funds may be used to pay for documented time spent on the CDBG-EAP program. Time sheets must be maintained to document hours worked. Wages paid to hired or appointed employees for work on the CDBG-EAP program must be comparable to wages paid for comparable work in the area.
 - b. Elected officials may only be paid for time spent on the CDBG-EAP program if they request and receive a waiver of conflict of interest from the Department of Commerce **prior** to performing the work for which they will be paid.
5. CDBG-EAP may not be used to pay for administrative expenses incurred after the expiration date of your contract with the Department of Commerce.
6. Refreshments (for meetings) and meals are NOT an eligible CDBG-EAP expense (except when traveling on CDBG-EAP-related business).

ATTACHMENT 1

DEPOSITORY CERTIFICATION FORM AND INSTRUCTIONS

A checking account must be established **by the municipality** specifically for CDBG-EAP funds. This account must be a **NON INTEREST-BEARING** checking account. If interest is inadvertently earned on this account, it must be returned to the Department of Housing and Urban Development via COMMERCE.

This account should be setup so that you receive your cancelled checks with your monthly bank statement.

CDBG-EAP funds requested will be deposited directly into your Grant Account, and **your bills should be paid from this account**. This allows for a clear audit trail of CDBG-EAP funds deposited to, and disbursed from, your account.

- Fill in the “ Grantee Name” and “Contract #” in the upper right corner of the form.
- Section I identifies the financial institution where the various installments of your grant payments will be sent, and the checking account number for the deposit of grant payments. (Note: Make sure you fill in the complete address of the financial institution.)

The signature in Section I is that of the chief elected official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive).

- Section II requires the local financial institution to notify the grantee when each grant payment has been received. It also identifies the insurer of the CDBG-EAP deposits.

The signature in Section II is that of an official in the designated local financial institution. **It is important for the bank official to know that the Community must be notified by telephone the same day CDBG-EAP funds are received by the bank.**

- Should the local financial institution's name, address, or the account number change, a new form must be completed. If you have any questions, contact Commerce.
- When the *Depository Certification* form has been completed, retain a photocopy of the form for your grant files. Mail the **original form, with original signatures**, to:

CDBG-EAP Program
Division of Housing and Community Development
P. O. Box 7970
Madison, WI 53707-7970

SAMPLE - DEPOSITORY CERTIFICATION

Grantee: Village of Grantville

Contract #: EAP 04-01

DEPOSITORY CERTIFICATION

SECTION I

The River Bank, Isle of Lucey Avenue, Grantville, WI 53000 **has**
Name, Address and Zip Code of Bank

been designated to receive all funds resulting from the contract executed between the Wisconsin

Department of Commerce and the Village of Grantville
Grantee Name

The funds should be deposited to account # 00-123-00

Signature of Chief Elected Official Village President _____
Title Date

Typed Name Hap E. Landings

SECTION II

The account identified in Section I has been established with this bank. All necessary documentation to legally enable this bank to receive direct deposits to this account without payee's endorsement are in this bank's custody. All deposits are insured by F.D.I.C. The Depository hereby agrees to immediately notify the recipient local government when a deposit is made to the above account.

Signature of Bank Official Senior Vice President _____
Title Date

Typed Name Artie Fischel

ATTACHMENT 2

SIGNATURE CERTIFICATION FORM AND INSTRUCTIONS

- The *Signature Certification* form identifies the three individuals, authorized by the chief elected official (CEO), to make requests for grant funds. Any local official or employee may be authorized to request funds. (They do not have to be the same individuals that sign the community checks.) However, the **chief elected official (CEO) is disqualified** from being authorized to request funds, as the CEO is responsible for certifying the authorized signatories. **The CEO shall only sign the *Signature Certification* form after the authorized individuals have signed and dated the form.**
- Only the three individuals authorized on the *Signature Certification* form may sign the *Request for Disbursement of Community Development Block Grant Funds* form (see *Attachment 3*). If at any time an authorized signatory is unable to continue signing the *Request For Disbursement of Community Development Block Grant Funds* forms, or a name change occurs, a new form must be completed and mailed to the address below. Please be sure to complete the line that indicates the “**previously authorized signature.**”
- When the *Signature Certification* form has been completed, retain a photocopy of the form for your grant files. Mail the **form, with original signatures**, to:

