

Community Enhancement Neighborhood Reinvestment Program

Grant Documentation Guide



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Grant Close Out

Procedure

- Grant documentation is due 13 months after grant effective date
- All expenses must fall within the grant period
- All expenses must be for approved 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 (DOGE) form
- Completed list of expenditures form
- Proof of expenditures/supporting documentation for the entire grant amount
 - Give each supporting document an item number that corresponds to the associated line on the list of expenditures

Cover Letter

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



September 15, 2015

County of San Diego
Office of Financial Planning
CE/NRP Program
1690 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".

John Doe
Director, Company

Documentation of Grant Expenditures (DOGE) form

Form is provided with check

- 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

ECONOMIC DEVELOPMENT AND
GOVERNMENT AFFAIRS

1600 PACIFIC HWY, ROOM 152

SAN DIEGO, CA 92101



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 152, San Diego, CA 92101.

2015 EXPENDITURE DOCUMENT CE - yellow

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 152, San Diego, CA 92101.

2015 EXPENDITURE DOCUMENT MSP - pink

List of Expenditures form

Completed List of Expenditures Form is required when submitting documentation.

Required information:

- Date of Expenditure
- Check Number (if applicable) or Transaction Number
- Payable To
- Expense Purpose
- Amount of Expense

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 service)	Purpose (Expenditures must be within Purpose of Grant on Documentation of Grant Expenditure Form)	Amount	Item # Label report items documents and bank statements with form
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
			TOTAL		

Page 2 of 2



Expenditure Item Sets & Samples

1. Payroll Expense Reports

ADP Payroll Services												
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	1,089.00	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	95.00	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 Hamill	1,089.00	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	996.71	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	196.37	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	1,165.48	80.00	2.00	0.00	-15.00	0.00	96.00	88.77	59.59	20.59	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	1,609.00	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	173.60	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	880.69	80.00	4.50	0.00	-19.72	134.46	84.00	88.74	52.95	18.27	65.88
Michael Ven Scharrel	2,639.65	1,900.40	80.00	0.00	1,928.41	0.00	131.54	96.00	269.66	106.46	36.75	89.84
Grand Total	35,839.10	25,811.42	1457.00	23.25	5,083.91	-528.85	1,133.49	1,646.00	3,596.80	1,162.08	401.18	1,559.28

Expenditure Item Sets & Samples

2. Invoices paid with checks: Include copy of the invoice, cancelled check, and bank statement reflecting the charges

Desert Electric Phone # (555)555-5555 **Invoice**

PO Box 000000
City, CA 90000

Bill To

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

Fax # (760)767-4514
E-mail
desertelectric@bcglobal.net

P.O. No. Terms Project

Quantity	Description	Rate	Amount
1	400 amp service cabinet Wipul 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.	-472.96	-472.96
Total			56,596.43

*Pl 3/8
3025*

Company
00000 Main St.
City, CA 90000

3025

March 8, 2014

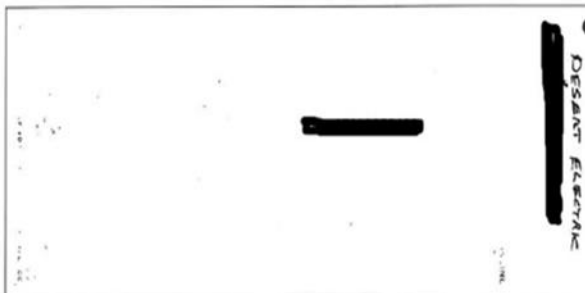
PAY TO THE ORDER OF *Desert Electric*

Five Thousand Five Hundred Ninety Six and 43/100 DOLLARS

\$ 5596.43

FOR *Invoice # 35926*

Account: 1713338 Serial: 3025 Account: 25, 596.43 Sequence: 2093259993 Trx: 12239994 TrxCode: 00 Date: 03/11/2014
Depositor: 1213332 Branch: 2414 BillerID: 0001010 RemID: 0000000000 NoteID: 01/00000000



Company
March 31, 2014 Page: 2

Other Withdrawals/Subtractions

Date	Description	Subtractions
03-06	Maintenance Fee Analysis Activity Fee 00114	90
Total Other Withdrawals/Subtractions		\$0.00

