



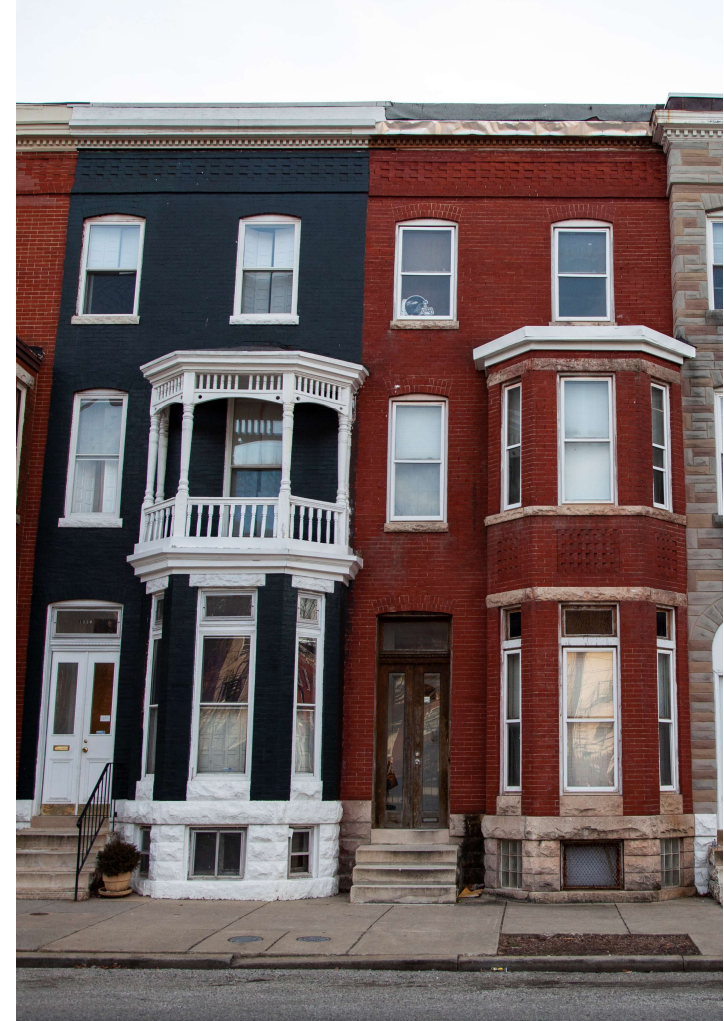
— BALTIMORE CITY —
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

CDBG Reporting Training DHCD & COB

October 2024

OPENING COMMENTS

- Welcome
- CD50 (PY 2025) Updates
- City Fiscal Year 2026: CIP & Operating Budget
- Purpose:
Align city agency subgrantee reporting with
substantiation of CDBG expenditures to ensure grant
compliance.



PRESENTATION AGENDA

- Why do we collect CDBG Report data
- When do we collect data
- What data do we collect
- "CDBG Statement of Charges" in Neighborly
- Communication through Neighborly
- Questions

WHEN, WHY AND HOW DO WE COLLECT DATA?

- Quarterly – 30th day after the end of each quarter (CD50, Q.1. extension – Nov 30)
- Annually – in July of each year for the CAPER
- All reports must be submitted via Neighborly
- Substantiates that work is complete and reimbursable to the City
- HUD requires DHCD to report on each subrecipients' accomplishments

FINANCIAL REPORTING

City programs that receive CDBG awards must do the following to comply with CDBG grant financial requirements for the following reasons:

- **The CDBG Statement of Charges form allows the CDBG team to substantiate expenditures as eligible/allowable and submit a reimbursement request to HUD.**
- **If the expenditures can't be substantiated, DHCD cannot request reimbursement. This means the city will not get reimbursed for general funds spent under your CDBG worktags, creating a revenue deficit.**
- **Lack of reimbursement will also cause the City to have grant compliance and timely spending issues with HUD.**
- **Divisions are responsible for any deficit created by DHCD's inability to request reimbursement for your charges.**

Although we all use the same financial systems, it is the direct responsibility of the programs awarded CDBG funding to review and substantiate their expenditures, as this is a compliance requirement for ALL subrecipients.