CDBG-EAP Program
Division of Housing and Community Development
P. O. Box 7970
Madison, WI 53707-7970

ATTACHMENT 3

REQUEST FOR DISBURSEMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FORM AND INSTRUCTIONS

To request funds from your contract budget, you must complete the Request For Disbursement of Community Development Block Grant Funds form. Much of the information on the form will be preprinted by Commerce. **YOU MUST USE THIS FORM TO DRAW DOWN FUNDS.** See Sample for completed copy. When completing form, please type or write in ink. The instructions for completing it follow:

SECTION 1: REQUEST FOR PAYMENT

AMOUNT REQUESTED. This is the amount being requested **at this time** from the grant award for this contract number. The amount shown must match the amount on the "TOTAL" line in Section 3. Each request (except the final one) must be for at least \$5,000.00. Be sure to show the pennies (e.g., \$10,231.37 or \$20,050.00).

DOCUMENT #.: Consecutively number each payment request for this contract. When submitting your final request for this contract, indicate "FINAL" near the document number. Once the FINAL REQUEST has been submitted and processed, no additional funds can be drawn against this contract.

SECTION 2: STATUS OF CDBG FUNDS

CDBG ADVANCES RECEIVED TO DATE. Enter the total amount of all CDBG-EAP funds **requested** and **received to date** under this contract number.

PROGRAM INCOME AND OTHER RECEIPTS. Enter the total amount of all collections, refunds and/or miscellaneous receipts of funds received since your contract was signed (e.g., contractor penalty payments, rents, bid specification packet deposits). **DO NOT** include income if it is placed in a revolving loan fund for rehabilitation. Program income from previously closed-out housing grants also should be included here.

SUBTOTAL. Enter the total of amounts on Lines 1 and 2.

ACTUAL DISBURSEMENTS. Enter the total amount of **actual disbursements** from the Grant Account that relate to this contract to date. The total Actual Disbursements can be found on your Grant Account Transactions Journal.

FEDERAL FUNDS ON HAND. Enter the amount on Line 3 minus amount on Line 4.

UNPAID REQUESTS PREVIOUSLY SUBMITTED. Enter the dollar amount of requests for CDBG funds that have been submitted, but have not been received as of the date of current drawdown.

GRANT AMOUNT AWARDED: This is the amount of your grant award.

TOTAL AMOUNTS REQUESTED. This is the total of lines 1 and 6, and the amount being requested.

BALANCE REMAINING. Subtract line 8 from line 7. This is the amount left to draw down.

SECTION 3: CLASSIFICATION OF AMOUNTS REQUESTED

When you submit a Request for Disbursement of Community Development Block Grant Funds, you must indicate to which classification the draw is to be charged. The following chart shows what is covered by each classification.

Acquisition of Real Property	Acquisition of a structure to be demolished
Clearance and Demolition	Demolition of a structure
General Program Administration	Costs associated with administering the CDBG program
Homeownership Assistance	<ul style="list-style-type: none"> ▪ Downpayment and closing cost assistance ▪ Rehab as equity in homestead project ▪ Site acquisition/improvements as equity to build a home
Rehab: Multi-Unit Residential	Rehab of duplex or multi-unit building, conversions
Rehab: Single-Unit Residential	Rehab of a single unit
Relocation	Costs associated with relocation of tenant

If you have an activity which is not covered by the above chart or you are unable to determine which classification it falls in, please call your Project Representative.

Fill in the dollar amount being requested from each classification. For example, a \$32,000.00 request might be allocated this way:

0200	Relocation	08	6613	
0270	Homeownership Assistance	13	6614	<u>10,000.00</u>
0380	Rehab – Single Unit Residential	14A	6615	<u>20,000.00</u>
0130	General Program Administration	21A	6616	<u>2,000.00</u>

SECTION 4: CERTIFICATION

Two of the people whose signature appear on the Signature Certification form need to **sign and date** the drawdown. The Chief Elected Official CANNOT be one of these signatures. To prevent delays in processing drawdown requests, check signatures as they must match those on the Signature Certification form. Whiteouts, traceovers, signature stamps, and corrections are not acceptable in this section. Commerce will countersign the request.

