



# Community Enhancement/ Neighborhood Reinvestment Grant Documentation Guide



# Table of Contents

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- [Documentation Rules](#)
- [Cover Letter](#)
- [Documentation of Grant Expenditures Form \(Community Enhancement\)](#)
- [Documentation of Grant Expenditures Form \(Neighborhood Reinvestment\)](#)
- [List of Expenditures Form](#)
- Item #1 (Payroll Expenses)
  - [Payroll Report](#)
- Item #2 (Invoice paid with Check)
  - [Invoice](#)
  - [Copy of Check](#)
  - [Copy of Bank Statement \(Cleared Check\)](#)
- Item #3 (Invoice paid with Credit Card)
  - [Invoice](#)
  - [Credit Card Statement](#)
- [Unspent Funds Check](#)
- [Additional Resources](#)
- [NRP/CE Contacts](#)

# Documentation Rules

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- Grant documentation is due 13 months after grant effective date
- All expenses must fall within the grant period
- All expenses must be for grant purpose
- Documentation must include the following items:
  - Cover letter on the organization's letterhead detailing how the grant funds were spent
  - Completed Documentation of Grant Expenditures Form
  - Completed List of Expenditures Form
  - Proof of Expenditures (supporting documentation) for the entire grant amount. Please give each supporting document an item number that corresponds to the associated line on the List of Expenditures

# Cover Letter



September 15, 2015

County of San Diego  
Office of Financial Planning  
CE/NRP Program  
1600 Pacific Highway, Suite 352  
San Diego, CA 92101

Subject: Cover Letter

To Whom It May Concern,

Enclosed with this letter are documents pertaining to our CE/NRP grant that was awarded to our organization for the amount of \$--.

We have spent the funds in accordance to the grant purpose, which included: salary expenses for staff support, the purchase of 400 amp service cabinet, and volunteer shirt costs. We did not use the full amount of funds, and have enclosed with our packet a \$50.27 check to return these unspent funds. Your support will allow us to continue to provide services to our community.

On behalf of the organization, thank you again for your continued support. We applaud the County of San Diego for supporting our vision and helping the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Doe', written over a light blue horizontal line.

John Doe  
Director, Company

When you turn in your documentation packet it must contain a cover letter. The cover letter should contain the following:

- Must be on the organization's letterhead
- Detail how the grant funds were spent.

# Documentation of Grant Expenditures form

**COUNTY OF SAN DIEGO  
COMMUNITY ENHANCEMENT PROGRAM  
DOCUMENTATION OF GRANT EXPENDITURES**

Grant Period: 07/01/2015 to 06/30/2016

ORGANIZATION NAME: \*Organization\*

TID: \*Tax ID\*

PURPOSE OF GRANT: \*Purpose\*

CHECK #: \*Check #\* ISSUED ON: \*Issue Date\* FOR: \*Amount\*

DOCUMENTATION DUE NOT LATER THAN: \*Documentation Due Date\*

- For proper documentation procedures, please read the accompanying Documentation of Grant Expenditures Instructions before submittal.
- We will not accept documentation for expenditures that are not in accordance with the purpose of the grant.
- You must spend the grant funds only on the purpose stated above. Any remaining balance should be returned by check payable to the County of San Diego.

TOTAL EXPENDITURES: \$ \_\_\_\_\_ RETURNED AMOUNT: \$ \_\_\_\_\_

**WE DECLARE THAT ALL STATEMENTS CONTAINED ON THIS FORM AND IN ANY ACCOMPANYING DOCUMENTS ARE TRUE AND CORRECT.**

Prepared by: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Confirmed by: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

**Note: DO NOT DISCARD** Please complete and return this form, including attachments, to:  
County of San Diego, Neighborhood Reinvestment Program, 1600 Pacific Highway, Room 352,  
San Diego, CA 92101.

