



## **Community Enhancement & Investment Fund**

### **Grant Reporting Guidelines for Approved Grant Recipients**

#### **General Information**

The City of Rancho Cordova appreciates your time and effort in preparing reports regarding your Community Enhancement & Investment Fund Grant ("Grant"). These reports:

- Provide the City with valuable information about progress towards goals and objectives of the Grant.
- Document what is being accomplished and what challenges must be overcome; and
- Ensure accountability for the use of Grant funds.

The City requires that narrative and financial reports be submitted together on a schedule established in Exhibits B and C of the executed grant agreement, or as modified in subsequent correspondence. If unusual circumstances arise that may delay the submittal of reports and supporting documentation, requests for report submittal delays are approved based upon City staff's discretion. Please promptly inform City staff if your reports may be later than the scheduled reporting dates in your agreement.

Reports shall be submitted in the grant reporting software used in the application process. The grant portal accepts attachments including photos and other document or spreadsheet files. All attachments for the Use of Funds and Outcomes reports must be submitted through the online portal. Attachments sent via email will not be accepted. Each grant recipient must clearly document all expenditures made with the grant funding. Such documentation may include receipts, cancelled checks, credit card statements, or other evidence acceptable to the City.

After the Use of Funds and Outcomes reports are reviewed by City staff, additional information may be requested to properly document the use of grant funds. This documentation must also be submitted in the grant reporting software.

In 2017, the City Council created a Community Enhancement & Investment Fund Citizen Oversight Board. The [Citizen Oversight Board](#) reviews the manner in which Community Enhancement & Investment Funds were spent during the prior fiscal year. They also review grantee's compliance with the reporting requirements as outlined in each executed grant agreement. The Citizen Oversight Board has the authority to make recommendations to exclude non-compliant organizations from future grant award cycles. These recommendations are reviewed by City Council for their further consideration.

Please do not hesitate to contact City staff with any questions regarding these guidelines.

## Reporting Components

In grant reporting, grantees are expected to describe and evaluate the activities undertaken and to account for the use of grant funds during the reporting period.

The Report for Use of Funds (Exhibit B) should include:

- A. The original amount of the grant and the current remaining balance;
- B. The full project budget as approved, or as agreed to in an approved amendment; and
- C. Expenditures for the reporting period using the same expense categories set forth in the executed agreement or as agreed to in an executed amendment.

The Outcomes Report (Exhibit C) should include the following:

- A. Progress made toward the expected outcomes of the grant and any other significant accomplishments;
- B. Any setbacks or challenges to the progress of the grant activities;
- C. Plans and/or goals for the upcoming reporting period;
- D. An aggregated report on any program evaluations;
- E. A narrative explanation of any significant variances between proposed spending and actual spending in each category;
- F. Any additional information as listed in Exhibit C of the executed agreement;
- G. Lessons learned by your organization for the grant-funded activities (final reports only);
- H. Pictures if available; and
- I. Any additional information that the City should know about.

## Do's and Don'ts

### Do

- Provide a summary sheet in the Use of Funds Report (Exhibit B) that identifies which category each expense belongs under.
- Put receipts/invoices in the same order as they appear on the corresponding summary sheet.
- Use spreadsheet software (such as Microsoft Excel) if possible.

### Don't

- Provide receipts/invoices that are not related to the grant unless requested to show matching funds or in-kind sponsorships.
- Provide a balancing of checks from a bank account. Each expense is looked at individually. It does not matter where the award check was deposited.
- Group together receipts on summary sheets. List each expense individually.
- Use cash.
- Handwrite or accept any handwritten receipts.
- Supply invoices that are unpaid or are quotes.

### **Anticipated Balance at End of Grant Period**

Approval of the use of unexpended funds beyond the agreement term or for uses not outlined in Exhibit A is at the City's discretion. Additionally, grant funding outside of the amount allocated by City Council requires City action and potentially may require further Council action.

**Option A. Return** unspent funds to the City. If any grant funds advanced to the grant recipient remain unexpended at the end of the grant term, the grant recipient shall return the unexpended funds within thirty (30) days of the expiration of the agreement.

**Option B. Grant Extension:** The current grant period may be extended if the project is generally on track but progress toward the objectives has been slower than anticipated. If you would like to request an extension, please notify City staff.

In the event the costs to perform the items of work exceed the amount of funds granted by the City, the grant recipient is responsible for the payment of all costs in excess of the grant funds. If you anticipate unexpended funds or costs greater than anticipated, please inform City staff.