I. REPORTING PERIODS

Quarterly progress reports must be submitted by the reporting deadlines listed in **TABLE 1**. Failure to abide by these deadlines will result in a City review of the subrecipient's performance which could affect the agency's current funding and eligibility for future allocations.

TABLE 1

Quarter	Reporting Period	Reporting Deadline
1	July 1, 2025 - September 30, 2025	October 30, 2025
2	October 1, 2025 - December 31, 2025	January 30, 2026*
* By this deadline, the subrecipient must accomplish the following (Refer to Section 1, TABLE 1 for referenced dates) a. Report that the subrecipient has made at least 50 percent progress on the funded project/program. b. Expend at least 50 percent of its funding allocation. i. The subrecipient must submit Request for Payment(s) which reflect a 50 percent expenditure by the quarter two reporting deadline. Failure to abide by these guidelines will result in a City Staff review of the agency and potential revocation of unexpended funds. Factors that will assist in the determination of whether the funds will be revoked include, but are not limited to, the subrecipient's current and/or past program performance, the nature of the program activity, and related extenuating factors. Exceptions to this guideline may apply and will be applied with prior City Staff approval. If the SUBRECIPIENT determines it will be unable to meet the above requirements by its respective deadlines, subrecipient shall provide City Staff with notice and justification no less than six weeks prior to the quarter two reporting deadline.		
3	January 1, 2026 - March 31, 2026	April 30, 2026
4	April 1, 2026 – June 10, 2026	June 10, 2026**
**By this deadline, the subrecipient must submit a final invoice and Exhibit C Final Narrative Report.		

II. REPORTING REQUIREMENTS - QUARTERLY PROGRESS REPORT (APPENDIX I) AND FINAL DEMOGRAPHIC REPORT

The subrecipient is required to submit a Capital Project Quarterly Progress Report (Appendix I) by the deadlines listed in TABLE 1. This document will be uploaded under "Documents Requested" in the ZoomGrants Post-Decision tab titled "Exhibit B – Report". Upon completion of the program / project, client demographics must be submitted in the ZoomGrants Post-Decision tab titled "Exhibit B – Report".

a. Although subrecipients are not required to submit client intake forms*, client demographics must be accounted for in Exhibit B. Subrecipients must ensure to retain records for all persons / households reported. The Subrecipient must have a signed client intake form for each person / household reported, which indicates the client's self-certification that the information is true and

correct. During a monitoring review, these files must be available to the City and HUD Staff. **For the Minor Home Repair Programs, the agency is required to submit client intake forms for review and approval before work begins.*

b. If City Staff has identified the project as an Area Benefit Activity, the Subrecipient will be required to retain information regarding the low-moderate income statistics for the area that the project will serve instead of providing a breakdown of client demographics. During a monitoring review, these files must be available to the City and HUD Staff.

III. INVOICE REQUIREMENTS – REQUEST FOR PAYMENT

Funds will be dispersed on a reimbursement basis. The City will only issue payment once a Request for Payment has been received and approved by the City.

a. Subrecipients must utilize the Fiscal Year 2025-26 Request for Payment (RFP) and Summary of Expenditures forms; required templates are available on the City's CDBG webpage.
b. Subrecipients must submit proof of payment and backup documentation supporting each line item.
c. Required invoice documentation includes Certified Payroll Reports and Section 3 certifications, if applicable to the capital project.
d. A signed copy of the RFP form must be uploaded in ZoomGrants. An original wet signature is no longer required.
e. Dates of incurred expenditures cannot overlap with a previous RFP. If an RFP contains an expense that has an overlapped transaction/billing date from a previous RFP, it will not be approved.
f. Expenses must be incurred and expensed during the contract period of July 1, 2025, through June 10, 2026. Transactions that take place before July 1, 2025, will not be reimbursed.
g. Subrecipients cannot request reimbursement for staff time associated with activities not directly related to the current Fiscal Year program. For example, any activity that occurs during the fiscal year but is related to the prior (i.e. monitoring reviews, close-out requirements) or upcoming fiscal year (i.e. needs workshops, application workshops, anything related to FY 2026-27 funding process) will not be reimbursed.
h. If the subrecipient expends its full allocation before the end of Fiscal Year, the subrecipient is required to submit an Exhibit C - Final Report in ZoomGrants to receive final payment.

IV. RESOURCES AND SUPPORT

- A recording of the City's Subrecipient Training is available on the City's CDBG webpage under Subrecipient Resources.
- A ZoomGrants Tutorial on how to submit invoices is available on YouTube.
- For ZoomGrants technical support regarding the system, email Questions@ZoomGrants.com or call (866) 323-5404, extension 2.

Appendix I

City of Santa Maria
Capital Project Quarterly Progress Report

This document will be uploaded under "Documents Requested" in the ZoomGrants Post-Decision tab titled "Exhibit B – Report".

Agency Name: _____
Project Name: _____
Contact Person: _____
Phone / Email: _____

QUARTERLY PROGRESS REPORT DEADLINES

This report must be submitted by the reporting periods referenced in Exhibit B, Section I. REPORTING PERIODS.

☐ **Select this box if billable expenses were not incurred during the reporting period and explain below.** Provide detailed information regarding any progress made or reason for delays experienced during this reporting period.

FOR MINOR HOME REPAIR: *If activity occurred but projects were not* ***completed*** *during the reporting period, provide a status regarding any progress made or reason for delays experienced during this reporting period.*

INVOICING REQUIREMENT

If project activity occurred during the reporting period, the subrecipient **MUST** submit an invoice for the expenses incurred with the proper backup documentation. Unsupported expenditures will result in denial of the item and/or delays in payment. *For the Minor Home Repair program, an invoice should be submitted only for completed projects.*

ADDITIONAL DOCUMENTATION REQUIRED FOR PROJECT ACTIVITY

☐ Construction contract / bid documents *(must be submitted to Community Programs before work begins) – not applicable to the Minor Home Repair Program*
☐ HUD Reporting Checklist *(must be submitted to Community Programs before work begins) – not applicable to the Minor Home Repair Program*
☐ Section 3 Certifications *(if the project is subject to Section 3 Requirements - must be submitted to Community Programs before work begins) – not applicable to the Minor Home Repair Program*
☐ Prevailing Wage Certified Payroll Reports (*if the project is subject to Prevailing Wage Requirements) – not applicable to the Minor Home Repair Program*
☐ Copies of required permits
☐ Before / Progress / After Pictures
☐ Client Database – *applicable to the Minor Home Repair Program*