When the form is complete, make a copy for your Financial Management File, and send the original to:

CDBG Program
 Division of Housing and Community Development
 P. O. Box 7970
 Madison, WI 53707-7970

ATTACHMENT 3
WISCONSIN DEPARTMENT OF COMMERCE
REQUEST FOR DISBURSEMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

SECTION I: REQUEST FOR PAYMENT

AMOUNT REQUESTED \$ 12,845.00

Make check payable to:
Village of Grantville
Mounte Bank, Acct #00-123-00
123 Thissa Way
Grantville, WI 53000

Contract # EAP 04-01

Request # 2

SECTION II: STATUS OF CDBG FUNDS

FUNDS ON HAND:

Dollar Amount

1. CDBG Advances Received to Date	22,000.00
2. ADD: Program Income and Other Receipts	0.00
3. Subtotal	22,000.00
4. LESS: Actual Disbursements	21,225.00
5. Federal Funds on Hand	775.00
6. Unpaid Requests Previously Submitted	
7. Grant Amount Awarded: \$ <u> 165,000.00 </u>	
8. LESS: Total Amounts Requested: \$ <u> 34,845.00 </u>	
9. BALANCE REMAINING: \$ <u> 130,155.00 </u>	

ATTACH GRANT ACCT TRANSACTION AND WORKING ACCT TRANSACTION JOURNALS

SECTION III: CLASSIFICATION OF AMOUNTS REQUESTED

AMOUNT

04	Clearance	(12151)	_____
13	Homeownership Assistance	(12152)	_____
14A	Rehab: Single Unit Residential	(12153)	7,845.00
21A	General Program Administration	(12154)	5,000.00
TOTAL			12,845.00

SECTION IV: CERTIFICATION

I hereby certify the information reported above is correct, the amount requested is not in excess of current needs, and that federal funds in excess of \$5,000.00 will be disbursed in three (3) working days.

Signature _____ Date _____

Signature _____ Date _____

Commerce Countersignature _____ Date _____

ATTACHMENT 5

GRANT ACCOUNT TRANSACTIONS JOURNAL

When making entries in this journal, report **only one entry in any one row** (i.e., receipt of CDBG funds, miscellaneous collection, or disbursement of CDBG funds). For every entry, the Federal Cash on Hand **must be shown**.

DATE	Enter the date of the transaction.
DESCRIPTION	Enter a description of the transaction.
DEPOSIT	If transaction is a deposit of grant funds, enter amount deposited.
MISC DEPOSIT	If transaction is a deposit of miscellaneous funds, enter amount deposited.
CHECK #	If a disbursement is made, enter check number.
AMOUNT	If a disbursement is made, enter amount of check.
H-1 – Rehab	If disbursement is for contractor payments or downpayment/closing costs, enter amount of check.
H-2 – Clearance	If disbursement is for clearance of demolished structure, enter amount of check.
H-3 – Admin.	If disbursement is for administrative costs, enter amount of check.
Payments to Date	Add amount entered in H-1, H-2, etc., to amount shown on previous line--to obtain total payments to date.
Federal Cash on Hand	If a deposit ADD amount of deposit to amount shown on previous line. If a disbursement, SUBTRACT amount of disbursement from amount shown on previous line.

Explanation of Sample Entries

On May 12, the Village wrote a \$20.00 check for the CDBG Implementation Training Session. They knew they would be reimbursed after they made their first drawdown.

May 15 through June 2 additional village checks were written. On June 5, the CDBG program wrote a \$1,225 check to reimburse the Village. Only the disbursement of \$1,225 on June 5 is shown on the Grant Account Transactions Journal. The individual payments by the Village are recorded on the Reimbursement Request Form (Attachment 6).