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

Chk#	Amount
3018	
3019	
3020	
3021	
3022	
3023	
3024	
3025	
3026	
3027	
3028	
3029	
3030	
3031	
3032	
3033	
3034	
3035	
3036	
3037	
3038	
3039	
3040	
3041	
3042	
3043	
3044	
3045	
3046	
3047	
3048	
3049	
3050	
3051	
3052	
3053	
3054	

Checks

Date	Chk#	Amount
03-14	3025	5,596.43
03-04	3026	
03-21	3027	
03-21	3028	
03-04	3029	
03-10	3030	
03-07	3031	
03-07	3032	
03-07	3033	
03-24	3034	
03-06	3035	
03-10	3036	
03-11	3037	
03-06	3038	
03-07	3039	
03-07	3040	
03-07	3041	
03-12	3042	
03-11	3043	
Total Checks paid: 32		
(* Skip in check sequence, if Check has been returned, * Elavated check)		

Expenditure Item Sets & Samples

3. Invoices Paid with Credit / Debit Cards: Include copy of the invoice and statement reflecting the charges

INVOICE		PLEASE REMIT TO: Printing Co.		INVOICE # 2					
		1234 Imaginary Ln		INVOICE DATE: 5/14/2015					
		San Diego, CA 90000		DUE DATE: 5/15/2015					
				CUSTOMER # 7					
BILL TO:		SHIP TO:							
Company		Company							
0000 Main St.		0000 Main St.							
City, CA 90000		City, CA 90000							
ORDER #	ORDER DATE	REQ DATE	PO NUMBER	VISA/MC CARD					
28	5/13/2015	5/13/2015	VERBAL BEN	TRUCK LINE					
ITEM	DESCRIPTION	COLOR	SIZE	ORDERED	SHIPPED	SHORT	R/O	PRICE	EXTENDED
004	BELLA 4.2 OZ FAVORITE T HTHROY		XL	75	75	0	0	\$2.79	\$209.25
004	BELLA 4.2 OZ FAVORITE T HTHROY		L	75	72	3	0	\$2.79	\$200.88
004	BELLA 4.2 OZ FAV T DKGREY HTHR		L	12	12	0	0	\$2.79	\$33.48
004	BELLA 4.2 OZ FAV T DKGREY HTHR		L	8	8	0	0	\$2.79	\$22.32
001	CANVAS 100% 4.2 OZ T HTHR ROYL		XL	75	75	0	0	\$3.09	\$231.75
001	CANVAS 100% 4.2 OZ T HTHR ROYL		L	50	50	0	0	\$3.09	\$154.50
001	CANVAS 100% 4.2 OZ T HTHR ROYL		M	25	25	0	0	\$3.09	\$77.25
001	CANVAS 100% 4.2 OZ T HTHR ROYL		S	25	25	0	0	\$3.09	\$77.25
001	CANVAS 100% 4.2 OZ T DK GRNHTH		XL	75	75	0	0	\$3.09	\$231.75
001	CANVAS 100% 4.2 OZ T DK GRNHTH		L	50	50	0	0	\$3.09	\$154.50
001	CANVAS 100% 4.2 OZ T DK GRNHTH		M	25	25	0	0	\$3.09	\$77.25
001	CANVAS 100% 4.2 OZ T DK GRNHTH		S	25	25	0	0	\$3.09	\$77.25
								SALE AMT:	\$1,047.43
								CASH DISCOUNT:	\$45.42
								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
								CODEP AMT:	\$0.00
								TOTAL:	\$1,713.78
7 BOXES									
164 LBS									
B									
PB-BENFF-\$200									