## Community Enhancement

- Form is provided with check issuance
- Must be included with documentation packet that is due at the end of grant period
- When completed must include original wet signatures
- Mail this form with rest of documentation packet to:

County of San Diego  
Office of Financial Planning  
1600 Pacific Highway, Suite 352  
San Diego, CA 92101

# Documentation of Grant Expenditures form

## COUNTY OF SAN DIEGO NEIGHBORHOOD REINVESTMENT PROGRAM DOCUMENTATION OF GRANT EXPENDITURES

Grant Period: 12/02/2014 to 12/02/2015

ORGANIZATION NAME: *\*Organization\** \_\_\_\_\_

TID: *\*Tax ID\** \_\_\_\_\_

PURPOSE OF GRANT: *\*Purpose\** \_\_\_\_\_

CHECK #: *\*Check #\** ISSUED ON: *\*Issue Date\** FOR: *\*Amount\** \_\_\_\_\_

DOCUMENTATION DUE NOT LATER THAN: *\*Documentation Due Date\** \_\_\_\_\_

- For proper documentation procedures, please read the accompanying Documentation of Grant Expenditures Instructions before submittal.
- We will not accept documentation for expenditures that are not in accordance with the purpose of the grant.
- You must spend the grant funds only on the purpose stated above. Any remaining balance should be returned by check payable to the County of San Diego.

TOTAL EXPENDITURES: \$ \_\_\_\_\_ RETURNED AMOUNT: \$ \_\_\_\_\_

**WE DECLARE THAT ALL STATEMENTS CONTAINED ON THIS FORM AND IN ANY ACCOMPANYING DOCUMENTS ARE TRUE AND CORRECT.**

Prepared by: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Confirmed by: (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

**Note: DO NOT DISCARD** Please complete and return this form, including attachments, to:  
County of San Diego, Neighborhood Reinvestment Program, 1600 Pacific Highway, Room 352,  
San Diego, CA 92101.

2015

EXPENDITURE DOCUMENT

NRP = pink

## Neighborhood Reinvestment

- Form is provided with check issuance
- Must be included with documentation packet that is due at the end of grant period
- When completed must include original wet signatures.
- Mail this form with rest of documentation packet to:

County of San Diego  
Office of Financial Planning  
1600 Pacific Highway, Suite 352  
San Diego, CA 92101

# List of Expenditures Form

List of Expenditures

Date (Expenditures must be within Grant period on Documentation of Grant Expenditure Form)	Check # (Include copy of check and bank statement showing check has cleared)	Payable To (Include paid invoices)	Purpose (Expenditures must be within Purpose of Grant on Documentation of Grant Expenditure Form)	Amount	Item # (Label expenditures documents and bank statements with item #)
3/8/15	Payroll	ADP Payroll Services	Payroll Services	\$35,839.10	1
3/3/15	3025	Desert Electric	Amp Service Cabinet	\$5,596.43	2
5/14/15	Credit Card	Printing Co.	Shirts for Volunteers	\$1,713.78	3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
			<b>TOTAL</b>	<b>\$43,149.31</b>	

**Unspent funds to be returned = \$50.27**

A completed List of Expenditures Form is required when submitting a documentation packet. The information needed is: Date of Expenditure, Check # (if applicable), Payable To, Expense Purpose, and Amount.

The example provided shows the three most common expenses:

- Item #1 – Payroll Expense
- Item #2 – Expense that is paid with check
- Item #3 – Expense that is paid with credit/debit card