ATTACHMENT 5
To be used with METHOD 2 – Request in Advance

GRANT ACCOUNT TRANSACTIONS JOURNAL

DATE	DESCRIPTION	GRANT DEPOSIT	MISC DEPOSIT	CHECK #	AMOUNT	H-1 Rehab Payment	H-2 Clearance Payment	H-3 Admin Payment	Payments to Date	Federal Cash on Hand
06/05/03	Drawdown #1	22,000.00								22,000.00
06/05/03	Reimburse Village			101	1,225.00			1,225.00	1,225.00	20,775.00
06/05/03	Toose Concrete			102	20,000.00		20,000.00		21,225.00	775.00
06/22/03	Drawdown #2	12,845.00							21,225.00	13,620.00
06/23/03	Ellie Phant			103	1,000.00			1,000.00	22,225.00	12,620.00
06/23/03	Demmo Graphics			104	100.00			100.00	22,325.00	12,520.00
06/23/03	Wisconsin Bell			105	50.00			50.00	22,375.00	12,470.00
06/23/03	Less Hassell Supply			106	125.00			125.00	22,500.00	12,345.00
06/26/03	Working Acct			107	7,845.00	7,845.00			30,345.00	4,500.00
07/11/03	Wells Fargo			108	3,500.00	3,500.00			33,845.00	1,000.00
08/31/03	Drawdown #3	13,000.00							33,845.00	14,000.00
08/31/03	Working Acct			109	10,000.00	10,000.00			43,845.00	4,000.00
08/31/03	Voided check #108		3,500.00						43,845.00	7,500.00
08/31/03	Ellie Phant			110	2,500.00			2,500.00	46,345.00	5,000.00
09/01/03	Real Title Company			111	3,500.00	3,500.00			49,845.00	1,500.00

ATTACHMENT 6

CDBG-EAP REIMBURSEMENT REQUEST FORM

Date Paid	Payee	Voucher/ Invoice #	Paid With Check #	Amount Paid
5/12/03	Dept of Commerce—training		37028	\$ 20.00
5/15/03	Liddle-Black Books, supplies	V009	37915	\$ 175.00
5/16/03	Ellie Phant	V115	38125	\$ 500.00
5/22/03	River Bank – checks		38307	\$ 30.00
6/2/03	Ellie Phant	V146	38927	\$ 500.00
TOTAL AMOUNT TO BE REIMBURSED BY CDBG-EAP PROGRAM				\$ 1,225.00

I hereby certify that these amounts have been paid by the municipality and the Amount Requested for Reimbursement is not in excess of **ATTACHED** paid invoices.

Signature (Local Official)

Date

Attachments

NOTES:

TO BE FILLED IN BY CDBG-EAP PROGRAM ADMINISTRATOR	Check # _____	Date Paid _____
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ATTACHMENT 8

INDIVIDUAL JOURNAL

GRANT #: 1
 NAME: Q. P. Dahl
 ADDRESS: 123 Common Place
 GRANT AMOUNT: \$9,500
 APPROVAL DATE: 6/26/03

SOURCE OF FUNDS	
CDBG LOAN:	
CDBG GRANT:	\$9,500
BORROWER CONTRIBUTION:	
OTHER:	

Date	Description	Obligation	Check #	Payment	Balance
6/30/03	Agreement signed	9,500			9,500
7/21/03	Steava Doors		312	1,250	8,250
7/25/03	DAHL		313	2,095	6,155

INDIVIDUAL JOURNAL

GRANT #: 2
 NAME: Barb & Guy Wire
 ADDRESS: 910 Hyer Court
 GRANT AMOUNT: \$8,000
 APPROVAL DATE: 6/26/03

SOURCE OF FUNDS	
CDBG LOAN:	
CDBG GRANT:	\$8,000
BORROWER CONTRIBUTION:	
OTHER:	

Date	Description	Obligation	Check #	Payment	Balance
6/30/03	Agreement signed	8,000			8,000
7/7/03	Sure-Lock Homes		310	1,000	7,000
7/14/03	Watts-On Electric		311	1,500	5,500

INDIVIDUAL JOURNAL

LOAN #: 3
 NAME: Harry & Hope Chest
 ADDRESS: 2 Wonweigh Street
 LOAN AMOUNT: \$2,500
 APPROVAL DATE: 6/26/03

SOURCE OF FUNDS	
CDBG LOAN:	
CDBG GRANT:	\$2,500
BORROWER CONTRIBUTION:	\$2,500
OTHER:	

Date	Description	Obligation	Check #	Payment	Balance
6/30/03	Agreement signed	2,500			2,500
8/4/03	The Kitchens, Inc.		314	500	2,000

ATTACHMENT 10

QUARTERLY REPORT INSTRUCTIONS

All grantees must submit a progress report to the Commerce on a **quarterly** basis. The report will consist of: the Beneficiaries and Applicants Report, the Accomplishments Report, and if applicable, the MBE/WBE Report, the Fair Housing Actions and Section 3 report. **ONE** copy of the report must be submitted to Commerce not later than ten (10) working days after the end of each calendar quarter.