FINANCIAL REPORTING PROCESS

1. Request a Payroll Report (and/or other CDBG worktag reports) from your Fiscal Division for all staff and/or program expenses included in your CDBG budget, for the appropriate quarter and worktag.
2. Review the reports for your CDBG worktag(s) to ensure the costs are accurate and eligible under CDBG requirements.
3. Check to make sure you aren't missing any charges that might have been charged to a non-CDBG worktags. Typically, this happens with payroll but could be anything.
4. If errors need to be corrected, work with your Fiscal Division to make those corrections.
5. Once any corrections have been made and you are sure the report is accurate, transfer the Workday report data to the CDBG Statement of Charges (CDBG-SoC) Form. Upload the CDBG-SoC Form in the Budget tab as a supporting document.
6. Complete the Draw tab in the Budget Section of Neighborly

ACTIVITY REPORTING – NEIGHBORLY REPORTS PART 1: GOALS

- Provide progress achieved in accomplishing goals / objectives
- Show actual outcome versus expected outcome
- Note any difficulties encountered
- Documents to HUD that the activities for which funds were awarded have taken place
- Goals come from Section F: Activity Descriptions on your application

Always click save when you are ready to move on.

ACTIVITY REPORTING – NEIGHBORLY REPORTS - PART 2: ACCOMPLISHMENTS REPORTING

Beneficiaries Served

- Quarterly Target to be Served
- Number Actually Benefiting this Quarter
- Total Served to Date

Costs

- CDBG Costs as Authorized in your Contract
- Amounts from other funding sources
- CDBG Amount Expended
- Other Funding Expended

Always click save when you are ready to move on.

ACTIVITY REPORTING – NEIGHBORLY REPORTS PART 3: NARRATIVE AND SUPPORTING DOCUMENTS

- Provide a narrative describing accomplishments and barriers during the quarter
- This can be done by listing Successes/Highlights for your activity
- Upload the supporting documentation
- See your Award Letter or MOU for what Supporting Documents are required

Always click save when you are ready to move on.

ACTIVITY REPORTING – NEIGHBORLY REPORTS- PART 4: REQUIRED DOCUMENTS

Upload the required electronic reports to the appropriate location in Neighborly

- Based on the Reporting Requirements stated in your MOU or Award Letter
- Download and complete the appropriate forms and upload into Neighborly Part 4 in their original format (Word or Excel). No PDF's
- Do not submit reporting forms as an attachment to a Task or an email. Only submit Accomplishment Report forms to Neighborly Reports – Part 4.

Always click save when you are ready to move on.

ACCOMPLISHMENT REPORTING - 1

- Click on Reports section to open reporting module.

Home

ACCOUNT

REPORTS
**2 REPORTS DUE

ACCOMPLISHMENTS

DRAW REQUESTS

APPLICATION

DOCUMENTS

USERS

Case Id 109715

Program CDBG-Capital Projects

Name DHCD - Office of Rehabilitation Services - Deferred Loan Program

Status Quarterly Report Submitted

Reports

Quarterly Report (2 of 4)

ID	DATE RANGE	AVAILABLE	DUE	STATUS	REPORT	# FILES	SUBMITTED BY	ACTION
1904	7/1/2023-9/30/2023	9/30/2023	10/15/2023	Complete	5 of 5 steps completed	5	david.felder@baltimorecity.gov 1/31/2024 2:45:48 PM	...
1905	10/1/2023-12/31/2023	12/31/2023	1/15/2024	Complete	5 of 5 steps completed	5	david.felder@baltimorecity.gov 1/31/2024 2:48:59 PM	...
1906	1/1/2024-3/31/2024	3/31/2024	4/15/2024	Past Due		0		...
1907	4/1/2024-6/30/2024	6/30/2024	7/15/2024	Past Due		0		...

Accomplishment Reporting - 2

- Review & complete Parts 1 – 4.
- Questions? Ask CDBG Monitor before submitting report.
- Submit
- Save / Complete & Continue.

The screenshot shows a web application interface for reporting accomplishments. On the left is a sidebar menu with options: ACCOUNT, REPORTS (highlighted with a red box and labeled '2 REPORTS DUE'), ACCOMPLISHMENTS, DRAW REQUESTS, APPLICATION, DOCUMENTS, and USERS. The main content area displays 'Home' at the top, followed by 'Case Id 109715' and 'Name DHCD - Office of Rehabilitation Services - Deferred Loan Program'. On the right, it shows 'Program CDBG-Capital Projects' and 'Status Quarterly Report Submitted'. Below this is a breadcrumb trail: 'Reports > Quarterly Report > 1906'. A blue box highlights a row of checkboxes: 'Part 1 - Goals', 'Part 2 - Accomplishments', 'Part 3 - Narrative and Supporting Documents', 'Part 4 - Required Documents', and 'Submit'. The main form area is titled 'Provide progress achieved in accomplishing the following goals / objectives' and contains a section for '1. Deferred Loan Program' with the description 'Assist homeowners in correcting major housing deficiencies and serious health and safety issues'. It has two text input fields: 'Progress' (with placeholder 'Enter goal progress here...') and 'Difficulties Encountered' (with placeholder 'Enter any difficulties encountered here...'). At the bottom, there is a 'No save history' message and two buttons: 'Save' and 'Complete & Continue' (highlighted with a yellow box).