# Payroll Report

## (Item #1)



3/8/2015

### Payroll Report

1 of 1

Employee	Gross Pay	Net Pay	Reg Hours	Overtime Hours	Bonus & Commission	Additions & Deductions	Retirement	PreTax	Federal Tax	FICA	Medicare	Other Tax
Jeff Abrams	2,661.62	1,809.31	80.00	0.00	1,940.68	0.00	133.08	96.00	344.97	107.76	37.21	133.29
David W Davis	267.38	186.99	15.50	0.00	0.00	-20.00	0.00	48.00	0.00	9.21	3.18	0.00
Shonda Donald	1,080.00	798.07	80.00	0.00	0.00	0.00	0.00	84.00	98.34	41.83	14.44	43.32
Bill Forester	1,231.13	960.87	73.50	0.00	0.00	0.00	0.00	96.00	73.13	47.67	16.46	37.00
Bill Framington	1,005.00	751.76	67.00	0.00	0.00	0.00	30.16	96.00	37.50	38.17	13.18	38.23
Matt Harmil	1,080.00	776.15	80.00	0.00	0.00	0.00	0.00	84.00	120.26	41.83	14.44	43.32
John Hope	1,362.13	990.71	78.25	1.25	0.00	0.00	20.00	96.00	135.86	53.18	18.36	48.02
Percy James	6,538.48	5,016.10	0.00	0.00	0.00	-122.12	0.00	14.00	1,004.60	0.00	0.00	381.66
Fredrick Jenkins	267.75	190.37	17.00	0.00	0.00	-25.00	0.00	0.00	25.60	11.25	3.88	11.65
Steve Minchel	1,514.76	1,185.48	80.00	2.00	0.00	-15.00	0.00	96.00	88.77	59.59	20.58	49.34
Barney Murphy	1,779.00	1,411.87	76.75	9.50	0.00	-30.69	0.00	0.00	164.73	74.72	25.79	71.20
Dwight Paulino	1,237.50	789.77	66.00	0.00	0.00	0.00	99.00	96.00	127.25	47.94	16.55	60.99
Dean Peterson	1,398.25	1,018.75	80.00	1.50	0.00	0.00	30.00	84.00	141.58	55.20	19.05	49.67
Brad Petrosian	1,600.00	1,077.10	80.00	0.00	0.00	0.00	112.00	96.00	154.68	63.17	21.81	75.24
Daniel Ragneth	2,187.75	1,284.81	80.00	0.00	75.07	-268.26	109.39	96.00	207.62	87.86	30.33	103.48
Chris Rockstahl	1,989.75	1,515.34	80.00	0.00	1,139.75	0.00	0.00	96.00	173.00	79.54	27.46	98.41
Donna Schoenfeld	100.20	90.19	12.00	0.00	0.00	0.00	0.00	0.00	0.00	4.20	1.45	4.36
Erik Shannon	1,353.63	1,034.40	79.25	0.25	0.00	-10.20	40.00	96.00	61.38	52.82	18.24	40.59
Patrice Sheffield	100.20	88.69	12.00	0.00	0.00	0.00	0.00	0.00	0.00	4.20	1.45	5.86
Patrick Smith	1,707.12	1,158.72	80.00	4.00	0.00	-5.90	153.64	96.00	138.43	67.67	23.36	63.40
Brandon Starcher	1,402.18	894.97	79.75	0.25	0.00	-11.96	140.22	96.00	140.70	54.86	18.94	44.53
James Vazquez	1,344.62	880.60	80.00	4.50	0.00	-19.72	134.46	84.00	88.74	52.95	18.27	65.88
Michael Von Scharrel	2,630.65	1,900.40	80.00	0.00	1,928.41	0.00	131.54	96.00	269.66	106.46	36.75	89.84
<b>Grand Total</b>	<b>35,839.10</b>	<b>25,811.42</b>	<b>1457.00</b>	<b>23.25</b>	<b>5,083.91</b>	<b>-528.85</b>	<b>1,133.49</b>	<b>1,646.00</b>	<b>3,596.80</b>	<b>1,162.08</b>	<b>401.18</b>	<b>1,559.28</b>

# Invoice (Item #2)

## Desert Electric

PO Box 000000  
City, CA 90000

Phone # (555)555-5555

## Invoice

Date	Invoice #
3/3/2015	35926

Bill To

Company  
0000 Main St.  
City, CA 900000  
(888)555-5555

Fax # (760) 767-4514

E-mail

desertelectric@sbcglobal.net

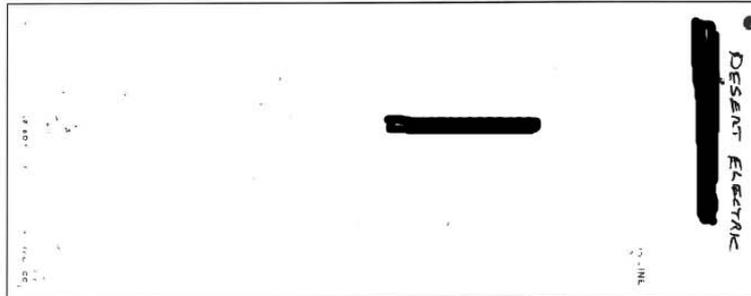
P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	400 amp service cabinet W/pull section, landing lugs & breakers.	5,804.99	5,804.99
1	sales tax	464.40	464.40
1	Credit for returned 400 amp panel less restocking charge.	-672.96	-672.96
<i>Pd 3/8 # 3625</i>			
<b>Total</b>			<b>\$5,596.43</b>

# Copy of Check (Item #2)

Company 00000 Main St. City, CA 90000		3025
DATE <u>March 8, 2014</u>		90-3958-1222
PAY TO THE ORDER OF <u>Desert Electric</u>	\$ <u>5596.43</u>	
<u>Five Thousand Five Hundred Ninety Six and 43/100 DOLLARS</u>		
FOR <u>Invoice # 35926</u>	<u>Robert Owens</u> <u>Bank Bill</u>	