A. BENEFICIARIES AND APPLICANT REPORT

Complete the BENEFICIARIES AND APPLICANT REPORT page with grantee name, contract number, reporting period and program activities filled in.

1. If any of the following activities applied to your program during the reporting period, please provide appropriate information.

Leveraged Funds: indicate the amount of public and private funds leveraged for the reporting period.

- ◆ When reporting PUBLIC funds, include money that is actually 'government' money, e.g., FEMA, HCRI funds, HOME funds, funds from a CAP agency, or if a city, town, village, or county would contribute money to the program.
- ◆ When reporting PRIVATE funds, include such funding sources as insurance payments, charitable donations, homeowner contributions for rehab projects or downpayment amounts (for replacement housing projects).

Handicap Accessibility: indicate how many households involved handicap accessibility improvements (i.e., making the household handicap accessible) during the reporting period.

Faith-Based Activities: indicate how many households involved a partnership(s) with any faith-based organization and the dollar amount contributed.

2. **PROGRAM BENEFICIARIES AND APPLICANTS:** For each contract budget item and activity, list the total number of program beneficiaries **AND** applicants for the quarter.

Program Beneficiaries: Enter data for each beneficiary after grant agreement has been signed or committee approval has been received. Indicate, in the appropriate box, the number of households receiving grants that are: VLI, LI, MI, minorities, female-headed households, or other protected classes, e.g., handicapped, elderly, or families with children.

Applicants: Enter data for each application received. Indicate, in the appropriate box, the number of applications received and whether they are minorities, female-headed households, or other protected classes, e.g., handicapped, elderly, or families with children. This number should include funded applicants and unfunded applicants.

B. ACCOMPLISHMENTS REPORT

Complete the ACCOMPLISHMENTS REPORT page with grantee name, contract number, reporting period and contract timetable activities filled in. In the space provided, indicate the number of units brought up to Section 8 HQS standards during the quarter.

1. If any of the following activities applied to your program during the reporting period, please check YES or NO, and provide appropriate documentation where applicable.

MBE/WBE: If you contracted or subcontracted with a MBE/WBE during this reporting period, please fill out and attach a copy of the MBE/WBE Report.

Fair Housing Actions: If you undertook any actions to affirmatively further fair housing during the reporting quarter, please complete Fair Housing page and provide documentation to verify actions. Your contract specifies the minimum fair housing activities to which you are committed.

Section 3 Report: Report any actions taken to ensure that employment, and other economic activities generated by this program, were directed toward low- and moderate-income people (below 80% of county median income).

2. **ACCOMPLISHMENTS REPORT.** Complete the Accomplishments Report for all activities completed during the quarter

"Activities" means grants awarded and/or completion of administrative requirements (e.g., request Davis-Bacon wage rates, submit Quarterly Report, hold citizen participation meeting, etc.).

Column #2:

Answer questions and/or fill in blanks regarding all **activities completed during the quarter**. Activities, which were accomplished during the quarter, but were not listed in the contract timetable, should be listed at the bottom of column #2.

Column #3:

List the **total number of units assisted to date**.

Column #4:

Add any **comments** which may be applicable to the activities accomplished during the quarter, or activities which are anticipated to be completed during the next quarter.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

BENEFICIARIES / APPLICANTS REPORT

GRANTEE: Village of Grantville

CONTRACT NUMBER: EAP 04-01

REPORTING PERIOD: from 07/01/04 to 09/30/04

LEVERAGED FUNDS:: How much money was leveraged during the reporting period: public funds leveraged? \$ _____
private funds leveraged? \$ _____

HANDICAP ACCESSIBILITY: How many units involved handicap accessibility improvements during the reporting period? _____

FAITH-BASED: Number of units that involved a "faith-based" organization (e.g., local church, Habitat). _____