REIMBURSEMENT REQUESTS - CHANGES IN CD-50

- ***NEW** - City and DHCD subrecipients must submit CDBG Statement of Charges quarterly through the Neighborly Budget portal. “Draw Request”
- ***NEW** - CDBG Statement of Charges will be included in your MOU or Award Letter email.
- ***NEW** - Reporting reminders will be generated in Neighborly and sent as a Neighborly Notification email.

Special Note: Quarter 1 of CD-50 will have an extended deadline of November 30th

Draw Request

- Click on Draw Requests tab.
- Example of Canceled Draw Request – Orange Box

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains several menu items: ACCOUNT, REPORTS (with a sub-item **2 REPORTS DUE**), ACCOMPLISHMENTS, DRAW REQUESTS (highlighted with a red box), APPLICATION, DOCUMENTS, and USERS. The main content area displays 'Home' at the top left, followed by 'Case Id 109715' and 'Name DHCD - Office of Rehabilitation Services - Deferred Loan Program'. On the right side of the main content area, there are two fields: 'Program CDBG-Capital Projects' and 'Status Quarterly Report Submitted'. Below this, the 'Draw Requests' section is titled, and a table is displayed. The table has columns for ID, STATUS, WORKFLOW, DETAILS, REQUESTED DATE, REQUESTED AMOUNT, DISBURSED DATE, and DISBURSED AMOUNT. A single row is shown with the following data: ID 7507, STATUS Cancelled, WORKFLOW 0 of 2, DETAILS Quarter 1, REQUESTED DATE 10/9/2024, REQUESTED AMOUNT \$0.00, DISBURSED DATE N/A, and DISBURSED AMOUNT N/A. Below the table, there is a button labeled 'Add a Draw' highlighted with a yellow box. At the bottom center of the main content area, there is a blue 'N' icon.

ID	STATUS	WORKFLOW	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
7507	Cancelled	0 of 2	Quarter 1	10/9/2024	\$0.00	N/A	N/A

Draw Request - continued

- Enter description to advance.
- Naming Protocol for document upload: DHCD / COB_Office of_Soc1_CD-50
- Document naming protocol for Statement of Charges (SoC): DHCD / COB_Office of_SoC1_CD-50

The screenshot displays a web application interface for managing draw requests. A modal window titled "ADD A DRAW" is open, showing a form with the following fields:

- Request Date: 10/9/2024
- Description: Enter description (highlighted with a red border)

An "Add" button is located at the bottom right of the modal. The background dashboard includes a sidebar menu with options like ACCOUNT, REPORTS, ACCOMPLISHMENTS, DRAW REQUESTS, APPLICATION, DOCUMENTS, and USERS. The main content area shows "Case Id 109715", "Name DHCD - Office of Rehabilitation Services", and "Program CDBG-Capital Projects". A table below the modal shows the following data:

REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
10/9/2024	\$0.00	N/A	N/A

Draw Request - continued

- Upload Draw Form. Use naming protocol for doc. Yellow Box.
- Enter amount requested. Orange Box.

Home

ACCOUNT

REPORTS
**2 REPORTS DUE

ACCOMPLISHMENTS

DRAW REQUESTS

APPLICATION

DOCUMENTS

USERS

Draw Requests > Draw Id: 7508

Status Not Submitted Amount Requested \$0.00

Date Requested 10/9/2024 Amount Approved \$0.00

Request Workflow 0 of 2*

****ACTION REQUIRED:** This draw request has NOT yet been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

SUMMARY

DOCUMENTATION

ABC Organization_Draw 1_CD-50

Upload File

DETAILS

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Program Costs Example Funding Source	\$ 1.00	\$ 0.00	\$ 1.00	\$ 0.00
Totals	\$ 1.00	\$ 0.00	\$ 1.00	\$ 0.00

10/31/2024

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Draw Request –cont.