Account:1313398 Serial:3025 Amount:\$5,596.43 Sequence:2093259090 TR:122239584 TranCode:0 Date:03/11/2014  
DepAccountNum:1313932 Branch:1414 Teller:0 XmitTC:0 Run:43 PocketNum:0 Batch:0 SiteNumber:0



# Check Bank Statement (Item #2)

Company  
March 31, 2014

Page: 2

**Other Withdrawals/Subtractions**

Date	Description	Subtractions
03-26	Maintenance Fee Analysis Activity For 02/14	.80
<b>Total Other Withdrawals/Subtractions</b>		<b>\$0.80</b>

**Daily Balances**

**Overdraft Fee Summary**

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**Checks**

Ck#	Amount	Date	Ck#	Amount	Date
✓3965		03-14	3025	*5,596.43	03-10
✓3000		03-04	3026		03-12
✓3007		03-21	3027		03-14
✓3008		03-21	3028		03-17
✓3009		03-04	3029		03-13
✓3010		03-10	*3031		03-24
✓3013		03-07	3032		03-14
✓3014		03-07	3033		03-17
✓3015		03-24	3034		03-21
✓3016		03-05	3035		03-17
✓3018		03-10	*3037		03-19
✓3019		03-11	3038		03-24
✓3020		03-06	3039		03-26
✓3021		03-07	3040		03-31
✓3022		03-07	*3042		
✓3023					
✓3024					

03-12 Total Checks paid: 32  
03-11 (\* Skip in check sequence, R-Check has been returned, + Electronified check)

# Invoice

## (Item #3)

### INVOICE

PLEASE REMIT TO: Printing Co.  
1234 Imaginary Ln  
San Diego, CA 00000

INVOICE # 2  
INVOICE DATE 5/14/2015  
DUE DATE 5/15/2015  
CUSTOMER # 7

BILL TO:  
Company  
0000 Main St.  
City, CA 90000

SHIP TO:  
Company  
0000 Main St.  
City, CA 90000

ORDER # 28    ORDER DATE 5/13/2015    REQ DATE 5/13/2015    PO NUMBER VERBAL BEN    VISA/MCARD    TRUCK LINE

ITEM	DESCRIPTION	COLOR	SIZE	ORDERED	SHIPPED	SHORT	B/O	PRICE	EXTENDED
6004	BELLA 4.2 OZ FAVORITE T HTHROY		XL	75	75	0	0	\$2.79	\$209.25
6004	BELLA 4.2 OZ FAVORITE T HTHROY		L	75	72	3	0	\$2.79	\$200.88
6004	BELLA 4.2 OZ FAV T DKGREY HTHR		L	12	12	0	0	\$2.79	\$33.48
6004	BELLA 4.2 OZ FAV T DKGREY HTHR		L	8	8	0	0	\$2.79	\$22.32
3001	CANVAS 100% 4.2 OZ T HTHR ROYL		XL	75	75	0	0	\$3.09	\$231.75
3001	CANVAS 100% 4.2 OZ T HTHR ROYL		L	50	50	0	0	\$3.09	\$154.50
3001	CANVAS 100% 4.2 OZ T HTHR ROYL		M	25	25	0	0	\$3.09	\$77.25
3001	CANVAS 100% 4.2 OZ T HTHR ROYL		S	25	25	0	0	\$3.09	\$77.25
3001	CANVAS 100% 4.2 OZ T DK GRHHTH		XL	75	75	0	0	\$3.09	\$231.75
3001	CANVAS 100% 4.2 OZ T DK GRHHTH		L	50	50	0	0	\$3.09	\$154.50
3001	CANVAS 100% 4.2 OZ T DK GRHHTH		M	25	25	0	0	\$3.09	\$77.25
3001	CANVAS 100% 4.2 OZ T DK GRHHTH		S	25	25	0	0	\$3.09	\$77.25

SALE\_AMT: \$1,547.43  
CASH DISCOUNT: \$46.42  
FREIGHT: \$0.00  
NSF\_AMT: \$0.00  
FINANCE CHARGE: \$0.00  
RESTOCK\_AMT: \$0.00  
BANK\_AMT: \$0.00  
MISC\_AMT: \$0.00  
ADDITIONAL FREIGHT: \$0.00  
ODEP\_AMT: \$0.00  
TOTAL: \$1,713.78