PROGRAM BENEFICIARIES

Activity	Total Annual Results	Income Level				RACE*										FHOH	PD	E	H	
		%CMI 0-30	%CMI 31-50	%CMI 51-80	%CMI 81-100	A	B	C	D	E	F	G	H	I	J					
Rehab - Owner-Occupied (w/lead)	1	1				1											1			
Rehab - Owner-Occupied	2		1	1		1			1											
Rehab - Renter-Occupied (w/lead)																				
Rehab - Renter-Occupied	1	1						1									1			
Homebuyer (w/lead)																				
Homebuyer																				

* ALL APPLICANTS

Activity	Total Annual Results	RACE										FHOH	PD	E	H	
		A	B	C	D	E	F	G	H	I	J					
Rehab - Owner-Occupied	10	9			1								4	1	2	
Rehab - Renter-Occupied	3	2	1										1			
Homebuyer	8	7			1								2			

* R A C E

- | | |
|--|---|
| A - White
B - Black/African American
C - Asian
D - American Indian/Alaskan Native
E - Native Hawaiian/Other Pacific Islander | F - American Indian/Alaskan Native & White
G - Asian & White
H - Black/African American & White
I - American Indian/Alaskan Native & Black/African American
J - Balance/Other |
|--|---|

- FHOH - Female Head of Household
 PD - Households with Persons with Disabilities
 E - Elderly (>62)
 H - Hispanic

ACCOMPLISHMENTS REPORT

GRANTEE: Village of Grantville CONTRACT # EAP 04-01 NUMBER OF UNITS MEETING HQS: _____

REPORTING PERIOD: from 07/01/04 to 09/30/04

MBE/WBE:	Did you contract with any MBE/WBE contractors/subcontractors during this quarter?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please attach MBE/WBE reporting form
FAIR HOUSING	Did you undertake any Fair Housing activities during this quarter?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please attach Fair Housing reporting form and documentation.
SECTION 3	Did you take any actions to promote employment of low- and moderate-income people?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please attach Section 3 report.

(1)	(2)	(3)	(4)
FROM CDBG CONTRACT TIMETABLE FOR THE REPORTING QUARTER	ACTIVITIES COMPLETED DURING REPORTING QUARTER	TOTAL COMPLETED TO DATE	COMMENTS
All disaster-related projects completed Complete closeout report and submit to Commerce. Arrange for audit, if necessary.	___ # of housing projects funded Closeout report completed? ___ Yes ___ No Audit arrangements made. ___ Yes ___ No	___ # of housing projects funded	

I hereby certify that to the best of my knowledge and belief the data in this report are true and correct.

Signature of Person Preparing Report: _____

Wisconsin Bureau of Community Finance
MBE/WBE REPORT
(Minority Business Enterprise/Women Business Enterprise)

COMMERCE Program Name: CDBG _____

Grantee: Village of Grantville _____

Reporting Period: 07/01/04 to 09/30/04 _____

See page 2 for lists of codes to use for this table.

Grant/Project Number	MBE/WBE Contract Amount	Type of Trade	Contractor/ Subcontractor Business Racial/Ethnic Code	Woman Owned Business (Yes or No)	Contractor/ Subcontractor Identification Number (FEIN)	Contractor/Subcontractor Name and Address
EAP 04-01	\$606.10	Const - 3	A	Yes	217-60-6444	Dahlke Construction/Sally Dahlke, 617 Liberty, Ripon, WI 54971 (C)

GRANTEE: Village of Grantville

CONTRACT NUMBER: EAP 04-01

REPORTING PERIOD: from 07/01/04 t 09/30/04
o

FAIR HOUSING

All CDBG-EAP Grantees are required to initiate Affirmative Fair Housing Actions in conjunction with the expenditure of CDBG-EAP funds. Please report on any Fair Housing actions taken during the reporting quarter. A nonexclusive list of suggested affirmative fair housing actions can be found on page V-5 of the CDBG-EAP Procedures Handbook. Which fair housing affirmative action did your community exercise? If no action has been implemented, what actions are planned? Please describe the planned action and when it is expected to be initiated.