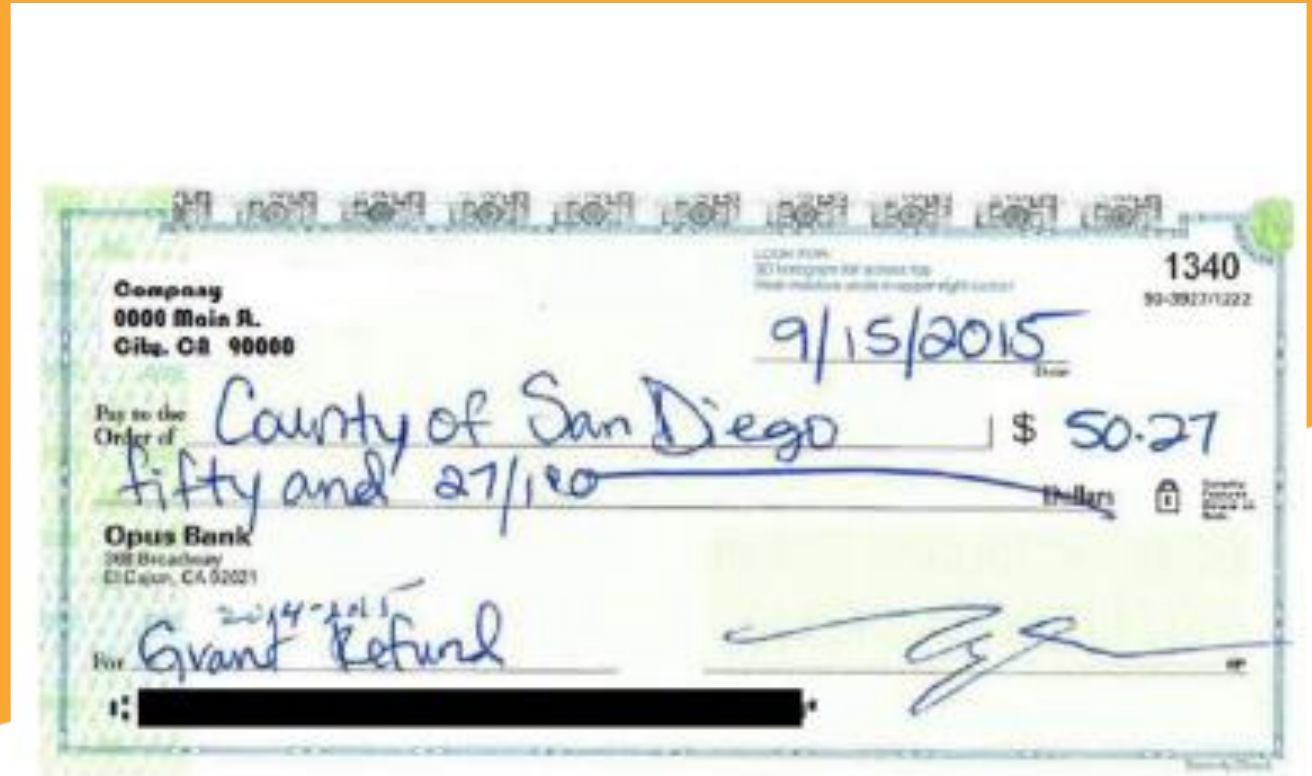
ACCOUNT ACTIVITY (CONTINUED)		
Date of Transaction	Merchant Name or Transaction Description	\$ Amount
05/09		35.07
05/08		508.91
05/09		73.99
05/11		42.95
05/11		77.45
05/13		47.50
05/14		50.00
05/13		2.50
05/16		60.00
05/15		6.04
05/15		134.50
05/15		25.00
05/15		180.00
05/16		20.25
05/15	Printing Co	1,713.78
05/16		58.20
05/15		27.30
05/16		13.54
05/16		238.37
05/16		14.00
05/16		24.83
05/19		611.82
05/19		12.01
05/19		30.73
05/20		834.84
05/19		25.37
05/22		11.19
05/22		44.99
05/23		260.94
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		477.08
05/27		7.55
05/28		1,728.00

Returning Unspent Grant 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
ECONOMIC DEVELOPMENT AND
GOVERNMENT AFFAIRS
1600 PACIFIC HWY, ROOM 152
SAN DIEGO, CA 92101**





Additional Resources

COMMUNITY ENHANCEMENT:

[Community Enhancement Program B-58 Policy](#)

NEIGHBORHOOD REINVESTMENT

[Neighborhood Reinvestment Program B-72 Policy](#)

YOUR DISTRICT/COUNTY SUPERVISOR:

[Board of Supervisors Website](#)