7 BOXES  
184 LBS

B  
RB-BEN/FF-\$200

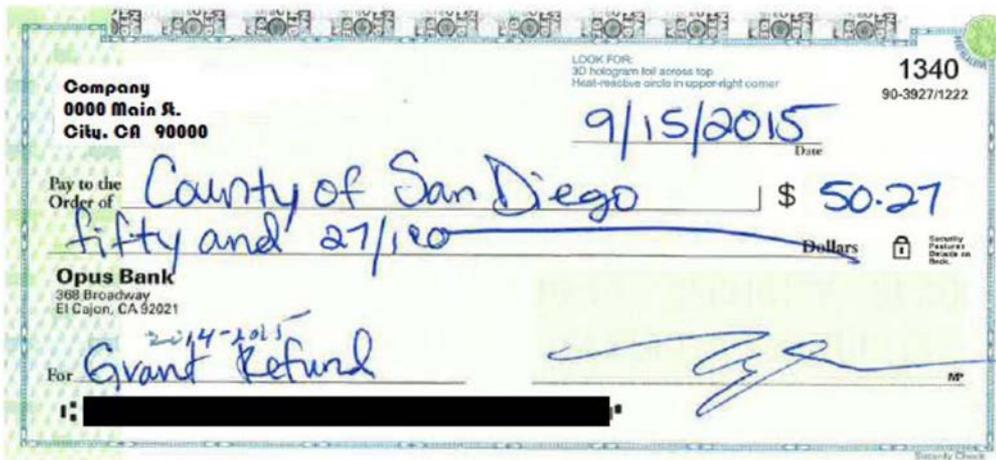
# Credit Card Statement (Item #3)

 manage your account online: [www.chase.com/southwest](http://www.chase.com/southwest)  CUSTOMER SERVICE: 1-800-792-0001  Mobile: Visit [chase.com](http://chase.com) on your mobile browser

**ACCOUNT ACTIVITY (CONTINUED)**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
05/10		35.07
05/08		566.91
05/09		73.69
05/11		42.95
05/11		77.46
05/13		47.58
05/14		50.00
05/13		2.58
05/16		80.00
05/15		6.04
05/15		134.59
05/15		25.00
05/15		180.00
05/16		20.25
05/15	Printing Co	1,713.78
05/16		58.20
05/15		27.30
05/16		13.54
05/16		268.37
05/16		14.00
05/16		24.83
05/19		611.82
05/18		12.01
05/19		35.75
05/20		834.84
05/19		25.37
05/22		11.19
05/22		44.99
05/23		268.94
05/22		112.32
05/22		33.32
05/24		327.57
05/24		16.59
05/25		126.31
05/24		18.67
05/26		1,274.15
05/26		477.98
05/27		7.55
05/28		1,728.00
05/27		19.88
05/29		336.67
05/31		64.61
05/29		23.97
05/30		16.14
06/01		42.95
06/01		33.96
06/01		43.60
06/01		66.08
06/03		29.40
06/02		37.58

# Returning Unspent Funds



- Unspent grant funds must be returned to the County
- These unspent funds may not be applied to any future CE or NRP grants
- When returning unspent funds, please make check payable to “County of San Diego”
- The check can be mailed to:  
County of San Diego  
Office of Financial Planning  
1600 Pacific Highway, Suite 352  
San Diego, CA 92101

# Additional Resources

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## Community Enhancement

- [Community Enhancement Website](#)
- [B-58 Policy](#)
- [Subscribe to receive information on Community Enhancement via e-mail](#)

## Neighborhood Reinvestment

- [Neighborhood Reinvestment Website](#)
- [B-72 Policy](#)
- [Subscribe to receive information on Neighborhood Reinvestment via e-mail](#)

Find your District/County Supervisor  
[Website](#)

# NRP/CE Contacts

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## Office of Financial Planning

1600 Pacific Highway, Room 352  
San Diego, CA 92101  
619-531-5177

## District Offices

- District 1 (Supervisor Greg Cox) – (619)531-5511
- District 2 (Supervisor Dianne Jacob) – (619)531-5522
- District 3 (Supervisor Dave Roberts) – (619)521-5533
- District 4 (Supervisor Ron Roberts) – (619)531-5544
- District 5 (Supervisor Bill Horn) – (619)531-5555