- Enter amount requested. Orange Box.
- Click Submit or Cancel.



DETAILS

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Program Costs <i>Example Funding Source</i>	\$ 1.00	\$ 0.00	\$ 1.00	\$ 0.00
Totals	\$ 1.00	\$ 0.00	\$ 1.00	\$ 0.00

Last updated by david.fielder@baltimorecity.gov on 10/9/2024 3:42:50 PM

Draw Request - continued

- Visualization of draw & funding status . Blue Box.

Home

Case Id 109715
Name DHCD - Office of Rehabilitation Services - Deferred Loan Program

Program CDBG-Capital Projects
Status Quarterly Report Submitted

Draw Requests

Requested \$0.50

ID	STATUS	WORKFLOW	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
7508	Submitted	0 of 2	ABC Organization_Draw 1_CD-50	10/9/2024	\$0.50	N/A	N/A
7507	Cancelled	0 of 2	Quarter 1	10/9/2024	\$0.00	N/A	N/A

Add a Draw

● Disbursed \$0.00
● Pending \$0.50
● Short Paid \$0.00

Task Assignment – Response & Completing

- Task assignment.

Delete Archive Reply Reply all Forward Zoom

Task Assignment for Housing Preservation Programs

Neighborly Software <no-reply@neighborlysoftware.com>
To: Fielder, David (DHCD) Thu 5/9/2024 10:36 AM

Some content in this message has been blocked because the sender isn't in your Safe senders list. Trust sender Show blocked content

CAUTION: This email originated from outside of Baltimore City IT Network Systems.
Reminder: DO NOT click links or open attachments unless you recognize the sender and know that the content is safe. Report any suspicious activities using the Report Phishing Email Button, or by emailing to Phishing@baltimorecity.gov

Case Name: Bo [REDACTED]
Case Id: 42 [REDACTED]

Task Status: Active
Task Subject: Funding
Task Due Date: 5/10/2024
Task Details: This case h [REDACTED]
a [REDACTED]

5 [REDACTED] This case was approved for funding in February and signed on by [REDACTED] with some [REDACTED] remaining can still be used

Task Owner(s): David Fielder - david.fielder@baltimorecity.gov, Sta [REDACTED]
Task Follower(s): Cheryl M [REDACTED]

<https://portal.neighborlysoftware.com/BALTIMOREEMD/administration>

Reply Forward

Task Assignment – Response & Completing

- View all tasks on Neighborly dashboard.

The screenshot shows the 'My Tasks' section of the Baltimore City Department of Housing & Community Development Portal. The 'My Tasks' tab is highlighted with a red box. Below it is a table of tasks with columns for Task ID, Case, Subject, Status, Due Date, and Action. The 'Action' column is highlighted with a blue box, showing 'View Task' links for each row.

Task ID	Case	Subject	Status	Due Date	Action
13155	98227: FY 23 Emergency Roof Repair Program	CD-48 Quarterly Reports	Complete	8/11/2023	View Task
13154	98228: FY 23 Deferred Loan Program	CD-48 Quarterly Reports	Complete	8/11/2023	View Task
13110	98226: DHCD - Office of Rehabilitation Services	Quarterly Report	Complete	8/7/2023	View Task
13180	98226: DHCD - Office of Rehabilitation Services	DUE: FOUR CD-48 QUARTERLY REPORTS	Complete	8/15/2023	View Task
13341	98226: DHCD - Office of Rehabilitation Services	DUE: HOUSING SALES CONSTRUCTION REHAB SPREADSHEET	Complete	8/18/2023	View Task

Task Assignment – Response & Completing

- View specific task.
- **Do not upload documents to task unless directed by CDBG staff. Upload documents in appropriate Neighborly location.**

TASK

Details Messages (0) Audit Log (6)

Subject

CD-48 Quarterly Reports

Details

Please submit all Quarterly reports so the accomplishments can be included in the annual report to HUD (CAPER).
Please upload a completed "Housing

Status

Complete

Due Date

8/11/2023

Owner(s)

David Fielder

Follower(s)

David Herman Susan Moriarty LaTonya Lewis Romilla David

ATTACHMENTS

**No files uploaded

Created by susan.moriarty@baltimorecity.gov at 8/4/2023 11:46:40 AM
Last updated by david.fielder@baltimorecity.gov at 2/1/2024 9:44:18 AM

Save

Task Assignment – Response & Completing

- Respond to the Task Follower.