The local boy scouts and girl scouts are busy designing and decorating the Fair Housing float to be driven in the 4th of July parade. Prior to designing the float, they all heard a presentation on the meaning of Fair Housing. Fair Housing buttons will be passed out on the parade route--pictures next quarter.

WISCONSIN
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT
SECTION 3 REPORT
(to be completed quarterly)
COMPLETE A SEPARATE REPORT FOR EACH CONTRACT.

GRANTEE: Village of Grantville

CONTRACT #: EAP 04-01

REPORTING PERIOD: 07/01/04 TO 09/30/04

PART 1

ALL RECIPIENTS MUST COMPLETE THIS PART.

Check all that apply	Activity
<input type="checkbox"/>	We attempted to recruit low-income residents for job openings (using local advertising, signs at project site, contacts with community organizations or private agencies operating within the area of service, or similar methods).
<input type="checkbox"/>	We participated in a HUD program or other program that promotes the training or employment of low-income residents.
<input type="checkbox"/>	We participated in a HUD program or other program that promotes the award of subcontracts to "Section 3 businesses."
<input type="checkbox"/>	We coordinated with Youthbuild programs administered in our area of service.
<input type="checkbox"/>	<p>Other:</p> <ul style="list-style-type: none"> • Describe in more detail any of the activities you checked above. • Describe any difficulties you encountered in attempting to fulfill your Section 3 obligations. • If you hired a low-income resident(s) of your area of service, or awarded a subcontract to a Section 3 business, provide a brief description (e.g., position title(s) & hours per week, amount of subcontract awarded & purpose). <p>In filling a Program Assistant position, we advertised in the local newspaper and posted a copy of job description at the CAC agency.</p>

PART 2

IF YOU RECEIVED \$200,000 OR MORE IN THIS DIVISION OF HOUSING CONTRACT (WHETHER A GRANT OR LOAN) FOR HOUSING REHABILITATION, NEW CONSTRUCTION AND/OR PUBLIC CONSTRUCTION, COMPLETE THIS PART.

If you have awarded \$100,000 or more in D.O.H. funds from one contract to an entity, they must complete this part as well. Attach their data to your report.

LIST ALL POSITIONS PAID IN WHOLE OR IN PART BY THIS COMMERCE GRANT OR LOAN. For the first quarterly report, list all positions. For subsequent quarters, list only new positions and vacancies that were filled during the quarter.

Position Title	Job Category (professional, technical, office/clerkical, construction)	% of FTE paid by this COMMERCE contract	New Hire? (Y/N)	Resident of Service Area? (Y/N)	Low-Income ? (Y/N)	Vacant at End of Quarter? (Y/N)
Program Assistant	office/clerkical	50%	Y	Y	Y	N

NOTES:

FTE = full-time equivalent (in this column, write the percent of time of your full-time week that the employee's salary is being paid with this COMMERCE contract)

Service Area = municipality or county in which funding is being used

Low Income = employee's household income is at or below 80% of county median income (for new hires, prior to employment with you; for existing employees, current household income)

PART 3

IF YOU AWARDED A SUBCONTRACT OF \$100,000 OR MORE FROM THIS D.O.H. CONTRACT THROUGH A COMPETITIVE PROCESS, COMPLETE THIS PART.

Construction Subcontracts:	
A) Total \$ amount of subcontracts of \$100,000 or more awarded competitively	\$ _____
B) Total \$ amount of these subcontracts awarded to Sec. 3 businesses	\$ _____
C) Percentage of (B) divided by (A)	_____ %
D) Total number of Section 3 businesses receiving contracts	_____
Non-construction Subcontracts:	
A) Total \$ amount of subcontracts of \$100,000 or more awarded competitively	\$ _____
B) Total \$ amount of these subcontracts awarded to Sec. 3 businesses	\$ _____
C) Percentage of (B) divided by (A)	_____ %
D) Total number of Section 3 businesses receiving contracts	_____

NOTES:

If the subcontract involves both construction and non-construction activities, report the information in the Construction Subcontracts section.

Examples of construction subcontracts: bricklaying, carpentry, carpet installation, demolition, drywall, electrical work, fencing, heating, iron works, landscaping, masonry, painting, plastering, plumbing.

Examples of non-construction subcontracts: construction management, architectural services, engineering, surveying and related professional services; office services; relocation services, marketing.

